## Creating a Wait List Room

Last Modified on 12/04/2018 9:30 am EST

The system has the ability to add students to a Wait List for many reasons, see instructions and scenarios below:

## Wait List Room Settings

1. To enable the wait list on a room, click Setup from the menu, then select

Classroom

Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	م
							Semester	
							Classro	oom
							Classro	oom Summary

2. Click the classroom name

After School Program (1) Extra	Programs (3) School Year Care (12) Special Programs (5) Summe	r Camp (3)	No Category (2)	
Center Level - Classrooms				
Category	Classroom Name	Operating Capacity	Fee	
Extra Programs				
3 Programs - Show/Hide				
Upload a Category Picture				
(Registration Setup) 🕀				
(Registration Confirmation Questic	n)			
<del>0</del>				
	Regular (View Semester) - None - Parent Managed Room Availab			
	<del>o</del>			
	Upload a Classroom Picture	0	\$	
	Extra Program Registration Info 🕀	0	200.00	
	(Registration Setup) 🔂			
	(Attribute Setup)			
	(Extra Fee Setup)			

- 3. Locate the following fields:
  - Operating Capacity enter the total spaces available before students are added into the wait list, if applicable. Please Note: for an unlimited capacity, enter zero
  - Place Into Waiting List
    - Yes this option will place <u>all</u> student registrations into the

wait list, no matter the capacity. Administrators will have to manually approve all registrations into this room

- No students will be added into the room and not placed on the wait list
- Add to Waiting List After Reaching Operating Capacity
  - Yes once room capacity has been reached, all new student registrations will be placed on the wait list for approval
  - No once capacity is reached, the room will close

## Scenarios

Example	Setting Name	Setting	Action
1	Place Into Waiting List	No	<ul> <li>Students will not be placed into a Wait List</li> </ul>
	Add to Waiting List After Reaching Operating Capacity	No	Registration will be closed after reaching capacity
	Place Into Waiting List	No	<ul> <li>Registrations are automatically approved</li> </ul>
2	Add to Waiting List After Reaching Operating Capacity	Yes	<ul> <li>After reaching capacity, new registrations will be placed on Wait List</li> </ul>
3	Place Into Waiting List	Yes	• The room will never close
	Add to Waiting List After Reaching Operating Capacity	Yes	<ul> <li>New registrations will always go to Wait List</li> </ul>
4	Place Into Waiting List	Yes	All registrations will be placed into the Wait List
	Add to Waiting List After Reaching Operating Capacity	No	<ul> <li>Once capacity is reached, room will close</li> </ul>

## Wait List Facts

Things to note about this process-

• The registration fee will be charged and require payment upon

registration, unless the Pay First before accepting Registration field is set to No

Pay First before accepting registration:	No	۳	
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- Parents will receive the same notifications they would normally receive for registering. This means a site may want to include verbiage to have parents confirm their program assignments by signing into the portal and going to the Attendance tab
- The capacity will display as the total number on the waiting list / total capacity. This means that on the wait list tile, when approving, it may look like more students are associated to the program than have actually been approved. To see a full, complete list of children registered for a program/semester go to reports > room/program, then pull the student schedule summary- select the center/category/room based on the data that should be displayed in the report