

# Add a Student to a Waitlist

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If a class is full (has met its *MaxSize* number on the *ClassSummary* tab) and has availability on its Waitlist (*MaxWait* on the *Class Summary* tab), an organization can choose to add students to a waitlist. If an opening becomes available, students can be enrolled into the class from the class' *Waitlist*.

## Add a Student to a Waitlist

1. Locate the *Class* record and navigate to the **Waitlist** tab.
2. Click the **Add to Waitlist** button.
3. In the search window, filter your search by student **first** or **last name**.
4. Click the **Waitlist** link next to the appropriate student(s).
5. Click **OK** to verify the waitlisting.

Jackrabbit care

### Class Enroll: Pre K Extended Day

Enter first few letters of the Last Name:  or First Name:

3 students found

	Last Name	First Name	Age	Active	Loc	Family	Address
<a href="#">WaitList</a>	Springer	April	10 yrs, 4 mths	Yes	JR	Springer	Forge Gate Apt 2A

The student now shows on the Waitlist tab of the class record.

## Class: Pre K Extended Day

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Summary Enroll List Attendance Drop List **Wait List** Instructors Lesso

Add to Wait List Email Wait List

### Wait List

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	Entry Date	Student	Gender	Age	Active?	Home Phone
1	12/27/2018 12:16:15 PM	<a href="#">April Springer</a>	Female	10 yrs, 4 mths	Y	215-455-9878