Manage Activity Waitlists

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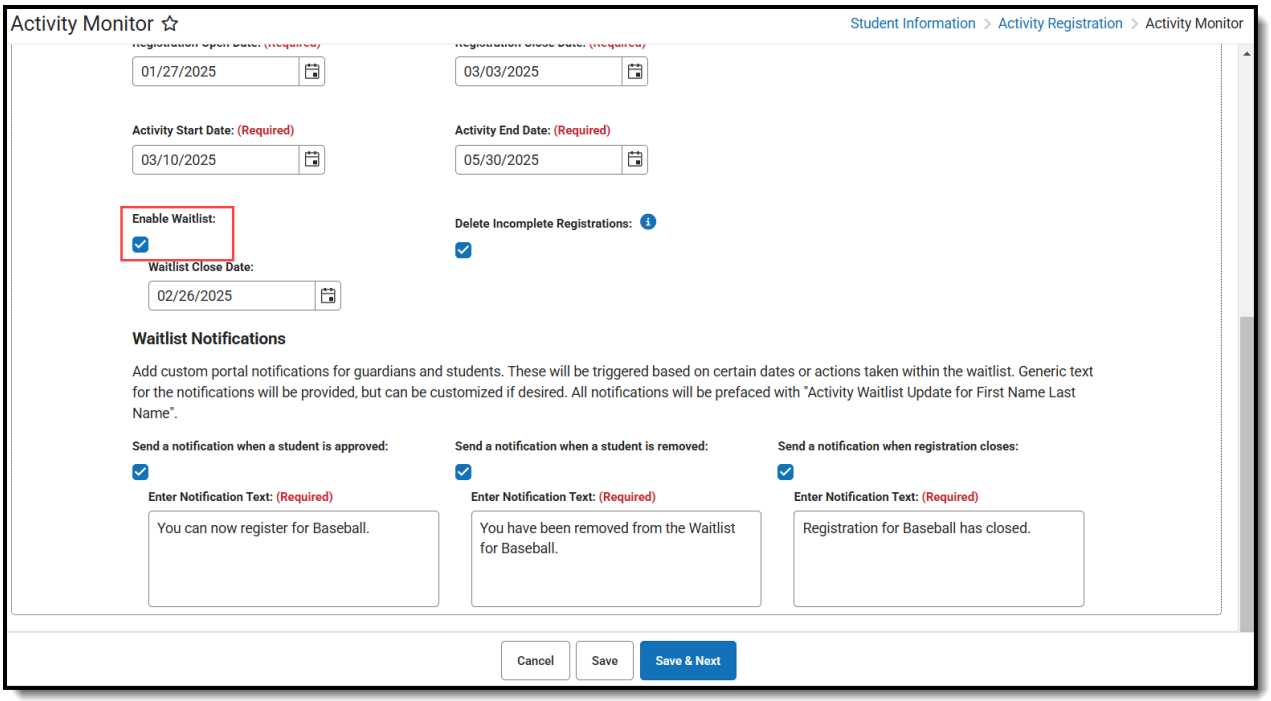
Tool Search: Activity Monitor, Activity Dashboard

If enabled for an activity or athletics registration, students can join the waitlist for full activities. When inventory for a purchase option reaches zero, the "Add to Cart" button will change to "Join Waitlist" within the School Store. Once students join the waitlist, staff can grant or remove spots as needed. When approved, students will be able to purchase the activity and complete their registration.

Enabling Waitlist

Waitlists can be enabled in Step 1: Create Activity of the Activity Builder by clicking the Enable Waitlist checkbox. This checkbox can be selected when creating a new activity, when editing a draft, or when editing an activity when registration is still open. Waitlists can be disabled for draft or upcoming activities by unselecting the Enable Waitlist checkbox.

Users with Tool Rights to create activities can use Enable Waitlist.



Once registration for an activity has opened, waitlists cannot be disabled.

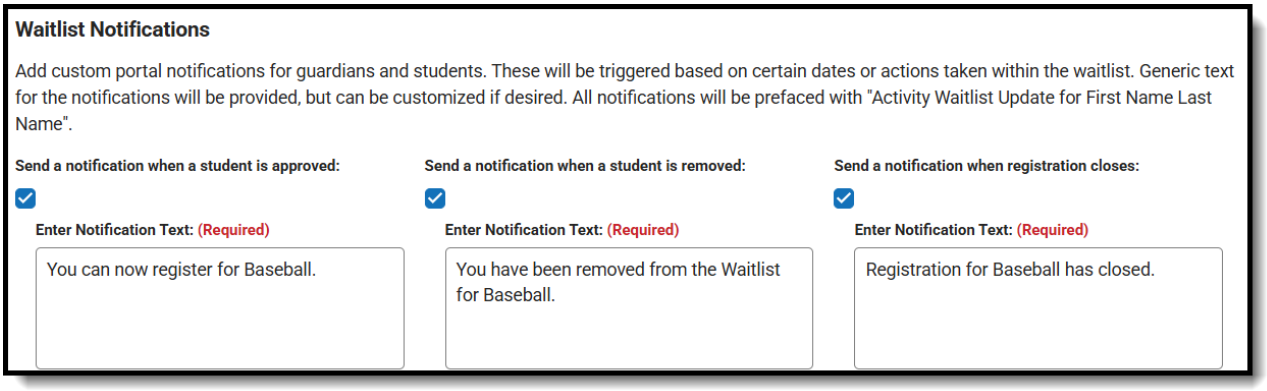
Waitlist Close Date

Once Enable Waitlist has been selected, the Waitlist Close Date will become editable. This date determines the final day students can be added to the waitlist while registration is open. Setting the date a few days before the Registration Close Date is advisable. This will provide staff sufficient time to approve and remove students, ensuring that guardians and students can complete their activity registrations.

Waitlist Notifications

Waitlist Notifications allow custom Portal notifications to be sent to guardians and students if a student has been approved for an activity, removed from a waitlist, or the activity registration has closed. These messages can be enabled by selecting their corresponding checkboxes and customized in the Enter Notification Text field. Generic text for the notifications will be provided based on the Activity Name. Notifications can be modified at any time.

Note: If a guardian has signed up for an activity, the guardian and student will receive the notification. If a student signs up for an activity, the notification only appears for the student.



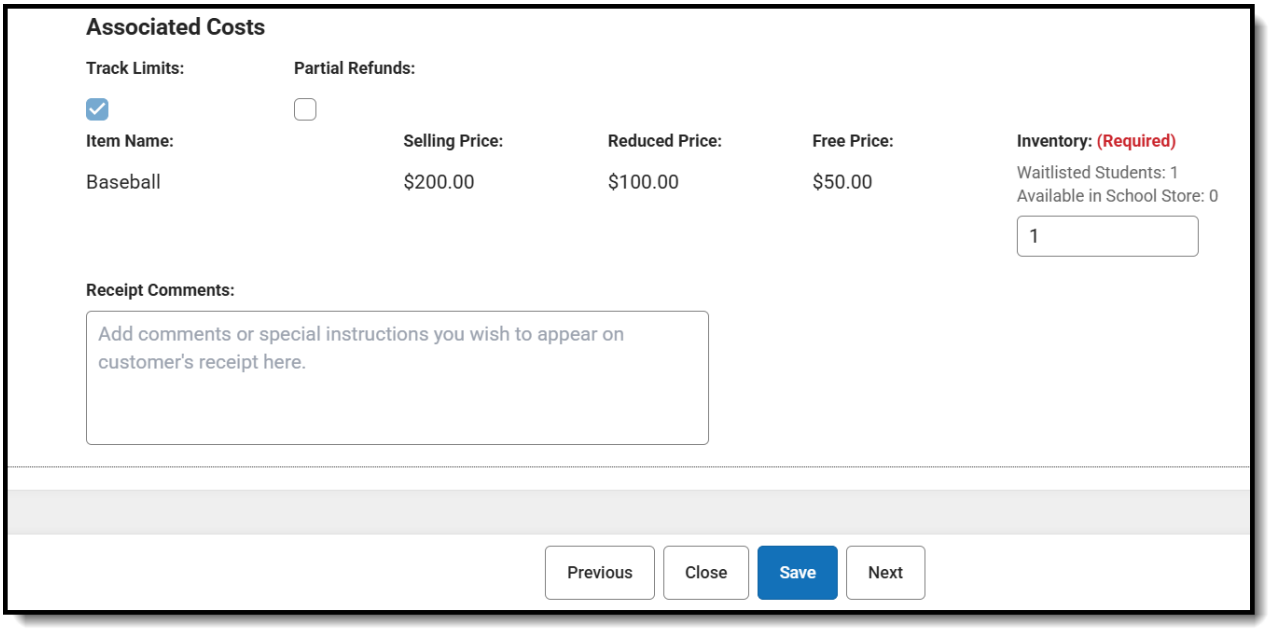
Setting Inventory

The number of available slots for an activity will be established in Step 4: Link to Portal in the

Activity Builder. These will be managed under Associated Costs via the Track Limits feature, automatically turning on when waitlists have been enabled.

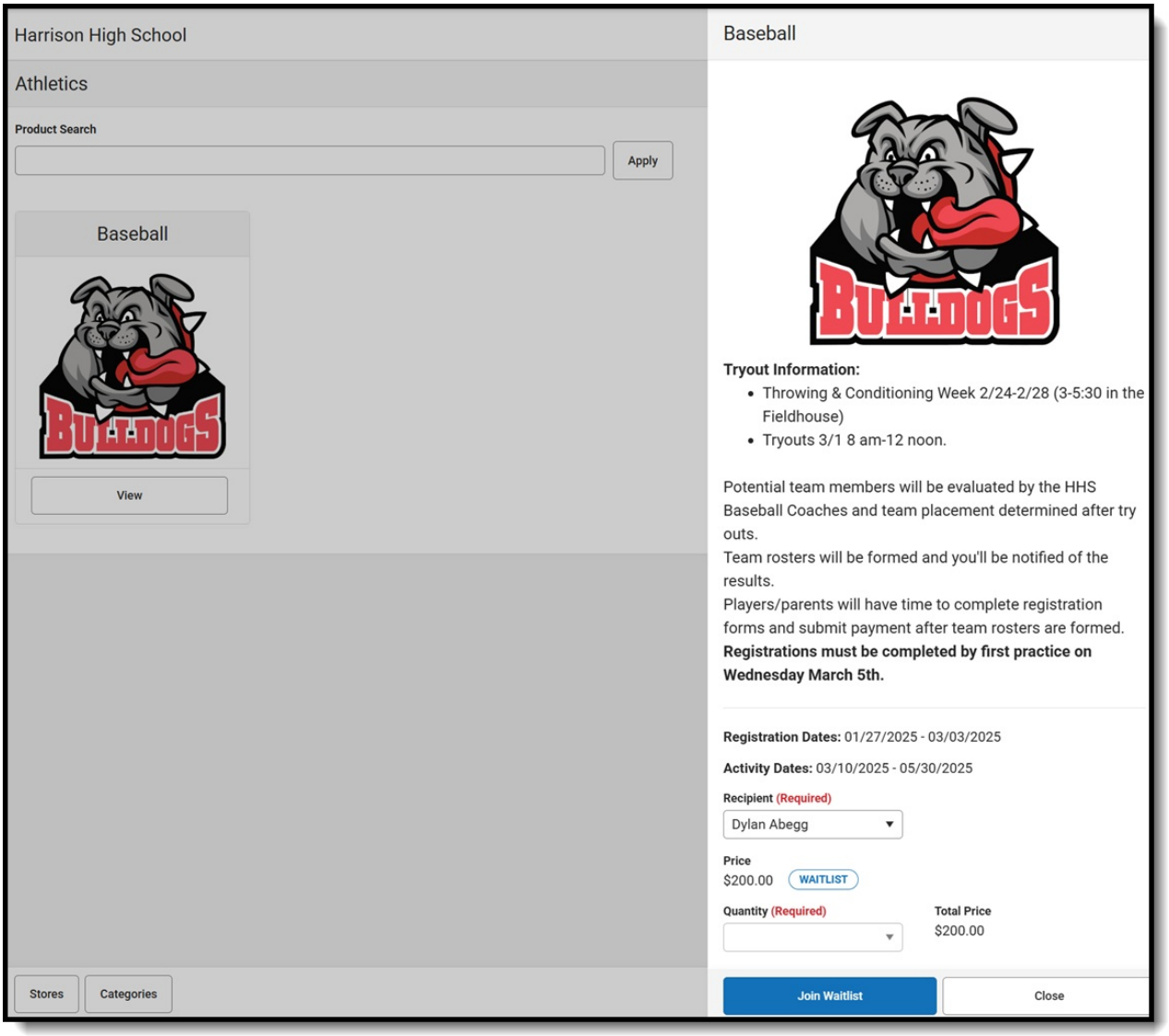
In the Inventory slot, enter the number of students who can register for the activity. This will be the number of students who can register for an activity before being put on the waitlist.

After students have registered and the inventory has reached zero, students will start to be added to the waitlist. The number of students on the waitlist, as well as the number of available slots in the School Store will appear above the Inventory field. Additional inventory can be added before the Waitlist Close Date. If inventory is added that exceeds the number of students on the waitlist, it will add that availability to the School Store.



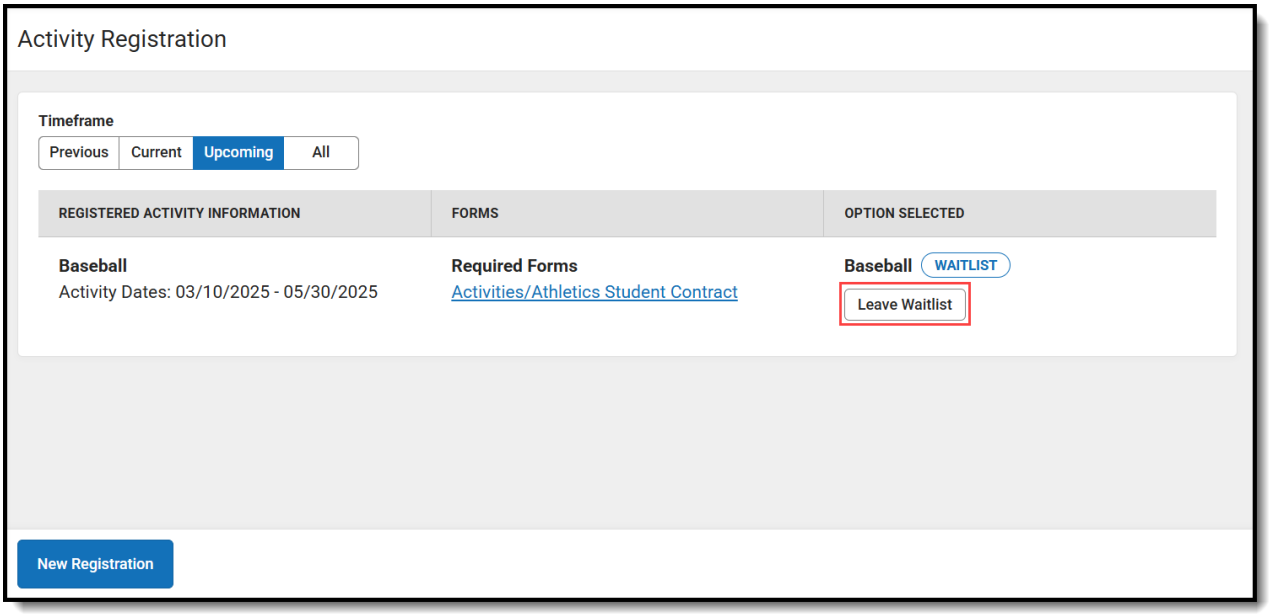
Adding Students to a Waitlist

When an activity has no inventory, students will be added through the normal registration process via the School Store. When registering, users will see a WAITLIST label appear next to the activity's price. They can then click Join Waitlist to be added. A confirmation will appear indicating that they have been added to the waitlist and can purchase the activity if a spot has been granted. Required forms will not have to be completed until after students have been granted a spot.



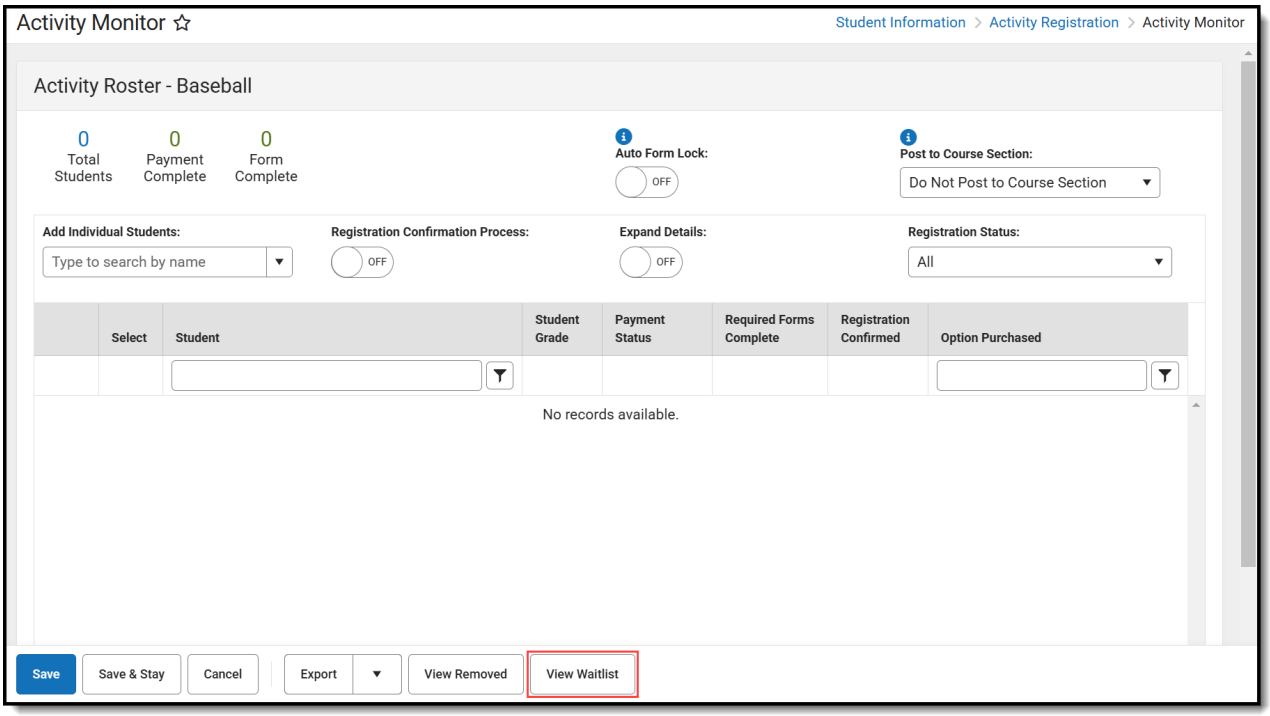
Leaving a Waitlist

A waitlist can be left by clicking the Leave Waitlist button in the Activity Registration of the Portal or selecting the Activity from the School Store, choosing the student on the waitlist (as indicated by the waitlist label), then clicking Leave Waitlist. If they wish to join the waitlist, they will need to register for the activity again.



Viewing and Managing Waitlist

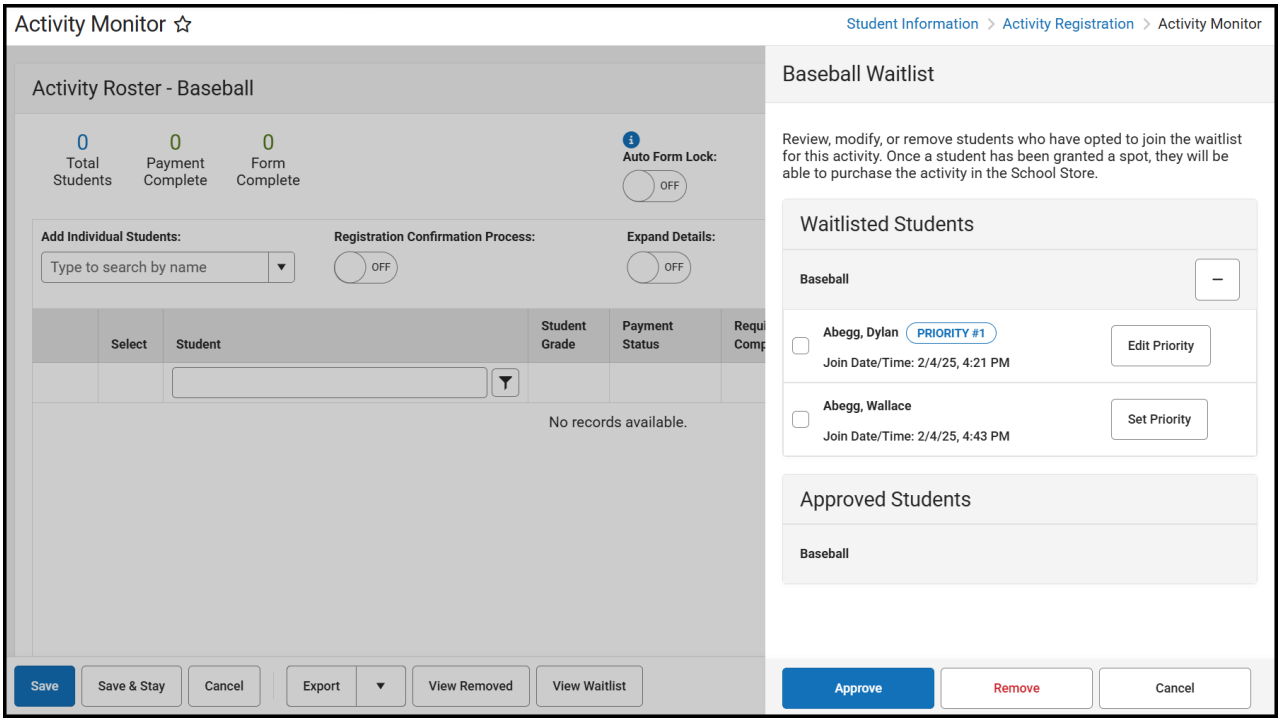
Click the activity's Roster button to view its waitlist. From the Activity Roster, click the View Waitlist button. This button will not appear until students have been added to the Waitlist. Once selected, a Waitlist side panel will appear that allows you to set student priority, approve students to purchase the activity, or remove students from the waitlist.



Setting Waitlist Priority

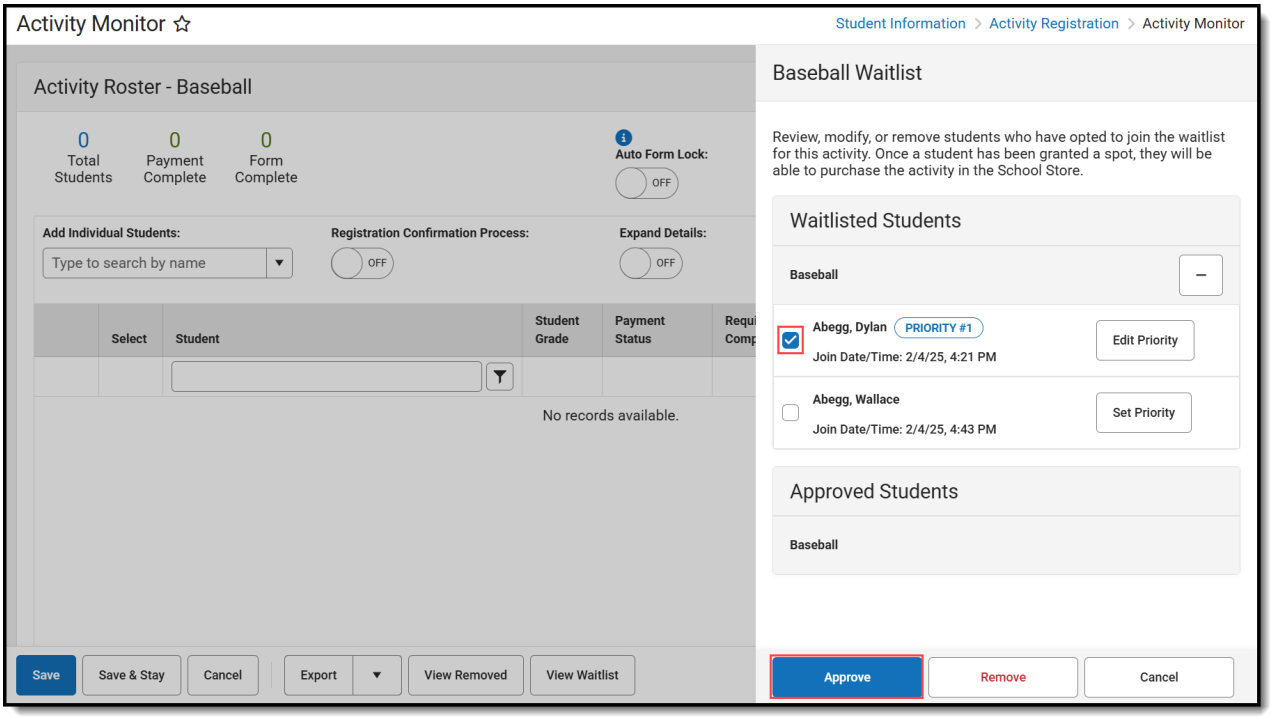
Students in the Waitlisted Students section can have their activity priority set by using the Set Priority button. This label will appear next to the Students in the Waitlisted Students section for

staff management as a reminder of which students should be added first. Priority can be modified by using the Edit Priority button. This label will not appear for guardians or students when reviewing their waitlisted activites in the Portal.



Approving Students

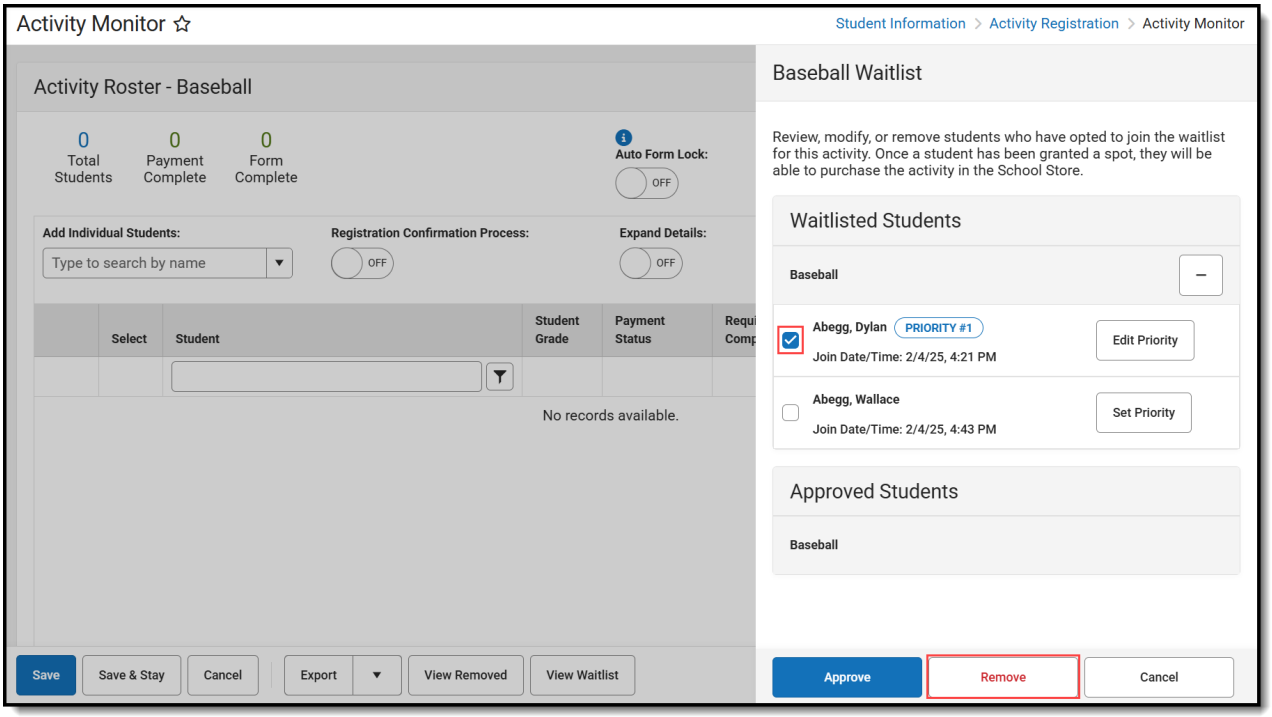
Students can be approved to purchase an activity by selecting the checkbox next to their name from the Waitlisted Students section and clicking the Approve button. An alert will appear asking to finalize the approval. After clicking Approve, guardians and/or students will receive a notification they have been approved if notifications have been enabled. Students who have been approved will then move to the Approved Students section.

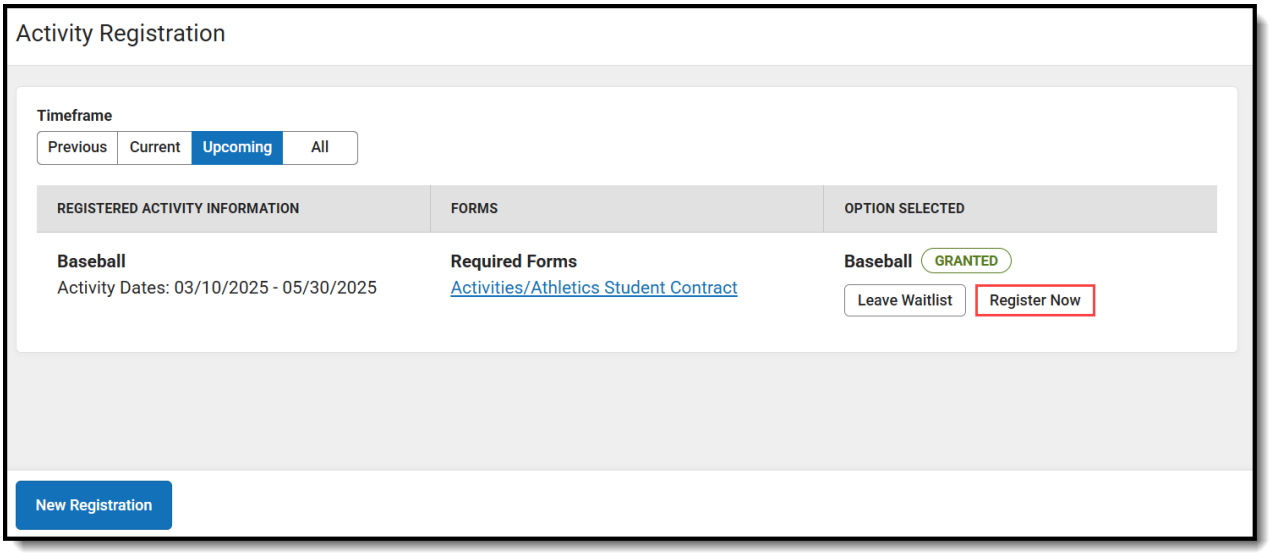


Guardians and students will not see what order they were added in.

Removing Students

Students can be removed from a waitlist by selecting the checkbox next to their name from the Waitlisted Students section and clicking the Remove button. An alert will appear asking to finalize the removal. After clicking Remove, guardians and/or students will receive a notification they have been removed if notifications have been enabled. Students who have been removed will need to register to join the activity from the Portal again if they wish to participate.



Completing Registration When Accepted

After a student has been approved for an activity, the guardian or student can complete the registration process from the Portal by clicking Register Now from Activity Registration or by selecting the activity in the School Store and choosing the approved student as the recipient.