

# 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.

Activity Monitor ☆

Student Information > Activity Registration > Activity Monitor

Registration Open Date:  Registration Close Date:

Activity Start Date: **(Required)**  Activity End Date: **(Required)**

Enable Waitlist:  Delete Incomplete Registrations:

Waitlist Close Date:

**Waitlist Notifications**

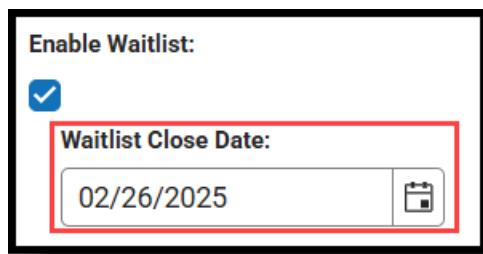
Add custom portal notifications for guardians and students. These will be triggered based on certain dates or actions taken within the waitlist. Generic text for the notifications will be provided, but can be customized if desired. All notifications will be prefaced with "Activity Waitlist Update for First Name Last Name".

Send a notification when a student is approved:  Enter Notification Text: **(Required)**  Send a notification when a student is removed:  Enter Notification Text: **(Required)**  Send a notification when registration closes:  Enter Notification Text: **(Required)**

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.



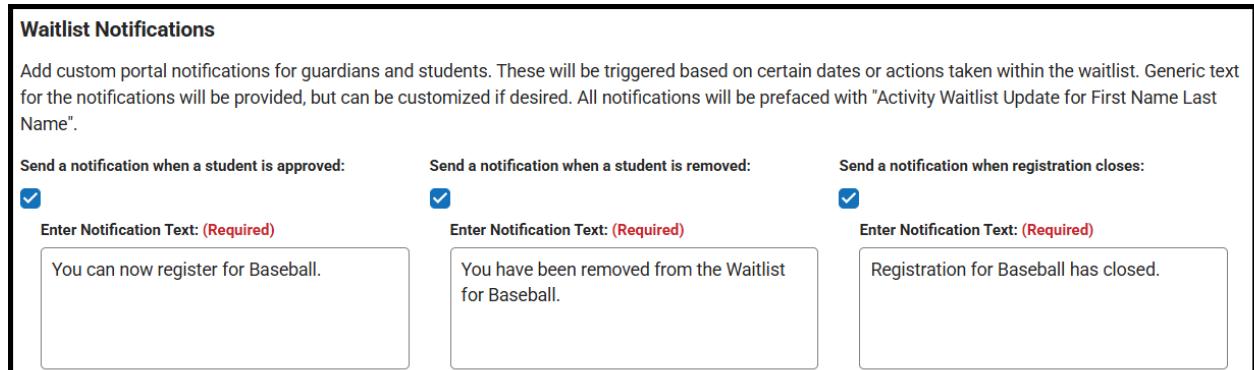
Enable Waitlist:

Waitlist Close Date:

## 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.



Waitlist Notifications

Add custom portal notifications for guardians and students. These will be triggered based on certain dates or actions taken within the waitlist. Generic text for the notifications will be provided, but can be customized if desired. All notifications will be prefaced with "Activity Waitlist Update for First Name Last Name".

Send a notification when a student is approved:

Enter Notification Text: (Required)  
You can now register for Baseball.

Send a notification when a student is removed:

Enter Notification Text: (Required)  
You have been removed from the Waitlist for Baseball.

Send a notification when registration closes:

Enter Notification Text: (Required)  
Registration for Baseball has closed.

## 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.

Associated Costs				
Track Limits:	Partial Refunds:			
<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Item Name:	Selling Price:	Reduced Price:	Free Price:	Inventory: (Required)
Baseball	\$200.00	\$100.00	\$50.00	Waitlisted Students: 1 Available in School Store: 0
<input type="text" value="1"/>				
Receipt Comments: <div style="border: 1px solid #ccc; padding: 5px;">Add comments or special instructions you wish to appear on customer's receipt here.</div>				
<div style="text-align: center;"><a href="#">Previous</a> <a href="#">Close</a> <a href="#" style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px;">Save</a> <a href="#">Next</a></div>				

## 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.

Harrison High School

Athletics

Product Search

Baseball

View

Tryout Information:

- Throwing & Conditioning Week 2/24-2/28 (3-5:30 in the Fieldhouse)
- Tryouts 3/1 8 am-12 noon.

Potential team members will be evaluated by the HHS Baseball Coaches and team placement determined after try outs.

Team rosters will be formed and you'll be notified of the results.

Players/parents will have time to complete registration forms and submit payment after team rosters are formed.

**Registrations must be completed by first practice on Wednesday March 5th.**

Registration Dates: 01/27/2025 - 03/03/2025

Activity Dates: 03/10/2025 - 05/30/2025

Recipient (Required)  
Dylan Abegg

Price  
\$200.00 **WAITLIST**

Quantity (Required)  
Total Price  
\$200.00

Join Waitlist

Close



Stores Categories

## 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.

## Activity Registration

Timeframe

Previous Current **Upcoming** All

REGISTERED ACTIVITY INFORMATION	FORMS	OPTION SELECTED
<b>Baseball</b> Activity Dates: 03/10/2025 - 05/30/2025	<b>Required Forms</b> <a href="#">Activities/Athletics Student Contract</a>	Baseball <b>WAITLIST</b> <a href="#">Leave Waitlist</a>

**New Registration**

# 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.

Activity Monitor ☆

Student Information > Activity Registration > Activity Monitor

Activity Roster - Baseball

Total Students	Payment Complete	Form Complete	Auto Form Lock:	Post to Course Section:
0	0	0	<input type="button" value="OFF"/>	<input type="button" value="Do Not Post to Course Section"/>

Add Individual Students:  Registration Confirmation Process:  Expand Details:  Registration Status:

Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased

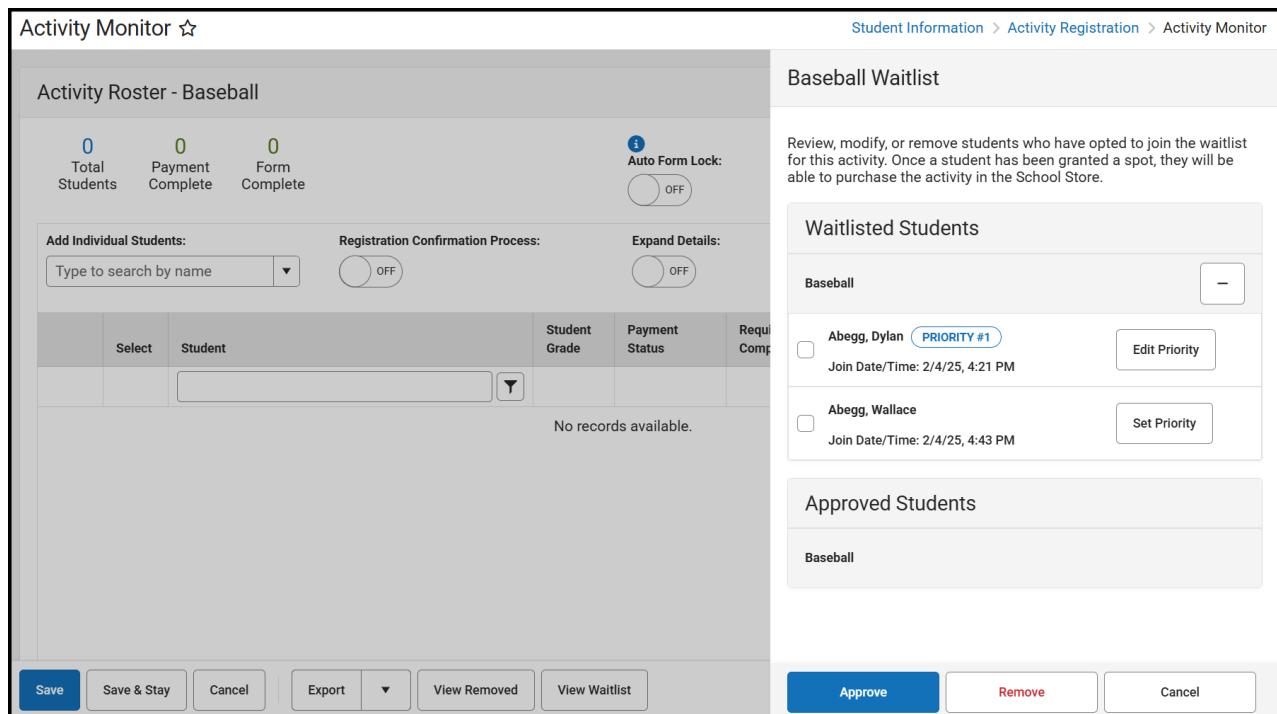
No records available.

**Save** **Save & Stay** **Cancel** **Export** **View Removed** **View 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.



The screenshot shows the 'Activity Monitor' interface for the 'Baseball' activity. The left panel displays the 'Activity Roster - Baseball' with counts: 0 Total Students, 0 Payment Complete, and 0 Form Complete. It includes sections for 'Add Individual Students' (with a search bar and dropdown), 'Registration Confirmation Process' (with a toggle switch set to 'OFF'), and 'Expand Details' (with a toggle switch set to 'OFF'). A table below shows columns for Select, Student, Student Grade, Payment Status, and Requirements. A message 'No records available.' is displayed. The right panel is titled 'Baseball Waitlist' and contains a sub-section 'Waitlisted Students' for 'Baseball'. It lists two students: 'Abegg, Dylan' (Priority #1) and 'Abegg, Wallace', each with a checkbox, a 'Join Date/Time' (2/4/25, 4:21 PM and 4:43 PM respectively), and a 'Set Priority' button. Below this is an 'Approved Students' section for 'Baseball' with an empty list. At the bottom are buttons for 'Save', 'Save & Stay', 'Cancel', 'Export', 'View Removed', 'View Waitlist', 'Approve' (highlighted in blue), 'Remove' (highlighted in red), and 'Cancel'.

## 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.

Activity Monitor ☆

Student Information > Activity Registration > Activity Monitor

Activity Roster - Baseball

0 Total Students 0 Payment Complete 0 Form Complete

Auto Form Lock: OFF

Add Individual Students: Registration Confirmation Process: Expand Details:

Type to search by name OFF OFF

Select	Student	Student Grade	Payment Status	Requirement Complete

No records available.

Save Save & Stay Cancel Export View Removed View Waitlist

Baseball Waitlist

Review, modify, or remove students who have opted to join the waitlist for this activity. Once a student has been granted a spot, they will be able to purchase the activity in the School Store.

Waitlisted Students

Baseball

Abegg, Dylan	PRIORITY #1
<input checked="" type="checkbox"/>	Join Date/Time: 2/4/25, 4:21 PM
<input type="checkbox"/>	Abegg, Wallace
	Join Date/Time: 2/4/25, 4:43 PM

Edit Priority Set Priority

Approved Students

Baseball

Approve Remove Cancel

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.

Activity Monitor ☆

Student Information > Activity Registration > Activity Monitor

Activity Roster - Baseball

0 Total Students 0 Payment Complete 0 Form Complete

Auto Form Lock: OFF

Add Individual Students: Registration Confirmation Process: Expand Details:

Type to search by name OFF OFF

Select	Student	Student Grade	Payment Status	Requirement Complete
				No records available.

Save Save & Stay Cancel Export View Removed View Waitlist

Baseball Waitlist

Review, modify, or remove students who have opted to join the waitlist for this activity. Once a student has been granted a spot, they will be able to purchase the activity in the School Store.

Waitlisted Students

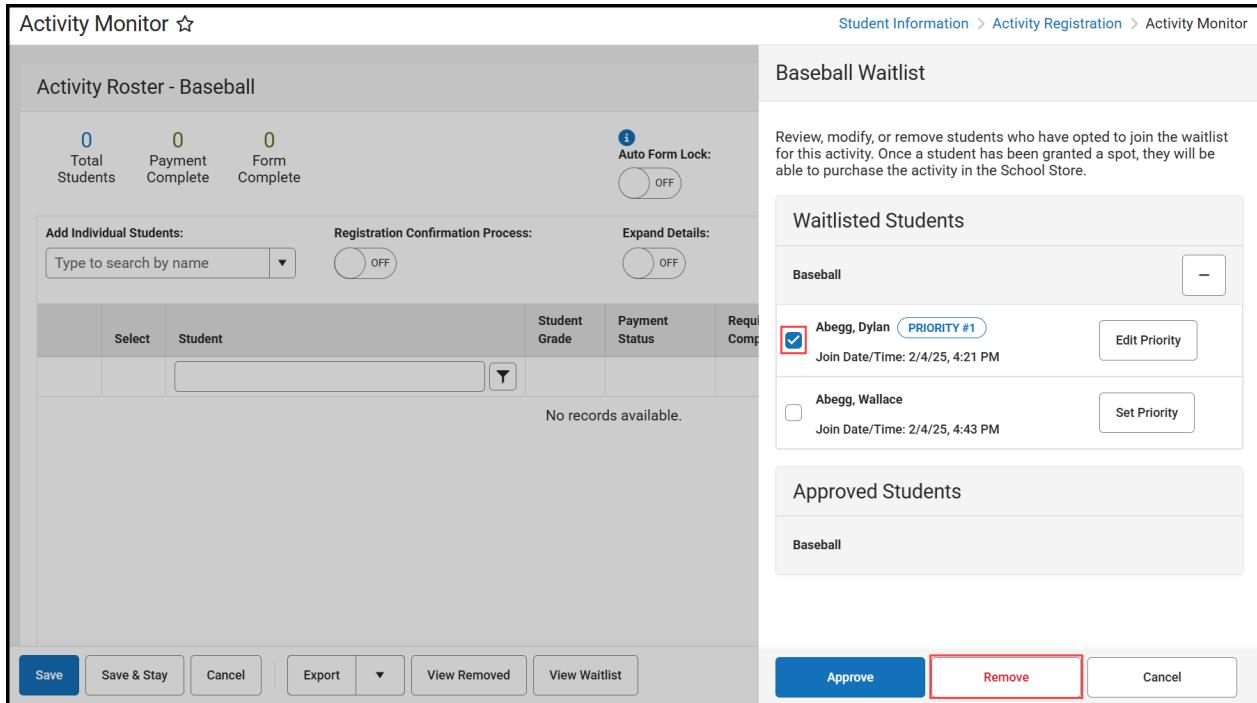
Baseball

<input checked="" type="checkbox"/> Abegg, Dylan PRIORITY #1 Join Date/Time: 2/4/25, 4:21 PM	Edit Priority
<input type="checkbox"/> Abegg, Wallace Join Date/Time: 2/4/25, 4:43 PM	Set Priority

Approved Students

Baseball

Approve Remove Cancel



## 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.

Activity Registration

Timeframe

Previous Current **Upcoming** All

REGISTERED ACTIVITY INFORMATION	FORMS	OPTION SELECTED
Baseball Activity Dates: 03/10/2025 - 05/30/2025	Required Forms <a href="#">Activities/Athletics Student Contract</a>	Baseball GRANTED Leave Waitlist <b>Register Now</b>

New Registration

