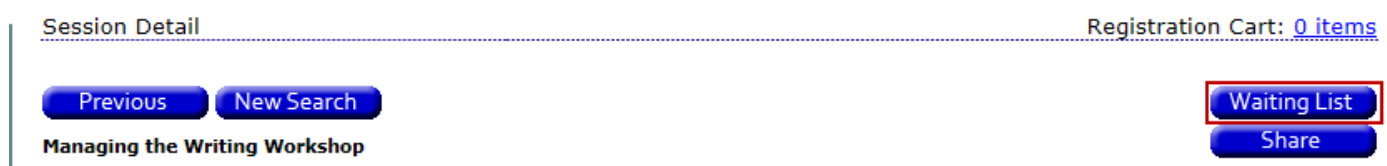


## Waiting List

Within the registration system is the ability to indicate that you would like to be placed on a waiting list for a session that is currently full. If you view a session and see that **instead** of a **Register** button, the button says **Waiting List**, that means that there is a waiting list for the session.



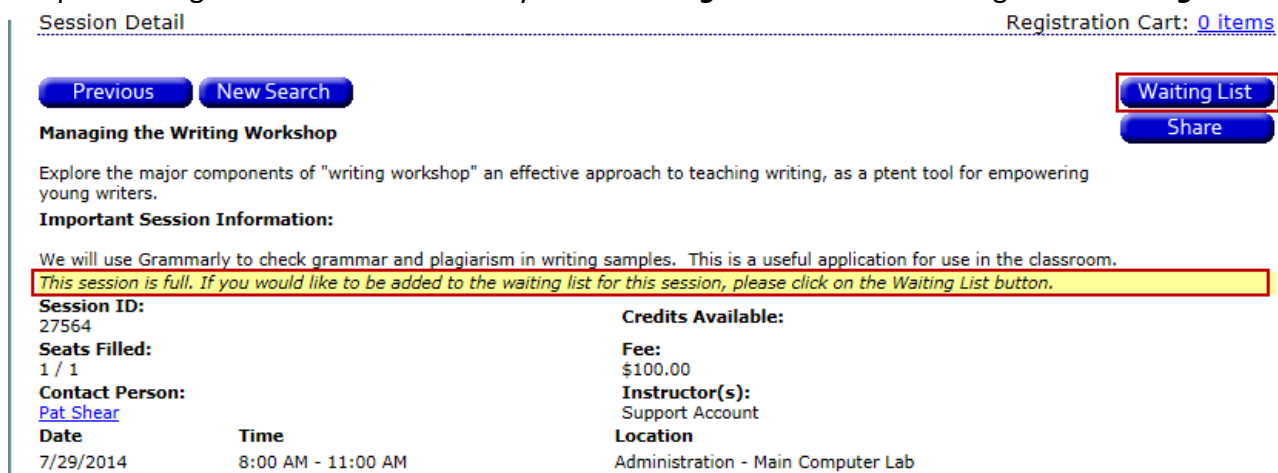
The screenshot shows a registration page for a session titled "Managing the Writing Workshop". At the top left, it says "Session Detail" and at the top right, "Registration Cart: 0 items". Below the title, there are two buttons: "Previous" and "New Search". On the right side, there are two buttons: "Waiting List" (highlighted with a red box) and "Share".

### How the Waiting List Works

- When a session is full, the registration button becomes a "**Waiting List**" button so you may add yourself to a list to be allowed into the class if a seat becomes available.
- **Participants on the waiting list are not registered for the session.** They are merely on a list requesting a seat in the session if one becomes available.
- If a registered participant cancels from the session prior to the start date of the session, **the first person on the waiting list is automatically emailed notification from the system.** This person has a reserved seat in the seat for an allotted amount of time (24 hours). The email will prompt the individual to either register for the session or select to be removed from the waiting list.
  - If the person notified wishes to register for the session, they will be redirected to the session registration page to complete the registration.
  - If the he/she requests to be removed from the waiting list for the session, the next attendee in the waiting list for that session will be notified of the space availability.
  - If the he/she does not respond to the waiting list email within the 24 hour limit, the next person on the waiting list will be notified that space is available in the session. The person who did not respond is moved to the bottom of the waiting list.

### Add Yourself to the Waiting List:

Once a workshop has reached the registration limit, you may place yourself on the Waiting List for that workshop in the registration section of the system. The **Register** button will change to a **Waiting List** button.



The screenshot shows a registration page for a session titled "Managing the Writing Workshop". At the top left, it says "Session Detail" and at the top right, "Registration Cart: 0 items". Below the title, there are two buttons: "Previous" and "New Search". On the right side, there are two buttons: "Waiting List" (highlighted with a red box) and "Share".

**Managing the Writing Workshop**

Explore the major components of "writing workshop" an effective approach to teaching writing, as a pntent tool for empowering young writers.

**Important Session Information:**

We will use Grammarly to check grammar and plagiarism in writing samples. This is a useful application for use in the classroom.

**This session is full. If you would like to be added to the waiting list for this session, please click on the Waiting List button.**

<b>Session ID:</b> 27564	<b>Credits Available:</b>
<b>Seats Filled:</b> 1 / 1	<b>Fee:</b> \$100.00
<b>Contact Person:</b> <a href="#">Pat Shear</a>	<b>Instructor(s):</b> Support Account
<b>Date</b> 7/29/2014	<b>Location</b> Administration - Main Computer Lab
<b>Time</b> 8:00 AM - 11:00 AM	

Click the **Waiting List** button to be added to the Waiting List for the session.

Registration History/Certificate Registration Cart: [0 items](#)

Upcoming Sessions Past Sessions **WaitingList** Online Sessions

**You are not registered for the session.** You will be notified by email and provided directions to complete registration in the session **if a seat becomes available** and you are the next person in the waiting list.

Session ID	Title	Start Date	Location
<a href="#">27564</a>	Managing the Writing Workshop <a href="#">Remove from Waiting List</a>	7/29/2014	Administration, Main Computer Lab

**View/Manage Your Waiting List Requests:**

- Log into the registration website
- Click on the **Registration History/Certificates** link
- Click on the **Waiting Lists** tab
- Review the sessions for which you are currently on the Waiting List
- If appropriate, click the **Remove from Waiting List** link to be removed from the Waiting List for any session.

Registration History/Certificate Registration Cart: [0 items](#)

Upcoming Sessions Past Sessions **WaitingList** Online Sessions

**You are not registered for the session.** You will be notified by email and provided directions to complete registration in the session **if a seat becomes available** and you are the next person in the waiting list.

Session ID	Title	Start Date	Location
<a href="#">27564</a>	Managing the Writing Workshop <a href="#">Remove from Waiting List</a>	7/29/2014	Administration, Main Computer Lab

**QuickLinks**

Hello, **Support Account**  
[sign out](#)

**Home**

**Search Types**  
Search by Keyword  
Calendar of Sessions  
Conferences

**User Account Information**  
Professional Development Record  
My Account  
**Registration History/Certificates**

## Respond to a Waiting List Email:

If space becomes available in a session and you are the first attendee on the Waiting List, you will be notified via email that space is available in the session.

HELPEDESK,

The Professional Development session entitled "Managing the Writing Workshop" which starts on 7/29/2014 has an open seat. **Your response must be received by:**

**7/24/2014 10:09:45 PM**

If your response is not received by that time, your name will be moved to the bottom of the waiting list and the next person in line will be notified of the opening. If you are no longer interested in registering for this course, you may choose the option to remove yourself from the waiting list.

Please click on the following link to register for this event.  
[Click here to register](#)

Click the link below to be removed from the waiting list.  
[Click here to be removed from waiting list](#)

For problems or questions related to registration, please contact the Registration Office.

*This message is generated by the system automatically.  
Please don't reply to it.*

The email will prompt you to either register for the session or select to be removed from the waiting list.

- If you wish to register for the session, click the "Click here to register" link in the email and you will be redirected to the session registration page to complete the registration:

Cart Checkout Registration Cart: [1 items](#)

Click the 'Complete Checkout' button to register for the sessions displayed below.

Description	Amount
<b>Support Account: 27563-Computer Basics for Educators</b> Participants will learn the basics of computers and networking. Computer components, upgrades, repair and replacement will be discussed.	\$40.00
<b>Total: \$40.00</b>	

Please select a method of payment to continue

Check

Money Order

Purchase Order

Credit Card

Cash

Electronic Check

[Complete Checkout](#)

- If you no longer desire to attend the session, click the link to be removed from the waiting list for the session. This will notify the next attendee in the waiting list for that session immediately and they will not have to wait for your 24-hour window to expire.
- If you do not respond to the waiting list email within the 24 hour limit, the next person on the waiting list will be notified that space is available in the session. Your name will then be moved to the bottom of the waiting list.