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.

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

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.
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.

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:

- 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.