

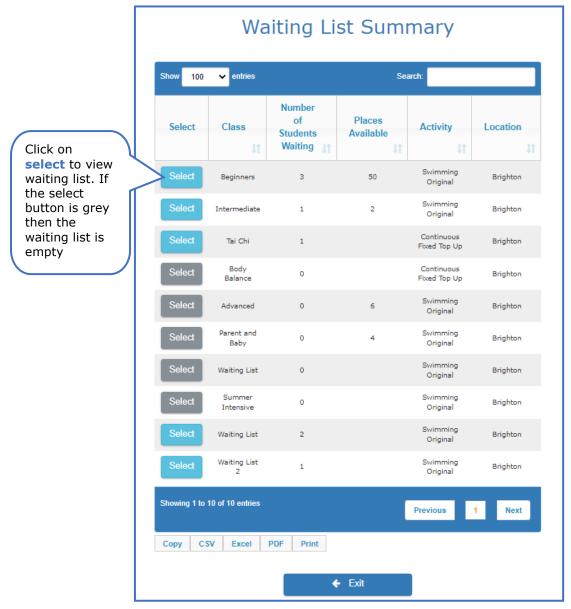
Waiting List

Overview

This guide will show you how to navigate around the waiting list. From the waiting list, you can allocate a student a place, email or text clients to confirm they still require a place on the waiting list. You can also re-position a student's place if you need to re-order your waiting list.

Waiting List

To view the waiting list press **Students** and **Waiting List**, you will be presented with the **Waiting List Summary**, from here **select** the waiting list you would like to view. The **Waiting List Summary** will show you how many students are on the waiting and how many places are available.



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The waiting list has the following functions:

- Add student notes
- Allocate students to the course
- Reposition a students place on the waiting list
- Takes you to the students CDS
- Amend Registration date
- View waiting list notes
- Email or text clients
- Export data

Once you have selected the waiting list the following screen will appear.

Adding a Student Note

	Student Waiting List - Beginners												
	s	Show 100 🗸 entries									Search:		
		٥	Pos 🏭	CDS	Allocate	First Name 👔	Surname J1	DOB Jî	Age ↓†	1st Line Address	Registered	Note J1	
			1		*	Finn	Shark	04-Sep-2011	10yrs 6m 3d	12 Watermill Close	24-Jun-2019 15:50:00		
			2	4	& +	Sasha	Batchelor	12-Jul-2011	10yrs 7m 23d	NA	01-Apr-2021 00:00:00		
	$\ $	•	3		4	Aaron	Hills	01-Jan-2015	7yrs 2m 6d	Red Rice	06-Apr-2021 00:00:00	P	
Į	s	howing 1 to 3	of 3 entries								Previous	1 Next	
		Copy CS	V Excel	PDF Print		ve client from posi Reorder Clieni	ition To Posit			♦ Move ■ Reorder			
Press here to view history of students waiting list notes								up Actions Exit					Press here to add a new note



Allocating a student a place

Please note if you allocate a student a place and have not actioned this through the waiting list, you have to remember to delete the student from the waiting list. This is actioned through the **CDS**, press **Waiting List** and **Delete**. When allocating a student a place through the waiting list, SwimSoft will also remove the student from the waiting list.

To allocate a place, press the **Allocate** button to add the student to a course and the course selection page will appear. Press the **Students** button next to the course you require, ensure the **lessons are selected** and press **Confirmed** and you will be returned to the **Waiting List**.

Communicating through the Waiting List

The waiting list gives you the ability to email or text everyone on the list. To do this, press the **Group Actions** and then either select **Send Email** or **Send SMS**. A list of students will appear, to confirm who will be communicated to, press **Create Email/SMS**. Once you have written your email or text press **Send Email** or **Send Email – One per Family** (only if you have not used any variables).

