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The waitlist

Ester Andersson - 2024-07-01 - [Functions](#)

If you're using our catalog function where you can create your own academy, you can now also use our waitlist function where learners can sign up for the waitlist if the course is full. This way, you will have a great overview of which courses are popular and should be expanded, and which courses you might re-consider.

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Introduction video

How to turn on the waitlist

1. Go to the "Waitlist" tab in the project menu and make sure it is turned on in the top right corner. In order for learners to receive the "Join waitlist" button, there needs to be a participant limit on the course, which you can set on the "Settings" tab in the project menu.

How to use the waitlist

1. When a course is full and the waitlist is turned on, learners will see the "Join waitlist" button:

The screenshot shows the Learnifier user interface. At the top, there's a navigation bar with 'My Courses', 'Catalog', and 'Awards'. The 'Catalog' tab is active. On the right, there's a user profile for 'Ester' and a 'Go To' dropdown. The main content area displays a course titled 'Customer Success Playbook'. The course description states: 'The goal of this course is to create a space where you as a member of the Customer Success team can go to find answers to your questions. We want to make sure that all of our work is high-efficient, as well as high in quality. The course is continuously updated as the team develops and new processes are set. Feel free to use the comment field for questions and suggestions.' Below the description, there's an 'Events' section with a table. The first event is a 'Meeting' in a 'Classroom' at an 'Unknown location', starting on May 23, 2023, at 1:00 PM Central European Summer Time, and ending on June 9, 2023, at 4:00 PM Central European Summer Time. Both dates are marked as 'This date has already passed'. To the right of the course details, there's a section with a photo of a person, a 'Course is full' status, a 'Join waitlist' button, and course details: Language: English (United States), Max participants: 2, Signed up participants: 2, and Categories: Playbooks.

Event	Classroom
Meeting	Unknown location
Starts: May 23, 2023 at 1:00 PM Central European Summer Time	This date has already passed
Ends: June 9, 2023 at 4:00 PM Central European Summer Time	This date has already passed

1. From the admin view, it will look like this:

The screenshot shows the Learnifor admin interface. The top navigation bar includes 'Dashboard', 'Projects', 'Users', 'Library', 'Reports', 'Automations', and 'Settings'. The main navigation bar has tabs for 'OVERVIEW', 'PARTICIPANTS', 'WAITLIST', 'COURSE PAGE', 'EVENTS', 'ASSIGNMENTS', 'DETAILS', 'COMMUNICATIONS', 'REPORTS', and 'SETTINGS'. The 'WAITLIST' tab is active.

The course details section shows the 'Customer Success Playbook' course. It includes a project title (ADMIN) and a course title (LEARNER). The course was created by Demo Ester on Friday, July 1, 2022, and updated by Ester Andersson on Monday, August 7, 2023. There are buttons for 'Edit course', 'Preview', 'Delete', and 'Copy'.

The 'Waitlist' section has a 'Settings' button and a search bar. A toggle switch is set to 'On'. The waitlist table has columns for 'Seat number', 'Name', 'Time of registration', and 'Source'. The table contains three entries:

Seat number	Name	Time of registration	Source
1	Demo Ester	07 Aug 2023	COURSE_CATALOG
2	Hanna Demo	07 Aug 2023	COURSE_CATALOG
3	Diana Demo	07 Aug 2023	COURSE_CATALOG

The bottom of the page shows 'Rows per page: 10' and 'Showing 1-3 of 3'.

1. With the “+” and “-” signs, you can move learners up and down in their seat numbers.
2. In order to make a seat available, you must remove a participant from the participant list. Simply go to the “Participants” tab, check the participant’s name, and click “Remove”.
3. When a seat is available, learners on the waitlist will be enrolled in turn order. If you would like them to receive an invitation email stating that they have been enrolled, we recommend you set up an [automated communication](#).

Related Content

- [Participation limit](#)
- [Automated communication](#)