Knowledge base > Administration > Functions > The waitlist

The waitlist

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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.

Note

- Introduction video
- How to turn on the waitlist
- How to use the waitlist

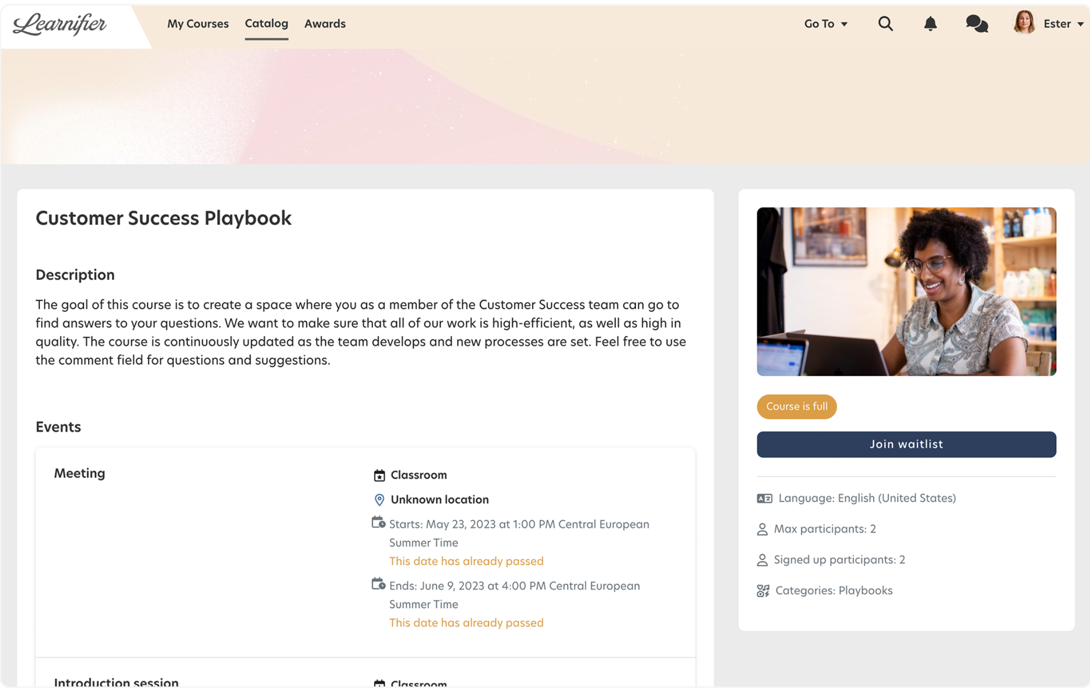
Introduction video

How to turn on the waitlist

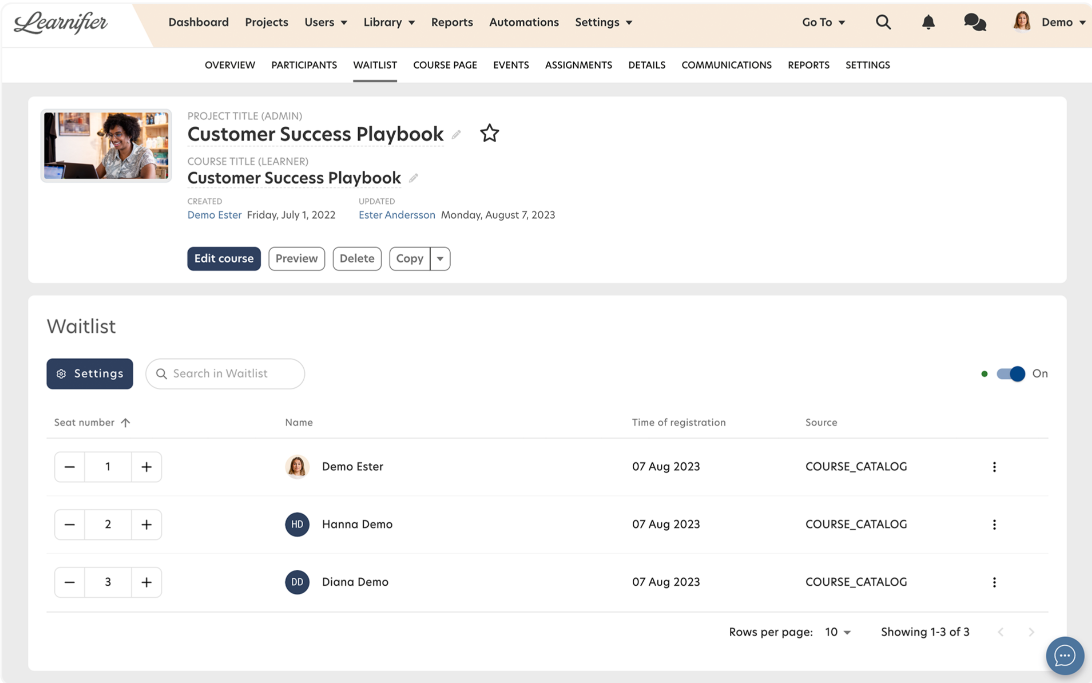
1. Go to the “Waitlist” tab in the project menu and make sure it is turned on in the top right corner. In order for learners to receive the “Join waitlist” button, there needs to be a participant limit on the course, which you can set on the “Settings” tab in the project menu.

How to use the waitlist

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



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



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