



Move a Student from the Waitlist to a Class

1. Starting in the **Main** menu, select the **Class** in which the waitlisted student is registered. Navigate to the **Waitlist** tab. Select the name of the student who will be enrolled in the Class.
2. Select the **Waitlist** button to begin the payment process.

[348796] Class

Class Number: FA21-22 Status: Active

Program: Alexandria Community Education Enrolled: 2

Course: Advanced Orchestra Fall Waitlist: 1

Conf. Email: director@fauxemail.com

General Instructor & Expenses Schedule Arrangements Registration **Waitlist** Receipt Invoice

Waitlist

1.	Status	Date	Name	Email
<input type="checkbox"/>	Waitlist	9/10/2020 13:51:25	Alt, Tiny	abigail.alt@vencopayments.com
<input type="checkbox"/>	Waitlist Cancelled	9/16/2020 07:52:07	Lopez, Tianna	alopez@fauxemail.com

Reports Cancel Save

3. Payment

- If there is no payment to process, select **Other**, then **Submit**. You may then choose to notate a Cash/Check payment or indicate a balance due.
- To process a credit card, debit card, or echeck payment, select ePayment then **Submit**.
 - You may either utilize a card/eCheck on file in the customer's account or choose to add a payment type upon checkout.

Waitlist

Select the Payment Method to complete this registration.

Credit Card Other

Submit

4. Review final registration and payment details, then **Place Order**.

Client Support: support@regwerks.zendesk.com