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.

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.

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

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