Search Waitlists Report

The Search Wait Lists report, found under the *Classes (menu) > Class Reports*, displays a list of students that are waitlisted for classes. This report displays Class, Session, Days/Times, the number of Openings, Current class size, Maximum class size, Fee, Students, Status, Age, Birth Date, Primary Phone, Email, and Notes.

In addition, you can view your classes with waitlists by going to the *Classes (menu) > All Classes* and scrolling to the right to see the *Classes with Waitlists* data visual. Click on the blue number, and the classes with students waitlisted will display in the grid. To drill down even further, click on a section of the bar chart to see which classes have 1 student waitlisted, 2 students waitlisted, etc.

Also, see the **Class/Lesson Reports** topic in the Help Center.

Save a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red and add the report to your Reports menu > **My Reports**.