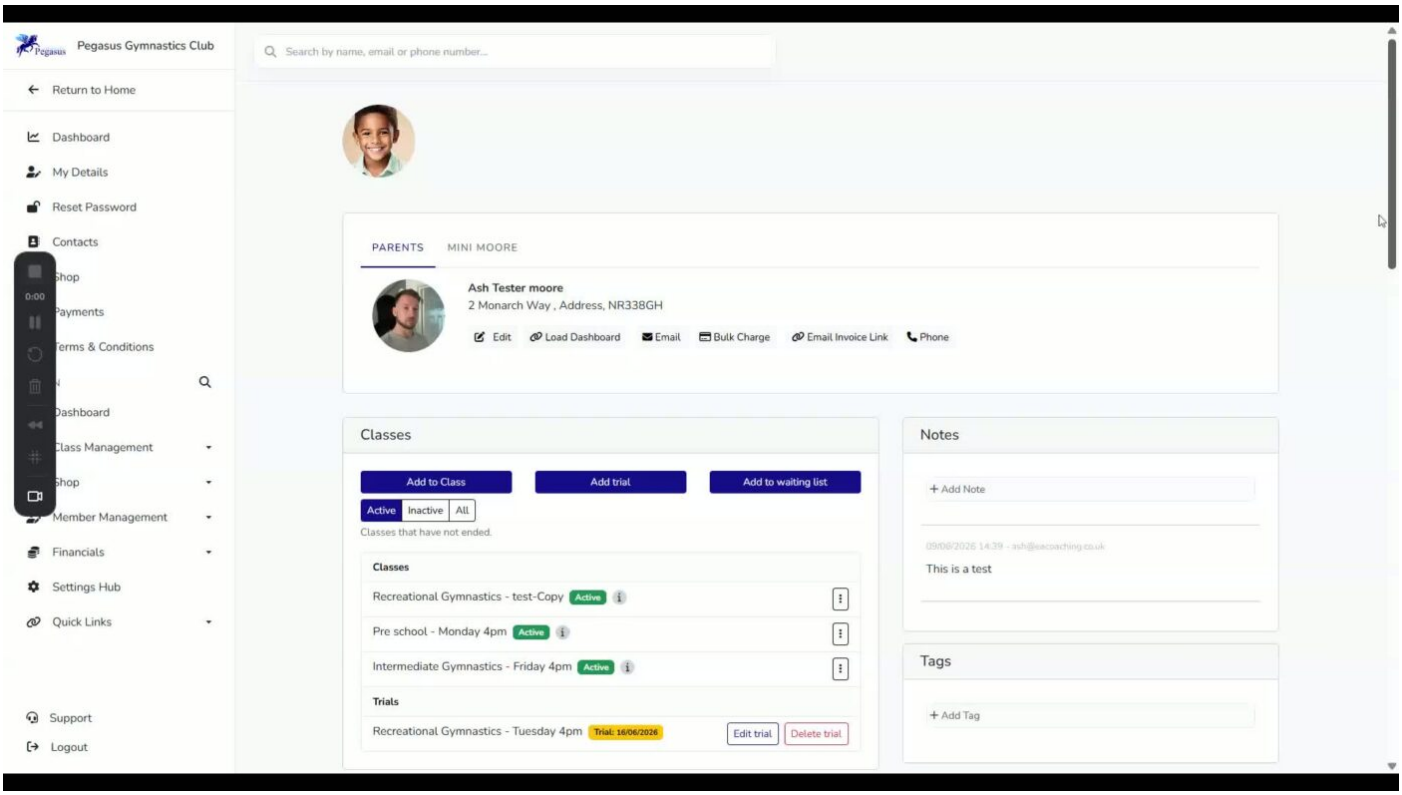
Add Member to Waiting List from Profile

Student Profile · https://a2bmanager.com/docs/add-member-to-waiting-list-from-profile/

Embedded media: https://www.loom.com/embed/893bd870667346148f009201ad080fd9

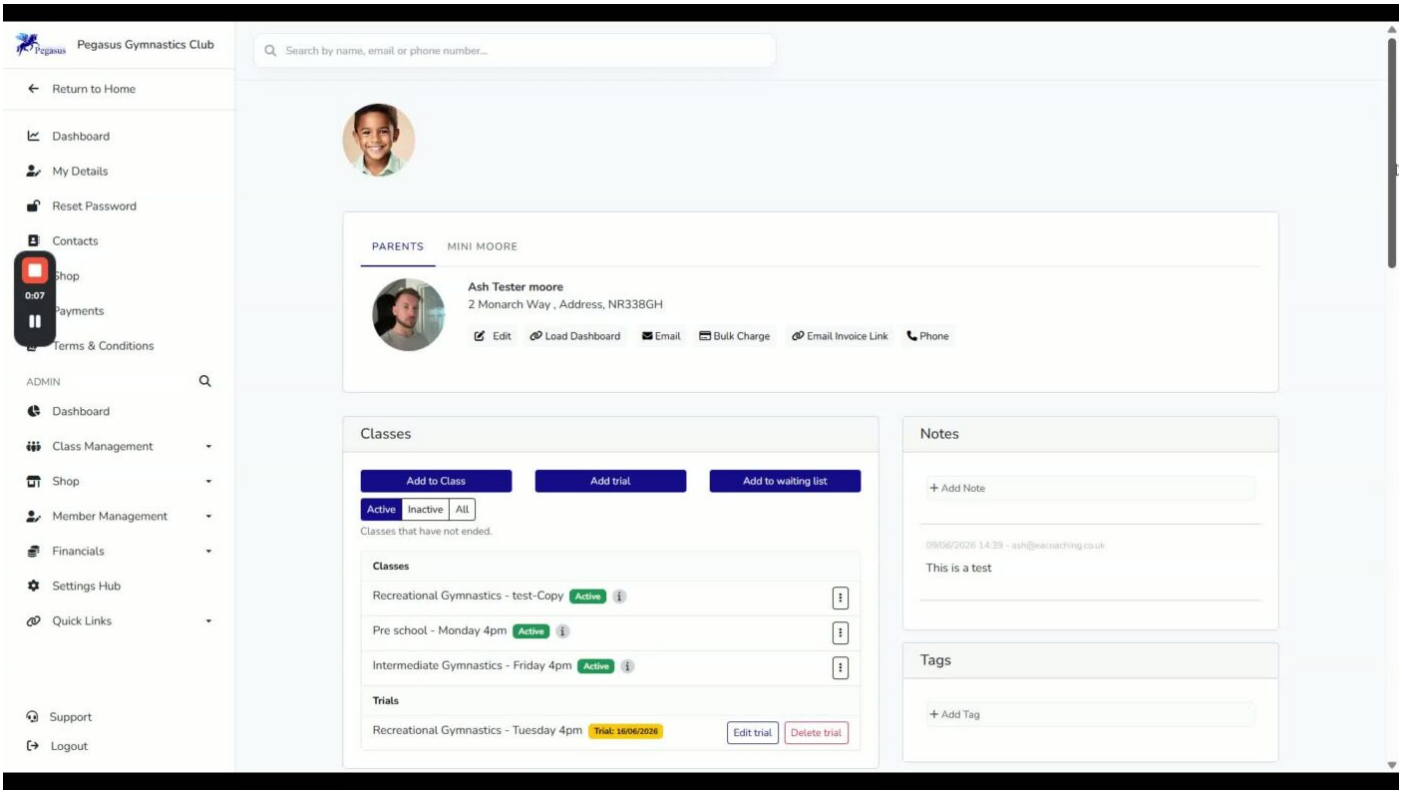
How to Add or Remove a Member from a Waiting List

1. Open the member's profile and choose to add them to a waiting list 0:00



- From the member's profile page, click **Add to waiting list**.
- This starts the process of placing the member into a class waiting list.

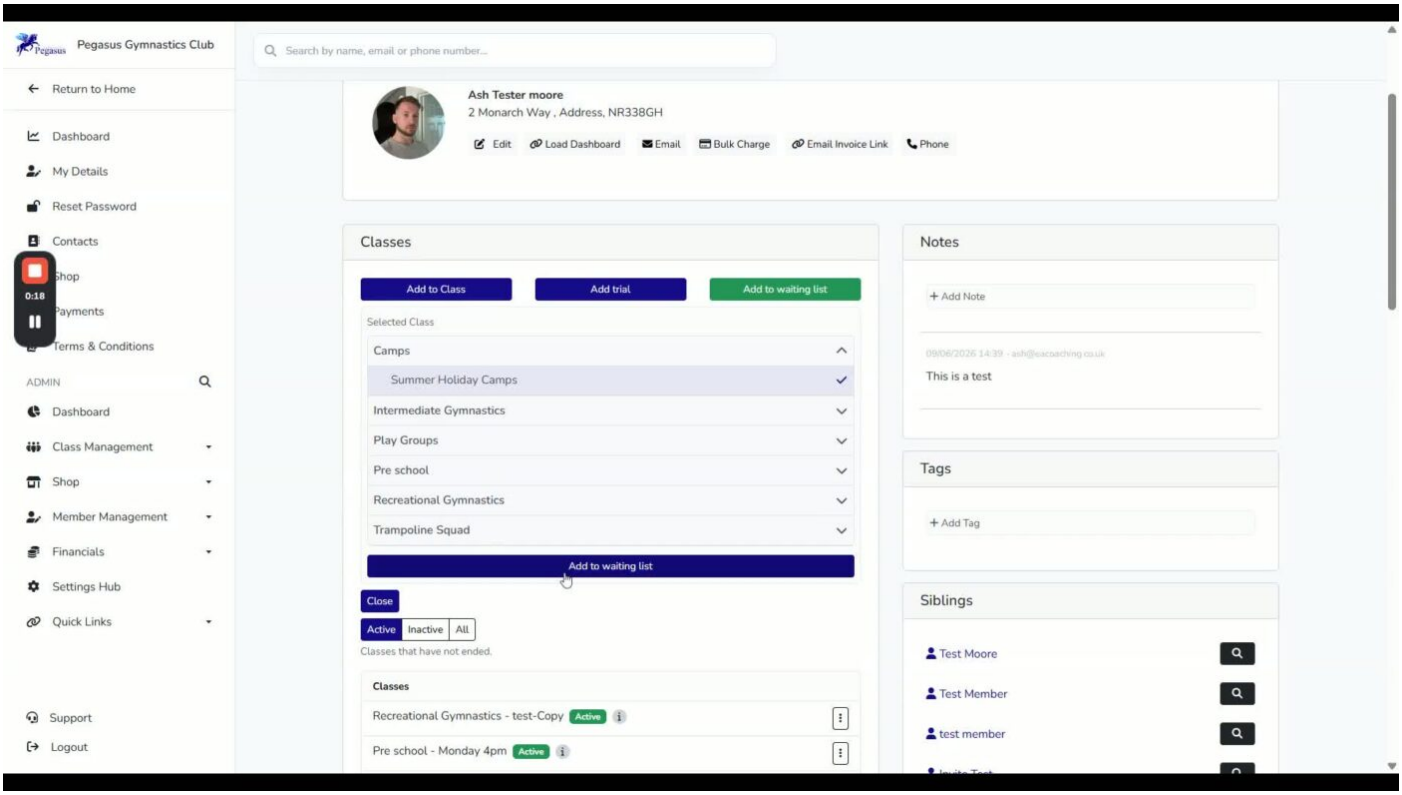
2. Select the class and confirm the addition 0:08



- Choose the class you want to add the member to.

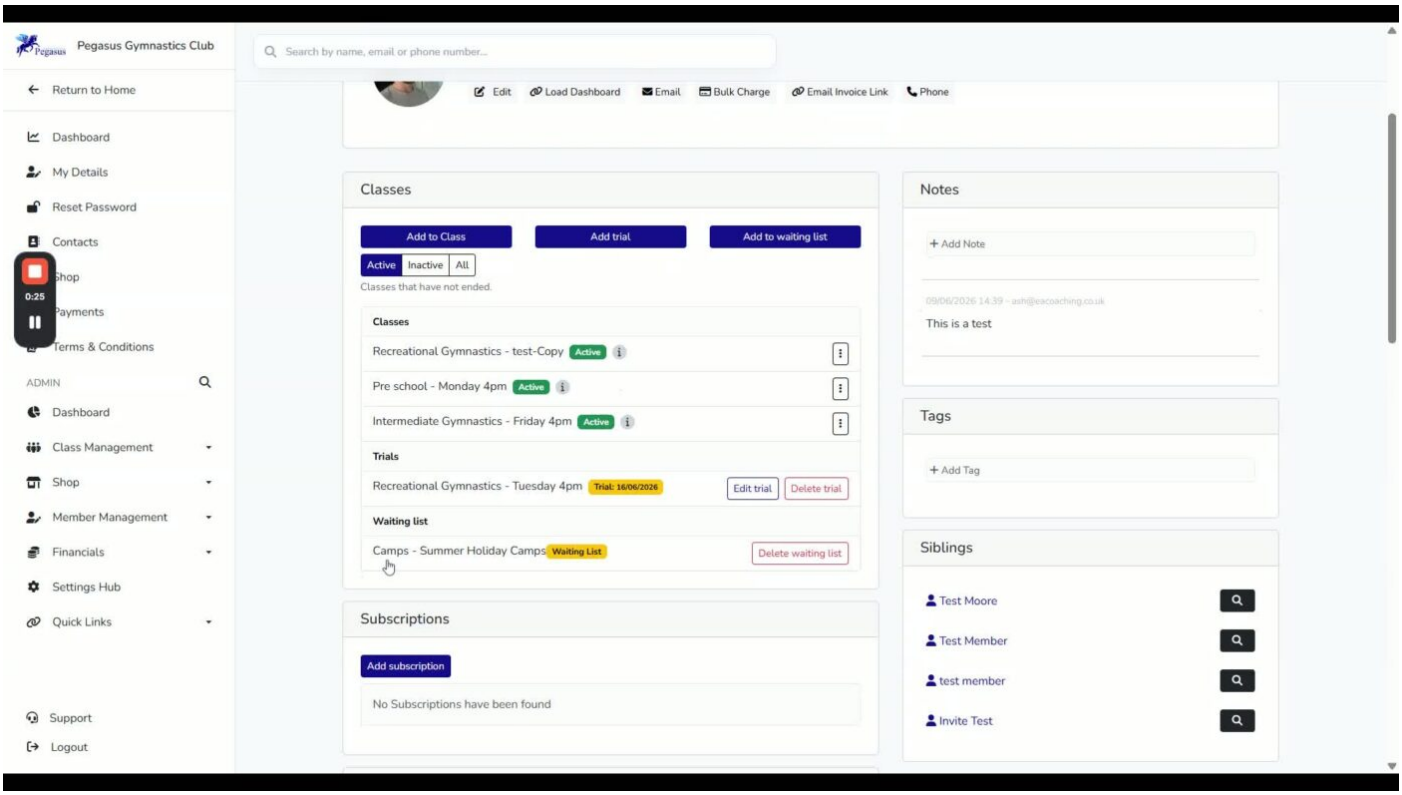
- Click **Add to waiting list** to save the selection.
- The member will now be added to that class's waiting list.

3. Verify the member appears in the Waiting List section 0:17



- After adding the member, go to the **Trials** area on the profile.
- A new **Waiting List** section will appear.
- You can confirm the member has been added by checking the listed class there.

4. Remove the member from the waiting list if needed 0:24



- If the member should no longer be on the waiting list, click **Delete waiting list**.
- Confirm the deletion when prompted.
- This will remove the member from the waiting list.