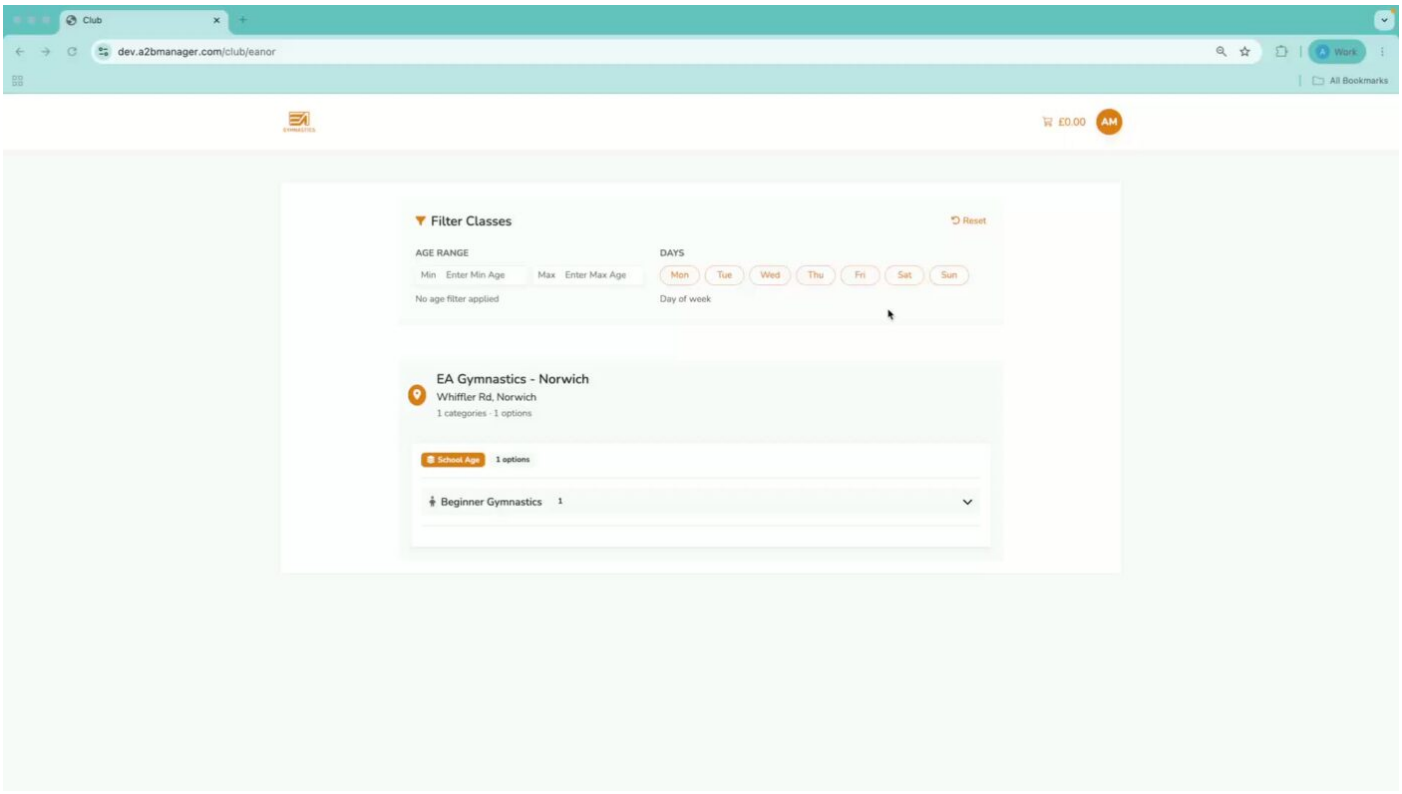
How parents book onto a waiting list.

Bookings & Memberships · https://a2bmanager.com/docs/how-parents-book-onto-a-waiting-list/

Embedded media: https://www.loom.com/embed/7cadf2b81245462f9333bb9928f1f9c8

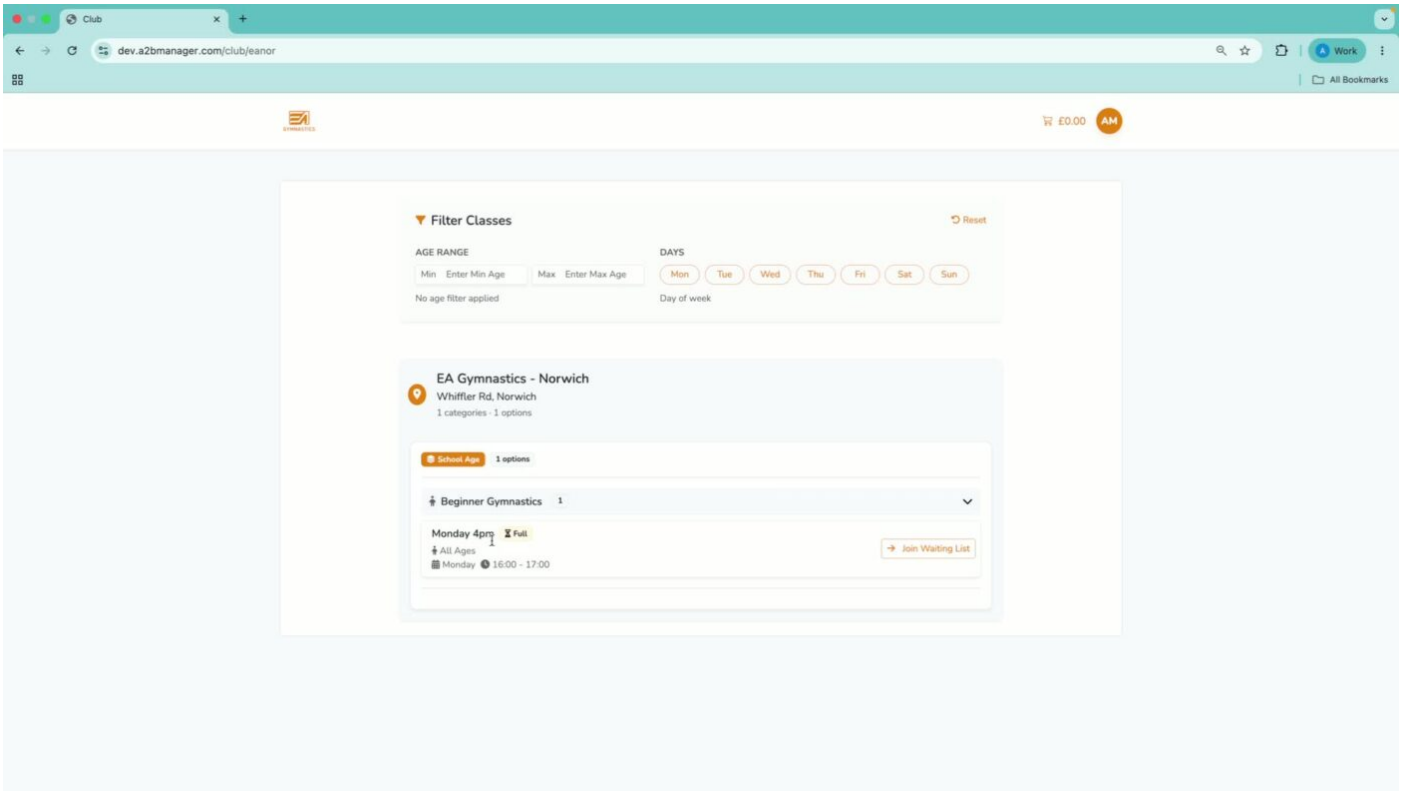
How a Parent Adds Children to a Class Waiting List

1. Find the class from the front page 0:00



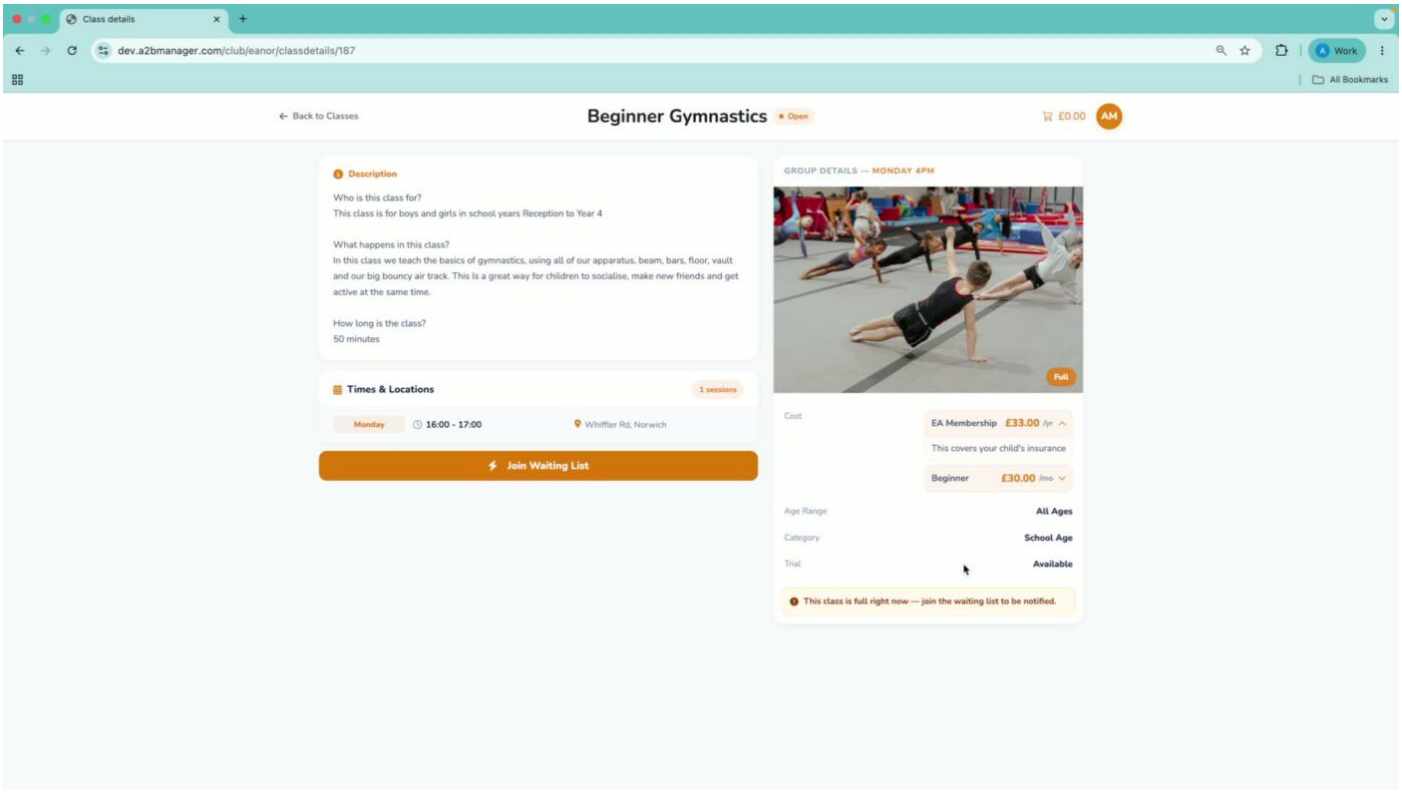
- Start on the **front page**.
- Browse or search for the **class** the parent wants.
- Open the class listing to view its details.

2. Open the full class details and waiting list option 0:13



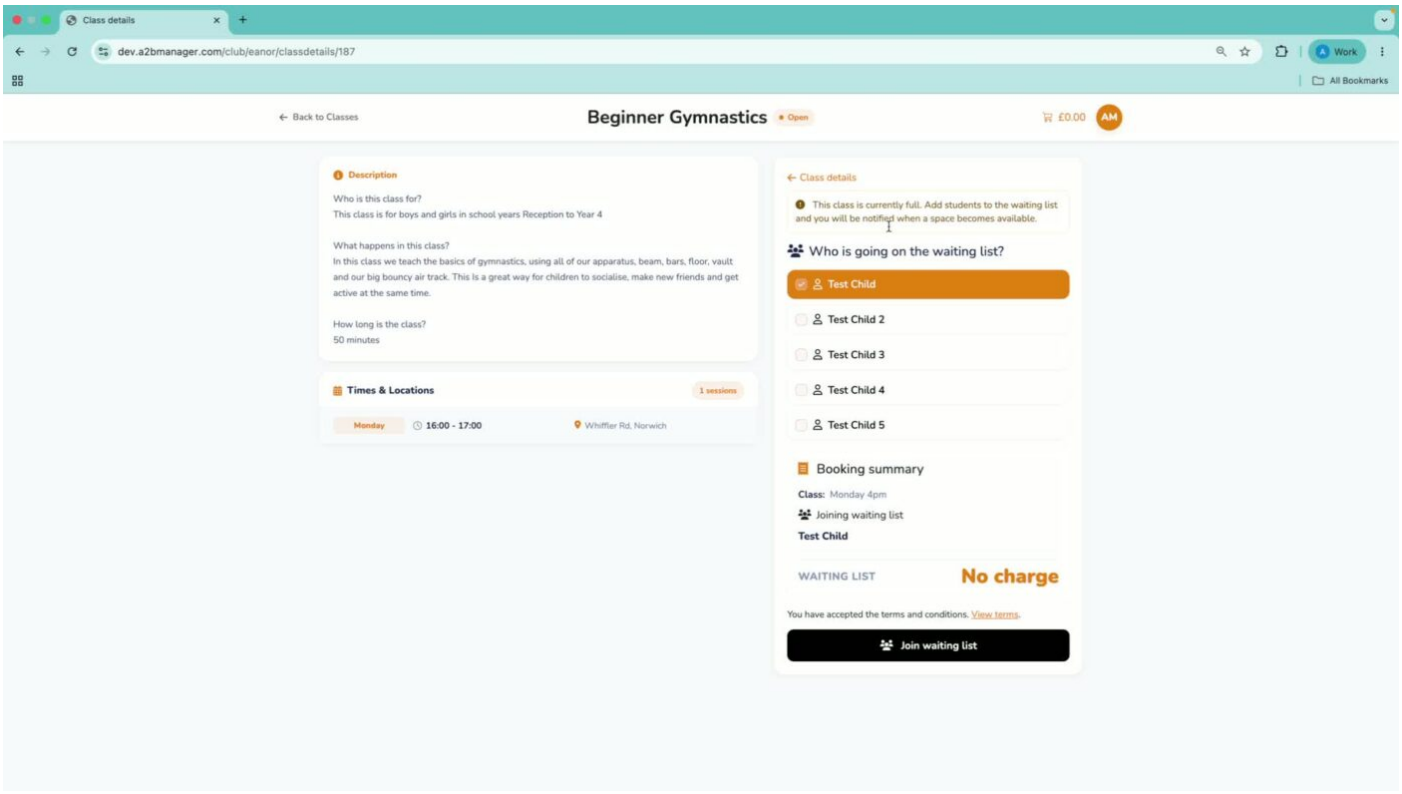
- The class will show as **full**.
- On the class page, the parent can still choose to **join the waiting list**.
- The page includes useful details like:
  - Class description
  - Times
  - Location
  - Additional information on the side

3. Select the children to add to the waiting list 0:24



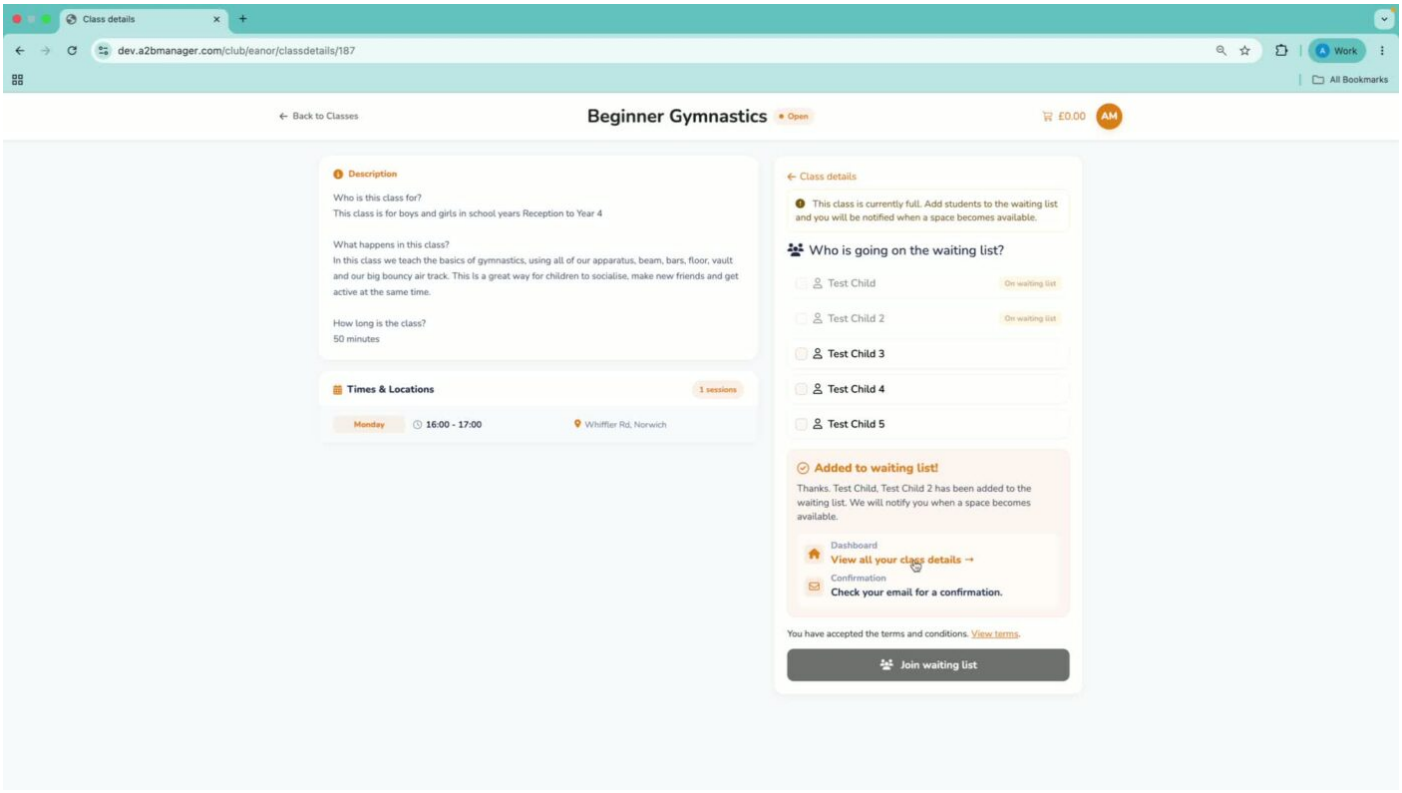
- Click **Join Waiting List**.
- Choose the child or children to add.
- In the example, **two children** are selected.
- There is **no charge** for joining the waiting list.

4. Confirm the waiting list signup 0:31



- Click **Join Waiting List** again to submit.
- This adds the selected children to the class waiting list.

5. Verify the children were added 0:44



- Go to the **dashboard**.

- Open the class details.
- Confirm the selected members now appear as **booked onto the waiting list**.