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The waitlist

Ester Andersson - 2024-07-01 - [Functions](#)

If you're using our catalog function where you can create your own academy, you can now also use our waitlist function where learners can sign up for the waitlist if the course is full. This way, you will have a great overview of which courses are popular and should be expanded, and which courses you might re-consider.

Note

- [Introduction video](#)
- [How to turn on the waitlist](#)
- [How to use the waitlist](#)

Introduction video

How to turn on the waitlist

1. Go to the "Waitlist" tab in the project menu and make sure it is turned on in the top right corner. In order for learners to receive the "Join waitlist" button, there needs to be a participant limit on the course, which you can set on the "Settings" tab in the project menu.

How to use the waitlist

1. When a course is full and the waitlist is turned on, learners will see the "Join waitlist" button:

The screenshot shows the Learnifier user interface. At the top, there's a navigation bar with 'My Courses', 'Catalog', and 'Awards'. The main content area displays a course titled 'Customer Success Playbook'. The course description states: 'The goal of this course is to create a space where you as a member of the Customer Success team can go to find answers to your questions. We want to make sure that all of our work is high-efficient, as well as high in quality. The course is continuously updated as the team develops and new processes are set. Feel free to use the comment field for questions and suggestions.' Below the description, there's an 'Events' section with a table listing a 'Meeting' and an 'Introduction session'. The sidebar on the right shows a course card with a photo of a woman, a 'Course is full' status, and a 'Join waitlist' button. Below the button, it lists course details: Language: English (United States), Max participants: 2, Signed up participants: 2, and Categories: Playbooks.

Event	Classroom
Meeting	Unknown location
	Starts: May 23, 2023 at 1:00 PM Central European Summer Time This date has already passed
	Ends: June 9, 2023 at 4:00 PM Central European Summer Time This date has already passed
Introduction session	Classroom

1. From the admin view, it will look like this:

Learnifor

Dashboard Projects Users Library Reports Automations Settings

Go To Search Notifications Demo

OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

PROJECT TITLE (ADMIN) **Customer Success Playbook** ☆

COURSE TITLE (LEARNER) **Customer Success Playbook**

CREATED: Demo Ester Friday, July 1, 2022 UPDATED: Ester Andersson Monday, August 7, 2023

Edit course Preview Delete Copy

Waitlist

Settings Search in Waitlist On

Seat number ↑	Name	Time of registration	Source
– 1 +	Demo Ester	07 Aug 2023	COURSE_CATALOG
– 2 +	Hanna Demo	07 Aug 2023	COURSE_CATALOG
– 3 +	Diana Demo	07 Aug 2023	COURSE_CATALOG

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1. With the “+” and “-” signs, you can move learners up and down in their seat numbers.
2. In order to make a seat available, you must remove a participant from the participant list. Simply go to the “Participants” tab, check the participant’s name, and click “Remove”.
3. When a seat is available, learners on the waitlist will be enrolled in turn order. If you would like them to receive an invitation email stating that they have been enrolled, we recommend you set up an [automated communication](#).

Related Content

- [Participation limit](#)
- [Automated communication](#)