This guide will walk you through the steps to accept an offered seat for a class you were on a waiting list for.

If you have identified a class that you are interested in (see: Search and Register for an Activity), which has no open seats available, you can still register, which will put you on a waiting list. If a seat becomes available before the class, you will receive notification that you are offered a seat.

What happens when I’m on a Waiting List?

You’ve registered for a class that you are interested in, but there are no open seats available, so you are on the waiting list. So now what? Here are a few tips for when you are on a waiting list.

- When registering for classes, the number of available seats appears to the right of the class.

Note: If the number is “0”, a memo indicates that registering results in “Going to waiting list”.

- Now that you are on the waiting list, you can view classes you are on a waiting list for by going to your Training Schedule and clicking on the Waiting List tab.

- If a seat becomes available, you will receive an email notification. Please check your email for this notification, then follow the steps on the next page for how to accept an offered seat.
Accept an Offered Seat from the Waiting List

When a seat becomes available in a class which you are on the waiting list for, you will receive an email notification with a link to accept the seat and register.

1) Click on the link in the email.

![Image of an email notification]

2) If you would like to take this class, and are available to attend, click on the ACCEPT button.

![Image of activity summary]

Note: If you are no longer available to attend, please select the DECLINE button.

3) You will receive a notification that you have accepted the seat and are now registered.

![Image of notification]

4) Now when you view your Training Schedule, you will show as REGISTERED for this class.

![Image of training schedule]

How Do I...