

72c - CYMS Quick Guide – Youth Enrollment – Wait List (Sports / Classes / Youth Activities)

(10.3 – Updated May 2011)

Daily Processing Device Assumption: Global Sales Default = **Activity Registrations**
(For guidance on *Daily Processing Device Assumption*, See CQG #01c – Daily Processing Device)

When to Use: *When placing children on a wait list for sports programs, classes or other youth-related activities:*

- **After** the maximum count for an activity has been reached **OR**
- **Before** you “officially” process enrollments for an activity. For example: You need to insure a minimum number of interested enrollees before opening the class or activity for enrollments)

To Set Up a Youth Wait List:

1. Go to **Files → Activity → Activity Maintenance**
2. Highlight your activity. Click **Sections**
3. Highlight the appropriate section and click the **Core Info** button.
4. On the **Core Info** screen, enter the number of wait list entries you want to accept into the **Maximum W>List** field.

Note: If you are setting up an “advance” wait list – the type designed to insure minimum interest before going ahead with the class – you must set your **Maximum Count**, **Max Res Count** and **Max N/R Count** to zero (0).

5. Click **Done**.

Notes:

- When you **attempt to enroll** a child in a fully booked or “advance wait list” activity, you receive messages asking whether you:
 - Want to place the child on a wait list
 - Want to charge the fees (that appear on the Activity File Maintenance Fee screen) at this time.
- To **view your Wait List**, go to Reports → Activity → Activity Wait List Report
- A **slot in a fully booked activity** can be **opened up** in the following manner:
 - By increasing the maximum counts in Activity Maintenance. Be sure to change **Max Count**, **Max Res** and **Max N/R** counts.
 - Or when someone who is enrolled in the program cancels out of the program. In this event, the clerk will be notified during the cancellation that a slot has opened and a waitlist exists.
- To **prepare** an “advance wait list” activity **to accept enrollments from the wait list**, go to Activity File Maintenance and adjust the **Max**, **Res** and **N/R** counts that were set to zero (0) to their actual numbers.

To Process Enrollments from a Youth Wait list:

1. Go **Daily → Activity → Activity Wait List Enrollment**.
2. Find your activity/section and click **OK**.
3. On the Wait List Enrollment screen, highlight person you wish to enroll.

Note: The total number of **Slots Available** is displayed at the top of the browser.

4. Select the person you wish to enroll and click **Enroll** if you are charging the normal flat fee for this class and do not need to make any changes in the fees
OR
Click **Enroll/Fees** if you need to change the fees or establish an installment billing schedule

Notes:

- If the wait listed person paid for the activity at the time he/she was added to the wait list, no fees will be due, unless you add additional fees).
 - To establish an installment billing cycle, refer to the Quick Training Guide #72b Youth Enrollment-Billed Activity
5. On the Payment screen, enter the correct payment amount and click **OK**. Enter the correct **Pay Code** and a **Payment Reference** if applicable.
 6. Click **Process** or **No Print**.
 7. You will return to the Wait List where you can **enroll other waitlisted children** for this activity.
 8. Click **<<Activity** to select another activity for which you wish to enroll children from the wait list or click **Exit** to return to the Main Menu.