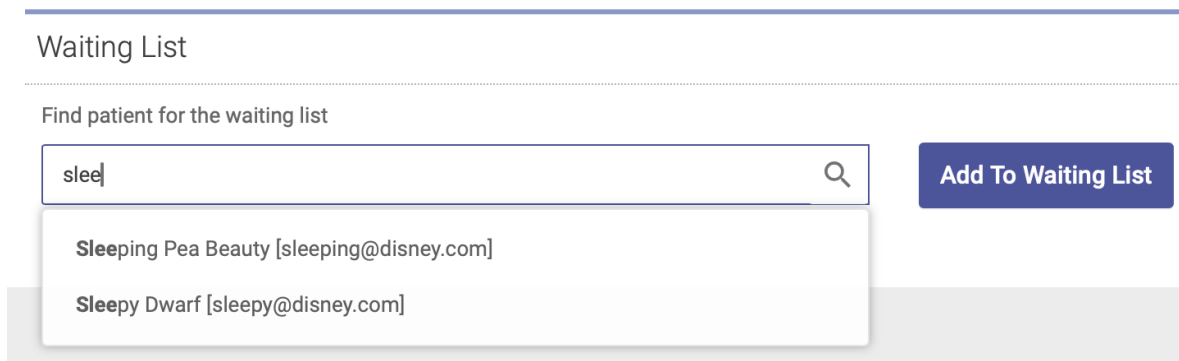


Event Waiting List

If your event registration is full, you can add people to the waiting list.

Add someone to the waiting list

To add someone to the event waiting list, open the Attendees tab on your Group Event Editor and scroll down to the Waiting List section. Type a patient's name into the search field, highlight their name, then click Add to Waiting List:



Waiting List

Find patient for the waiting list

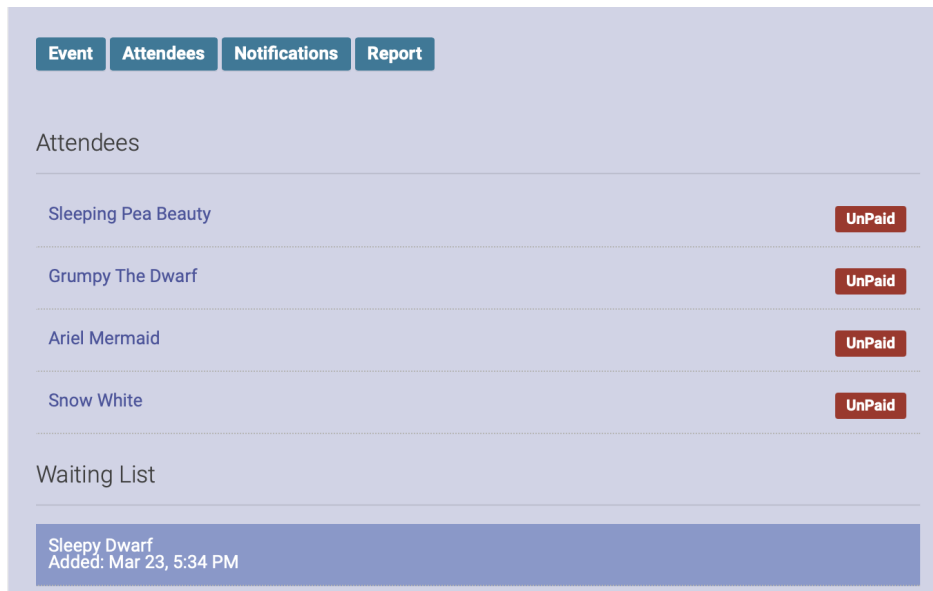
slee

Sleeping Pea Beauty [sleeping@disney.com]

Sleepy Dwarf [sleepy@disney.com]

Add To Waiting List

You will now see their name on the event waiting list, under the list of registered attendees:



Event Attendees Notifications Report

Attendees

Sleeping Pea Beauty UnPaid

Grumpy The Dwarf UnPaid

Ariel Mermaid UnPaid

Snow White UnPaid

Waiting List

Sleepy Dwarf
Added: Mar 23, 5:34 PM

Register someone on the waiting list for the event

If a spot opens up and you want to register someone on the waiting list for the event, open up the Attendees tab. Click on the plus sign (+) next to the person's name. This will move them off the waiting list and register them for the event:

Waiting List

Find patient for the waiting list



Add To Waiting List



Ariel Mermaid



add patient to the event

Remove someone from the waiting list

To remove someone from the waiting list, open the Attendees tab, then click on the trash can icon next to their name. This will remove them from the waiting list:

Waiting List

Find patient for the waiting list



Add To Waiting List



Ariel Mermaid



remove patient from the waiting list

Waiting list via Patient Portal

People can also add themselves to the waiting list via the event URL.

If registration is full, the event URL will display a message that registration is full, with a button for people to add themselves to the waiting list:

Acu Sound Bath

March 31, 2026

8:00 am

With: Joe D Smith

Main Street:

123 Main Street Nashville TN 37216

About

Sound bath

Details

parking is free

Hours

8:00 am – 9:00 am

Event Prices

Price **\$75.00**

All the slots for this event are taken but you can add your name to a waiting list and we will contact when an opening is available.

Waiting List

Once they click that button, they'll be prompted to sign in and complete the steps to add their name to the waiting list:

Acu Sound Bath

Starting Mar 31 2026 12:00 am

×

Click Here: Add Yourself To The Waiting List



Waiting lists are contacted on a first come, first serve basis. Your position in the waiting list is set by timestamp.

The event URL will then show a message that they've successfully added their name to the waiting list. They can click the "Remove Me from Waiting List" button to take their name off the waiting list:

You are on the event waiting list.

Click the button below to remove your name from the waiting list for this event.

Added: March 23 05:44 pm

Remove Me From Waiting List

Revision #5

Created Mon, Mar 23, 2026 9:29 PM by [Alexa Hulsey](#)

Updated Wed, Apr 29, 2026 7:24 PM by [Alexa Hulsey](#)