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What to do when a session is FULL

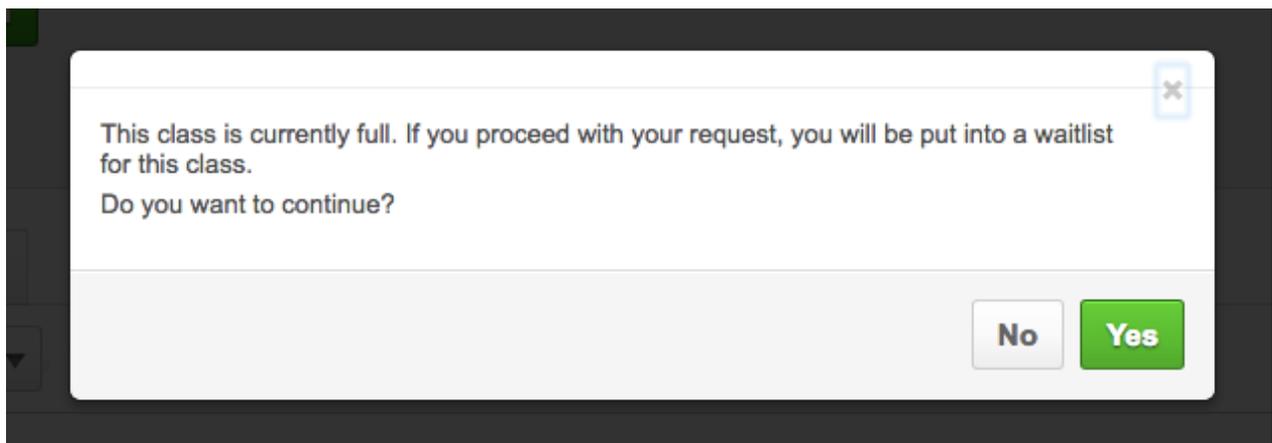
1. When registering for an event, you will see how many spaces are available above the REQUEST button.



2. If an event is full, you can be put on the waitlist. Go ahead and click the REQUEST button.



3. A pop-up will appear asking if you want to be placed on the wait list for this event. Select *yes* or *no*.



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4. If you select *yes*, you will automatically be enrolled in the event, if and when an opening becomes available. You will receive an email informing you of this. (If you do not want to attend, please use Stepper #5 to withdraw.)

5. You will then be sent to your TRANSCRIPT page. If you selected to be placed on the waitlist, you will see "Waitlisted" next to the word STATUS.



The screenshot shows a web interface titled "Transcript: Teacher Test". Below the title is a subtitle: "Use the transcript to manage all active training." There are three filter buttons: "Active", "By Date Added", and "All Types". A search bar on the right contains the text "Search for training". Below the filters, it says "Search Results (24)". A single result is shown for "Google 101 (Starts 9/20/2018)". Underneath the title, it says "Due: No Due Date" and "Status: Waitlisted". A red arrow points to the "Status: Waitlisted" text. To the right of the result is a button labeled "View Training ...".