

3. **Review the availability of the tutors who can tutor your subject.** If none are available at a time you can come, scroll to the bottom of the day you would like to receive tutoring and select "WAITING LIST."

10pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm

WAITING LIST: JANUARY 28, 2020



4. Type in your email, select your preferred tutor and time range. Then click "Add to Waiting List." You will be notified by text message or email based on the preference selected on your mywconline profile.

CENTER for

WAITING LIST ✕

The waiting list allows clients to be notified of an opening in the schedule for appointments on **January 28, 2020**. As an administrator, you can see who is on the waiting list and add or remove a client from the waiting list using the options below. Additionally, as a full administrator, you can view all waiting list entries via the [Master Listings Report](#).

Waiting list notifications can be sent via text message or email.
For clients to receive waiting list notifications via text message, they have to opt in by entering their text messaging preferences within their profile.

ADD A CLIENT TO THE WAITING LIST

CLIENT (Enter 3+ characters of name or email.)

Limit to a specific staff or resource?

Limit based on starting time? **Limit based on ending time?**

ADD TO WAITING LIST

WAITING LIST: JANUARY 28, 2020
There isn't anyone currently on the waiting list for January 28, 2020.

Note: If you don't input your phone information, you will receive the opening notification via email at the address that's on your WOnline account. If you don't know what email you used, or think it might be incorrect, go "Update Profile & Email Options" which is a choice under "Welcome ____" in the top left of the schedule screen.