

# WAITLIST 101

There have been many questions about how the waitlist works. If a class is full, you may still sign up for the class. You click register/sign in and it will ask you if you want to join the wait list. If someone cancels BEFORE the 12 hour Group Class cancellation time, then the system will automatically put you into the class.

You must check your profile at least 12 hours before the scheduled class (login and go to, my schedule)

If you see the class on your schedule it means you are **IN**, even if it says 'unconfirmed' you are **IN**. If the word "WAITLIST" is still next to the class, it means you are still on the waitlist.

This means that if you made another back up reservation, you must cancel it ASAP so that you do not get into multiple classes on the same day. If you make multiple waitlist appointments please keep track of what class you get into. You can get put into multiple classes in one day if you do not cancel classes and you will be charged.

As soon as you get in one class you should remove yourself from the others. If you need to cancel a class you are on the waitlist for, log into your profile, go to 'my schedule' and the class will show up. Simply hit cancel and you are good to go.

**WARNING** this is the ONLY thing you cannot do on the MINDBODY app. So you need to use our website (which is very mobile friendly) or the old school mind body link to cancel your waitlisted class.

Rule of thumb, if it comes up on your schedule, then you are **IN** and therefore subject to the same cancellation policy as a regularly scheduled class.

If you do not plan on checking your schedule consistently or checking your email, you must remove yourself from the waitlist prior to the 12 hour Group Class or 24 hour Private/Duet cancellation period. If you get into the EARLY AM class, you are responsible for that class. The system will never put you in last minute so be sure to properly plan so you do not lose any classes or incur a charge.

**WE HIGHLY RECOMMEND THAT ONLY VERY ORGANIZED, MINDBODY SAVVY CLIENTS USE WAITLIST OPTIONS.**