

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



How to Set Up Wait List in the COVLC

Click on Manage

- Training

Manage Content – Search for Content: Enter course name.

Click on Add a New Section

Section Title: Enter the course.

Enter Start and End dates.

Enrollment Tab

Enter Minimum and Maximum Capacity

Use Waitlist: Yes

Enrollment Tab

Enrollment		
*Minimum Capacity	*Maximum Capacity	Use Waitlist
<input type="text" value="4"/>	<input type="text" value="25"/>	<input checked="" type="checkbox"/>

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