

# About waiting lists

Waiting lists can be created for any purpose and are linked to the **Contacts** pages. For instance, you might have a list of people on a waiting list for a particular breed of dog, or for help in trapping a feral cat colony. You may have a waiting list of volunteers who want to borrow equipment.

**Where do I find it?**

Find the [Waiting Lists](#) page by going to **Contacts > Waiting Lists**.

Contacts

Website

Features

Rep

Contact List

Add a Contact

Groups

Volunteers

Submitted Forms

User Login Accounts

Settings

Search

Adoptions

Donations

Journals Entries

Meet Requests

Reminders

Sponsorships

Volunteer Hours

Volunteer Journals

Waiting Lists

**On this page:**

- [Adding a waiting list](#)

**Related pages:**

The following actions are available for Waiting Lists with the specified service and user roles:

Action	Description	Services	User Roles
View	View the Waiting Lists and members	Data Management Web Site	Contact Add
Add	Add a Waiting List	Data Management Web Site	Contact Add
Edit	Edit the properties of a Waiting List	Data Management Web Site	Contact Add
Delete	Delete a Waiting List	Data Management Web Site	Contact Add
Manage Waiting List Members	Add and remove members from Waiting Lists	Data Management Web Site	Contact Add

A waiting list is simply a list that you create and maintain manually, sort of like the journal, except that it is in your database and can be searched. You can name it any name you want because it's not public. To add a name to the waiting list, just ensure the person is first a contact.

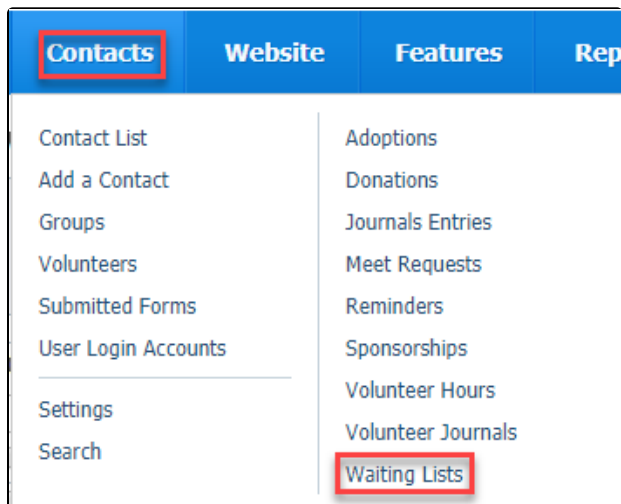
For instance, you may have volunteers who may need equipment that your organization supplies, such as dog beds, leashes, crates, or microchips. Or they may want to borrow equipment such as traps and cages. You can create a waiting list for each, and when equipment becomes available, check the list for the next name.

The only role and corresponding permission your volunteers need in order to add, edit, or remove contacts on a waiting list is that of **Contact Add**. That role also gives them the ability to create a **Waiting List**.

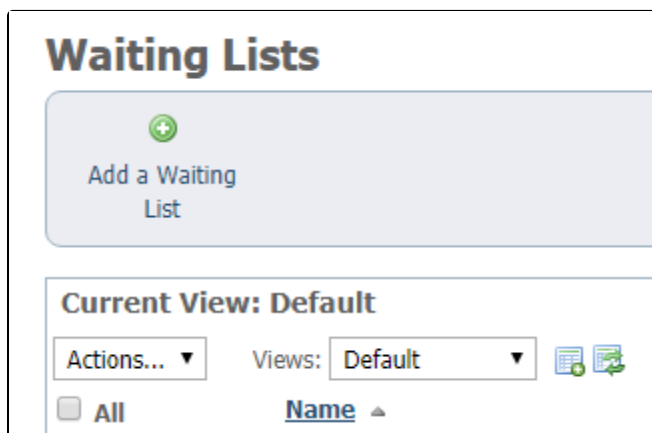
# Adding a waiting list

To add a waiting list:

1. Go to **Contacts > Waiting Lists** and click to open a list of any existing waiting lists you have.



2. Click **Add a Waiting List**. A simple screen opens.



3. Fill out the information in the fields. The type of waiting list is a designator that you create, for instance, "Foster homes," or "Waiting for traps."



## NOTE:

To make your job easier, create blank lists of those waiting lists you might need so that when the need arises, your volunteer can easily find and edit the correct list.

## Create a Waiting List

[« Waiting Lists](#)

Name \*

Type \*

Comment

Cancel

Save

☐ Add Another

## Popular Questions

Topics:

- [animals](#)
- [animal](#)

1. 0

votes

### [Linking support for an animal to payment](#)

- 0 answers
- [Andrea Homan](#)
- Apr 24, 2024
- [animals](#)

2. 0

votes

### [How do I get my listings to automatically feed to Facebook?](#)

- 2 answers
- [Jennifer Myers](#)
- Mar 20, 2024
- [animals](#)
- [website](#)
- [exports](#)
- [facebook](#)
- [iframe](#)

3. 0

votes

### [How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?](#)

- 4 answers
- [Whiskers & Tails Rescue Foundation](#)
- Sept 21, 2023
- Space: [Website Service Guide](#)
- [website](#)
- [exports](#)
- [animals](#)
- [toolkit](#)

4. 0

votes

### [Requests](#)

- 0 answers
- [Anita Lowman](#)
- Feb 19, 2024
- [requests](#)
- [animals](#)

5. 0  
votes

### **My Animal List is empty**

- 2 answers
- [Tammy Mullins](#)
- Feb 06, 2024
- [animals](#)

6. 0  
votes

### **Add a mixed breed choice for dogs**

- 1 answer
- [Richard \[RG\]](#)
- Feb 27, 2014
- [requests](#)
- [animals](#)
- [breeds](#)
- [exports](#)

7. 0  
votes

### **What fields is the Asilomar Advanced Animal Statistics report pulling from**

- 0 answers
- [Alana Woodbury](#)
- Jan 20, 2024
- [animals](#)

8. 0  
votes

### **Change default location to "no"**

- 1 answer
- [Alana Woodbury](#)
- Jan 22, 2024
- [animals](#)
- [exports](#)

**Have a question about this topic?**