

Capacity & Cohorts — seats sold against seats available

The constraint on growing without a second location: which classes are full, which are empty, and what the empty seats are worth.

1 What this page is for

WHAT THIS PAGE IS FOR

Under-filled classes are the fastest revenue available — the room and the instructor are already paid for. This page lists every upcoming class with its fill rate and what it would earn if full.

WHERE THE CLASSES COME FROM

Transition Enroll: every scheduled class with its seat limit and the students registered in it, refreshed hourly.

2 The number cards

The cards across the top of the page, left to right.

CARD	WHAT IT COUNTS
Seats scheduled	Total seats across upcoming classes.
Seats filled	Registered students across those classes.
Empty seats	Scheduled minus filled. The room is already paid for.
Revenue on the table	Empty seats × tuition — if every seat filled.

3 Upcoming cohorts

Program, start date, mode, seats, enrolled, fill %, revenue if filled, and a status (Open / Filling / Full / Under-filled).

4 Waitlists

When a class fills, the interest goes on a list and fills the next start date. Shows cohort, start, seats, status and the waitlist count.

5 Seat utilisation by month

Filled versus empty seats per month across all classes starting that month.

6 Where the workload sits

Open leads by owner. If everything is stacking on one person, that is the owner-dependency problem made visible — assign owners on the profile.

7 Step by step

Fill an under-filled class

1. Find the class in **Upcoming cohorts** with a low fill rate and the highest "revenue if filled".
2. Open **Comms**, audience *By program*, that program; send the class-approaching or application-encouragement text.

8 If something looks wrong

A class shows 0 seats.

No seat limit is set on that class in Transition Enroll. Set it there; it appears after the next hourly sync.