#### 英澳导师招聘各流程节点邮件

**邮件模板1----场景：导师于网站提交导师申请成功后，系统自动发送**

**邮件主题：**Easyke – Welcome to us

Dear XXX!

Thank you for signing up to become an Easyke **Educator**! You’re only steps away from joining one

of the world’s fastest-growing learning communities!

To complete your application, we highly encourage you to complete all quizzes in the links below

in order to earn more on our platform. The STQ links will expire in **FIVE** days, please complete

them as soon as you can to avoid expiration.

**STQ Links**

Once you have finished, our Faculty Development Team will carefully review your application and

invite you to the next stage of the application.

**Please note that if you do not wish to complete the skill testing questions after starting the quiz in one or more of your subjects, start the quiz anyways but select “Quit” after you enter your name.**

Looking forward to seeing your work!

Best,

*-Faculty Development Team*

*Easyke UK & ANZ Operation Center*

Want to learn more about us? Visit our [Tutor Help Center!](http://click.easyke.com/ls/click?upn=KEhS-2F7zzcDYJE6uMNBl6ZP5ASOs7GFOgmtaxgZDfEXh-2BPYQwkefyFOXG9wBFtEaDzLci_-2B00AZv2wTlgLcpv0JwHUXPl0VDW5wwhqyNCuGGomPZnuvvIbNlXyzFArimqesORhLA4a78wLjnxMnCg8Jd3oSlmRj6TWo0WSg6Ws8n0MO9dDyyy84W6ibyJCbz5p8JjBQid6Girlmq-2BeU8XIAQMZI5mA0mpzP1-2FGpTdS7rFJQyMqxD5XTyX3b8ngWocM-2BUwJwrBCQgZk83J8uPseYzoq6maTw06y0f6a48FSrDwoIm0X2Apk6FQHzGas9zib3B-2FTL-2F0ZIrDDu-2FT2sDw0J-2FDDWA-3D-3D)

**邮件模板2----场景：Admin于“Tutor Applicants--Applicants”点击Qualify后，系统自动发送邮件至申请⼈**

**邮件主题：**Easyke – Congrats on Completing your Skill Testing Questions

Dear XXX!

Congratulations! You passed your skill testing questions with flying colors and are ready to start

training for the Easyke platform!

**Step 1: Join us on Dingtalk**

Please note that Dingtalk is our main form of communication between you and Easyke UK&ANZ

In-house teams.

**Click Here to download and install Dingtalk**

**Click Here to join Dingtalk Applicants Group**

**Step 2: Create Your Educator Profile**

Please note that you must have created your Educator Profile to proceed to be an active tutor

after your training sessions.

**Click Here to Create Your Educator Profile**

**Step 3: Review the training document (See attachement)**

**Step 4: Complete your training quiz**

Please follow the link below to complete the welcome quiz.

**Welcome Quiz**

If you are a Live Tutorial candidate, you will also be receiving an email inviting you to Live Tutorials and guide you to the Live Tutorial Demo Class stage.

Feel free to ask for help on Dingtalk with us!

Best,

*-Faculty Development Team*

*Easyke UK & ANZ Operation Center*

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**邮件模板3----场景：发送时间点：导师申请流程完成，被Active后，系统自动发送邮件**

**邮件主题：**Easyke – Congrats and Happy teaching

Dear XXX!

Great job completing your training questions! You have passed the final step of your Easyke

application and can now start accepting real questions from our students!

You will be assigned to the Easyke Faculty group by the administrator soon. Please keep the

Dingtalk as an active App on your phone to get notifications in the future from our Academic

Disciplines team. As always, don’t hesitate to contact us if you have any questions!

Congrats again and happy teaching!

Best,

*-Faculty Development Team*

*Easyke UK & ANZ Operation Center*

Want to learn more about us? Visit our [Tutor Help Center!](http://click.easyke.com/ls/click?upn=KEhS-2F7zzcDYJE6uMNBl6ZP5ASOs7GFOgmtaxgZDfEXh-2BPYQwkefyFOXG9wBFtEaDzLci_-2B00AZv2wTlgLcpv0JwHUXPl0VDW5wwhqyNCuGGomPZnuvvIbNlXyzFArimqesORhLA4a78wLjnxMnCg8Jd3oSlmRj6TWo0WSg6Ws8n0MO9dDyyy84W6ibyJCbz5p8JjBQid6Girlmq-2BeU8XIAQMZI5mA0mpzP1-2FGpTdS7rFJQyMqxD5XTyX3b8ngWocM-2BUwJwrBCQgZk83J8uPseYzoq6maTw06y0f6a48FSrDwoIm0X2Apk6FQHzGas9zib3B-2FTL-2F0ZIrDDu-2FT2sDw0J-2FDDWA-3D-3D)

**邮件模板4----场景：Admin于“Tutor Applicants--Applicants”点击unqualify后，系统自动发送邮件至申请⼈**

邮件主题：Thank you for your Easyke Applicantion

Dear XXX!

Thank you for taking time to complete skill tests and the application.

This is to inform you that, after careful consideration, we are unable to take your application any further.

Thank you again for your interest in being an online educator and wish you all the best!

Best,

*-Faculty Development Team*

*Easyke UK & ANZ Operation Center*

Want to learn more about us? Visit our [Tutor Help Center!](http://click.easyke.com/ls/click?upn=KEhS-2F7zzcDYJE6uMNBl6ZP5ASOs7GFOgmtaxgZDfEXh-2BPYQwkefyFOXG9wBFtEaDzLci_-2B00AZv2wTlgLcpv0JwHUXPl0VDW5wwhqyNCuGGomPZnuvvIbNlXyzFArimqesORhLA4a78wLjnxMnCg8Jd3oSlmRj6TWo0WSg6Ws8n0MO9dDyyy84W6ibyJCbz5p8JjBQid6Girlmq-2BeU8XIAQMZI5mA0mpzP1-2FGpTdS7rFJQyMqxD5XTyX3b8ngWocM-2BUwJwrBCQgZk83J8uPseYzoq6maTw06y0f6a48FSrDwoIm0X2Apk6FQHzGas9zib3B-2FTL-2F0ZIrDDu-2FT2sDw0J-2FDDWA-3D-3D)

**邮件模板5----场景：Admin于“Tutor Applicants--Applicants”点击re-active后，系统自动发送邮件至申请⼈**

邮件主题：Easyke - Re-activated Application

Dear XXX!

Thank you for signing up to become an Easyke **Educator**! Your application has expired before, and we decide to re-activate your account after careful consideration. Please complete your skill tests if you still interest in joining our educator group.

**STQ Links**

Looking forward to seeing your work!

Best,

*-Faculty Development Team*

*Easyke UK & ANZ Operation Center*

Want to learn more about us? Visit our [Tutor Help Center!](http://click.easyke.com/ls/click?upn=KEhS-2F7zzcDYJE6uMNBl6ZP5ASOs7GFOgmtaxgZDfEXh-2BPYQwkefyFOXG9wBFtEaDzLci_-2B00AZv2wTlgLcpv0JwHUXPl0VDW5wwhqyNCuGGomPZnuvvIbNlXyzFArimqesORhLA4a78wLjnxMnCg8Jd3oSlmRj6TWo0WSg6Ws8n0MO9dDyyy84W6ibyJCbz5p8JjBQid6Girlmq-2BeU8XIAQMZI5mA0mpzP1-2FGpTdS7rFJQyMqxD5XTyX3b8ngWocM-2BUwJwrBCQgZk83J8uPseYzoq6maTw06y0f6a48FSrDwoIm0X2Apk6FQHzGas9zib3B-2FTL-2F0ZIrDDu-2FT2sDw0J-2FDDWA-3D-3D)

**邮件模板6----场景：申请人在进入超期日仍未完成STQ测试，系统自动发送提醒邮件至申请人**

邮件主题：Skill Testing Reminder

Hello again XXX,

Just a quick note to remind you that your skill testing questions are still **pending**, and all links will expire **within 24 hours**.

To complete your application and join the global community of elite Easyke Educators, please complete each set of skill testing questions in the links below:

**STQ Links**

**Please note that if you do not wish to complete the skill testing questions after starting the quiz in one or more of your subjects, start the quiz anyways but select “Quit” after you enter your name.**

Looking forward to seeing your work!

Best,

*-Faculty Development Team*

*Easyke UK & ANZ Operation Center*

Want to learn more about us? Visit our [Tutor Help Center!](http://click.easyke.com/ls/click?upn=KEhS-2F7zzcDYJE6uMNBl6ZP5ASOs7GFOgmtaxgZDfEXh-2BPYQwkefyFOXG9wBFtEaDzLci_-2B00AZv2wTlgLcpv0JwHUXPl0VDW5wwhqyNCuGGomPZnuvvIbNlXyzFArimqesORhLA4a78wLjnxMnCg8Jd3oSlmRj6TWo0WSg6Ws8n0MO9dDyyy84W6ibyJCbz5p8JjBQid6Girlmq-2BeU8XIAQMZI5mA0mpzP1-2FGpTdS7rFJQyMqxD5XTyX3b8ngWocM-2BUwJwrBCQgZk83J8uPseYzoq6maTw06y0f6a48FSrDwoIm0X2Apk6FQHzGas9zib3B-2FTL-2F0ZIrDDu-2FT2sDw0J-2FDDWA-3D-3D)