|  |  |
| --- | --- |
| **ID** | LT01 |
| **CLOUD:** | Virtual Classroom Registration Created |
| **Domain:** | **LAB Talks** |
| **Action Name:** | VT Registration Created |
| **Code:** |  |
| **Named Quires:** | Learner associated with this registration |
|  |  |

|  |
| --- |
| **Subject**: Invitation for @Reg\_ClassTitle@ |
| |  | | --- | | You are registered to attend an upcoming session @Reg\_StudentName@,  You are registered to attend the live LABtalk on @Reg\_ClassTitle@, on @Reg\_ClassStartDate@ at @Reg\_Session\_Start\_Time\_#@  Please click Accept to add this session to your Outlook calendar.  To join the session, click below up to 15 minutes before the session starts. Or, go to LAB and access your My Plan page from the hamburger menu in the top left of the homepage.  \*\*Note - Your best audio option is VOIP. Please be prepared with a headset in order to utilize the audio from your computer.  [**To Join From Laptop**](https://lab.bcg.com/Saba/Web/NA9P1PRD002Admin/platform/services/notifications/@Offering_ContentLaunchURL@) 1. **[CLICK HERE](https://lab.bcg.com/Saba/Web/NA9P1PRD002Admin/platform/services/notifications/@Offering_ContentLaunchURL@)** to go to the course details page 2. Click blue ATTEND button  You can access the session using Chrome, IE, Edge, and Firefox (Mac users can use Safari and Chrome). For Chrome or Firefox, you will also need to add the “Saba Meeting Connector” extension which you can download by clicking the respective hyperlinks.  If you will not be online and require the audio bridge or if you have any other questions, please email the [**LABtalk Team**](mailto:LABtalk@bcg.com).  Regards, The LABtalk Team | |

|  |  |
| --- | --- |
| **ID** | LT02 |
| **CLOUD:** | Virtual Classroom Rescheduled |
| **Domain:** | **LAB Talks** |
| **Action Name:** | LAB TALK Rescheduled |
| **Code:** |  |
| **Named Quires:** | List of the Learners |
| **iCal** | Enabled |

|  |
| --- |
| Subject: Rescheduled: Live LABtalk on @Reg\_ClassTitle@ |
| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | This Live LABtalk has been rescheduled The live LABtalk @Offering\_Title@, has been rescheduled to @Offering\_ClassStartDate@ at @Offering\_Session\_Start\_Time\_#@  Please accept this new invitation to add it to your calendar.  To join the session, click the Attend Now button up to 30 minutes before the session starts. Or, go to LAB and access your My Plan page from the hamburger menu in the top left of the homepage.  \*\*Note - Your best audio option is VOIP. Please be prepared with a headset in order to utilize the audio from your computer.  [**To Join From Laptop**](https://lab.bcg.com/Saba/Web/NA9P1PRD002Admin/platform/services/notifications/@Offering_ClassDetailURL@) 1. **[CLICK HERE](https://lab.bcg.com/Saba/Web/NA9P1PRD002Admin/platform/services/notifications/@Offering_ClassDetailURL@)** to go the course details page 2. Click blue "Attend" button   |  | | --- | |  |   If you will not be online and require the audio bridge or if you have any other questions, please email the [**LABtalk Team**](mailto:LABTalk@bcg.com).  Regards, The LABtalk Team | | |

|  |  |
| --- | --- |
| **ID** | LT03 |
| **CLOUD:** | Virtual Classroom Cancelled |
| **Domain:** | **LAB Talks** |
| **Action Name:** | LAB Talk Session Cancelled |
| **Code:** |  |
| **Named Quires:** | List all students whose registrations are cancelled as class is cancelled; List of the resources for an Offering;  Name of the CSR associated with this Offering |
| iCal | **Enabled** |

|  |
| --- |
| **Subject**: Cancelled: Live LABtalk on @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ |
| We're sorry, this Live LABtalk has been cancelled ​  @Reg\_StudentName@,  ​  Unfortunately the Live LABtalk on @Reg\_ClassTitle@, scheduled for @Reg\_ClassStartDate@ has been cancelled. We are working with the presenters to quickly get the session rescheduled. **Please delete the meeting request from your calendar.**  ​  Visit LAB for upcoming LABtalks that may also interest you.  ​  If you have any questions, please feel free to email the [**LABtalk Team**](mailto:LABtalk@bcg.com).  ​  Regards, The LABtalk Team |

|  |  |
| --- | --- |
| **ID** | LT04 |
| **CLOUD:** | Virtual Classroom Registration Cancelled |
| **Domain:** | **LAB Talks** |
| **Action Name:** | LAB Talk Registration Cancelled |
| **Code:** |  |
| **Named Quires:** | Learner associated with this registration |
| **iCal** | Enabled |

|  |
| --- |
| **Subject**: Registration cancelled for Live LABtalk on @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ |
| Your registration has been cancelled @Reg\_StudentName@,  You have successfully unregistered for @Reg\_ClassTitle@, scheduled for @Reg\_ClassStartDate@.  We are sorry you are unable to attend.  Visit LAB for upcoming LAB Talks that may also interest you.  If you have any questions, please feel free to email the [**LABtalk Team**](mailto:LABtalk@bcg.com).  Regards, The LABtalk Team |

|  |  |
| --- | --- |
| **ID** | LT05 |
| **CLOUD:** | Virtual Classroom Registration Waitlisted |
| **Domain:** | **LAB Talks** |
| **Action Name:** | Email to Waitlisted Learners |
| **Code:** |  |
| **Named Quires:** | Learner associated with this registration |
| **iCal** | No |

|  |
| --- |
| **Subject**: Waitlist confirmed: @Reg\_ClassTitle@ virtual session on @Reg\_ClassStartDate@ |
| **Waitlist confirmed: @Reg\_ClassTitle@ session on @Reg\_ClassStartDate@**  Dear @Reg\_StudentName@,  As places for the @Reg\_ClassTitle@ virtual training session on @Reg\_ClassStartDate@ at @Reg\_Session\_Start\_Time\_#@ are now full, your name has been placed on the waitlist. As soon as a seat becomes available, you will receive an e-mail offering the seat to you. Please accept or decline this offer at the earliest opportunity.  If you have any questions, please feel free to email the [LABtalk Team](mailto:LABTalk@bcg.com). Thank you very much for your interest.  Thanks and best regards,  The LABtalk Team |