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| **CLOUD:** | Instructor-Led Class Registration in Pending Approval State |
| **New Cloud** | 02 - ILT - Registration Pending Approval |
| **Domain:** | Live |
| **Action Name:** | Registered but still needs to be approved (FOR APPROVER) |
| **Named Quires:** | Current Level approver of the pending approval class registration |
| **iCal** | Not configurable |
| **Attachments** | None |
| **ID** | IL01 |

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| **Subject**: Approval decision required for @Reg\_ClassTitle@ |
| LEARNING PROGRAM Approval decision required for @Reg\_ClassTitle@  As the approver for @Reg\_ClassTitle@, a new user has been added to the roster in a pending status—the high-level details are below. We encourage that you review the Roster Report in LAB as it will provide you with other relevant information about the participant to make a proper approval decision.  Once you’ve made an approval decision, you can use the approve or reject links found below:  To approve this request, click here.  To reject this request, click here.  Class Start Date: @Reg\_ClassStartDate@  Class End Date: @Reg\_ClassEndDateIntl@  Participant Information:  Participant Name: @Reg\_StudentName@  MOE in Career Step/Job Function: @Reg\_Student\_Custom4@  Region of Host Office: @Reg\_Student\_Custom6@  Job Group: @Reg\_Student\_Custom7@  Cohort: @Reg\_Student\_Custom8@  Organization: @Reg\_Student\_Custom9@ |
| NOTES:  Want to link to the Roster Report, will need to add that later once report is created  @Max to TST Custom keywords: @Reg\_Student\_Custom0@ |

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| **CLOUD:** | Instructor-Led Class Registration in Pending Approval State |
| **New Cloud** | 02 - ILT - Registration Pending Approval |
| **Domain:** | Live |
| **Action Name:** | Registered but still needs to be approved (FOR LEARNER) |
| **Named Quires:** | Learner associated with this registration |
| **iCal** | Not configurable |
| **Attachments** |  |
|  | LDC NO Edit |
| **ID** | IL02 |

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| **Subject**: Your registration for @Reg\_ClassTitle@ is pending approval |
| LEARNING UPDATE Your registration for @Reg\_ClassTitle@ is pending approval  Your registration for **@Reg\_ClassTitle@** is pending as it requires approval. Once a decision has been made, you will receive another notification.    For additional information, please visit the class page.  Class Start Date: @Reg\_ClassStartDate@  Class End Date: @Reg\_ClassEndDateIntl@  Location: @Reg\_ClassLocation@  Please do not hesitate to contact us with any questions.  Kind regards,  @Reg\_CSRName@  Email: @Reg\_CSREmail@ |
| NOTES:  Issue with Approver adding participants to the roster, if they are the approver, SABA automatically approves them, so this notification would never fire  @Max and Rachel to test bulk adding users to a class, as the approver  Possibly workaround, add users to waitlist but then they would get the  @Max to see if we can pull in CSR Picture in email |

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| **CLOUD:** | Instructor-Led Class Pending Approval Level is Approved |
| **NEW Cloud** | 09 - ILT - 2nd Level - Registration Pending Approval |
| **Domain:** | Live |
| **Action Name:** | Registration approved by first level approver but still needs to be approved by 2nd level approver (FOR 2nd LEVEL APPROVER) |
| **Named Quires:** | TO: Current Level approver of the pending approval class registration  CC: Immediate prior approvers of the pending approval class registration |
| **iCal** | Not configurable |
| **Attachments** |  |
| **ID** | IL03 |

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| **Subject**: 2nd Level approval decision required for @Reg\_ClassTitle@ |
| LEARNING UPDATE 2nd Level Approval decision required for @Reg\_ClassTitle@  A new user has been added to the roster in a pending status—the high-level details are below. The first level of the approver (copied) has preliminarily approved this request.  However, as the 2nd level approver for @Reg\_ClassTitle@, it also requires your signoff. We encourage that you review the Roster Report in LAB as it will provide you with other relevant information about the participant to make a proper approval decision.  Once you’ve made an approval decision, you can use the approve or reject links found below:  To approve this request, click here.  To reject this request, click here.  Class Start Date: @Reg\_ClassStartDate@  Class End Date: @Reg\_ClassEndDateIntl@  Participant Information:  Participant Name: @Reg\_StudentName@  MOE in Career Step/Job Function: @Reg\_Student\_Custom4@  Region of Host Office: @Reg\_Student\_Custom6@  Job Group: @Reg\_Student\_Custom7@  Cohort: @Reg\_Student\_Custom8@  Organization: @Reg\_Student\_Custom9@ |
| NOTES:  Want to link to the Roster Report, will need to add that later once report is created  @Max to TST Custom keywords: @Reg\_Student\_Custom0@ - SUCCESS! |

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| **CLOUD:** | Instructor-Led Class Pending Registration is Approved  Instructor-Led Class Registration No Approval Required |
| **New Cloud** | 03 – ILT – Formal Invitation – Pending Approval is Approved  04 – ILT - Formal Invitation – No Approval Required |
| **Domain:** | Live |
| **Action Name:** | Formal Invitation/Confirmation |
| **Named Quires:** | TO: Learner Associated with this Registration |
| **iCal** | Disabled |
| **Attachments** |  |
| **Notes** | LDC to be able to EDIT |
| **ID** | IL04 |

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| **Subject**: You are Registered to Attend @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ - @Reg\_ClassEndDateIntl@ |
| LEARNING UPDATE You are Registered to Attend @Reg\_ClassTitle@  Dear @Reg\_StudentFirstName@,  Your registration is confirmed, and we are pleased to invite you to attend the upcoming @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ - @Reg\_ClassEndDateIntl@  Location: @Reg\_ClassLocation@  Facility: @Reg\_ClassFacility@  We strongly encourage you to protect this time in your calendar. You will receive separate calendar invite(s) for each session of the event.  If you have not already done so, please ensure your team and manager are aware of the timings for this training. NEXT STEPS Visit the Class Page for more relevant details about this session  Please do not hesitate to contact us with any questions.  Kind regards,  @Reg\_CSRName@  Email: @Reg\_CSREmail@ |

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| **CLOUD:** | Instructor-Led Class Pending Registration is Approved  Instructor-Led Class Registration No Approval Required  **Instructor Led** Waitlisted Registration Confirmed |
| **Domain:** | Live |
| **Action Name:** | iCal Saver |
| **Named Quires:** | TO: Learner Associated with this Registration |
| **iCal** | Enable |
| **Attachments** |  |
| **ID** | IL05 |

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| **Subject**: @Reg\_ClassTitle@ |
| LEARNING UPDATE  @Reg\_ClassTitle@  \*\*\*You may receive multiples of this notification, but each is a different session to block your calendar accurately\*\*\*  If you are no longer able to attend, please visit the Class Page to start the cancellation process.  Declining this invite in isolation, does not trigger your cancellation from the class.  Kind regards,  @Reg\_CSRName@  Email: @Reg\_CSREmail@ |
| NOTES:  For multiple sessions: @Reg\_SessionName@ can we leverage this keyword |

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| **CLOUD:** | **Instructor Led** Registration Waitlisted |
| **Domain:** | Live |
| **Action Name:** | Registration Waitlist (Status=Waitlist-Pending Approval) |
| **Named Quires:** | Learner associated with this registration |
| **iCal** | Disabled |
| **ID** | IL06 |

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| **Subject:** You are on the Waitlist for @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ - @Reg\_ClassEndDateIntl@ |
| |  | | --- | | **LEARNING UPDATE**  You are on the Waitlist for @Reg\_ClassTitle@ Dear @Reg\_StudentName@,You are currently on the waitlist for the upcoming @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ (**@Reg\_ClassLocation@).**As spaces are limited, unfortunately we are not able to confirm your spot andformally invite you at this time.However, please continue to save the date in your calendar and we will contact youif a space becomes available. Additional details about this program, includingpotential future dates can be found on the Class Page.Please contact us if you have any questions.Kind regards, @Reg\_CSRName@  Email: @Reg\_CSREmail@ | |  | |

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| **CLOUD:** | **Instructor Led** Waitlisted Registration Confirmed |
| **Domain:** | Live |
| **Action Name:** | Wailisted Registration is Confirmed (Formal Invitation/Confirmation) |
| **Named Quires:** | TO: Confirmed learner associated with this registration who is not pending approval or waitlisted |
| **iCal** | Disabled |
| **Attachments** |  |
|  | LDC to be able to EDIT |
| **ID** | IL07 |

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| **Subject**: You are Registered to Attend @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ - @Reg\_ClassEndDateIntl@ |
| LEARNING UPDATE You are Registered to Attend @Reg\_ClassTitle@  Dear @Reg\_StudentFirstName@,  We are pleased that a seat has become available and we are able to move you off of the waitlist. Your registration is now confirmed, and we are pleased to invite you to attend the upcoming @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ - @Reg\_ClassEndDateIntl@  Location: @Reg\_ClassLocation@  Facility: @Reg\_ClassFacility@  We strongly encourage you to protect this time in your calendar. You will receive separate calendar invite(s) for each session of the event.  If you have not already done so, please ensure your team and manager are aware of the timings for this training. NEXT STEPS Visit the Class Page for more relevant details about this session  Please do not hesitate to contact us with any questions.  Kind regards,  @Reg\_CSRName@  Email: @Reg\_CSREmail@ |

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| **CLOUD:** | Instructor-Led Class Reminder (x days)  Blended Class Reminder (x days) |
| **Domain:** | Live |
| **Action Name:** | Final Information |
| **Named Quires:** | Confirmed learner associated with this registration who is not pending approval or waitlisted |
| **iCal** | Disabled |
| **Notes** | L&D coordinators will have control to edit this |
| **ID** | IL08 |

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| **Subject:** Final Information for @Offering\_Title@ on @Offering\_ClassStartDate@ - @Offering\_ClassEndDate@ | | |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE**Final Information for @Offering\_Title@** |  | | | Hello,In final preparation for the upcoming @Offering\_Title@ on @Offering\_ClassStartDate@ - @Offering\_ClassEndDate@ (@Offering\_ClassLocation@), we ask that you please carefully review the important program information provided on the Class Page. Class Page If you have any last minute questions, or need assistance please contact us.We look forward to seeing you soon!Kind regards,@Offering\_CSRName@Email: @Offering\_CSREmail@ | |  | | | |



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| **CLOUD:** | 01 - Standard Class Reminder - Instructor-Led Class  01 - Standard Class Reminder - Blended Class |
| **Domain:** | Live |
| **Action Name:** | Standard Class Reminder (Sent 21 Days before Class Start Date) |
| **Named Quires:** | Confirmed learner associated with this registration who is not pending approval or waitlisted |
| **iCal** | Disabled |
| **Notes** | L&D coordinators **CAN** have control to edit this |
| **ID** | IL09 |

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| **Subject:** Reminder to Complete Next Steps for @Offering\_Title@ on @Offering\_ClassStartDate@ - @Offering\_ClassEndDate@ |
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| **CLOUD:** | Complete Evaluation |
| **Domain:** | Live or Complex Programs |
| **Action Name:** | 1st Request for Feedback |
| **Named Quires:** | Confirmed Learner with Evaluation |
| **Notes** | Based on the evaluation setting, the notification will trigger either on class completion or on class end date. This event notifies the learner to complete the evaluation. |
| **iCal** | Disable |
| **ID** | IL10 |

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| **Subject**: Feedback Request for @Eval\_ClassTitle@ |
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| **CLOUD:** | Evaluation Expires in X days |
| **Domain:** | Live or Complex Programs |
| **Action Name:** | 2nd reminder to submit feedback |
| **Named Quires:** | Confirmed Learner with Evaluation |
| **NOTES** | Can configure multiple of these but is based off the evaluation expiry date when adding the evaluation to the class |
| **ID** | IL11 |

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| **Subject**: Reminder to Complete Your Feedback for @Eval\_ClassTitle@ by tomorrow |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE**Please Provide Feedback for @Eval\_ClassTitle@** |  | | |  | | Hello,We hope you found @Eval\_ClassTitle@ useful, learned new skills, and enjoyed your time!   Your opinions are greatly appreciated and play an important role in helping us to improve our training offerings. We ask that you please take a few minutes to reflect and share your thoughts via the feedback survey linked below.   Please complete this survey as it expires tomorrow. | | Click Here | | If you would like to go back and refer to program-related details and materials, youcan access this information at any point in LAB on your [My Plan](https://bcgsb.sabacloud.com/Saba/Web_spf/NA3T1SNB0195/app/me/plans) page. | | Thank you in advance, Learning and Development @ BCG | |  | |

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| **CLOUD:** | Instructor-Led Registration Cancelled |
| **Domain:** | Live |
| **Action Name:** | Registration Cancelled (Dropped) |
| **Named Quires:** | TO: Learner associated with this registration  Cc: CSR assigned to the Class |
| **iCal** | Enabled (To remove original iCal) |
| **Notes** | This notification fires with/without charge, if the learner drops or admin drops  CSR should review the cancellation details and then forward the details to the MDP |
| **ID** | IL12 |

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| **Subject:** Your Cancellation for @Reg\_ClassTitle@ has been received and processed |
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| **CLOUD:** | Instructor-Led Class Pending Registration is Denied |
| **Domain:** | Live |
| **Action Name:** | ILT Registration Approval Denied By Approver |
| **Named Quires:** | Learner associated with this registration |
| **iCal** | Disabled |
| **Notes** |  |
| **ID** | IL13 |

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| **Subject**: Request to Attend @Reg\_ClassTitle@ could not be approved |
| LEARNING UPDATE**Your Request to Attend @Reg\_ClassTitle@ could not be approved**Dear @Reg\_StudentFirstName@,Unfortunately, your request to attend @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ - @Reg\_ClassEndDateIntl@ could not be approved.Should you have any questions about the approval process, please do not hesitate to contact us.Kind regards,@Reg\_CSRName@Email: @Reg\_CSREmail@ |
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**Drafts and need approval below**

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| **CLOUD:** | Curriculum Added to Profile |
| **Domain:** |  |
| **Action Name:** | **Please Register** |
| **Code:** |  |
| **Named Quires:** |  |

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| **Subject:** |
| **NAMR text**    Dear All,    Congratulations on your promotion! NAMR Learning & Development team wishes you all the best in your new role.    We take this chance to cordially invite you to the Commercial Readiness Training in 2020 (formerly Senior Principal Training). This program represents a unique opportunity for you to practice and hone your commercial skills in a safe environment.    Throughout the training you will engage in a series of in-depth "selling simulations" with senior executives who have been buyers of consulting services from top-tier firms. Emphasis will be placed on refining communication skills and techniques within this context, and you will interact with and receive real-time feedback from the C-Level executives in the room. The training has been very well-received by prior participants, and by MDPs whom those participants have subsequently engaged on the topic.    The training is a part of your mandatory L&D curriculum and has to be attended within six months after your promotion. Please register for one of the dates below by clicking on the respective link and selecting “Register” by January, 24th.  Please complete registration yourself (don’t ask your EA), otherwise we won’t be able to see it properly.    • March 16-18, Chicago  • May 18-20, Chicago    Spots at each program will be offered on the first come first served basis. If a program is filled up, you will be put on the waitlist (in this case pop-up will say “you are registered  and waitlisted”). If you’re waitlisted, we ask you to hold the dates and plan to attend as if you were registered.    You can expect confirmation and logistics emails on the following dates (it is your responsibility to hold the dates until then – we won’t be sending invites):  • February 3rd for March program  • April 6th for May program  MDP involvement will be needed if you have to cancel on or after this date, and a $6,000 fee will be charged to your case team.    Please let us know if you have any questions, or if you foresee any difficulties with attending.      **CEMA-WESA text**    Dear Bryce,    Congratulations on your promotion! CEMA-WESA Learning & Development team wishes you all the best in your new role.    We take this chance to cordially invite you to the Commercial Readiness Training in 2020 (formerly Senior Principal Training). This program represents a unique opportunity for you to practice and hone your commercial skills in a safe environment.    Throughout the training you will engage in a series of in-depth "selling simulations" with senior executives who have been buyers of consulting services from top-tier firms. Emphasis will be placed on refining communication skills and techniques within this context, and you will interact with and receive real-time feedback from the C-Level executives in the room. The training has been very well-received by prior participants, and by MDPs whom those participants have subsequently engaged on the topic.    The training is a part of your mandatory L&D curriculum and has to be attended within six months after your promotion. Please register for your preferred date between the options below (Please register in both in case the two of them work for you) by clicking on the respective link and selecting “Register” by January, 31st.    Please complete registration yourself (don’t ask your EA), otherwise we won’t be able to see it properly.    • April 01-03, Frankfurt  • April 28-30, Frankfurt    Spots at each program will be offered on the first come first served basis. If a program is filled up, you will be put on the waitlist (in this case pop-up will say “you are registered and waitlisted”). If you’re waitlisted, we ask you to hold the dates and plan to attend as if you were registered.    You can expect confirmation and logistics emails on the following dates:    • February 5th for 01-03APR event  • March 3rd for 28-30 APR event    MDP involvement will be needed if you have to cancel on or after this date, and a 6.000€ fee will be charged to your case team.    Please contact Santiago Fernández (Fernandez.Santiago@bcg.com) if you have any questions, or if you foresee any difficulties with attending. |