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| **CLOUD:** | Instructor-Led Class Registration in Pending Approval State  Blended Class Registration in Pending Approval State |
| **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** |  |

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| **Subject**: Approval decision required for @Reg\_ClassTitle@ |
| LIVE LEARNING PROGRAM UPDATE Approval decision required for @Reg\_ClassTitle@  Recommendation that the admin runs a Roster Report  To approve this request, click Reg\_CourseDetailURL\_Manager (@Reg\_CourseDetailURL\_Manager@)  To reject this request, click Reg\_Team\_PendingApprovals\_URL (@Reg\_Team\_PendingApprovals\_URL@)  Can we link directly to the roster report? |

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| **CLOUD:** | Instructor-Led Class Registration in Pending Approval State |
| **Domain:** | Live |
| **Action Name:** | Registered but still needs to be approved (FOR LEARNER) |
| **Named Quires:** | Learner associated with this registration |
| **iCal** | Not configurable |
| **Attachments** |  |

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| **Subject**: Pending Approval for your registration for @Reg\_ClassTitle@ |
| LEARNING UPDATE Your registration is pending approval for @Reg\_ClassTitle@  **Pending Approval for @Reg\_ClassTitle@**    Your registration for the @Reg\_Delivery\_Name@ **@Reg\_ClassTitle@** is pending since it requires approval. Once the approval decision has been made, you will receive another notification.    For additional information, please visit the Class @Reg\_Live\_CourseDetailURL@ ( Reg\_Live\_CourseDetailURL) page.  Location: **@Reg\_ClassLocation@**  Date: **@Reg\_ClassStartDate@**    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 |

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| **CLOUD:** | **Blended** Class Registration in Pending Approval State |
| **Domain:** | Live |
| **Action Name:** | Registered but still needs to be approved (FOR LEARNER) |
| **Named Quires:** | Learner associated with this registration |
| **iCal** | Not configurable |
| **Attachments** | Recommendation:  Agenda  iCal |

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| **Subject**: Pending Approval for your registration for @Reg\_ClassTitle@ |
| LEARNING UPDATE Your registration is pending approval for @Reg\_ClassTitle@  **Pending Approval for @Reg\_ClassTitle@**    Your registration for the @Reg\_Delivery\_Name@ **@Reg\_ClassTitle@** is pending since it requires approval. Once the approval decision has been made, you will receive another notification.    For additional information, please visit the Class @Reg\_Live\_CourseDetailURL@ ( Reg\_Live\_CourseDetailURL) page.  Location: **@Reg\_ClassLocation@**  Date: **@Reg\_ClassStartDate@**    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 |

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| **CLOUD:** | Instructor-Led Class Pending Approval Level is Approved |
| **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:** | Current Level approver of the pending approval class registration |
| **iCal** | Not configurable |
| **Attachments** |  |

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| **Subject**: 2nd Level approval decision required for @Reg\_ClassTitle@ |
| LIVE LEARNING PROGRAM UPDATE 2nd Level Approval decision required for @Reg\_ClassTitle@  The first level of the approval process approved this request, please follow the below links to continue to the approval flow:  To approve this request, click Reg\_CourseDetailURL\_Manager (@Reg\_CourseDetailURL\_Manager@)  To reject this request, click Reg\_Team\_PendingApprovals\_URL (@Reg\_Team\_PendingApprovals\_URL@) |

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| **CLOUD:** | Instructor-Led Class Pending Registration is Approved  Instructor-Led Class Registration No Approval Required  Instructor-Led Class - Offered Seat Confirmed  Blended Class Pending Registration is Approved  Blended Class Registration No Approval Required  Blended Class Offered Seat Confirmed |
| **Domain:** | Live |
| **Action Name:** | Formal Invitation/Confirmation |
| **Named Quires:** | TO: Learner Associated with this Registration  CC: CSR assigned to the Class |
| **iCal** | Enable |
| **Attachments** | Have a description with the category be ‘include in email’ ‘not included in email’ |

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| **Subject**: Your Invitation is Confirmed for @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ - @Reg\_ClassEndDateIntl@ |
| LEARNING UPDATE Your Registration is Confirmed 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. If you have not already done so, please ensure your team and manager are aware that you will be at training during the times noted above.  For further information, please view the course details on LAB. NEXT STEPS  * Visit the @Offering\_Learner\_Registration\_URL@ for more relevant details about this session   @Offering\_Description@  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)  Course due in X days  Course due today  Blended Class Reminder (x days) |
| **Domain:** | Live or Complex Programs |
| **Action Name:** | Reminder to Complete Tasks |
| **Name Queries:** | List all confirmed internal registered learner managers for this class |
| **iCal** | Disabled |
| **Attachments** | Possibly use attachments but how to differentiate |

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| **Subject: Reminder – Complete your Next Steps for @Offering\_Title@ on @Offering\_ClassStartDate@ - @Offering\_ClassEndDate@** |
| LIVE LEARNING PROGRAM UPDATE **Reminder - Complete your Next Steps for @Offering\_Title@**  Hello,  In order to prepare for the @Offering\_Title@ on **@Offering\_ClassStartDate@ (@Offering\_Session\_Start\_Time\_#@) - @Offering\_ClassEndDate@ (@Offering\_Session\_End\_Time\_#@),** please ensure you complete the next steps by the start of the event, if you have not already done so.  **NEXT STEPS**   * Visit the <Class Page> for more relevant details about this session   @Offering\_Description@  Please view the program details on LAB for further information.    Please do not hesitate to contact us with any questions.  Kind regards,  @Offering\_CSRName@  Email: @Offering\_CSREmail@ |

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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** | **Sent on last day of Event** |
| **iCal** | **Disable** |

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| **Subject**: Feedback Request for @Eval\_ClassTitle@ |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LIVE LEARNING PROGRAM UPDATE**Please Provide Feedback for @Eval\_ClassTitle@** |  | | |  | | Hello @Eval\_Evaluator\_First\_Name@,  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.   The survey will remain open until 9 April 2020. Please kindly submit your feedback by this date. | | @Eval\_Learner\_LaunchIn\_ClassPage@ | | 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 the [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:** | **Evaluation Expires in X days** |
| **Domain:** | Live or Complex Programs |
| **Action Name:** | **2nd reminder to submit feedback** |
| **Named Quires:** | **Confirmed Learner with Evaluation** |
| **NOTES** | Sent 5 days after the event ends, if the learner has not already submitted feedback |

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| **Subject**: Reminder to Complete Your Feedback for @Eval\_ClassTitle@ |
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| **CLOUD:** | **Instructor-Led Registration Waitlisted**  **Blended Registration Waitlisted** |
| **Domain:** | **Live** |
| **Action Name:** | **Waitlisted** |
| **Named Quires:** | **Learner associated with this registration** |
| **iCal** | **Disabled** |

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| **Subject:** You are on the Waitlist for @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ - @Reg\_EndDate@ |
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| **CLOUD:** | Instructor-Led Class Commencement Reminder as per Registration  Blended Class Commencement Reminder as per Registration |
| **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 |

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| **Subject:** FINAL Information for New Principal Training (NPT) on 10 Dec 2019 - 12 Dec 2019 |
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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. |