|  |  |
| --- | --- |
| **CLOUD:** | **Blended** Class Registration in Pending Approval State |
| **Domain:** | Live |
| **Action Name:** | Blended Pending Approval (FOR APPROVER) |
| **Named Quires:** | Current Level approver of the pending approval class registration |
| **iCal** | Not configurable |
| **Attachments** |  |

|  |
| --- |
| **Subject**: Approval decision required for @Reg\_ClassTitle@ |
| LEARNING PROGRAM Approval decision required for @Reg\_ClassTitle@  As the approver designated for @Reg\_ClassTitle@, we suggest that you review the Roster Report within Analytics section of LAB to provide you with information about the participant to make a proper decision.  Class Start Date: @Reg\_ClassStartDate@  Class End Date: @Reg\_ClassEndDateIntl@  Participant Information:  Participant Name: @Reg\_StudentName@  Rehire Date: @Reg\_Student\_Custom0@  Promotion Date: @Reg\_Student\_Custom1@  Lateral Hire: @Reg\_Student\_Custom2@  DDC: @Reg\_Student\_Custom3@  MOE in Career Step/Job Function: @Reg\_Student\_Custom4@  Navigator Status: @Reg\_Student\_Custom5@  Region of Host Office: @Reg\_Student\_Custom6@  Job Group: @Reg\_Student\_Custom7@  Cohort: @Reg\_Student\_Custom8@  Organization: @Reg\_Student\_Custom9@  To approve this request, click here.  To reject this request, click here. |
| NOTES:  Want to link to the Roster Report, will need to add that later once report is created |

|  |  |
| --- | --- |
| **CLOUD:** | **Blended** Class Registration in Pending Approval State |
| **Domain:** | Live |
| **Action Name:** | Blended Pending Approval (FOR LEARNER) |
| **Named Quires:** | Learner associated with this registration |
| **iCal** | Not configurable |
| **Attachments** |  |

|  |
| --- |
| **Subject**: Pending Approval for your registration for @Reg\_ClassTitle@ |
| 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 workaroud, add users to waitlist but then they would get the |

|  |  |
| --- | --- |
| **CLOUD:** | **Blended** Class Pending Approval Level is Approved |
| **Domain:** | Live |
| **Action Name:** | 2nd Level – Pending Approval is Approved by 1st Level Approver (FOR APPROVER) |
| **Named Quires:** | Current Level approver of the pending approval class registration |
| **iCal** | Not configurable |
| **Attachments** |  |

|  |
| --- |
| **Subject**: 2nd Level approval decision required for @Reg\_ClassTitle@ |
| LEARNING UPDATE 2nd Level Approval decision required for @Reg\_ClassTitle@  The first level of the approval process approved this request. As the 2nd level approver designated for @Reg\_ClassTitle@, we suggest that you review the Roster Report within Analytics section of LAB to provide you with information about the participant to make a proper decision.  Class Start Date: @Reg\_ClassStartDate@  Class End Date: @Reg\_ClassEndDateIntl@  Participant Information:  Participant Name: @Reg\_StudentName@  Rehire Date: @Reg\_Student\_Custom0@  Promotion Date: @Reg\_Student\_Custom1@  Lateral Hire: @Reg\_Student\_Custom2@  DDC: @Reg\_Student\_Custom3@  MOE in Career Step/Job Function: @Reg\_Student\_Custom4@  Navigator Status: @Reg\_Student\_Custom5@  Region of Host Office: @Reg\_Student\_Custom6@  Job Group: @Reg\_Student\_Custom7@  Cohort: @Reg\_Student\_Custom8@  Organization: @Reg\_Student\_Custom9@  To approve this request, click here.  To reject this request, click here. |

|  |  |
| --- | --- |
| **CLOUD:** | **Blended** Class Pending Registration is Approved  **Blended** Class Registration No Approval Required |
| **Domain:** | Live |
| **Action Name:** | Formal Invitation/Confirmation |
| **Named Quires:** | TO: Learner Associated with this Registration  CC: CSR assigned to the Class |
| **iCal** | Disabled |
| **Attachments** | Have a description with the category be ‘include in email’ ‘not included in email’  Agenda  Outline  Travel Details  Cancellation Policy |

|  |
| --- |
| **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  @Offering\_Description@  Please do not hesitate to contact us with any questions.  Kind regards,  @Reg\_CSRName@  Email: @Reg\_CSREmail@ |

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

|  |
| --- |
| **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@ |

|  |  |
| --- | --- |
|  | **Blended** |
|  |  |
|  | Registration (Status=Waitlist-Pending Approval) |
|  | Learner associated with this registration |
|  |  |

|  |
| --- |
| @Reg\_ClassEndDateIntl@ |
| |  | | --- | |  | |  | | **LEARNING UPDATE**  You are on the Waitlist for @Reg\_ClassTitle@ the Class PagePlease contact us if you have any questions.Kind regards, @Reg\_CSRName@  Email: @Reg\_CSREmail@ | |  | |

|  |  |
| --- | --- |
| **CLOUD:** | **Blended** 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** |  |

|  |
| --- |
| **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 was originally waitlisted but now a seat has become available. 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  @Offering\_Description@  Please do not hesitate to contact us with any questions.  Kind regards,  @Reg\_CSRName@  Email: @Reg\_CSREmail@ |

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| **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@ |

|  |  |
| --- | --- |
| **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** |

|  |
| --- |
| **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 | |

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| **Subject**: Reminder to Complete Your Feedback for @Eval\_ClassTitle@ |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LIVE LEARNING PROGRAM 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.   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 | |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
|  |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  |  |  | | |  | |  | |  | |

|  |  |
| --- | --- |
| **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 |

|  |
| --- |
| **Subject:** FINAL Information for New Principal Training (NPT) on 10 Dec 2019 - 12 Dec 2019 |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LIVE LEARNING PROGRAM UPDATE**Final Information for @Reg\_ClassTitle@** |  | | |  | | Dear Bryce,In final preparation for the upcoming @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ (@Reg\_Session\_Start\_Time\_#@) - @Reg\_EndDate@ (@Reg\_Session\_End\_Time\_#@) in **@Reg\_ClassLocation@**. **,** we ask that you please review the following final reminders and important program information provided on the <class page>. | | <Free Text for L&D coordinators to edit on Course/Class page> If you have any last minute questions, or need assistance please contact us.We look forward to seeing you soon!Kind regards,@Reg\_CSRName@Email: @Reg\_CSREmail@ | |  | |

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

|  |
| --- |
| **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. |