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| **CLOUD:** | Instructor-Led Class Registration in Pending Approval State |
| **New Cloud Name:** | **02 - InPerson - Registration Pending Approval**  **02 - Blended - Registration Pending Approval**  **02 - Virtual - Registration Pending Approval** |
| **Domain:** | Live, MDP |
| **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 |
| **Notes** | NO LDC Edit |
| **ID** | IL01 |
| **Moved to STG** | YES |

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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 Name:** | **02 - InPerson - Registration Pending Approval**  **02 - Blended - Registration Pending Approval**  **02 - Virtual - Registration Pending Approval** |
| **Domain:** | Live |
| **Action Name:** | Registered but still needs to be approved (FOR LEARNER) |
| **Named Quires:** | To: Learner associated with this registration |
| **iCal** | Not configurable |
| **Attachments** |  |
| **Notes** | LDC NO Edit |
| **ID** | IL02 |
| **Moved to STG** | YES |

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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 Name:** | **09 - InPerson - 2nd Level - Registration Pending Approval**  **09 - Blended - 2nd Level - Registration Pending Approval**  **09 - Virtual - 2nd Level - Registration Pending Approval** |
| **Domain:** | BCG & DV - |
| **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** | None |
| **Notes** | NO LDC Edit |
| **ID** | IL03 |
| **Moved to STG** | YES |

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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 Name:** | **03 - InPerson - Formal Invitation - Pending Approval is Approved**  **03 - Blended - Formal Invitation - Pending Approval is Approved**  **03 - Virtual - Formal Invitation - Pending Approval is Approved**  **04 - InPerson - Formal Invitation - No Approval Required**  **04 - Blended - Formal Invitation - No Approval Required**  **04 - Virtual - Formal Invitation - No Approval Required** |
| **Domain:** | Live |
| **Action Name:** | Formal Invitation/Confirmation |
| **Named Quires:** | TO: Learner Associated with this Registration |
| **iCal** | Disabled |
| **Attachments** | Arenda |
| **Notes** | To be Finalized: LDC may be able to EDIT |
| **ID** | IL04 |
| **Moved to STG** | YES |

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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 |
| **New Cloud Name:** | **03 - InPerson - Formal Invitation - Pending Approval is Approved**  **03 - Blended - Formal Invitation - Pending Approval is Approved**  **03 - Virtual - Formal Invitation - Pending Approval is Approved**  **04 - InPerson - Formal Invitation - No Approval Required**  **04 - Blended - Formal Invitation - No Approval Required**  **04 - Virtual - Formal Invitation - No Approval Required**  **05 - InPerson - Promoted from Waitlist - Formal Invitation**  **05 - Blended - Promoted from Waitlist - Formal Invitation**  **05 - Virtual - Promoted from Waitlist - Formal Invitation** |
| **Domain:** | Live |
| **Action Name:** | iCal Saver |
| **Named Quires:** | TO: Learner Associated with this Registration |
| **iCal** | Enable |
| **Attachments** | None |
| **Notes** | NO LDC Edit |
| **ID** | IL05 |
| **Moved to STG** | Yes |

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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 |
| **New Cloud Name:** | **06 - InPerson - Registration Waitlisted**  **06 - Blended - Registration Waitlisted**  **06 - Virtual - Registration Waitlisted** |
| **Domain:** | Live |
| **Action Name:** | Registration Waitlist (Status=Waitlist-Pending Approval) |
| **Named Quires:** | To: Learner associated with this registration |
| **iCal** | Disabled |
| **Notes** | NO Edit for LDC |
| **ID** | IL06 |
| **Moved to STG** | Yes |

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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 |
| **New Cloud Name:** | **05 - InPerson - Promoted from Waitlist - Formal Invitation**  **05 - Blended - Promoted from Waitlist - Formal Invitation**  **05 - Virtual - Promoted from Waitlist - Formal Invitation** |
| **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** |  |
| **Notes** | No Edit for LDC |
| **ID** | IL07 |
| **Moved to STG** | Yes |

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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) |
| **New Cloud Name:** | **00 - InPerson - FINAL Reminder**  **00 - Blended - FINAL Reminder**  **00 - Virtual - FINAL Reminder** |
| **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  No Header-footer on EVENT as to not conflict with header footer in template |
| **ID** | IL08 |
| **Moved to STG** | YES, need updated Header in code because won’t use normal Header Template |

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| **Subject:** Final Information for @Offering\_Title@ on @Offering\_ClassStartDate@ - @Offering\_ClassEndDateIntl@ | | |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE**Final Information for @Offering\_Title@** |  | | | Hello,In final preparation for the upcoming @Offering\_Title@ on @Offering\_ClassStartDate@ - @Offering\_ClassEndDateIntl@ (@Offering\_ClassLocation@), we ask that you please carefully review the important program information provided on the 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:** | Blended Class Commencement Reminder as per Registration |
| **New Cloud Name:** | 01 - InPerson - 21 Day Class Reminder (ENABLED)  01 - Blended - 21 Day Class Reminder (DISABLED)  01 - Virtual - 21 Day Class Reminder (ENABLED) |
| **Domain:** | Live |
| **Action Name:** | Standard Class Reminder (Sent 21 Days before Class Start Date) |
| **Named Quires:** | To: Confirmed learner associated with this registration who is not pending approval or waitlisted |
| **iCal** | Disabled |
| **Notes** | Finalized: L&D coordinators **DONT** have control to edit this |
| **ID** | IL09 |
| **Moved to STG** | Yes |

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| **REQUIRES UPDATE** |
| **Subject:** Reminder to Complete Next Steps for @Reg\_ClassTitle@ |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE**Reminder to Complete Next Steps for @Reg\_ClassTitle@** |  | | | Hello, In preparation for the upcoming event in 3 weeks, @Reg\_ClassTitle@ on @Reg\_ClassStartDate@ - @Reg\_ClassEndDate@ (@Reg\_ClassLocation@). We ask that you please review the important program information provided on the Class Page and complete any required items before the start of the event. 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@ | |  | |

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| **CLOUD:** | 12 - Complete Evaluation |
| **Domain:** | Configured in World domain  Enabled in BCG, DV (In Learners Domain)  NEED Header/Footer Template in WORLD |
| **Action Name:** | 1st Request for Feedback |
| **Named Quires:** | Confirmed Learner with Evaluation |
| **Notes** | NO LDC Edit  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 |
| **Moved to STG** | Yes |

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| **Subject**: Feedback Request for @Eval\_ClassTitle@ |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | 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 soon as possible. | | 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 & Development @ BCG | |

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| **CLOUD:** | 13 - Evaluation Expires in X days |
| **Domain:** | Configured in World domain  Enabled in BCG, DV, MDP (In Learners Domain)  NEED Header/Footer Template in WORLD |
| **Action Name:** | 2nd reminder to submit feedback |
| **Named Quires:** | Confirmed Learner with Evaluation |
| **NOTES** | NO LDC Edit |
| **ID** | IL11 |
| **Moved to STG** | YES |

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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 & Development @ BCG | |  | |







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| **CLOUD:** | Instructor-Led Class Pending Registration is Denied |
| **New Cloud Name:** | **08 - InPerson - Pending Registration is Denied/Not Approved**  **08 - Blended - Pending Registration is Denied/Not Approved**  **08 - Virtual - Pending Registration is Denied/Not Approved** |
| **Domain:** | Live |
| **Action Name:** | ILT Registration Approval Denied By Approver |
| **Named Quires:** | To: Learner associated with this registration |
| **iCal** | Disabled |
| **Notes** | NO LDC Edit |
| **ID** | IL13 |
| **Moved to STG** | Yes |

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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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| **CLOUD:** | Instructor-Led Class Completion(x days) |
| **New Cloud Name:** | **000 - InPerson - Next Steps Reminder**  **000 - Blended - Next Steps Reminder**  **000 - Virtual - Next Steps Reminder** |
| **Domain:** | Live |
| **Action Name:** | Post Reminder |
| **Named Quires:** | Confirmed learners registered to the offering who are not pending approval or waitlisted |
| **iCal** | Disabled |
| **ID** | IL14 |
| **Moved to STG** | YES, need updated Header in code because won’t use normal Header Template |

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| **Subject:** Next Steps: @Offering\_Title@ |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE**Next Steps: @Offering\_Title@** |  | | | Hello,We hope you enjoyed @Offering\_Title@ on @Offering\_ClassStartDate@ - @Offering\_ClassEndDateIntl@ (@Offering\_ClassLocation@). As a next step, we encourage you please take time to review and reflect on the learnings from this program. As a reminder, you can find all posted information discussed on the Class Page.If you have any follow up questions, please don’t hesitate to contact us.Kind regards,@Offering\_CSRName@Email: @Offering\_CSREmail@ | |  | |

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| **CLOUD:** | Course Added to Profile |
| **Domain:** | Live |
| **Named Query** | To: Learner whose learning activity is not acquired  CC: Alternate manager of course learner |
| **Action Name:** | Please Register |
| **iCal:** | **Disabled** |
| **Named Quires:** | TO: Learner whose learning activity is not acquired |
| **ID** | IL15 |
| **Moved to STG** | No |

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| **Subject:** ACTION REQUIRED: Register for @CourseActivity\_Course\_title@ |
| |  |  | | --- | --- | |  | LEARNING UPDATE**Please Register for @CourseActivity\_Course\_title@** |   Dear @CourseActivity\_Learner\_FirstName@,    Based on your profile, you have been identified as someone who must complete **@CourseActivity\_Course\_title@**, as it is a core component of your L&D curriculum.  More information about this program, along with available dates in your tenure window can be found on the Course Page.  Next steps:   * Review all Available Classes on the Course Page * Enroll in the class that best works for you   You will receive a reminder in 1-2 weeks to register for an eligible class if you do not take action by then. If you do not register for a class following the reminder, you will be assigned to one by a Learning & Development Coordinator that you will then be expected to attend.  Seats at each program are typically offered on a first come first served basis. To ensure you have a place at your preferred program, we encourage you to enroll as soon as possible.  Thank you in advance,  Learning & Development Team |
| Notes:  Use Cases:  Tell the learner, they have been assigned a Course/Program  Link them to the course page to find available class  Reminder s because they won’t do it on the first reminder |

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| **CLOUD:** | Instructor-Led Registration Cancelled |
| **New Cloud Name:** | **07 - InPerson - Registration Cancelled**  **07 - Blended - Registration Cancelled**  **07 - Virtual - Registration Cancelled** |
| **Domain:** | Live |
| **Action Name:** | Registration Cancelled (Dropped) |
| **Named Quires:** | TO: Learner associated with this registration  Cc: CSR assigned to the Class |
| **iCal** | Disabled |
| **Notes** | No LDC Edit  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 |
| **Moved to STG** | Yes |

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| **Subject:** You have been removed from @Reg\_ClassTitle@ |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE**You have been removed from @Reg\_ClassTitle@** |  | | |  | | Dear @Reg\_StudentFirstName@,You have been removed from @Reg\_ClassTitle@ scheduled for @Reg\_ClassStartDate@ through @Reg\_ClassEndDateIntl@.We’re sorry to hear that you will not be able to attend. Please contact us if you have any questions or concerns.Kind regards,@Reg\_CSRName@Email: @Reg\_CSREmail@ |  |  | | --- | |  | |

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| **CLOUD:** | Instructor-Led Registration Cancelled |
| **New Cloud Name:** | **07 - InPerson - Registration Cancelled**  **07 - Blended - Registration Cancelled**  **07 - Virtual - Registration Cancelled** |
| **Domain:** | Live |
| **Action Name:** | iCal Saver |
| **Named Quires:** | TO: Learner Associated with this Registration |
| **iCal** | Enable |
| **Attachments** | None |
| **Notes** | NO LDC Edit |
| **ID** | IL16 |
| **Moved to STG** | Yes |

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| **Subject**: @Reg\_ClassTitle@ iCal Remover |
| LEARNING UPDATE  @Reg\_ClassTitle@  \*\*\*You may receive multiples of this notification, but each is a different session to remove it from your calendar accurately\*\*\*  We’re sorry to hear that you will not be able to attend. Please contact us if you have any questions or concerns.  Kind regards,  @Reg\_CSRName@  Email: @Reg\_CSREmail@ |

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| **CLOUD:** | Blended Class Rescheduled  Instructor-Led Class Rescheduled  Virtual Classroom Rescheduled |
| **New Cloud Name:** | **10 - InPerson - Class Rescheduled**  **10 - Blended - Class Rescheduled**  **10 - Virtual - Class Rescheduled** |
| **Domain:** | Live |
| **Action Name:** | Class Rescheduled |
| **Named Quires:** | TO: List of the learners in a class with Open Status |
| **iCal** | Disabled |
| **Notes** | No LDC Edit  Triggered when either the Start Date is moved or Session Template is updated |
| **ID** |  |
| **Moved to STG** | Yes |

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| **Subject:** @Offering\_Title@ has been updated |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE**The timing for @Offering\_Title@ has been updated** |  | | |  | | This is an automated notification to let you know that at least one of the sessions for @Offering\_Title@ has been updated. No action is required on your part.  **Updated Class Details:**  Class Start Date: @Offering\_ClassStartDate@  Class End Date: @Offering\_ClassEndDateIntl@  City: @Offering\_ClassLocation@  Building: @Offering\_ClassFacility@  Please visit the Class page for more information and don’t hesitate to reach out with any questions. Kind regards,@Offering\_CSRName@Email: @Offering\_CSREmail@ |  |  | | --- | |  | |

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| **CLOUD:** | Blended Class Rescheduled  Instructor-Led Class Rescheduled  Virtual Classroom Rescheduled |
| **New Cloud Name:** | **10 - InPerson - Class Rescheduled**  **10 - Blended - Class Rescheduled**  **10 - Virtual - Class Rescheduled** |
| **Domain:** | Live |
| **Action Name:** | iCal Updator |
| **Named Quires:** | TO: Confirmed learners registered to the offering who are not pending approval or waitlisted |
| **iCal** | Enable |
| **Attachments** | None |
| **Notes** | NO LDC Edit |
| **ID** |  |
| **Moved to STG** | Yes |

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| **Subject**: @Reg\_ClassTitle@ |
| LEARNING UPDATE  @Offering\_Title@ has been updated  \*\*\*You may receive multiples of this notification, but each is a different session to update 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@ |

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| **CLOUD:** | Blended Class Facility Changed  Instructor-Led Class Facility Changed  Virtual Classroom Facility Changed |
| **New Cloud Name:** | **11 - InPerson - Facility Changed**  **11 - Blended - Facility Changed**  **11 - Virtual - Facility Changed** |
| **Domain:** | Live |
| **Action Name:** | Facility Changed |
| **Named Quires:** | TO: List of the learners in a class with Open Status  CC: List all alternate managers of internal registered learners whose registrations are open |
| **iCal** | Disabled |
| **Notes** | No LDC Edit  Triggered when either the Facility is moved or Location is updated |
| **ID** |  |
| **Moved to STG** | No |

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| **Subject:** @Offering\_Title@ has moved |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE**@Offering\_Title@ has been moved** |  | | |  | | This is an automated notification to let you know that @Offering\_Title@ has been moved. No action is required on your part.  **Updated Class Details:**  Class Start Date: @Offering\_ClassStartDate@  Class End Date: @Offering\_ClassEndDateIntl@  City: @Offering\_ClassLocation@  Building: @Offering\_ClassFacility@  Please visit the Class page for more information and don’t hesitate to reach out with any questions. Kind regards,@Offering\_CSRName@Email: @Offering\_CSREmail@ |  |  | | --- | |  | |

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| **CLOUD:** | Blended Class Facility Changed  Instructor-Led Class Facility Changed  Virtual Classroom Facility Changed |
| **New Cloud Name:** | **11 - InPerson - Facility Changed**  **11 - Blended - Facility Changed**  **11 - Virtual - Facility Changed - No iCal option as attachment** |
| **Domain:** | Live |
| **Action Name:** | iCal Updator |
| **Named Quires:** | TO: Confirmed learners registered to the offering who are not pending approval or waitlisted |
| **iCal** | Enable |
| **Attachments** | None |
| **Notes** | NO LDC Edit |
| **ID** |  |
| **Moved to STG** |  |

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| --- |
| **Subject**: @Offering\_Title@ |
| LEARNING UPDATE  @Offering\_Title@ has been moved  \*\*\*You may receive multiples of this notification, but each is a different session to update 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@ |

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| **CLOUD:** | Task Evaluation Requested |
| **New Cloud Name:** | **14 - Task Evaluation Requested** |
| **Domain:** | Needs to be enabled in the person's domain; **BCG & Digital Ventures** |
| **Action Name:** | Task Request Evaluation |
| **Named Quires:** | TO: Requested evaluator of the task |
| **iCal** | None |
| **Notes** | Triggered when a user requests an evaluation on a completed task |
| **ID** |  |
| **Moved to STG** | Yes |

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| **Subject:** @RegistrationModule\_Learner\_Name@ would like you to evaluate a task for @RegistrationModule\_Class\_Name@ |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATEPlease evaluate a task completed by @RegistrationModule\_Learner\_Name@ |  | | |  | | @RegistrationModule\_Learner\_Name@ would like you to evaluate a task for @RegistrationModule\_Class\_Name@. To complete the evaluation; Click your name in the top right corner, select 'Message Center' and navigate to 'Requests' in [LAB](https://stglab.bcg.com/). | |

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| **CLOUD:** | Learner has requested evaluation for checklist |
| **New Cloud Name:** | **15 - Learner has requested evaluation for checklist** |
| **Domain:** | Needs to be enabled in the person's domain; **BCG & Digital Ventures** |
| **Action Name:** | Evaluation for a Checklist |
| **Named Quires:** | TO: Evaluators for this checklist |
| **iCal** | None |
| **Notes** | Triggered when the learner requests an evaluation for a checklist |
| **ID** |  |
| **Moved to STG** | Yes |

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| **Subject:** @HeldChecklist\_Checklist\_Learner\_Name@ would like you to evaluate @HeldChecklist\_Checklist\_Name@ |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATEPlease evaluate a checklist completed by @HeldChecklist\_Checklist\_Learner\_Name@ |  | | |  | | @HeldChecklist\_Checklist\_Learner\_Name@ has requested an evaluation for @HeldChecklist\_Checklist\_Name@.To complete the evaluation; Click your name in the top right corner, select 'Message Center' and navigate to 'Requests' in [LAB](https://stglab.bcg.com/). | |

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| **CLOUD:** | Certification Added to profile |
| **New Cloud Name:** | **Certification Added to Profile** |
| **Domain:** | Live? Or New domain for training |
| **Action Name:** | Training sessions |
| **Named Quires:** | TO: Learner with valid certification requirement |
| **iCal** | None |
| **Notes** | Triggered when a certification is assigned to a user |
| **ID** |  |
| **Moved to STG** |  |

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| **Subject:** @HeldCertification\_Name@ has been assigned to you |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE@HeldCertification\_Name@ has been assigned to you |  | | |  | | Hi @HeldCertification\_Learner\_FirstName@,  As a member of the L&D community, you have been identified as someone who will need to use Saba Admin functionalities.  Before gaining access to the platform, you are expected to complete and pass specific LAB training modules that will familiarize you with core Saba principles, standards, and educate you on topics that are of high importance.  Based on your role, you have been assigned the @HeldCertification@ certification path.  [Click here](https://lab.bcg.com/Saba/Web_spf/NA9P1PRD002/common/myMandatoryListDeepLink) to access the certification. This will also appear in the My Plan section of LAB.  For additional support, we encourage you to visit the [L&D Learning & Sharing Community Group](https://lab.bcg.com/Saba/Web_spf/NA9P1PRD002/common/groupdetail/teams000000000003200) – your centralized hub to find additional training materials, ask questions, share tips & tricks, and connect with L&D colleagues from across offices and organizations.  Thank you in advance,  Learning & Development Team | |
| NOTES:  Reminders sent once a week  Set initial launch to finish by Dec 7th |

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| **CLOUD:** | Certification due in X days |
| **New Cloud Name:** | **Certification due in X days** |
| **Domain:** | Live? Or New domain for training |
| **Action Name:** | Training sessions |
| **Named Quires:** | TO: Learner with valid certification requirement |
| **iCal** | None |
| **Notes** | Triggered X days before the due date for a certification, where X is defined in Reminders field of the event.  Sent once a week (Day 7, 14, 21, 28) |
| **ID** |  |
| **Moved to STG** |  |

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| **Subject:** 1st Reminder: @HeldCertification\_Name@ has been assigned to you |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE@HeldCertification\_Name@ |  | | |  | | Hi @HeldCertification\_Learner\_FirstName@,  Our records indicate that you have not yet completed the @HeldCertification\_Name@ certification and the deadline of @HeldCertification\_Target\_Date@ is quickly approaching.  Please be aware that you will not gain access to Saba admin until you complete and pass the certification.  [Click here](https://lab.bcg.com/Saba/Web_spf/NA9P1PRD002/common/myMandatoryListDeepLink) to access the certification. This will also appear in the My Plan section of LAB.  For additional support, we encourage you to visit the [L&D Learning & Sharing Community Group](https://lab.bcg.com/Saba/Web_spf/NA9P1PRD002/common/groupdetail/teams000000000003200) – your centralized hub to find additional training materials, ask questions, share tips & tricks, and connect with L&D colleagues from across offices and organizations.  Thank you in advance,  Learning & Development Team | |
| NOTES:  Reminders sent once a week  Set initial launch to finish by Dec 7th |

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| --- | --- |
| **CLOUD:** | Certification Completed |
| **New Cloud Name:** | **Certification Completed** |
| **Domain:** | Live? Or New domain for training |
| **Action Name:** | Training sessions Completed |
| **Named Quires:** | TO: Learner with valid certification requirement |
| **iCal** | None |
| **Notes** | Triggered X days before the due date for a certification, where X is defined in Reminders field of the event. |
| **ID** |  |
| **Moved to STG** |  |

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| **Subject:** Thank you for completing: @HeldCertification\_Name@ |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | LEARNING UPDATE@HeldCertification\_Name@ |  | | |  | | Hi @HeldCertification\_Learner\_FirstName@,  Thank you for completing the @HeldCertification\_Name@ certification!  Your access rights will be automatically updated within the next 24-hours. To access Saba Admin, click on the burger menu in the upper left corner of LAB and select Admin. If you do not see your revised access rights in the system within the next 24-hours, please contact the Systems Team.  For additional support, we encourage you to visit the [L&D Learning & Sharing Community Group](https://lab.bcg.com/Saba/Web_spf/NA9P1PRD002/common/groupdetail/teams000000000003200) – your centralized hub to find additional training materials, ask questions, share tips & tricks, and connect with L&D colleagues from across offices and organizations.  Kind Regards,  Learning & Development Team | |
| NOTES:  Reminders sent once a week  Set initial launch to finish by Dec 7th |