Email Title:	Workshop Reminder Email	**Email ID:**	34
Module:	Workshops	**Email Recipient(s):**	Candidates
Email Trigger:	email sent based on Workshop setting for number of days to send reminder		

The GradLeaders Standard Email template is Populated The email is sent by an agent CSO Admins may edit the email on the Job Program

The following is a list of defined replaceable parameters that may be used in the Workshop Reminder Email template: EventDate - {eventdate} EventDesc - {eventdesc} EventName - {eventname} Location - {location} StudentFirstName - {studentfirstname} StudentLastName - {studentlastname} StudentMiddleName - {studentmiddlename} StudentSuffix - {studentsuffix} AdvisorName - {advisorname} Point Person Name - {pointpersonname}

This email is controlled by the following program settings (if applicable): Programs> Settings> Other Settings> Workshop> Workshop Default Send Reminder Days

Note: If you do not have access to the configuration, please use the â€œContactâ€• link above for assistance with modifying your email templates or contact a GradLeaders Representative

An example email:

Online URL: http://kbint.gradleaders.com/article.php?id=342