How the Award Passed Email Works

Emails · https://a2bmanager.com/docs/award-passed/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/award-passed-walkthrough-v3.mp4

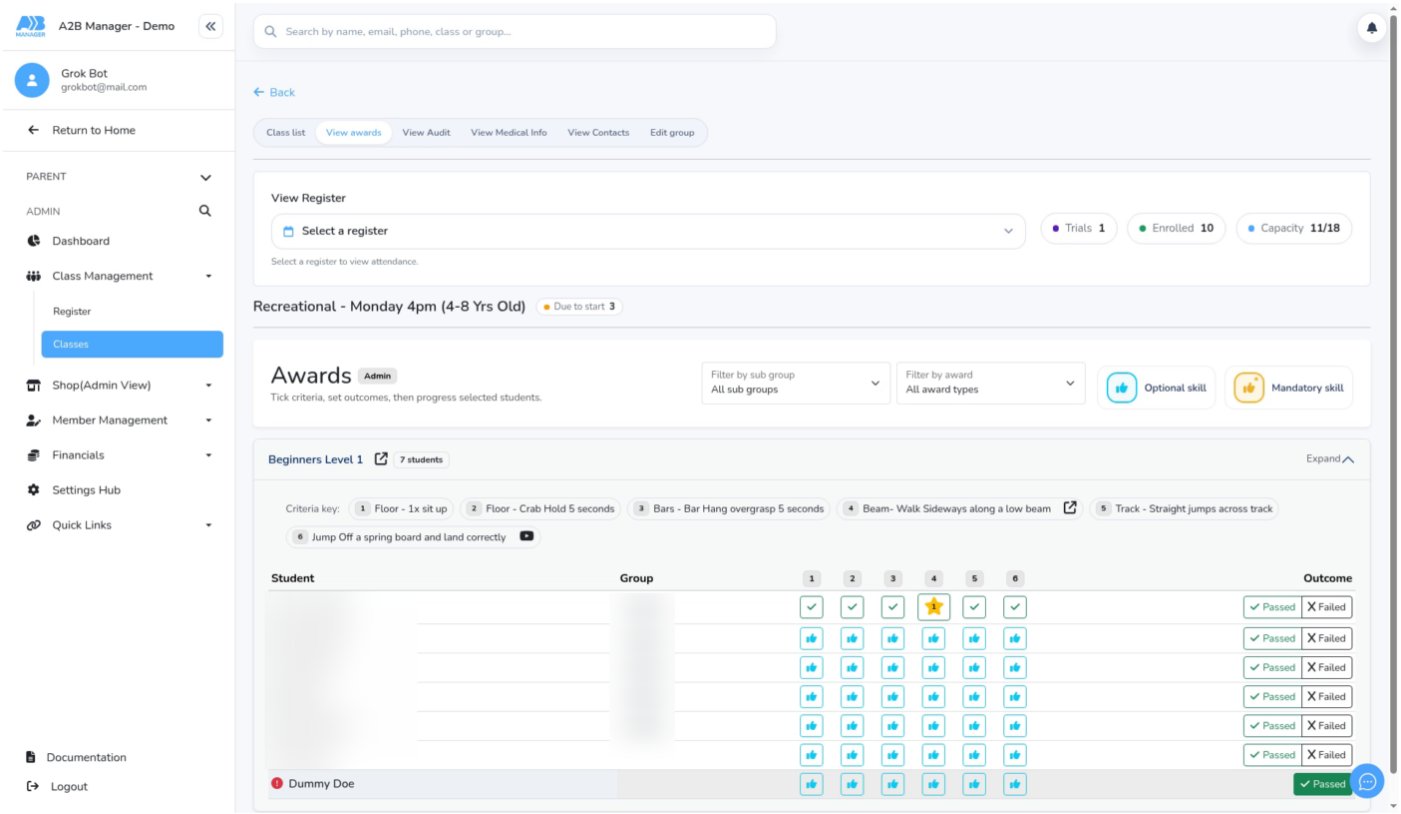
Video walkthrough

When a coach marks a student as passed on an award, the parent is emailed automatically with the Award Passed email.

Marking the outcome

Step 1: Open View awards (0:00)

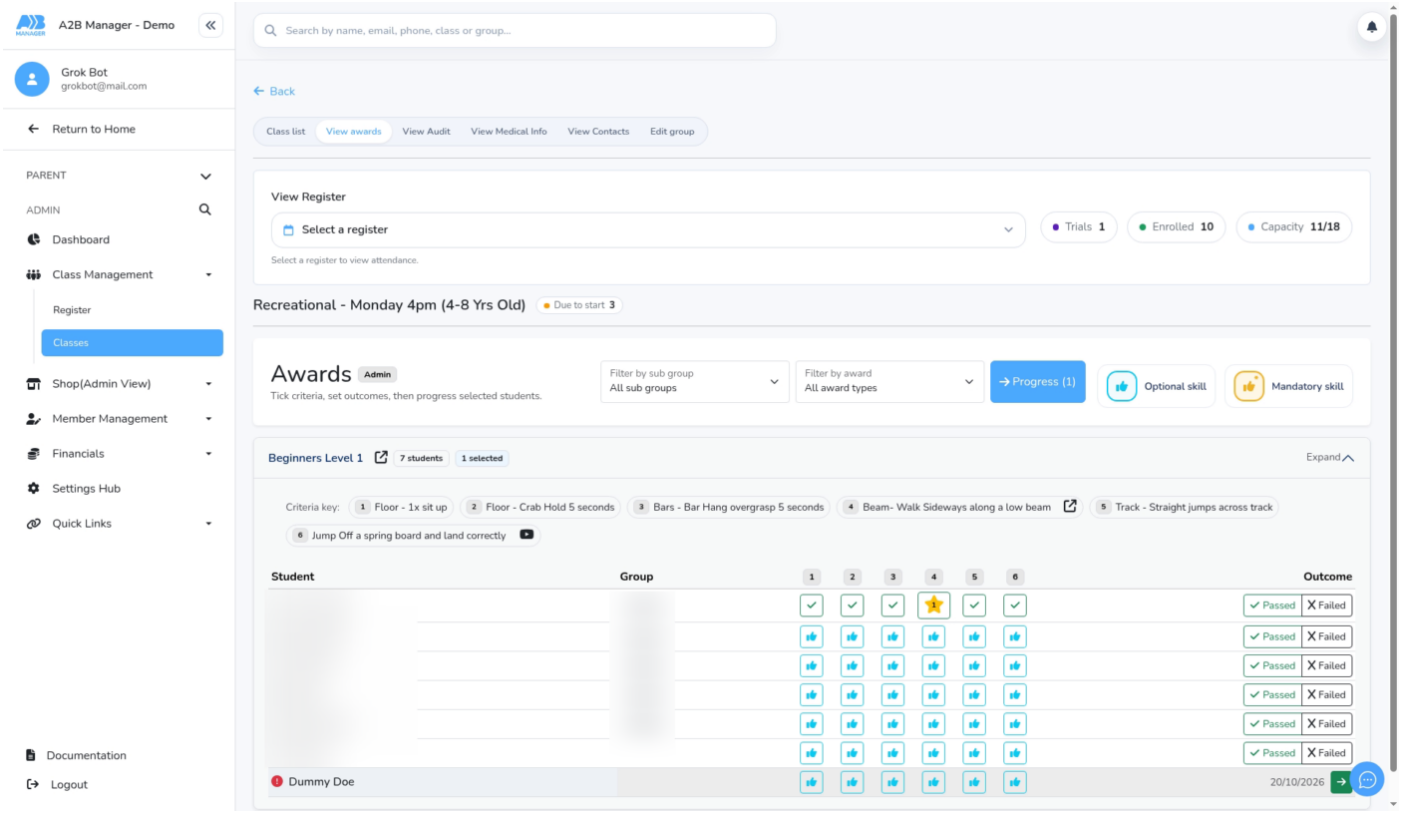
- Open the class and click **View awards**.
- Find the student's row. Under **Outcome** there are **Passed** and **Failed** buttons.



Step 1: View awards

Step 2: Mark the student as passed (0:08)

- Click **Passed**. The pass date and an arrow appear on the row.
- The **Award Passed** email is sent to the parent straight away. There's no option to skip it.
- **Progress (1)** appears at the top. Click it when you're ready to move passed students on to their next award.



Step 2: Mark the student as passed

The Award Passed email

- Find it under **Settings Hub** > **Email Templates** > **Award Passed**. You can change the wording, for example to add next steps or a link.
- The default message is: *Dear {ParentFirstName} {ParentLastName}, {StudentFirstName} {StudentLastName} has passed {AwardDetails}.*
- It goes to the student's parent.

Download the PDF guide (optional)