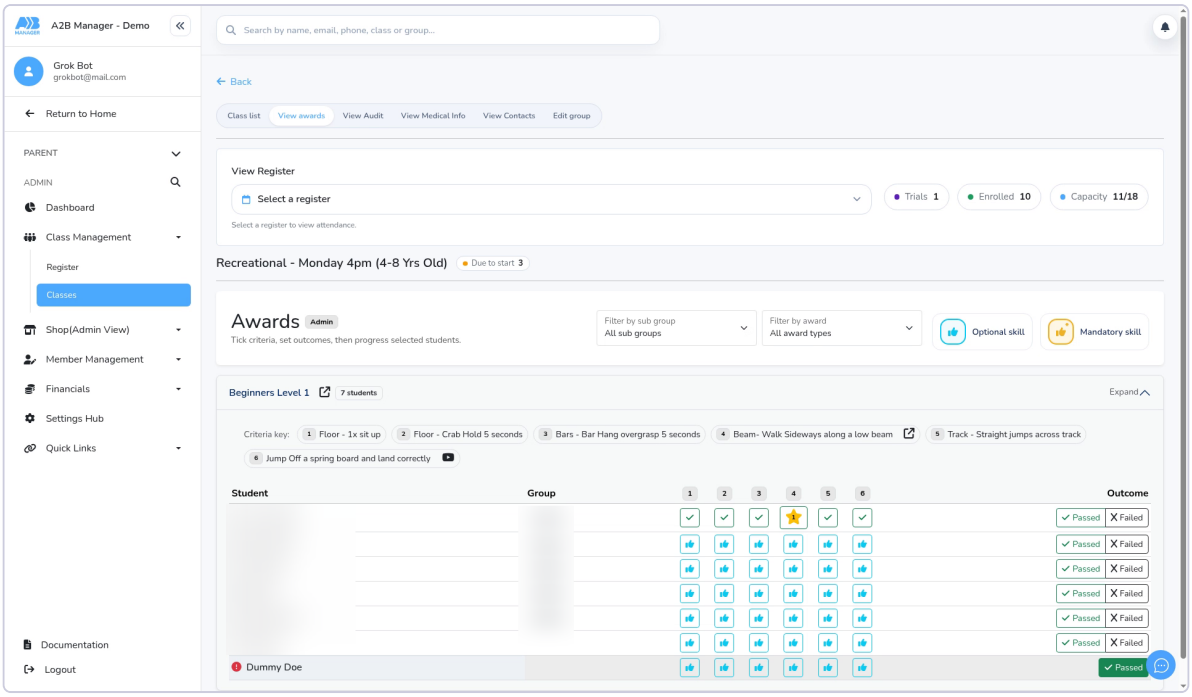
How the Award Passed Email Works

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

Marking the outcome

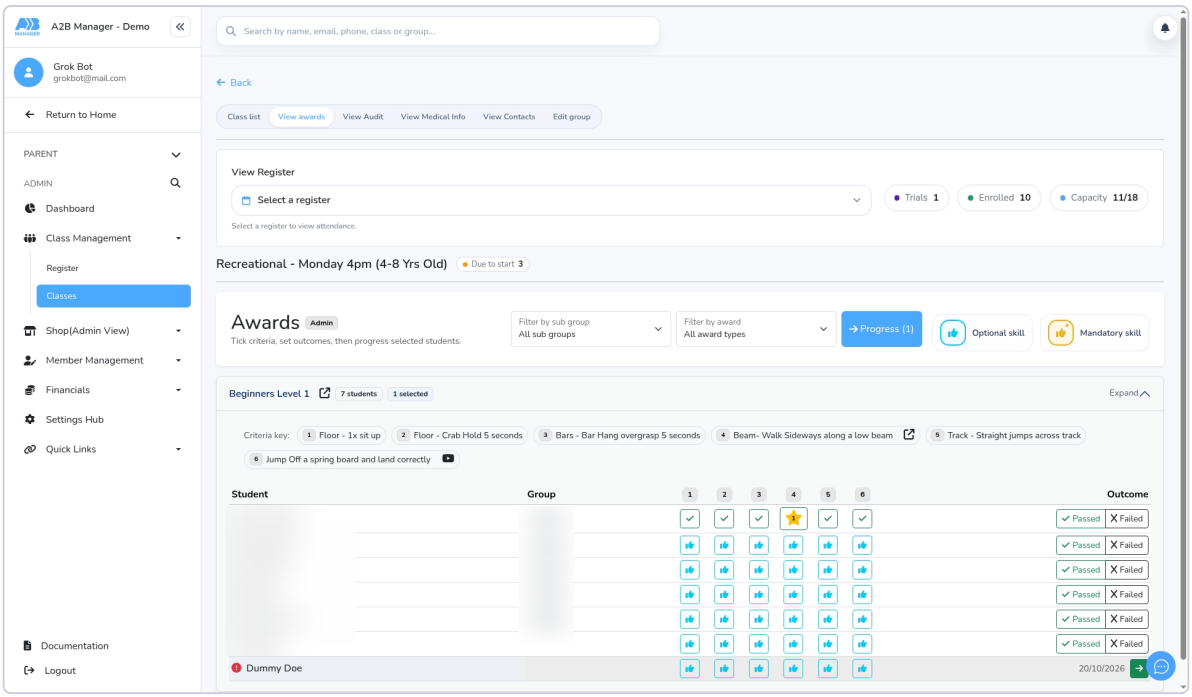
1. Open View awards (0:00)

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



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.



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.