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## Training Notifications

UBC members may opt in to receive email notifications regarding training, qualifications, and certifications.

Members who opt in for training notifications will receive an email 60 days prior to a qualification/certification expiration date and on the date a qualification/certification expires.

## Opt In for Training Notifications

Eligible members will see a notification upon scanning their Training Verification Card (TVC).

The notification will inform the member that they are eligible to receive training notifications and provide options to opt in or opt out.

### Q: Who is eligible for training notifications?

A: Only active members who have a Primary Email Address and Training Center assigned on their member record in TRAIN.

### Q: How do members opt-in for training notifications?

A: Members can opt in for training notifications by scanning their Training Verification Card (TVC) and clicking on the red notice icon. They will be prompted to verify their identity by entering the last four digits of their SSN/SIN and Birth Date.

### Q: How do members change their training notifications preference?

A: Once a member provides a training notifications preference, they are unable to change it. The member must contact their Local Training Center for assistance.

The screenshot shows a member record for Charlie Carpenter, Foreman, U- [redacted] UBC06001, Class: Apprentice, Craft: Carpenter, Paid Through: Sep 30, 2017. A notification pop-up is displayed over the record, asking for the last 4 digits of the SSN/SIN and Birth Date. The pop-up has two radio button options: "Yes! I want to Opt In!" (selected) and "No. Please don't ask again." Below the pop-up are "Save" and "Cancel" buttons. The background shows navigation tabs for "TRAINING, QUALIFICATIONS", "WELDING CERTIFICATIONS", and "ADD'L QUALIFICATIONS/CERTIFICATIONS".

## Changes in TRAIN

TRAIN users will see the following options on each member record associated with their Training Center:

- Opt In to Training Email Notifications
- Opt Out of Training Email Notifications
- Reset Member's Opt In/Out Preference

*(A reset removes the previously selected preference and displays the notice on the member's TVC.)*

Local Training Centers may assist their members with selecting a Training Email Notifications preference using this functionality.

**IMPORTANT:** If the member record does not have a Primary Email Address and Training Center assigned, the Member Training Email Notifications functionality will not be displayed.

For assistance with this functionality, TRAIN users may contact the Help Desk at [bugtrax@carpenters.org](mailto:bugtrax@carpenters.org).

### Member Training Email Notifications

- Opt In to Training Email Notifications
- Opt Out of Training Email Notifications
- Reset Member's Opt In/Out Preference

Member Training Email Notification options are displayed on the Applicant / Apprentice / Journeyman Information tab of the TRAIN member record.