

# UBC Member Email Notifications

## Training Email 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 profile for Charlie Carpenter, a Foreman with UBC06001. His class is Apprentice and his craft is Carpenter. He has a paid-through date of Sep 30, 2017. A red notice icon in the top right corner indicates a notification. A modal window is open, asking for the last 4-digits of the member's SSN/SIN (example: 1234) and their birth date (MM/DD/YYYY). The modal offers two options: "Yes! I want to Opt In!" (selected) and "No. Please don't ask again." There are "Save" and "Cancel" buttons at the bottom of the modal. The background page shows navigation buttons for "TRAINING, QUALIFICATIONS", "WELDING CERTIFICATIONS", and "ADD'L QUALIFICATIONS".