* Following emails can be customised to hold copy and messaging you want communicated to your employees
* Trigger email settings are blanket across each specific trigger email - ie, all ‘rejection’ emails will carry the same message, no matter where in a process flow they occur.
* If a trigger email is turned on, it will happen at each point the trigger is set to be released - ie, every act to approve/reject a nomination will trigger the associated emails to nominator/nominee if turned on.
* Similarly, if a trigger email is turned off, that notification will never be generated anywhere by the programme.
* You cannot move when each trigger email occurs from the nomination process.

***1. Nominee Nominated****(sent to NOMINEE to let them know they’ve been nominated but not yet won)*

**SUBJECT: [nominee\_name] Well done!**

We are delighted to tell you, you have been nominated for [award\_name] by [nominator\_name]

You have not yet won the award, we will update you if the award gets approved. However, in the meantime, we wanted to tell you well done and good luck!

Kind Regards,

[scheme\_name]

***2. Nomination Approved****(sent to NOMINEE at time of approval of nomination by designated approver)* ***This email is not editable, it’s just to show you what it looks like. (with your branding, logos and award image)***

