

ACEweb Email Templates

In addition to just sending email confirmations, ACEweb offers several email templates that you can modify to meet your program's needs. They're entirely separate from Student Manager, and use a slightly different coding structure.

Location

- ACEweb email templates are located in the wconnect\ace folder of your ACEweb server.
- If you do not have access to this folder, you might be able to use the ACEweb template manager to modify them

IMPORTANT: Only one or two users should be responsible for modifying the standard set of ACEweb email templates!

Available templates

- Office notification
- Welcome to the system
- Catalog request acknowledgement
- Registration confirmation/receipt
- Course proposal
- Share with friends
- Password reset
- Waiting list confirmation

Template anatomy

- HTML
- Template tags
 - Generate data from Student Manager (course title, name, etc.)
 - Identify template sections (opening, body, closing)
 - Enable special configuration options
- Tips & Explanations
- Custom sections

Editing ACEweb email templates

- Change the look and feel by using HTML
- Customize the email subject (Welcome, Catalog request, Confirmation, and Office notification)
- Include calendar attachments
- Use template functions to include extra information or format existing information

Useful template functions

- ShoUpCIs – display and link to upcoming courses
- GetMemo – display a large chunk of text stored in Student Manager instead of typing it all into the template
- DateList – returns all meeting dates/times for a course instead of just begin and end dates
- Conditional statements – only display information if a certain condition is met