

# Event Widget Improvement

## Overview

The Event widget has been enhanced so that a learner's session attendance choice can now be automatically reflected within the widget based on their response to the session enrolment invite sent to their local email client.

When a learner selects Accept, Decline, or Tentative within their email client, the LMS platform will automatically update the session attendance in line with their response.

This feature is available upon request, as additional setup and configuration costs apply. If you are interested in enabling this functionality, please contact the Customer Success Team at [customersuccess@frogeducation.com](mailto:customersuccess@frogeducation.com).

## How-to

We will now take a look at how the Event widget behaves once the feature enhancements have been configured, and what happens when a learner selects Accept, Decline, or Tentative within their email client in response to the session enrolment invite.

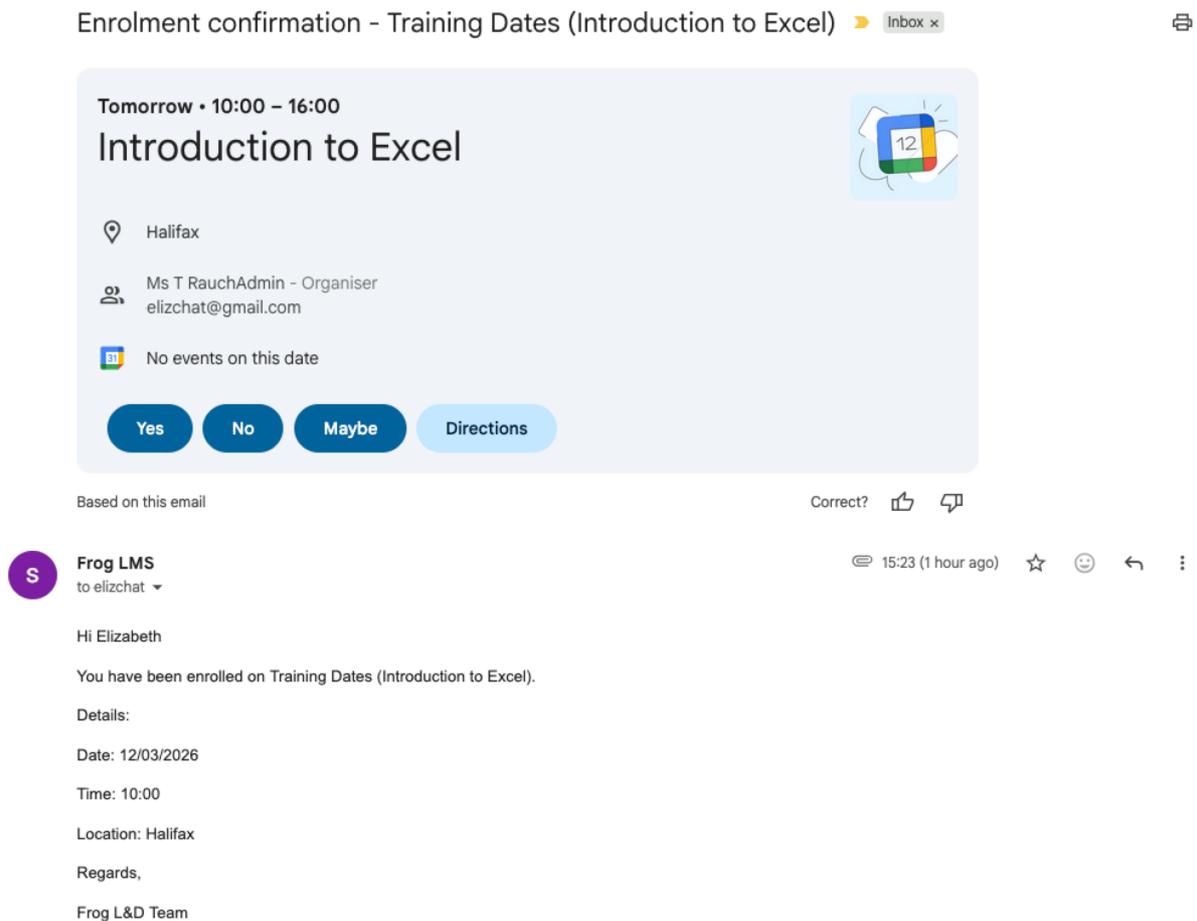
In this example, we have logged in as the learner **Elizabeth Chatters**, who has opened the module **Introduction to Excel**. The module contains an **Event** widget with a session listed.

The process for the learner remains the same as before. If they wish to attend the session, they simply click the **Enrol** button.

The screenshot displays the LMS interface for the 'Introduction to Excel' module. At the top, the user is logged in as 'Elizabeth Chatters'. The module title 'Introduction to Excel' is prominently displayed, along with a 'Not Started' status indicator. Below the title, a brief description of Excel is provided. The main content area features two sections: 'What will I learn today:' and 'Today's takeaways:', both containing bulleted lists of learning objectives. Below these sections, there are two task cards. The first is 'Excel Tasks', which prompts the user to download a copy of the Excel Task in preparation for the course, with an 'Open' button. The second is 'Training Dates', which prompts the user to select a course date. This card displays a specific session for 'Thursday, 12 March 2026' with an 'Enrol by 12/03/2026' deadline. The session details include 'Starts 10:00 am', 'Ends 4:00 pm', and 'Location Halifax'. It also indicates '5 out of 5 places remaining' and features a red 'Enrol' button. At the bottom of the page, a note states 'You must attend this event in order for this to be marked as complete.' and the overall status is 'Not Started'.

After clicking the **Enrol** button, an email notification is sent to the learner's email address configured within the LMS platform.

Below is an example of the email notification sent to a Google account.



The screenshot shows an email notification from Frog LMS. The subject is "Enrolment confirmation - Training Dates (Introduction to Excel)". The main content is a card for the event "Introduction to Excel" scheduled for "Tomorrow • 10:00 – 16:00" in "Halifax". The organizer is "Ms T RauchAdmin - Organiser" with email "elizchat@gmail.com". A calendar icon shows the date "12". Below the card are buttons for "Yes", "No", "Maybe", and "Directions". The email body text reads: "Hi Elizabeth, You have been enrolled on Training Dates (Introduction to Excel). Details: Date: 12/03/2026, Time: 10:00, Location: Halifax. Regards, Frog L&D Team".

The learner **Elizabeth Chatters** has accepted the session enrolment.

This response is received by the LMS platform, and when an admin goes to manage the session they will notice a few changes to the view, including:

- The **Manage Session** pop-up window is now larger, allowing information to be viewed more clearly.
- The introduction of a new column called **Calendar**, which reflects the session enrolment response made from the learner's email client.

In this example, we can see that **Elizabeth Chatters** has the **Calendar** column showing a status of **Accepted** (displayed in green), which reflects the action completed within the Google email client.

Learner	Attendance	Calendar
EC Elizabeth Chatters		Accepted
2 Available Place		Add User
3 Available Place		Add User
4 Available Place		Add User
5 Available Place		Add User

Below is an example of the email notification sent to a Microsoft account.

Hi Wally

You have been enrolled on Training Dates (Introduction to Excel).

Details:

Date: 12/03/2026

Time: 10:00

Location: Halifax

Regards,

Frog L&D Team

When a learner responds **Tentative** to a session enrolment, an email notification is also sent to their line manager to inform them of this response.

Below is an example of the email notification received by **Kate Williams**, the line manager of **Wally Waddles**, who marked the session enrolment as **Tentative**.

From Frog LMS <noreply@frogtest.co.uk>  
To Wally Waddles <tracy.rauch@frogeducation.com>  
Subject **Wally Waddles - has marked their session enrolment as tentative**  
Date Wed, 11 Mar 2026, 6:23 pm (1 kB)  
Tags Add tags...

Hi Kate

Wally Waddles - has marked their session enrolment as tentative for Module: Introduction to Excel, Session: Training Dates.

Regards,

Frog L&D Team

In this example, the learner **Wally Waddles** has tentatively accepted the session enrolment.

This response is received by the LMS platform, and when the admin goes to manage the session, they will see the following:

- **Elizabeth Chatters** has the **Calendar** column showing a status of **Accepted** (displayed in green)
- **Wally Waddles** has the **Calendar** column showing a status of **Tentative** (displayed in amber)

**Manage Session** [Close]

Thursday  
**12**  
Mar 2026

Starts 10:00 am	Ends 4:00 pm
Location Halifax	0 Requests

3 out of 5 places remaining

Learner	Attendance	Calendar
EC Elizabeth Chatters	[Dropdown]	Accepted [Remove]
WW Wally Waddles	[Dropdown]	Tentative [Remove]
3 Available Place		[Add User]
4 Available Place		[Add User]
5 Available Place		[Add User]

[Settings] [Download iCal] [Cancel Session] [Close] [Edit Session]

When a learner declines a session enrolment via their email client, several actions will occur within the LMS platform.

In the example below, the learner **Ronald Bruiser** declines the session enrolment for the module **Introduction to Excel**. The following actions take place:

- **Elizabeth Chatters** (the line manager of **Ronald Bruiser**) receives an email notification advising that **Ronald Bruiser** has declined the session enrolment.

From Frog LMS <noreply@frogtest.co.uk>  
To Ronald Bruiser <james.wilson@frogeducation.com>  
Subject **Ronald Bruiser - has marked their session enrolment as declined**  
Date Thu, 12 Mar 2026, 9:00 am (1 kB)  
Tags Add tags...

Hi Elizabeth

Ronald Bruiser - has marked their session enrolment as declined for Module: Introduction to Excel, Session: Training Dates.

Regards,

Frog L&D Team

- **Ronald Bruiser** is automatically removed from the session, and will no longer appear in the session list when viewed by an administrator.

Thursday  
**12**  
Mar 2026

Starts 10:00 am	Ends 4:00 pm
Location Halifax	0 Requests

3 out of 5 places remaining

Learner	Attendance	Calendar
EC Elizabeth Chatters	<input type="text"/>	Accepted <input type="button" value="Remove"/>
WW Wally Waddles	<input type="text"/>	Tentative <input type="button" value="Remove"/>
3 Available Place		<input type="button" value="Add User"/>
4 Available Place		<input type="button" value="Add User"/>
5 Available Place		<input type="button" value="Add User"/>

- If the session has reached its maximum number of enrolments and there are learners in a waiting queue, the next learner in the queue will automatically be enrolled into the session. Email notifications will then be sent accordingly.

If a session is configured to require manager approval upon enrolment, the workflow is similar to the above. However, the learner's line manager must first approve the session enrolment request.

Once the line manager approves the request, the same workflow as described above will follow, and the learner will receive a session enrolment email notification.

The tables below outline the workflow that occurs during the various stages of the enrolment process, both when a session is configured for self-enrolment and when manager approval is required.

Authorisation – Self Enrol							
	Calendar Status: N/A	Calendar Status: Accepted	Calendar Status: Tentative	Notify Manager	Email Learner	Remove from Session	Next Learner in Queue Enrolled
Learner selects Enrol	✓						
Learner selects Accept (Session Email Invite)		✓					
Learner selects Tentative (Session Email Invite)			✓	✓			
Learner selects Decline (Session Email Invite)				✓		✓	✓

Authorisation – Manager Approval Required							
	Calendar Status: N/A	Calendar Status: Accepted	Calendar Status: Tentative	Notify Manager	Email Learner	Remove from Session	Next Learner in Queue Enrolled
Learner selects Enrol	✓			✓	✓		
Learner selects Accept (Session Email Invite)		✓					
Learner selects Tentative (Session Email Invite)			✓	✓			
Learner selects Decline (Session Email Invite)						✓	✓

It is important to note that if a learner changes their session enrolment response at any time within their local email client, this update will be received by the LMS platform. The session status will then be updated accordingly, and the appropriate workflow will be triggered as outlined in the tables above.

The final changes to note are within the **Template Manager** application. With the introduction of responses from local email clients being automatically fed back into the LMS platform, two new templates have been added under **Modules > Sessions > Calendar**:

- **Session Enrolment Tentative**
- **Session Enrolment Declined**

These two email templates are used to notify line managers when a learner marks their session enrolment as **Tentative** or **Declined** via their email client.

By default, both templates are set to **OFF**.

Please note that when these templates are enabled, the change will apply only to newly created modules. For existing modules, the templates must be enabled manually on a per-module basis.

If this change needs to be applied in bulk across multiple modules, please contact the Frog Service Desk, who can assist with this request.

The screenshot displays the 'Template Manager' application interface. At the top left, the title 'Template Manager' is visible, and at the top right, there are 'Templates' and 'Log' buttons. A sidebar on the left lists navigation options: 'Modules' (with a 'Hide' button), 'Allocation', 'Due Date Reminders', 'Award Expiry', 'Sessions' (highlighted in blue), 'Tasks', 'Task Quiz', and 'Users' (with a 'Show' button). The main content area is divided into several sections: 'Enrolment' (containing 'Session Enrolment Confirmation', 'Session Enrolment Cancellation', and 'Session Enrolment Interest'), 'Reminders' (containing 'Session Reminders'), and 'Approval' (containing 'Session Pending Approval', 'Session Requires Approval', and 'Session Request Rejected'). The 'Calendar' section at the bottom is highlighted with a red border and contains two templates: 'Session Enrolment Tentative' and 'Session Enrolment Declined'. Each of these templates has a status indicator set to 'OFF'.