

# Cancel (Decline) Schedule -Send Email to Group Members

Create your workflow

## Details

**Name:** Cancel (Decline) Schedule - Send Email to Group Members

Select **Active** and **Automatically Persisted**

**Description:**

Launched from a Declined Schedule Confirmation (set on the group type). This workflow sends an email request to all other group members with the same group member assignment (location) listing the information for the open schedule.

1. The declined schedule email is automatically from the Group > Scheduling > Schedule Cancellation Person to Notify field.
2. The 'reply to' address in the group member workflow is pulled from the group 'Administrator' which can be updated in the Group > General Tab > Administrator field.

**Work Term:** Work

**Workflow Number Prefix:** (can be left blank)

**Category:** Choose where this should live in your workflows

**ICON CSS Class:** set to your preference or left blank

# Advanced Settings

Advanced Settings ^

|   |  |
|---|--|
| Processing Interval (minutes) ⓘ<br><input type="text" value="480"/>   | Logging Level ⓘ<br><input type="text" value="None"/>                 |
| Maximum Workflow Age (days) ⓘ<br><input type="text"/>   | Completed Workflow Retention Period (days) ⓘ<br><input type="text"/> |
| Log Retention Period (days) ⓘ<br><input type="text"/>   |  |
| No Action Message ⓘ<br><div><pre>1   This {{ Workflow.WorkflowType.WorkTerm }} does not currently require your attention.</pre></div> |  |

## Summary View

```
<div class='row'>
  <div class='col-sm-6'>
    <dl><dt>Started By</dt><dd>{{ Workflow.InitiatorPersonAlias.Person.FullName
  }}</dd></dl>
  </div>
  <div class='col-sm-6'>
    <dl><dt>Started On</dt><dd>{{ Workflow.ActivatedDateTime | Date:'MM/dd/yyyy' }} at {{
  Workflow.ActivatedDateTime | Date:'hh:mm:ss tt' }}</dd></dl>
  </div>
</div>
```

```
{% assign attributeList = " %"
{% for attribute in Workflow.AttributeValues %}
  {% if attribute.AttributesIsGridColumn %}
    {% assign attributeValue = attribute.ValueFormatted %}
    {% if attributeValue != " %" %}
      {% capture item %}<dt>{{ attribute.AttributeName }}</dt><dd>{{ attributeValue }}</dd>{%
    endcapture %}
    {% assign attributeList = attributeList | Append:item %}
  {% endif %}
{% endif %}
{% endfor %}
```

```
{% if attributeList != " %"
  <div class='row'>
    <div class='col-sm-6'>
```

```

</dl>
  {{ attributeList }}
</dl>
</div>
</div>
{% endif %}

```

(Screenshot of this section)

Summary View ⓘ

```

1 <div class='row'>
2   <div class='col-sm-6'>
3     <dl><dt>Started By</dt><dd>{{ Workflow.InitiatorPersonAlias.Person.FullName }}</dd></dl>
4   </div>
5   <div class='col-sm-6'>
6     <dl><dt>Started On</dt><dd>{{ Workflow.ActivatedDateTime | Date:'MM/dd/yyyy' }} at {{ Workflow.ActivatedDateTime | Date:'hh:mm:ss tt' }}</dd></dl>
7   </div>
8 </div>
9
10 {% assign attributelist = '' %}
11 {% for attribute in Workflow.AttributeValues %}
12   {% if attribute.AttributeIsGridColumn %}
13     {% assign attributeValue = attribute.ValueFormatted %}
14     {% if attributeValue != '' %}
15       {% capture item %}<dt>{{ attribute.AttributeName }}</dt><dd>{{ attributeValue }}</dd>{% endcapture %}
16       {% assign attributelist = attributelist | Append:item %}
17     {% endif %}
18   {% endif %}
19 {% endfor %}
20
21 {% if attributelist != '' %}
22   <div class='row'>
23     <div class='col-sm-6'>
24       <dl>
25         {{ attributeList }}
26       </dl>
27     </div>
28   </div>
29 {% endif %}

```

## Attributes

Attributes Count: 5 ^

| Attribute               | Description   | Key                  | Field Type | Required |
|-------------------------|---|----------------------|------------|----------|
| Attendance              |   | Attendance           | Attendance |          |
| Group                   |   | Group                | Group      |          |
| Group Scheduler         |   | GroupScheduler       | Person     |          |
| Group Member Email List |   | GroupMemberEmailList | Text       |          |
| Should Emails Be Sent   | Pulled from the group attribute 'Should emails be sent to group members if a schedule is declined?' | SendEmails           | Boolean    |          |

+

## Attribute Detail: Attendance

|   |  |                           |   |
|---|--|---------------------------|---|
| Name *  | Attendance   | Active <sup>i</sup>       | <input checked="" type="checkbox"/>                       |
| Abbreviated Name  | Attendance   | Public <sup>i</sup>       | <input type="checkbox"/>                                  |
| Description   |  |                           |   |
| <div style="border: 1px solid #ccc; height: 40px;"></div> |  |                           |   |
| Categories  | <div style="border: 1px solid #ccc; padding: 2px;">📁</div> | Field Type                | Attendance  |
| Key *   | Attendance   | Default Value             | <div style="border: 1px solid #ccc; height: 20px;"></div> |
| Required  | <input type="checkbox"/> Require a value                   | Show in Grid <sup>i</sup> | <input type="checkbox"/> Yes                              |
| Show on Bulk <sup>i</sup>                                 | <input type="checkbox"/> Yes                               |                           |   |
| Advanced Settings <span>▼</span>                          |  |                           |   |

Save Save Then Add Cancel

## Group

|   |  |                           |  |
|---|--|---------------------------|--|
| Name *  | Group  | Active <sup>i</sup>       | <input checked="" type="checkbox"/>                        |
| Abbreviated Name  | Group  | Public <sup>i</sup>       | <input type="checkbox"/>                                   |
| Description   |  |                           |  |
| <div style="border: 1px solid #ccc; height: 40px;"></div> |  |                           |  |
| Categories  | <div style="border: 1px solid #ccc; padding: 2px;">📁</div> | Field Type                | Group  |
| Key *   | Group  | Default Value             | <div style="border: 1px solid #ccc; padding: 2px;">👤</div> |
| Required  | <input type="checkbox"/> Require a value                   | Show in Grid <sup>i</sup> | <input type="checkbox"/> Yes                               |
| Show on Bulk <sup>i</sup>                                 | <input type="checkbox"/> Yes                               |                           |  |
| Advanced Settings <span>▼</span>                          |  |                           |  |

Save Save Then Add Cancel

# Group Scheduler

**Name \***

**Active** <sup>i</sup>

**Abbreviated Name**

**Public** <sup>i</sup>

**Description**

**Categories**

**Field Type**  
Person

**Key \***

**Enable Self Selection** <sup>i</sup>  
 Yes

**Required**  
 Require a value

**Show in Grid** <sup>i</sup>  
 Yes

**Include Businesses** <sup>i</sup>  
 Yes

**Show on Bulk** <sup>i</sup>  
 Yes

**Default Value**

Advanced Settings <sup>v</sup>

[Save](#) [Save Then Add](#) [Cancel](#)

# Group Member Email List

**Name \***

**Active** <sup>i</sup>

**Abbreviated Name**

**Public** <sup>i</sup>

**Description**

**Categories**

**Field Type**  
Text

**Key \***

**Password Field** <sup>i</sup>  
 Yes

**Required**  
 Require a value

**Show in Grid** <sup>i</sup>  
 Yes

**Max Characters** <sup>i</sup>

**Show on Bulk** <sup>i</sup>  
 Yes

**Show Character Limit Countdown** <sup>i</sup>  
 Yes

**Default Value**

Advanced Settings <sup>v</sup>

[Save](#) [Save Then Add](#) [Cancel](#)

# Should Emails Be Sent

**Name** •

**Active** i

**Abbreviated Name**

**Public** i

**Description**

**Categories**

**Field Type**  
Boolean

**Key** •

**True Text** i

**Required**  Require a value

**Show in Grid** i  Yes

**False Text** i

**Show on Bulk** i  Yes

**Control Type** i

**Default Value**

**Advanced Settings** ▼

[Save](#) [Save Then Add](#) [Cancel](#)

# Activities

## Start

**Name** •

Active  Activated with Workflow

**Description**

**Attributes** ^

| Attribute                    | Description | Key | Field Type | Required |
|------------------------------|-------------|-----|------------|----------|
| No Activity Attributes Found |             |     |            |          |

# Actions

## Set Group

**Name \***  
Set Group  Action is Completed on Success  Activity is Completed on Success

**Action Type** 'Lava Run' Overview  
Runs the provided Lava template and sets an attribute's value to the result.  
Lava Run

**Lava** `{% assign attendance = workflow | Attribute:'Attendance','Object' %}  
{ { attendance.Occurrence.Group.Guid }}`

**Attribute**  
Group

**Enabled Lava Commands**

|   |   |  |
|---|---|--|
| <input type="checkbox"/> All                      | <input type="checkbox"/> Execute                                | <input type="checkbox"/> Rock Entity       |
| <input type="checkbox"/> Adaptive Message         | <input type="checkbox"/> Interaction Content Channel Item Write | <input type="checkbox"/> Search            |
| <input type="checkbox"/> Cache                    | <input type="checkbox"/> Interaction Intent Write               | <input type="checkbox"/> Sql               |
| <input type="checkbox"/> Calendar Events          | <input type="checkbox"/> Interaction Write                      | <input type="checkbox"/> Web Request       |
| <input type="checkbox"/> Event Scheduled Instance | <input type="checkbox"/> Observe                                | <input type="checkbox"/> Workflow Activate |

## Set 'Should Emails Be Sent

Set 'Should Emails Be Sent'

**Name \***  
Set 'Should Emails Be Sent'  Action is Completed on Success  Activity is Completed on Success

**Action Type** 'Lava Run' Overview  
Runs the provided Lava template and sets an attribute's value to the result.  
Lava Run

**Lava** `{% assign group = workflow | Attribute:'Group','Object' %}  
{ { group | Attribute:'SendDeclineEmails','RawValue' }}`

**Attribute**  
Should Emails Be Sent

**Enabled Lava Commands**

|   |   |  |
|---|---|--|
| <input type="checkbox"/> All                      | <input type="checkbox"/> Execute                                | <input type="checkbox"/> Rock Entity       |
| <input type="checkbox"/> Adaptive Message         | <input type="checkbox"/> Interaction Content Channel Item Write | <input type="checkbox"/> Search            |
| <input type="checkbox"/> Cache                    | <input type="checkbox"/> Interaction Intent Write               | <input type="checkbox"/> Sql               |
| <input type="checkbox"/> Calendar Events          | <input type="checkbox"/> Interaction Write                      | <input type="checkbox"/> Web Request       |
| <input type="checkbox"/> Event Scheduled Instance | <input type="checkbox"/> Observe                                | <input type="checkbox"/> Workflow Activate |

## Complete Workflow if Not Sending Emails

Complete Workflow if Not Sending Emails

Run If **Should Emails Be Sent** Equal To **False** or **Attribute Value**

Name **Complete Workflow if Not Sending Emails**  Action is Completed on Success  Activity is Completed on Success

Action Type **Workflow Complete** **'Complete Workflow' Overview**  
Marks the workflow as complete

Status **Completed** or **Status Attribute**

## Set Group Scheduler (Administrator)

Set Group Scheduler (Administrator)

Name **Set Group Scheduler (Administrator)**  Action is Completed on Success  Activity is Completed on Success

Action Type **Lava Run** **'Lava Run' Overview**  
Runs the provided Lava template and sets an attribute's value to the result.

Lava 

```
1 {% assign group = workflow | attribute:'Group', 'Object' %}
2 {% assign person = group.ScheduleCancellationPersonAliasId | PersonByAliasId %}
3 {{ person.PrimaryAlias.Guid }}
```

Attribute **Group Scheduler**

Enabled Lava Commands  All  Execute  Rock Entity  
 Adaptive Message  Interaction Content Channel Item Write  Search  
 Cache  Interaction Intent Write  Sql  
 Calendar Events  Interaction Write  Web Request  
 Event Scheduled Instance  Observe  Workflow Activate



## Set Emails of Group Members With Same "Role"

**Name**  
Set Emails of Group Members With Same "Role"  Action is Completed on Success  Activity is Completed on Success

**Action Type**  
Lava Run 'Lava Run' Overview  
Runs the provided Lava template and sets an attribute's value to the result.

**Lava**

```

1 {% assign attendance = workflow | Attribute:'Attendance','Object' %}
2 {% assign personId = attendance.PersonAlias.Person.Id %}
3 {% assign locationId = attendance.Occurrence.LocationId %}
4 {% assign groupId = attendance.Occurrence.GroupId %}
5 {% assign emails = '' %}
6 {% groupmember where:'GroupId == {{ groupId }} && GroupMemberStatus == 1' securityenabled:'false' %}
7   {% for gm in groupmemberItems %}
8     {% groupmemberassignment where:'GroupMemberId == {{ gm.Id }}' securityenabled:'false' %}
9       {% for gma in groupmemberassignmentItems %}
10        {% assign assignment = gma.LocationId %}
11        {% assign gmPersonId = gm.PersonId %}
12        {% assign email = gm.Person.Email %}
13        {% if assignment == locationId and personId != gmPersonId and email != '' %}
14          {% if emails contains email %}
15            {% break %}
16          {% else %}
17            {% assign emails = emails | Append:gm.Person.Email | Append:', ' %}
18          {% endif %}
19        {% endif %}
20      {% endfor %}
21    {% endgroupmemberassignment %}
22  {% endgroupmember %}

```

**Attribute**  
Group Member Email List

**Enabled Lava Commands**

- All
- Adaptive Message
- Cache
- Calendar Events
- Event Scheduled Instance
- Execute
- Interaction Content Channel Item Write
- Interaction Intent Write
- Interaction Write
- Observe
- Rock Entity
- Search
- Sql
- Web Request
- Workflow Activate

### LAVA DETAIL:

```

{% assign attendance = Workflow | Attribute:'Attendance','Object' %}
{% assign personId = attendance.PersonAlias.Person.Id %}
{% assign locationId = attendance.Occurrence.LocationId %}
{% assign groupId = attendance.Occurrence.GroupId %}
{% assign emails = '' %}
{% groupmember where:'GroupId == {{ groupId }} && GroupMemberStatus == 1'
securityenabled:'false' %}
  {% for gm in groupmemberItems %}
    {% groupmemberassignment where:'GroupMemberId == {{ gm.Id }}' securityenabled:'false'
%}
      {% for gma in groupmemberassignmentItems %}
        {% assign assignment = gma.LocationId %}
        {% assign gmPersonId = gm.PersonId %}
        {% assign email = gm.Person.Email %}
        {% if assignment == locationId and personId != gmPersonId and email != '' %}
          {% if emails contains email %}
            {% break %}
          {% else %}
            {% assign emails = emails | Append:gm.Person.Email | Append:', ' %}
          {% endif %}
        {% endif %}
      {% endfor %}
    {% endgroupmemberassignment %}
  {% endgroupmember %}

```

{% endfor %}  
{% endgroupmember %}

{{ emails }}

## Send Email to Group Members

**Send Email to Group Members**

Name **\***  
Send Email to Group Members  Action is Completed on Success  Activity is Completed on Success

Action Type  
Email Send

**'Send Email' Overview**  
Sends an email. The recipient(s) can either be a person, email address, group or security role determined by the 'To Attribute' value, or one or more email addresses entered in the 'Send To Email Addresses' field. Only people with an active email address without the 'Do Not Email' preference are included. If the 'To Attribute' value is a group, only members with an *Active* member status are included.

From Name  or From Name Attribute

From Email Address  or From Attribute

Reply To Address  or Reply To Attribute

Send To Email Addresses  or To Attribute

Send to Group Role

Subject

Body 

```
1 {{ 'Global' | Attribute:'EmailHeader' }}
2 <p>Hello,</p>
3 <p>A team member had to decline their invitation to serve and we wanted to see if you would like to jump in to help. Please see the opening below and reply to this email if you are
4 available.</p>
5 <p>
6 <ul>
7 <li><strong>Group:</strong> {{ workflow | Attribute:'Group','Name' }}</li>
8 <li><strong>Date:</strong> {{ attendance.occurrence.occurrenceDate | Date:'M/d/yyyy' }}</li>
9 <li><strong>Schedule:</strong> {{ attendance.occurrence.schedule.Name }}</li>
10 <li><strong>Location:</strong> {{ attendance.occurrence.location.Name }}</li>
11 </ul>
12 </p>
13 <p>Thanks,<br>{{ workflow | Attribute:'GroupScheduler' }}</p>
14
15
```

CC Email Addresses  or CC Attribute

BCC Email Addresses  or BCC Attribute

Attachment One

Attachment Two

Attachment Three

Save Communication History

## BODY DETAIL:

```
{% assign attendance = Workflow | Attribute:'Attendance','Object' %}
```

```
{{ 'Global' | Attribute:'EmailHeader' }}
```

```
<p>Hello,</p>
```

```
<p>A team member had to decline their invitation to serve and we wanted to see if you would like to jump in to help. Please see the opening below and reply to this email if you are available.</p>
```

```
<p>
```

```
<ul>
```

```
<li><strong>Group:</strong> {{ Workflow | Attribute:'Group','Name' }}</li>
```

```
<li><strong>Date:</strong> {{ attendance.Occurrence.OccurrenceDate | Date:'M/d/yyyy'
```

```
}}</li>
```

```
<li><strong>Schedule:</strong> {{ attendance.Occurrence.Schedule.Name }}</li>
```

```
<li><strong>Location:</strong> {{ attendance.Occurrence.Location.Name }}</li>
```

```
</ul>
```

```
</p>
```

```
<p>Thanks,<br>{{ Workflow | Attribute:'GroupScheduler' }}</p>
```

## Complete Workflow

The screenshot shows a configuration window titled "Complete Workflow". It contains the following fields and options:

- Name:** A text input field containing "Complete Workflow". To its right are two checked checkboxes: "Action is Completed on Success" and "Activity is Completed on Success".
- Action Type:** A dropdown menu showing "Workflow Complete". To its right is a preview area titled "'Complete Workflow' Overview" with the text "Marks the workflow as complete".
- Status:** A text input field containing "Completed". To its right is the word "or".
- Status Attribute:** A dropdown menu with a downward arrow.