



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Create an Event

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# Event/Report Administration – Create a New Event

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **EVENTS**



VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

Welcome

You must be signed in to **create** an event.

## About vTools Events

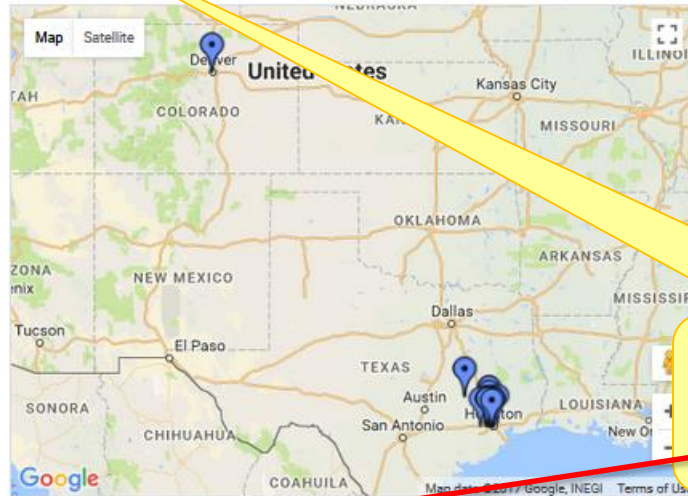
IEEE vTools Events is used for managing IEEE Section, Subsection, Chapter, Affinity Group and Student Branch meetings and events.

All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region



## Recent Activity

- [Legacy Report] IEEE HOU S... Manage
- Microwave Imaging Systems... Manage
- IEEE Houston Section Holid... Manage

Select **“Event/Report Administration”** to access volunteer options – **Schedule a New Event**

**Schedule a New Event**

File a Report for a Past Event

Showing top 20 recent, upcoming and draft events that you can manage below.

[Visit the search page to find a specific event](#)

Click on **“Schedule a New Event”** to open event form.

Upcoming Events

Draft Events

OU	Date	Reported On	Options
----	------	-------------	---------

# CREATE A NEW EVENT

VTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT

Welcome, K

## CREATE AN EVENT

Please fill out the event information below to create form options.

Click on a **section** to expand and enter information for the event.

To open a section on the form, click on the section.

Only **one** section can be expanded at a time.

To go to the next section, click on another **section** or **Next**.

DETAILS

\* Denotes a required field

HOST

LOCATION

REGISTRATION & PAYMENT

SPEAKERS

REPORT AND ATTENDANCE

HOST

Primary Host Organizational Unit \* ?

R10329 - Princeton/Central Jersey Section

Primary Host Contact Email \* ?

Add Additional Host

Cosponsor Name ?

Extra Contact Information ?

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, font color, background color, font family, and text color.

Survey URL ?

Click "Save as Draft" or "Save & Publish" to save your new event.

Save as Draft

Cancel Create

Save & Publish

Next ▾

Form **options** are displayed at the bottom of each section.

# CREATE A NEW EVENT – DETAILS

**DETAILS** \* Denotes a required field


**Title \***

**Category \***  **Sub-category \***


**Start time \***  **End time \***

**Time Zone \***


**Description \***

 The September 2016 executive committee meeting is tentatively scheduled for September 1st. The official start time will begin at 5:00pm, with networking beginning at 4:45pm.


**Header**

 Please notify event contact below if you are bringing 1 or more guests.

**Footer**

 EVENT INFO: [Event Detail](#) | [Directions](#) | Parking is Free

**Agenda**

 \* 2016 Section Budget Review  
\* IEEE Princeton/Central Jersey Officer & Volunteer Training 2016  
\* IEEE/MFESTS Engineering Week Event  
\* Vacant volunteer positions (if applicable)  
FOOD:

**Keywords \***

**Meeting Picture**  No file chosen

**Invite Students?**

**DETAILS** – provides basic information regarding the event such as: title, description, starting and end dates/times, category, agenda. You can upload a picture to be displayed with the event.

**Note:** Fields marked with an asterisk (\*) are required.

For additional help, hover cursor over question mark ('?') for hints.



# Select HOST (Organizational Unit)

Primary organizational unit

HOST

Click in **text box** to display all organizational units you are **authorized** to create/report events.

Click to **clear** organizational unit displayed.

Primary Host Organizational Unit \* ?

Click here to display list of Organizational Units

R6 - Western USA - Region 6

Child OUs

R601 - Los Angeles Council

Child OUs

R60145 - Central Coast Section

Child OUs

CH06175 - Central Coast Section Chapter, C16

CH06226 - Central Coast Section Chapter, EMB18/CS23

CH06269 - Central Coast Section Chapter, PE31

HKN115 - California Univ Of

Click to select SBC0026A - California Poly State Univ Of Branch Chpt C016

SBC00261 - California Poly State Univ Of Branch Chpt PE031

SBC0026A - California Poly State Univ Of Branch Chpt C016

SBC04941 - California Univ Of-Santa Barbara Branch Chpt C016

STB00261 - California Poly State Univ-Santa Barbara

Child OUs

STB04941 - California Univ of-Santa Barbara

Child OUs

Child OUs – click to display list of organizational units.

A list of organizations will be provided that can be **selected** to assign the organizational unit as the **HOST**.

Scroll to see entire list .

Click on **name** to assign as **HOST**



# Select HOST - Search Tab

Click in **Search tab** to display all organizational units you are **authorized** to create/report events.

## HOST

Primary Host Organizational Unit \* ?

Click here to select an Organizational Unit

Search

Browse

Organizational unit list based on signed in user's officer roles

Select organizational unit from the list. You may also type name or Geocode and press Enter to search organizational units (OU) or click Browse tab to choose from OU list. If you do not see the organizational unit listed, please [contact vTools staff](#) for further assistance.

CH10113 - Australian Capital Terr Jt.Chapter, ED15/PHO36

CH10229 - Australian Capital Terr. Jt. Chapter, SP01/COM19

CH10257 - Australian Capital Territory Section,C16

CH10298 - Australian Capital Terr Sect Jt. Chap,AP03/MTT17

CH10354 - Victorian/ACT/NSW/Qld/SA/WA Jt Chap, SIT30

CH10514 - Australian Capital Terr Section Chap, NANO42

CH10522 - Australia Capital Terr/New South Wales Jt. GRS29

CH10724 - Australian Capital Terr Section Chap, CIS11

CH10856 - Australian Capital Terr Section, GRC38

# Select Additional HOSTs

Click on **Add Additional Host** to open **selection** for **additional** Host organizational units for your event.

**NOTE** – There is no limit to the number of additional HOSTs that can be assigned to an event.

The screenshot shows a web form for selecting organizational units. At the top, there is a 'HOST' section with a 'Primary Host Organizational Unit' dropdown (currently showing 'R00561 - Australian Capital Terr Section') and a 'Primary Host Contact Email' field. Below this is an 'Add Additional Host' button. The main section is for 'Additional Host Organizational Unit', which includes a 'Browse' button and an 'Additional Host Contact Email' field. A list of organizational units is displayed below, each with a 'Child OUs' dropdown. Callouts highlight the 'Add Additional Host' button, the 'Browse' button, and the list of organizational units.

**Primary Host Organizational Unit \*** ?  
R00561 - Australian Capital Terr Section

**Primary Host Contact Email \*** ?

**Add Additional Host**

**Additional Host Organizational Unit \*** ?

**Additional Host Contact Email \*** ?

Search

**Browse**

Contact email address for this additional host organizational unit

Click on 'Child OUs' to load additional organizational units (OUs), or click on OU displayed to retrieve events.  
If you do not see the OU listed, please contact vTools staff for further assistance.

R0 - Asia & Pacific - Region 10	Child OUs
R1 - Northeastern USA - Region 1	Child OUs
R2 - Eastern USA - Region 2	Child OUs
R3 - Southeastern USA - Region 3	Child OUs
R4 - Central USA - Region 4	Child OUs
R5 - Southwestern USA - Region 5	Child OUs
R6 - Western USA - Region 6	Child OUs

Click on **Browse** tab to display all organizational units

Choose from OU list to assign as an **Additional HOST**.



# CREATE A NEW EVENT – LOCATION

## LOCATION

Enter any information for attending this event virtually. Either Virtual Info or Physical Info is required.

Virtual ?

Please note that Webex URLs will be obfuscated for anonymous users to protect against fraud. Webex is not available upon ReCAPTCHA authorization. When using free accounts, please be aware of any maximum numbers of users and any recording must include privacy consideration.

**Web conference** information will be shown on the published announcement page of the event.

Virtual Info \* ?

Web conference URL - <https://google.meet.com/sue-bdq-aae>  
Web conference dial in +1 800 555 5555  
Access Code - 982 2367 2288

**Physical** the address entered will generate a map and will be shown on the **published** announcement page of the event.

Physical ?

Address Line 1 ?

Washington Road

Robertson Hall

Address Line 2 ?

Room Number ?

G17

City \* ?

Princeton

Map URL ?

<http://m.princeton.edu/map>

You can enter a URL to link to an additional map (e.g. map of college campus).

Country, State/Province \* ?

United States

New Jersey

Override Latitude/Longitude ?

You may manually override the automatically generated map by entering latitude/longitude values. Click [here](#) for more information.

Postal Code ?

08544

# CREATE A NEW EVENT – REGISTRATION & PAYMENT

**REGISTRATION & PAYMENT** - establishes registration dates for your event and where you may set up payments options.

**REGISTRATION & PAYMENT**

Registration ?

Standard  External  None

Registration starts \* 20 Jul 2016 12:00 AM

Registration ends \* 01 Sep 2016 11:55 PM

Maximum Registrations (0-999) ?

Require IEEE Event Terms and Conditions Consent ?

Menu Selections ?  Yes  No

Pizza

Vegetarian

Add menu selection

Payment

Set Up Payment ?  None

Save as Draft Cancel Create Save & Publish Next

Registration is turned on **“Standard”** by default. Selection of **“None”** or an external link will turn off registration.

**Note:** In order to access the **Payment** options, you must have already provided the required **HOST** and **REGISTRATION** dates.

# CREATE A NEW EVENT– REPORT And ATTENDANCE

**PLEASE NOTE**, when creating an event/report for an event that has already taken place, you must enter attendance information at the bottom of this form in order to successfully file the report!

## REPORT AND ATTENDANCE

### Report Info

Enter attendance numbers to file report for this event.

IEEE Attended ?

Guests Attended ?

Save as Draft

Cancel Create

Save & Publish

Next ▾



**NOTE:** Attendance numbers will **not** be saved if this event is in the **future**.

# View the new event

Here is the completed event, as it will be viewed by members.

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

IEEE vTools **EVENTS**

VTOLS ▾ SEARCH EVENTS CREATE AN EVENT EVENTS REPORTING VIEW FEEDS ABOUT


Welcome, Ihsan Mertozcelik

## 2016 OFFICERS TRAINING

Tweet Share in Share

Please notify event contact below if you are bringing 1 or more guests.

The September 2016 executive committee meeting is tentatively scheduled for September 1st. The official start time will begin at 5:00pm, with networking beginning at 4:45pm.

🕒 DATE AND TIME	📍 LOCATION	✉ CONTACT	📄 REGISTRATION
<p>Date: <b>01 September 2016</b> Time: <b>05:00 PM to 07:00 PM</b> All times are US/Eastern</p> <p>📅 Add Event to Calendar 📅 Outlook (vCal) 📅 iCal 📅 Google Calendar</p>	<p>Washington Road Princeton, New Jersey United States 08544 Building: Robertson Hall Room Number: G17 <a href="#">Click here for Map</a></p> 	<p><b>Email meeting contact</b> Please contact the Chair at <a href="mailto:pcj_chair@ieee.org">pcj_chair@ieee.org</a> for additional information.</p>	<p>No Admission Charge Starts <b>20 July 2016 12:00 AM</b> Ends <b>01 September 2016 11:55 PM</b> All times are US/Eastern Menu: Pizza, Vegetarian</p> <p><a href="#">Register Now</a></p>

### Agenda

- \* 2016 Section Budget Review
- \* IEEE Princeton/Central Jersey Officer & Volunteer Training 2016
- \* IEEE/MFESTS Engineering Week Event
- \* Vacant volunteer positions (if applicable)

FOOD:  
\* Pizza. Vegetarian available  
\* Beverages, assorted

EVENT INFO: [Event Detail](#) | [Directions](#) | [Parking is Free](#)



# Thank you!

## IEEE vTools

### End of the tutorial

Thank you for viewing the tutorial. Please remember to visit vTools' site (<http://vtools.ieee.org>) to learn more about our projects. If you have any questions regarding [vTools.Events](#), please email us at: [vtools@ieee.org](mailto:vtools@ieee.org).

Thank you!