Select Hosts of an Event
Select HOSTs of an Event

- System provides a list of organizational units to assign as a HOST
- List is based on signed in user’s officer role
  - If no organizational list is displayed, no officer role was detected for signed in user.
- Organizational unit name shown is the name as officially recorded in IEEE roster
- Only one (1) Primary HOST may be assigned
- Additional HOSTs may be assigned (i.e. co-hosts, sponsors)
- NOTE – If payment is enabled, Primary HOST will receive all monies collected.
Select HOST (Organizational Unit)

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

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

Click on name to assign as HOST

Scroll to see entire list.

Click to clear organizational unit displayed.

Child OUs – click to display list of organizational units.
Click in **Search tab** to display all organizational units you are **authorized** to create/report events.

Organizational unit list based on signed in user's officer roles.
Select Additional HOSTs

**Section** officers of the **PRIMARY HOST** are authorized to add *additional HOSTS*.

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

Click on **Browse** to display all organizational units in the **OU list**.

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

**NOTE** – There is no limit to the number of additional HOSTs that can be assigned to an event.
Thank you for viewing the tutorial. Please remember to visit the vTools site (http://vtools.ieee.org) to learn more about our projects.

Thank you!