Select Hosts of an Event
Select HOSTs of an Event

- System provides a list of organizational units to assign as a HOST in **Search and Browse** tabs.

- Search 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) by selecting OU listed in **Browse** tab.

- **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.

Click to **clear** organizational unit displayed.

**Primary organizational unit**

Click on **name** to assign as HOST

**Child OUs** – click to display list of organizational units.

**Scroll to see entire list.**
Click in **Search tab** 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**.
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

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!