



PRESENTS



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)

HOST

Primary 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 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 Polys

SBC0026A - California Poly State Univ Of Branch Chpt C016

SBC04941 - California Univ Of-Santa Barbara Branch Chpt C016

STB00261 - California Poly State Univ-S

Child OUs

STB04941 - California Univ of-San

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

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.

The screenshot shows a web form for selecting organizational units (OUs) for a host. The form includes fields for 'Primary Host Organizational Unit' (containing 'R00561 - Australian Capital Terr Section') and 'Primary Host Contact Email'. Below these is a button labeled 'Add Additional Host'. Underneath, there is a section for 'Additional Host Organizational Unit' with a 'Browse' button. A list of OUs is displayed, including 'R0 - Asia & Pacific - Region 10' through 'R6 - Western USA - Region 6'. Each item in the list has a 'Child OUs' button next to it. A search bar is also visible above the list.

Additional Host Organizational Unit *

Browse

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

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

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



Thank you!



End of the tutorial

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!