



PRESENTS

IEEE vTools

Tutorials

Topic: Save a Draft Event

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Event/Report Administration – Save a Draft New Event

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

About vTools Events

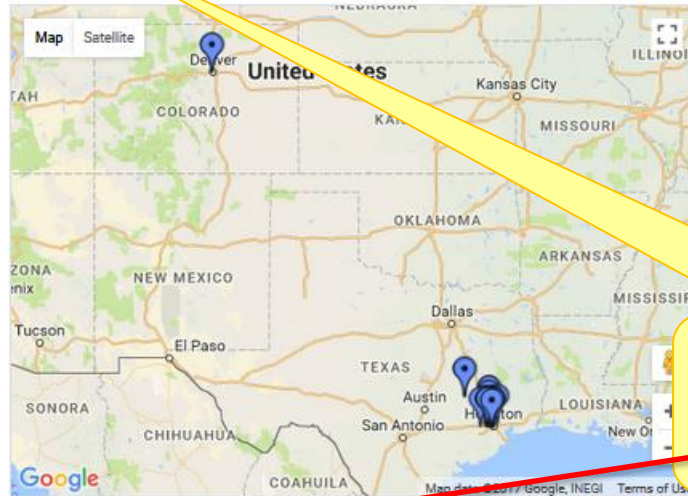
IEEE vTools Events is used for managing IEEE Section, Subsection, Chapter, Affinity Group and Student Branch meetings and events.

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
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Save a Draft Event – Create

NOTE: Only Title and HOST are required to save an event as DRAFT.

IEEE vTools

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

CREATE AN EVENT

Please fill out the event information below to create a new IEEE event.

DETAILS

HOST

LOCATION

REGISTRATION & PAYMENT

SPEAKERS

HOST

Region * ?

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Contact Email * ?

pcj@ieee.org

Cosponsor Name ?

Section * ?

PRINCETON/CENTRAL JERSEY

Organizational Unit * ?

Form options are displayed at the bottom of each section.

✂ 📄 🗑 ⌨ ⏪ ⏩ **B** *I* U ~~S~~ **A** **A** ▾
Arial 12pt

Please contact the Chair at pcj_chair@ieee.org for additional information.

Save event as draft. This event will not show up on public searches and feeds.

Save as Draft

Cancel Create

Save & Publish

Next ▾

Click on "Save as Draft" to save the event as draft.

Review a Draft Event

Event was successfully updated.

2016 OFFICER TRAINING

Draft events will include “**Draft**” across the top of the event.

Draft

This event has not yet been published, so it will not show up on public searches and feeds. To publish, edit the event and click 'Save and Publish'.

Learn how to properly perform your role as an IEEE officer

🕒 DATE AND TIME

Date: **05 August 2016**
Time: **02:00 PM to 03:00 PM**
All times are US/Eastern
[📅 Add Meeting to Calendar](#)

📍 LOCATION

Piscataway, New Jersey
United States



✉ CONTACT

[Email event contact](#)

🏷 REGISTRATION

No Admission Charge
Starts **22 July 2016 12:00 AM**
Ends **29 July 2016 12:00 AM**
All times are US/Eastern

[Register Now](#)

NOTE: Draft events will **not** show up on public searches and feeds.

Draft Event – Save & Publish

EDIT AN EVENT

Please fill out the event information below to update your IEEE event.

DETAILS * Denotes a required field

HOST

LOCATION

Edit a draft event and publish it by clicking 'Save & Publish'

Address Line 1 ?	Building ?
<input type="text" value="1 College Avenue"/>	<input type="text" value="Dawson Hall"/>
Address Line 2 ?	Room Number ?
<input type="text"/>	<input type="text"/>
City * ?	Map URL ?
<input type="text" value="New Brunswick"/>	<input type="text"/>
Country, State/Province * ?	Override Latitude/Longitude ?
<input type="text" value="United States"/>	<input type="text"/>
<input type="text" value="New Jersey"/>	<input type="text"/>
Postal Code ?	
<input type="text"/>	

Save and publish this event so it shows on public searches and feeds

Save Published Event as Draft

EDIT AN EVENT

Please fill out the event information below to update your IEEE event.

DETAILS * Denotes a required field

HOST

LOCATION


Address Line 1 ?
1 College Avenue

Address Line 2 ?

City * ?
New Brunswick

Country, State/Province * ?
United States
New Jersey

Postal Code ?

Save as Draft **Cancel Edit** **Cancel Event** **Delete Event** **Save & Publish** **Next** 

Save published event as a draft event.

prod.events.vtools.ieee.org says:

This event is currently published.

If you save this event as draft, it will not show up on public searches and feeds.

Are you sure you want to save this event as draft?

Prevent this page from creating additional dialogs.

OK **Cancel**

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Click on "Save as Draft" to save the event as draft.

Thank you!



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.

Thank you!