



PRESENTS

IEEE vTools

Tutorials

Topic: Publish an Event

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Publish An Event

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

Sign Out

IEEE vTools **EVENTS**



Welcome

VTTOOLS SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT

You must be signed in to create/edit 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.

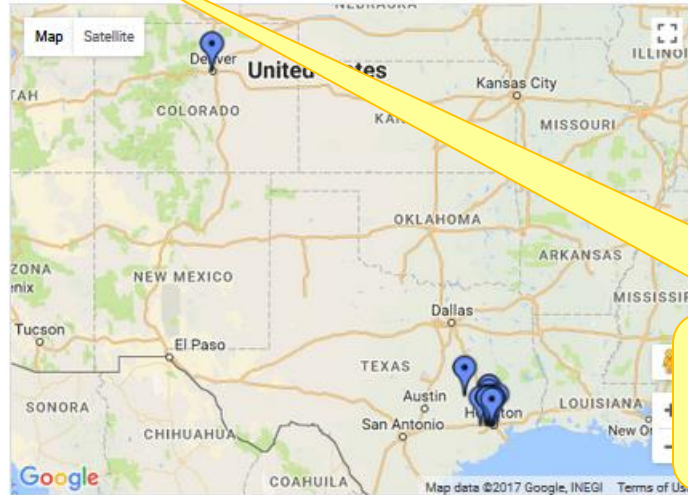
[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region 5-Southwestern US

Section HO

Click on the "Event/Report Administration" icon.



Select "Event/Report Administration" to access volunteer options – Schedule a New Event



Search Events



Event/Report Administration



View Feeds



Edit 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 as DraftCancel EditCancel EventDelete EventSave & PublishNext ▾⬆

Save Published Event as Draft

EDIT AN EVENT

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

Save published event as a draft event.

* Denotes a required field

DETAILS

HOST

LOCATION

Address Line 1 ?

1 College Avenue

Address Line 2 ?

City * ?

New Brunswick

Country, State/Province * ?

United States

New Jersey

Postal Code ?

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.

5

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!