



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Enable Registration

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  - Registration information with “Register Now”

# Enable Registration

You must be signed in to set up registration for an event.

### About vTools Events

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

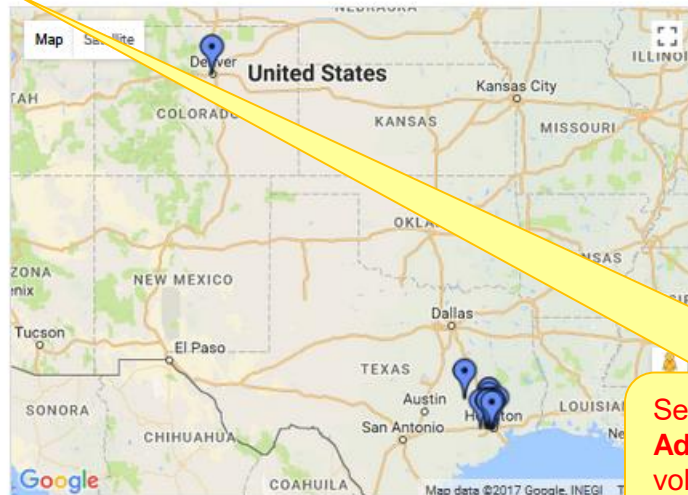
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region

Section



### Organizational Unit ?

Organizational Unit SPO ID, Geocode, or Name

Select

### Recent Activity ?

- [Legacy Report] IEEE HOU S... [Manage](#)
- Microwave Imaging Systems... [Manage](#)
- IEEE Houston Section Holid... [Manage](#)
- IEEE Houston Section 14th A... [Manage](#)

Select **“Event/Report Administration”** to access volunteer options – **Manage an event**



Search Events



Event/Report Administration



View Feeds

# Event/Report Administration – Manage an Event

VTOLS ▾


SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

CONTACT

Welcome, 

Schedule a New  
Event

File a Report for a  
Past Event



Welcome to your event  
administration  
dashboard! Recent,  
upcoming, and draft  
events are available for

Showing top 20 recent, upcoming and draft events that you can manage below.

[Visit the search page to find a specific event](#)



Recent Events



Upcoming Events



Draft Events

| Title   | OU     | Date        | Options                                       |
|---|--------|-------------|---|
| <a href="#">Advanced Synchronous Generator Topics</a>                                   | R50017 | 09 Jan 2018 | <a href="#">View</a>   <a href="#">Manage</a> |
| <a href="#">Future IEEE Houston Section Holiday Celebration: Keynote Sandra L. "...</a> | R50017 | 29 Nov 2018 | <a href="#">View</a>   <a href="#">Manage</a> |

Click on **“Manage”** to open Event dashboard and access volunteer options – **Edit**.

# Manage an Event - Edit

VTOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATIO

VIEW FEEDS

ABOUT

CONTACT

Welcome, 



Administration Home

Manage

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event






Preview eNotice Content

Send Test eNotice Content

Click on "Edit" to open event form and set up registration details including custom registration questions, menu items and pricing.

## Full-Scale Day Celebration: Keynote

Published

|  |   |  |
|--|---|--|
|  <b>Host</b>  |  <b>Category</b> |  |
| R50017 - Houston Section   | Technical   |  |
|  <b>Date and Time</b>                                  |  <b>Location</b>  |  <b>Contact</b>  |
| <b>Date: 29 November 2018</b><br><b>Time: 12:00 PM to 02:00 PM</b><br>All times are US/Central<br><a href="#">Add to Google Calendar</a> | United Way-Greater Houston<br>50 Waugh Dr<br>Houston, Texas<br>United States 77007                  | <b>Email event contact</b><br><a href="https://meetings.vtools.ieee.org/m/48372">https://meetings.vtools.ieee.org/m/48372</a><br>Co-sponsored by Ernest Njouondo |

# REGISTRATION & PAYMENT

## REGISTRATION & PAYMENT

The “**REGISTRATION & PAYMENT**” section includes the registration options (Standard, External or None).

Registration is turned on by default.

“**Standard**” is selected.

You must select registration start and end dates/times in order to include a registration link on the published event.

**Note:**

To turn off registration, select either “**None**” or enter an **external url** link.

Registration ?

Standard  External  None

Event Start: 01 Sep 2016 04:00 PM, End: 01 Sep 2016 05:00 PM

Registration starts \*

20 Jul 2016 12:00 AM

Registration ends \*

01 Sep 2016 11:55 PM

Maximum Registrations (0) ?

Require IEEE Event Terms

Menu Selection  No Custom registration questions

Add menu selection

Payment

Set Up Payment ?  None

External Registration URL ?

http://iee.org/sem/16Ynf34

Save as Draft Cancel Create Save & Publish Next

# REGISTRATION & PAYMENT

**REGISTRATION & PAYMENT**

Registration ?

?  Standard  External  None

Registration starts \* 20 Jul 2016 12:00 AM

Registration ends \* 01 Sep 2016 11:55 PM

Maximum Registrations (0-999) ?

Require IEEE Event Terms and Conditions Consent ?

Menu Selections ?  Yes  No

Pizza

Vegetarian

Custom registration questions ?  Yes  No

Would you like to volunteer?

Payment

Set Up Payment ?  None

The “**REGISTRATION & PAYMENT**” section includes **menu selections** and **maximum registrations** options.

Note: Registration dates must be selected in order to enable additional registration options (e.g. menu selection) and if available **Payment**.

You may want to specify the **maximum** number of **registrations** allowed. Use this when there is limited capacity at a venue. This option is only available when registration is set to **Standard**.

**Menu Selections** and **Custom Registration Questions** - during registration, you may want to request additional information (e.g. Company Affiliation, meal choices).

When selected, the **registration form** will include menu and custom registration questions as part of the registration process.

These options are only available when registration is set to **Standard**.

# Review Event

## DEMO MEETING WITH REGISTRATION

Meeting will be training purposes only

Demonstrate a meeting with registration

On the published event, the **registration link** is displayed as a button.

**Registration start and end dates/times** are also shown. Additionally, **"Menu"** is displayed, if set up.

### 🕒 DATE AND TIME

Date: **21 December 2016**

Time: **04:00 PM to 06:00 PM**

All times are US/Eastern

📅 Add Event to Calendar

📧 Outlook (vCal)

📅 iCal

📅 Google Calendar

### 📍 LOCATION

Piscataway, New Jersey

United States

### ✉ CONTACT

Email event contact

### 🏷 REGISTRATION

No Admission Charge

Starts **30 October 2016 12:00 AM**

Ends **12 December 2016 12:00 AM**

All times are US/Eastern

Menu: Certificate of Training requested

[Register Now](#)

[Manage this Event](#)

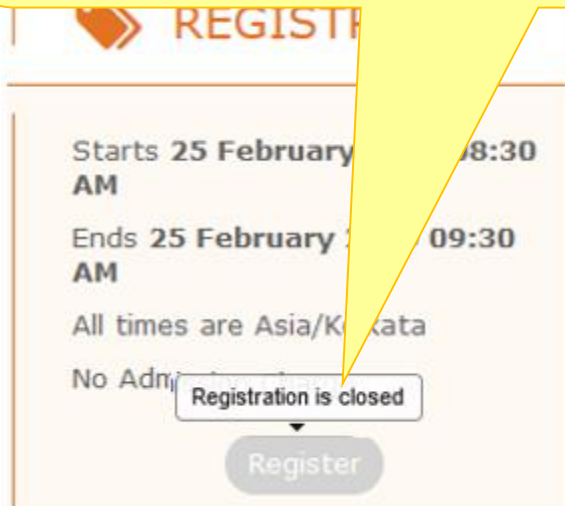


# Published Event

On the published event, the **REGISTRATION** area :

When registration starts, **Register** button will be enabled.

If registration is closed, the **Register** button will be disabled (tool tip "**Registration is closed**")



REGISTRATION

Starts 25 February 2007 08:30 AM

Ends 25 February 2007 09:30 AM

All times are Asia/Kolkata

No Admin

Registration is closed

Register

## ODF: HOW A DIGITAL DOCUMENT FORMAT IS THREATENING A MULTIBILLION-DOLLAR MONOPOLY (AND WHAT YOU CAN DO TO HELP)

[Tweet](#) [Share](#) [Share](#)

Under the leadership of Bill Gates, Microsoft has become one of the most profitable companies in the history of the world. There are many keystones to Microsoft's continuing lock-in as a convicted (yet untrammled) monopolist in the personal-computer software market. One of the most important of these keystones, and one which is a matter of personal experience for many of us, is their control over access to the information we store in digital documents. Microsoft Word, by default, stores documents in a proprietary format which can only be read reliably by other copies of the same version of Word. Therefore, almost everyone who works in any kind of office needs to purchase an up-to-date copy of Microsoft Word in order to be able to access these documents.

The seminar will present some technical background on ODF, as well as OOXML, Microsoft's response to ODF. The current status of these formats with regards to international standard-setting bodies such as ISO will be described. The political environment surrounding government decisions to adopt ODF will be reviewed, with particular attention to recent developments in the Commonwealth of Massachusetts and the People's Republic of China.

Opinions expressed by the presenters are their own and not necessarily those of their employer, IEEE, or the sponsors.

| 🕒 DATE AND TIME  | 📍 LOCATION  | ✉ CONTACT                                       | 🔗 REGISTRATION                                |
|--|---|---|---|
| Date: <b>14 August 2007</b><br>Time: <b>05:30 PM to 08:00 PM</b><br>All times are US/Michigan<br><a href="#">Add Meeting to Calendar</a> | Dearborn<br>Building: Fairlane Center<br><a href="#">Click here for Map</a> | Contact Information:<br>semichigan-ems@ieee.org | <a href="#">Link to External Registration</a> |

**External Registration** link on published event

# Thank you!

## IEEE vTools

### 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](mailto:vtools@ieee.org).

Thank you!