



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Manage an Event

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  - Create from Existing
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# Manage an Event –

## SEARCH EVENTS

To file a report, select **“Manage”** to view event content, options and submit your event activity to IEEE headquarters.

Title	Date	Members	Location	Virtual?	Reported On	Options
IEEE Houston Section Holiday Celebration: K...	07 Dec 201...	5	HOUSTON	No	File Report	View   Manage
Young Professionals: Whole Person Develop...	19 Nov 201...	5	HOUSTON	College Stat...	08 Dec 2017	View   Manage
Heat Tracing	14 Nov 201...	5	HOUSTON	Houston, Te...	08 Dec 2017	View   Manage
[Legacy Report] IEEE Houston Section - Co...	30 Oct 2017...	5	HOUSTON	Houston, Te...	30 Oct 2017	View   Manage
Microwave Imaging Systems for Medical Ap...	27 Oct 2017...	5	HOUSTON	Houston, Te...	File Report	View   Manage

# Manage an Event –

Administration Home

**Manage**

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

Preview eNotice Content

Send Test eNotice Content

Micromagnetic Simulation of Microwave Assisted Magnetic Recording

Published

Host

CH04070 - Twin Cities Section Chapter, MAG33

Technical

Date and Time

Location

Contact

Take on-site attendance using @Event

Click on options on the left to manage this event.

Take on-site attendance using @Event

Upload attachments (e.g. presentations, speaker notes, flyers)

Event Media

Upload up to 10 MiB of media for this event

There are no media associated with this event yet.

Manage Media

View the registrants list

Registration & Pricing

Registration closed

Registrants

Showing the most recent registrants, visit the Registrants page for a full list.

Total number of registrants: 13

Registrant	Status	Options	Payment Status	Menu
Amr, Amer	Attended	Edit Cancel	No charge	Chicken entree
Amr, Salame	Attended	Edit Cancel	No charge	Chicken entree
* Yarbrough, John	Attended	Edit Cancel	Paid 40.00 USD	Vegetarian, gluten-free
Hadimani, Ravi	Attended	Edit Cancel	Paid 40.00 USD	Chicken entree
Dysert, Denise	Attended	Edit Cancel	Paid 10.00 USD	Chicken entree

\* Special requests for mobility needs, specific dietary restrictions, or other issues have been made for these registrants, or @Event Notes have been added for them. Click on the registrant name to show the info on this page, or you can view details by downloading a Mail Merge file.

Reporting

You can quickly and easily enter attendance numbers and file a report here!

File Report

File a report



# 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!