



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Edit an Event

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# Event/Report Administration

You must be signed in to 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.

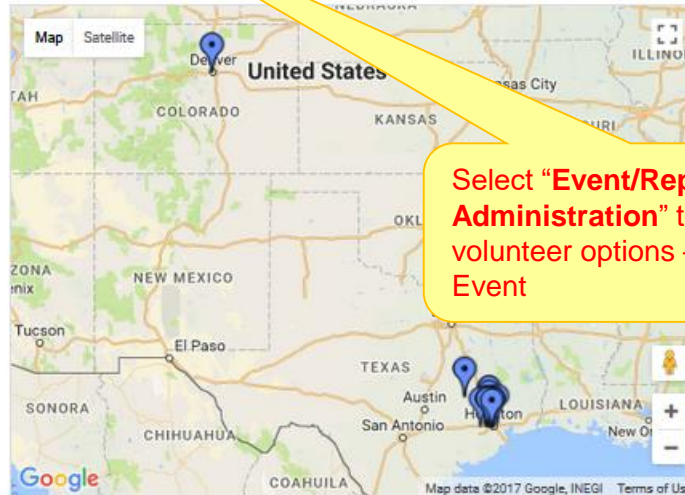
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region

Section



Select "Event/Report Administration" to access volunteer options – Manage an Event

### Organizational Unit ?

Organizational Unit SPO ID, Geocode, or Name

Select

### Recent Activity ?

[Legacy Report] IEEE HOU S...	Manage
Systems...	Manage
n Holid...	Manage
on 14th A...	Manage
Future IEEE Houston Section ...	Manage
Young Professionals: Whole ...	Manage
Heat Tracing	Manage
Science and Technology of M...	Manage



Search Events



Event/Report Administration



View Feeds

# Search Events – Manage option

 **SEARCH EVENTS**

Learn how to integrate Event notices with your website

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

Click **“Manage”** to access volunteer options on Event dashboard (eg. **Edit**, Create eNotice, File Report, registration custom questions and view attendance details)

# Event/Report Administration – Manage an Event

VTTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome, [User Name]

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 ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome, [Name]

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 update the event information.

## Holiday Celebration: Keynote



Published

Host

R50017 - Houston Section

Category

Technical

Date and Time

Date: **29 November 2018**  
Time: **12:00 PM to 02:00 PM**  
All times are US/Central  
 Add to Google Calendar

Location

United Way-Greater Houston  
50 Waugh Dr  
Houston, Texas  
United States 77007

Contact

Email event contact

# Edit an Event – cont'd.

## EDIT EVENT

Please fill out the event information below to update your IEEE event. Click on a section below to open the form to enter event information and show form options.

DETAILS

HOST

LOCATION

REGISTRATION & PAYMENT

SPEAKERS

REPORT AND ATTENDANCE

Click on a section to open to edit the event information.  
Only one section can be open at a time.

Refer to “**Create an Event**” tutorial for more information on the event form.

\* Denotes a required field

# Edit an Event – cont'd.

## EDIT AN EVENT

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

**DETAILS** \* Denotes a required field

**HOST**

**LOCATION**

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

Within each section, there are options to save your event as draft, cancel the event, delete the event or **save and publish** it.



# 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!