



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Events-eNotice Integration

# Events - eNotice Integration

- Create an eNotice using the event/meeting information entered in [vTools.Events](#)
  - Option ***Create eNotice from Event***
- Event/meeting information is copied into a new eNotice
- eNotice automatically assigns the recipients based on the organization (**HOST**) for the event/meeting.
- **Send Express** rules will continue to be enforced
- This new option is available for every event/meeting and every organization in vTools.Events.

# Search Events

You must be signed in in order to access volunteer functionality

### About vTools Events

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

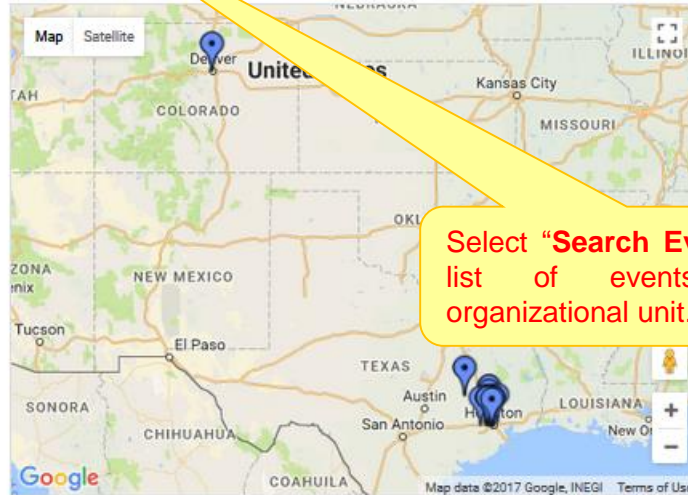
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region

Section



### Organizational Unit

### Recent Activity

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

Select "Search Events" to show list of events for your organizational unit.

Click on the "Search Events" icon.



Search Events



Event/Report Administration



View Feeds

# Search Event to Manage

## SEARCH EVENTS

To create an eNotice using an Event, select  
**“Manage”** to view event dashboard

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

# Manage an Event – Create eNotice from Event

- Administration Home
- Manage**
- View
- Edit
- Registrants
- @Event
- Create from Existing
- Create eNotice from Event
- Preview eNotice Content
- Send Test eNotice Content

## microwave Imaging Systems for Medical Applications



Published

Host

R50017 - Houston Section

Category

Professional > Professional Development

Date and Time

Date: **27 October 2017**  
Time: **10:00 AM to 10:00 PM**  
All times are US/Central  
Add Event to Calendar  
Outlook (vCal)  
iCal  
Google Calendar

Location

Room 102, Bldg. D (Engineering Bldg. 1), University of Houston  
Houston, Texas  
United States

Contact

Email event contact  
Co-sponsored by David R. Jackson





Click on "Create eNotice from Event"

# Send eNotice

## Edit 'IEEE 1547 and DER interconnections'

Please fill out the information below to update your eNotice.

**BASIC INFO** \* Denotes a required field

<b>Subject *</b> <span>?</span> <input type="text" value="IEEE 1547 and DER interconnections"/>	<b>Send By *</b> <input type="text" value="09 Jan 2019"/> 	<b>Schedule Reminder</b> <input type="text"/> 
<b>Priority</b> <input type="text" value="Normal"/> ▾	<b>Status</b> <input type="text" value="Draft"/>	<b>Privacy</b> <span>?</span> <input type="checkbox"/> Exclude from public feeds

**RECIPIENTS**

**FROM**

**CONTENTS**

You may update any information that is imported into eNotice.  
Click on **“Send Express”** to schedule your eNotice for delivery.

# Manage eNotice



eNotice 'IEEE 1547 and DER interconnections' has been queued for delivery

- Manage eNotices
- Manage**
- Preview
- Edit
- Duplicate
- Delete
- Contact Staff
- Send Test eNotice
- Copy Message Source

## IEEE 1547 and DER interconnections


**Submitted** **Express**

 From: "IEEE eNotice" <enotice@ieee.org>  
 Reply To: "IEEE 1547 and DER interconnections" <907034@ieee.org>  
 Private: No











 Priority: Normal  
 Send By: 08 Jan 2019  
 Reminder By: n/a

### Recipients

#### OU Recipients

 CH07034 - Southern Alberta Section Jt. Chapter, PE31/IA34

#### Grades

-  Honorary
-  Associate Members
-  Members
-  Senior Members
-  Fellows
-  Life Members
-  Life Seniors
-  Life Fellow
-  Graduate Student Members
-  Student Members

#### Memberships

-  Active

### Express Info

Queued for recipient loading

# 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!