



PRESENTS

IEEE vTools

Tutorials

Topic: @Event - On-site registration

What is @Event?

- ▶ @Event provides enhanced on-site registration
- ▶ Mobile/tablet friendly
- ▶ @Event simplifies recording of attendance at an IEEE event/meeting.
- ▶ Volunteers can add attendees, edit attendance list and download attendee data collected for use in future analysis.
- ▶ Key Features
 - View registration details
 - Add new registrations
 - Check-in – status updated to “Attended”
 - Update registrations

Manage an Event – @Event

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

@Event On Site Registration Demo



Published

Host

R1032

Take on-site attendance using @Event - click '@Event'

Category

Administrative > ExCom

Contact

Email event contact
Co-sponsored by Delete Please

Date: **07 Feb 2019**
Time: **12:00 PM to 12:30 PM**
All times are US/Eastern
Add Event to Calendar
Outlook (vCal)
iCal
Google Calendar

445 Hoes Lane
Piscataway, New Jersey
United States 08854

Staticmap?
size=250x200&sensor=false&zoom=14&markers=40.546706021496%2c74

Registration & Pricing

Starts **01 January 2019 12:00 AM**
Ends **07 February 2019 11:55 PM**
All times are US/Eastern
No Admission Charge

Register Now

Registrants

Showing the most recent registrants, visit the [Registrants](#) page for a full list.

Total number of registrants: 2

Registrant	Status	Options	Payment Status
Louise, Mary	Registered	Edit Cancel	No registration fee
Jones, Lee	Attended (walk-in)	Edit Cancel	No registration fee



Event Media

Upload up to 10 MiB of media for this event

WinterElephant

Manage Media



Reporting

After this event, you can quickly and easily enter attendance numbers and file a report here!

The Registrants list

@Event – On-site Registration page

@Event On Site Registration Demo

Click on **“Register”** to check in walk-in attendees.

REGISTER

CURRENT GUEST LIST

Total number of guests: 2

Guest	Status	Options	Payment Status
<input type="text"/> ?	Filter: All ▼		Filter: All ▼
Jones, Lee	Attended <u>(walk-in)</u>	Edit	No registration fee
Louise, Mary	Registered	Edit Sign In	No registration fee

POTENTIAL GUESTS

Click on the **“Potential Guests”** to load all the members for the event’s HOST

Potential Guests - use this list of members to quickly register members on-site.

@Event – On-site registration form

@Event On Site Registration Demo

* Denotes a required field

First Name *

Email Address *

Last Name *

Member Number

Organizers can add notes to on site registrations. @Event notes will be included in the downloaded registration information.

@Event Notes

NOTE – no registration confirmation email will be sent for on site registration.

To sign in for this event, you must agree to the [IEEE Privacy Policy](#).

I agree to the [IEEE Privacy Policy](#).

To sign in for this event, you must agree to the [IEEE Event Terms and Conditions](#).

I agree to the [IEEE Event Terms and Conditions](#).

Make sure to get **consent** from the attendee to the **IEEE Privacy Policy** and **Event Terms and Conditions**.

Information regarding opportunities to become a member or participate in other IEEE activities?

I am interested in learning opportunities to become an IEEE member or participate in other IEEE activities.

Cancel Create

Submit

@Event – On-site registration using a member list

@Event On Site Registration Demo

REGISTER

CURRENT GUEST LIST

POTENTIAL GUESTS

Click on the “**Potential Guests**” to open and view all the members for the event’s HOST

Click “**Sign In**” to register a member.

Search “**Potential Guests**” list

Name	Options
<input type="text"/>	Sign In
	Sign In
	Sign In

The “**Current Guest List**” will include the new registration.
Status = ‘Attended(walk-in);’

CURRENT GUEST LIST

Total number of guests: 2

Guest	Status	Options	Payment Status
<input type="text"/>	Filter: All		Filter: All
Jones, Lee	Attended <u>walk-in</u>	Edit	No registration fee

@Event – On-site registration included in registration downloaded

Administration Home
Manage
View
Edit
Registrants
@Event
> Meal Tickets
> Name Tags
> Sign-in (Blank)
> Sign-in (Registrants)
> Download CSV
> Download TSV
> Email Statistics

@Event On Site Registration Demo

Registrants

Total number of registrants: 2

Registrant	Status	Options	Payment Status
<input type="text"/>	Filter: <input type="text" value="All"/>		Filter: <input type="text" value="All"/>
Jones, Lee	Attended (walk-in)	Edit Cancel	No registration fee
Louise, Mary	Registered	Edit Cancel	No registration fee

Click on "Download CSV" to download the list of registrants. @Event information will be included: @Event Notes and the status of 'Attended(walk-in)'

Status	Fee Restrict	Fee Desc	@Event Notes
Attended (walk-in)	N/A	N/A	
Registered	N/A	N/A	

Send eNotice to Registrants

Administration Home

Manage

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

Send eNotice to Registrants

Preview eNotice Content

Send Test eNotice Content

@Event On Site Registration Demo



Published

Host

R10320

Send the registrants using eNotice

Category

Administrative > ExCom

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01 Feb 2019

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The Registrants list

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.

Thank you!