



PRESENTS



Personalize an eNotice message

Personalize an eNotice message

- ▶ Deliver personalized messages to your members by adding key IEEE properties to your eNotice messages.
- ▶ Add personalized **tags** to your message.
 - The following personalization **tags** are available :
 - First Name
 - Last Name
 - OU Code
 - Member Grade
 - Member Section
 - Member Status
- ▶ Insert into eNotice message
- ▶² View of eNotice with personalized tags

How Personalization works

- ▶ When your eNotice is sent, vTools dynamically changes the tags to display information relevant to each recipient.
 - For example, a “First Name” personalization tag will include the member’s first name.

Note: A test eNotice will only show personalized tags with “INSERT...”.

Personalization – Toolbar option

* Body is required, and cannot be the default value

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formats ▾ Font Family ▾ Font Sizes ▾ A ▾ A ▾ B *I*

Personalization ▾

- First Name
- Last Name
- OU Code
- Member Grade
- Member Section
- Member Status

These are personalized tags

Cancel

Please insert your eNotice content here.

Insert into message

* Body is required, and cannot be the default value

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Icons: Copy, Hide, Undo, Redo, Formats ▾, Font Family ▾, Font Sizes ▾, A ▾, A ▾, B, I

Icons: Bulleted list, Numbered list, Decrease indent, Increase indent, Link, Image, Video, Smile

First Name ▾

Hello INSERT_FIRST_NAME,
How are you





Cancel













1) Place cursor in message where you want to insert personalized tag
2) Click from list

Message with personalized tags

* Body is required, and cannot be the default value

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

    Formats ▾ Font Family ▾ Font Sizes ▾ **A** ▾ **A** ▾ **B** *I*

            Personalization ▾

Dear INSERT_FIRST_NAME INSERT_LAST_NAME


As a member of the Power Electronics Chapter (PEL35) in the INSERT_MEMBER_SECTION, you are a key component to the

Cancel Send Express Submit Save

NOTE: Preview will only show personalized tags with "INSERT.....".
Test eNotice will only show personalized tags with "INSERT...".

View eNotice with personalized tags

Personalize eNotice message example Inbox x

 Boston PEL Chapter bostonpel@ieee.org via mmsend10.com
to me ▾

If you are having trouble reading this message, [click here](#) for the web version.

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'Member Section'
personalized tag

Dear Marguerite Gargiula

As a member of the Power Electronics Chapter (PEL35) in the **Boston** Section, you are a key component to the

Boston Section Chapter, PEL35 : http://www.ieeeboston.org/org/subgroups/power_electronics.html

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Thank you!



End of the tutorial

Thank you for viewing the tutorial. Please remember to visit the vTools site (<http://vtools.ieee.org>) to learn more about our projects.

Thank you!