Add additional Hosts to an Event
Add additional HOSTs to an Event

- An event can include multiple OUs hosting a single event.
- OU volunteers can efficiently manage the registration process for all registrants.
- Reporting is reduced to one report that applies to all hosting OUs.
- Only one (1) **Primary** HOST may be assigned.
- **Additional** HOSTs may be assigned (i.e. co-hosts, sponsors).
- **Section officers** of **Primary** HOST are authorized to add additional HOSTS.
- **NOTE** – If payment is enabled, Primary HOST will receive all monies collected.
Section officers of the PRIMARY HOST are authorized to add *additional HOSTS*.

Click on **Add Additional Host** to open selection for additional Host organizational units for the event.

Click on **Browse** to display all organizational units.

Choose from **OU list** to assign as an *additional HOST*.

**NOTE** – There is no limit to the number of additional HOSTs that can be assigned to an event.
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!