



PRESENTS



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.**

Select Additional HOSTs

Section officers of the **PRIMARY HOST** are authorized to add *additional HOSTS*.

The screenshot shows a web interface for selecting organizational units (OUs) for a host. The interface includes the following elements:

- Primary Host Organizational Unit ***: A dropdown menu with "R00561 - Australian Capital Terr Section" selected.
- Primary Host Contact Email ***: An empty text input field.
- Add Additional Host**: A button circled in red, with a callout: "Click on **Add Additional Host** to open selection for additional Host organizational units for the event."
- Additional Host Organizational Unit ***: A dropdown menu highlighted with a red box.
- Additional Host Contact Email ***: An empty text input field with a blue arrow pointing to it from a callout: "Click on **Browse** to display all organizational units".
- Search** and **Browse**: Two buttons, with "Browse" highlighted in a red box and a callout: "Click on **Browse** to display all organizational units".
- OU List**: A list of organizational units with "Child OUs" buttons next to them. A red arrow points to the "Child OUs" button for "R1 - Northeastern USA - Region 1" with a callout: "Choose from **OU list** to assign as an **additional HOST**."
- Instructions**: "Click on 'Child OUs' to load additional organizational units (OUs), or click on OU displayed to retrieve events. If you do not see the OU listed, please contact vTools staff for further assistance."

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

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!