



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Cancel an Event

# Table of Contents

## ➤ Event/Report Administration

### – Manage an event

- Edit an existing event

- Form option 'Cancel Event'

- Un-cancel an Event

- NOTE: Event can not be cancelled if a report has been filed

# Event/Report Administration

You must be signed in to cancel an event.

### 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.

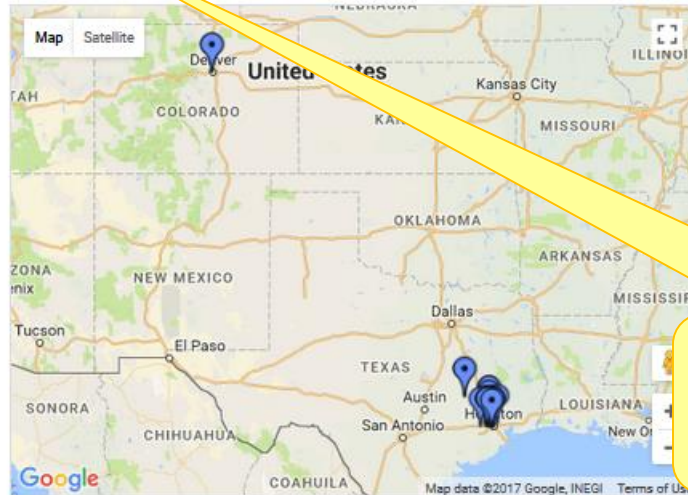
[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region

Section

Click on the “Event/Report Administration” icon.



Select “Event/Report Administration” to access volunteer options – Manage a Event

### Recent Activity

Activity	Action
[Legacy Report] IEEE HOU S...	Manage
Microwave Imaging Systems...	Manage
IEEE Houston Section Holid...	Manage
Heat Tracing	Manage
Science and Technology of M...	Manage



Search Events



Event/Report Administration



View Feeds

# Search Events – Manage option

 **SEARCH EVENTS**

Learn how to integrate Event notices with your website

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

Click **“Manage”** to access volunteer options on Event dashboard (eg. **Edit**, **Cancel**, Delete, Create eNotice, File Report, registration and attendance details)

# Event/Report Administration – Manage an Event

VTTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome, [User Name]

Schedule a New  
Event

File a Report for a  
Past Event



Welcome to your event  
administration  
dashboard! Recent,  
upcoming, and draft  
events are available for

Showing top 20 recent, upcoming and draft events that you can manage below.

[Visit the search page to find a specific event](#)



Recent Events



Upcoming Events



Draft Events

Title	OU	Date	Options
<a href="#">Advanced Synchronous Generator Topics</a>	R50017	09 Jan 2018	<a href="#">View</a>   <a href="#">Manage</a>
<a href="#">Future IEEE Houston Section Holiday Celebration: Keynote Sandra L. "...</a>	R50017	29 Nov 2018	<a href="#">View</a>   <a href="#">Manage</a>

Click on **"Manage"** to open Event dashboard and access volunteer options – **Edit** and **"Cancel Event"**.

# Manage Event – Cancel Event

VTTOOLS ▾ SEARCH **EVENT/REPORT ADMINISTRATION** VIEW FEEDS ABOUT Welcome, [User Name]

Administration Home  
Manage  
View  
Edit  
Registrants  
@Event  
Create from Existing  
Create eNotice from Event  
Preview eNotice Content  
Send Test eNotice Content  
Session Activity [Clock Icon]  
Future IEEE Houst... [Gear Icon]  
[Legacy Report] I... [Gear Icon]

Generator Topics

Published

Click on **“Edit”** to open event form and access **“Cancel Event”** option.

Host	Category	
R50017 - Houston Section	Professional > Professional Development	
Date and Time	Location	Contact
Start time: <b>09 January 2018 06:00 PM</b> End time: <b>10 January 2018 08:30 PM</b> All times are US/Central <a href="#">Add to Google Calendar</a>	Jacobs Engineering, Tower Two 5985 Rogerdale Road Houston, Texas United States 77072	Email event contact

# Cancel an Event – cont'd.


## EDIT AN EVENT

Please fill out the event information below to update your IEEE event.


### DETAILS

\* Denotes a required field

#### HOST


Organizational Unit \* 





R50017 - Houston Section 

Contact Email \* 

nnichols@ppower.com

Cosponsor Name 

Extra Contact Information 

      **B** *I* U ~~S~~ A **A** Font Family  *T*  

Edit Event form includes "Cancel Event" option.

Powered by TinyMCE

Survey URL 

Cancel this event. A cancellation notice will show prominently on its view page

Save as Draft

Cancel Edit

Cancel Event

Delete Event

Save & Publish

Next 



Click on "Cancel Event".

# Cancel an Event – cont'd.

## EDIT EVENT

HOST

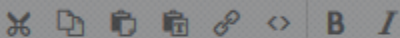
Organizational Unit \* ?

R50017 - Houston Section

Contact Email \* ?

nnichols@ppower.com

Extra Contact Information ?



It appears that you are cancelling this meeting, which has 5 registrants.

Click OK to send an email to each registrant notifying them of this change.

Click Cancel to cancel withOUT sending email notifications.

OK

Cancel

If there are **registrations** for this event, you may want to notify registrants that the event is cancelled.



# Cancel an Event – cont'd.

Event was successfully edited. 5 emails were sent

- Administration Home
- Manage**
- View
- Edit
- Registrants
- @Event
- Create from Existing
- Create eNotice from Event
- Preview eNotice Content
- Send Test eNotice Content
- Session Activity
- Advanced Synchron...
- Future IEEE Houst...
- [Legacy Report] I...

## Advanced Synchronous Generator Topics



Published

**CANCELLED**

Host

Category

R50017 - Houston Section

Professional > Professional

Date and Time

Start time: **09 January 2018 06:00 PM**  
End time: **10 January 2018 08:30 PM**  
All times are US/Central  
[Add to Google Calendar](#)

The event will show a **cancelled** message at the top of the event.  
The registration link will **no longer** be available.

### ADVANCED SYNCHRONOUS GENERATOR



**THIS EVENT HAS BEEN CANCELLED**

This seminar provides an in depth exploration of an assorted range of synchronous generator related topics with regard to application, sizing, specifying and interaction with other systems: Calculation of arc-flash energy for synchronous generators, questions for specifying generators, leading power factor load & reactive capability, sizing for UPS loads, Park's equations & system models, IEEE Std. 519 and harmonics, grid codes & cogen applications, exciter response ratio & excitation system mode understanding short circuit decrement curves, synchronization and paralleling, induction vs. synchronous motors and the various starting methods' effect on generator sizing.

DATE AND TIME | LOCATION | CONTACT | REGISTRATION

Start time: **09 January 2018 06:00 PM**  
End time: **10 January 2018 08:30 PM**  
All times are US/Central

Jacobs Engineering, Tower Two  
5985 Rogerdale Road  
Houston, Texas  
United States 77072

Email event contact

Registration & Pricing

Registration is not currently applicable for this event.



Reporting



# Un-cancel an Event

VTOLS ▾ SEARCH EVENT/REPORT AD

For un-cancelled events, click on “**Un-cancel it**” option on the top of the **Edit** form.

## EDIT EVENT

Please fill out the event information below to update your IEEE event. Click on a section to open the form to enter event information and show form options.

**THIS EVENT HAS BEEN CANCELLED**

Un-cancel it

### DETAILS

\* Denotes a required field

Title \* ?

Advanced Synchronous Generator Topics

Category \* ?

Professional

Sub-category \* ?

Professional D

# Un-cancel an Event – cont'd.

## EDIT EVENT

Please fill out the event information below to update your IEEE event. Click on a section below to open the form to enter event information and show form options.

### THIS EVENT HAS 5 REGISTRANTS

It appears that you are un-cancelling this meeting, which has 5 registrants.  
Click OK to send an email to each registrant notifying them of this change.  
Click Cancel to un-cancel withOUT sending email notifications.

OK

Cancel

\* Denotes a required field

#### DETAILS

Title \* ?

Advanced Synchronous Generators

Sub-category \* ?

Professional D

If there are registrations for this event, you may want to notify registrants that the event is un-cancelled.

# Un-cancel an Event – cont'd.

Event was successfully edited. 5 emails were sent.

- Administration Home
- Manage**
- View
- Edit
- Registrants
- @Event
- Create from Existing
- Create eNotice from Event
- Preview eNotice Content
- Send Test eNotice Content
- Session Activity
- Advanced Synchron...
- Future IEEE Houst...
- [Legacy Report] I...

## Advanced Synchronous Generator Topics



Published



Host

R50017 - Houston Section



Category

Professional > Professional Development



Date and Time

Start time: **09 January 2018 06:00 PM**  
End time: **10 January 2018 08:30 PM**  
All times are US/Central  
[Add to Google Calendar](#)



Location

Jacobs Engineering, Tower Two  
5985 Rogerdale Road  
Houston, Texas  
United States 77072



Contact

[Email event contact](#)



The registration link will be **enabled** again for the event announcement.



Registration & Pricing

Admission fee applies <sup>?</sup>  
Starts **07 November 2017 12:00 AM**  
Ends **10 January 2018 12:00 AM**  
All times are US/Central

[Register Now](#)



Reporting

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



# Cancel for Reported Event

## 1 ERROR PROHIBITED THIS EVENT FROM BEING SAVED

There were problems with the following fields:

- Details
  - ⊙ Cancelled : An event cannot be cancelled after it has a report filed

## EDIT EVENT

Please fill out the event information below to update your IEEE event. Click on a section below to open the form to enter event information and show form options.

DETAILS

\* Denotes a required field

HOST

LOCATION

REGISTRATION & PAYMENT

SPEAKERS

REPORT AND ATTENDANCE

Report Info

A report has been filed for  
GD50017 - Houston Section Affinity  
by Kheng Goh  
at 08 Dec 2017 09:43 AM.

Remove Report

The event can **NOT** be cancelled after it has a report filed.

IEEE Attended ?

5

Guests Attended ?

2

# 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!