



PRESENTS

IEEE vTools

Tutorials

Topic: Create an Event

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Event/Report Administration

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **EVENTS**



Welcome

You must be signed in to create an event.

VTTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT

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.

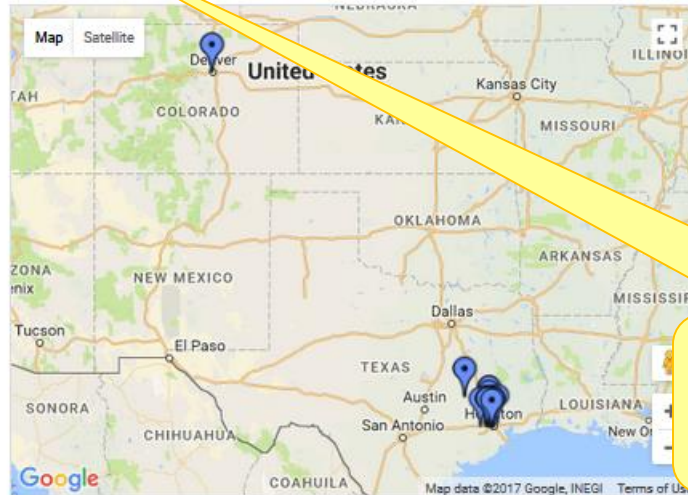
[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region

Section

Click on the “Event/Report Administration” icon.



Recent Activity

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

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



Search Events



Event/Report Administration



View Feeds



Event/Report Administration – Schedule a New Event

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 management.

If you need to find a specific event to manage, visit the [search page](#) and click 'Manage' in the search results.

Events that you've worked on during this session will be listed below for convenience.

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

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

Click on **"Schedule a New Event"** to open event form.

 Upcoming Events

 Draft Events

Title	OU	Date	Reported On	Options
IEEE Houston Section Holiday Celebration: Keynote Sandra L. "Ca...	R50017	07 Dec 2017	File Report	View Manage
Young Professionals: Whole Person Development	GD50017	19 Nov 2017	08 Dec 2017	View Manage
Heat Tracing	R50017	14 Nov 2017	08 Dec 2017	View Manage
[Legacy Report] IEEE Houston Section - Computer Society - Multi...	CH05045	30 Oct 2017	30 Oct 2017	View Manage
Microwave Imaging Systems for Medical Applications	R50017	27 Oct 2017	File Report	View Manage
Fit for Life: Setting and achieving fitness goals and maintaining a ...	R50017	26 Oct 2017	28 Oct 2017	View Manage
Severe Residual Voltage Motor Bus Transfer Torques	R50017	17 Oct 2017	26 Oct 2017	View Manage
IEEE Houston Section 14th Annual Scholarship Golf Tournament	R50017	06 Oct 2017	08 Dec 2017	View Manage

CREATE A NEW EVENT

VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT

Welcome, K

CREATE AN EVENT

Please fill out the event information below to create form options.

Click on a **section** to expand and enter information for the event.

To open a section on the form, click on the section.

Only **one** section can be expanded at a time.

To go to the next section, click on another **section** or **Next**.

HOST

Organizational Unit * ?

R10329 - Princeton/Central Jersey Section

Contact Email * ?

pcj@ieee.org

Cosponsor Name ?

Extra Contact Information

LOCATION

Address Line 1 ?

Washington Road

Address Line 2 ?

City * ?

Princeton

Country, State/Province * ?

United States

New Jersey

Postal Code ?

08544

Building ?

Robertson Hall

Room Number ?

G17

Map URL ?

http://m.princeton.edu/map/

Override Latitude/Longitude ?

Save as Draft

Cancel Create

Save & Publish

Next ▾

Form **options** are displayed at the bottom of each section.

Click "Save as Draft" or "Save & Publish" to save your new event.

CREATE A NEW EVENT – DETAILS

DETAILS * Denotes a required field


Title *

Category * **Sub-category ***


Start time * **End time ***

Time Zone *


Description *

 The September 2016 executive committee meeting is tentatively scheduled for September 1st. The official start time will begin at 5:00pm, with networking beginning at 4:45pm.


Header

 Please notify event contact below if you are bringing 1 or more guests.

Footer

 EVENT INFO: [Event Detail](#) | [Directions](#) | Parking is Free

Agenda

 * 2016 Section Budget Review
* IEEE Princeton/Central Jersey Officer & Volunteer Training 2016
* IEEE/MFESTS Engineering Week Event
* Vacant volunteer positions (if applicable)
FOOD:

Keywords *

Meeting Picture No file chosen

Invite Students? **Remotely Accessible?**

DETAILS – provides basic information regarding the event such as: title, description, starting and end dates/times, category, agenda. You can upload a picture to be displayed with the event.

Note: Fields marked with an asterisk (*) are required.

For additional help, hover cursor over question mark ('?') for hints.

CREATE A NEW EVENT – HOST

HOST

Organizational Unit * ?

R10329 - Princeton/Central Jersey Section

Contact Email * ?

pcj@ieee.org

Extra Contact I * ?

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HOST - Region will be preselected based on your volunteer role.

The list of organizations that can be assigned as the HOST will be displayed. Click on **name** to select.

Click on '**Child OUs**' to view a list of organizations:
•The list includes: sections, sub-sections, chapters, affinity groups, student branches, student branch chapters, student branch affinity groups (e.g. WIE) and ETA Kappa Nu (IEEE-HKN).

Organizational Unit * ?

R1 - Northeastern USA - Region 1

R10329 - Princeton/Central Jersey Section

+ Child OUs

CH01084 - New York/Long Island Jt Sections Chapter,VT06

CH01098 - No Jersey/Prin-Ctr Jersey Jt Sections Chapter,IA34

CH01101 - Princeton-Central Jersey Section Chapter,CAS04

CH01102 - Princeton-Central Jersey Sec Jt Chap,CE08/COM19

CH01103 - Princeton-Central Jersey Sec Jt Chptr,AP/ED/MTT

CH01104 - Princeton-Central Jersey Section Chapter,C16

CH01105 - Princeton-Central Jersey Section Chapter,EMB18

CH01106 - Princeton-Central Jersey Section Chapter,PE31

CH01143 - Princeton-Central Jersey Section Chapter,PHO36

CH01148 - Princeton-Central Jersey Section Chapter,RA24

CH01201 - Princeton/Central Jersey Section Chapter,SP01

CH01229 - Princeton/Central Jersey Section Chapter,BT02

CH01234 - Princeton/Central Jersey Section Chapter,SSC37

CH01238 - Princeton/Central Jersey Section Chapter,E25

CN10329 - Princeton/Central Jersey Affinity Group,CN

GD10329 - Princeton/Central Jersey Sec Aff Grp,YP

HKN053 - Rutgers Univ, Gamma Epsilon

LM10329 - Princeton/Central Jersey Section, LM

SBC01681 - Rutgers Univ

STB01551 - Princeton Univ

STB01681 - Rutgers University

+ Child OUs

STB16072 - Devry University-North Brunswick

STB79011 - The College of New Jersey

WE10329 - Princeton/Central Jersey Section Affinity Grp, WIE

CREATE A NEW EVENT – LOCATION

LOCATION - the address entered will generate a **map** and will be shown on the published announcement page of the event.

LOCATION

Address Line 1 ?	<input type="text" value="Washington Road"/>	Building ?	<input type="text" value="Robertson Hall"/>
Address Line 2 ?	<input type="text"/>	Room Number ?	<input type="text" value="G17"/>
City * ?	<input type="text" value="Princeton"/>	Map URL ?	<input type="text" value="http://m.princeton.edu/map/"/>
Country, State/Province * ?	<input type="text" value="United States"/> <input type="text" value="New Jersey"/>	Override Latitude/Longitude ?	<input type="text"/> <input type="text"/>
Postal Code ?	<input type="text" value="08544"/>		

You can enter a URL to link to an additional map (e.g. map of college campus).

You may manually override the automatically generated map by entering latitude/longitude values. Click [here](#) for more information.

CREATE A NEW EVENT – REGISTRATION & PAYMENT

REGISTRATION & PAYMENT - establishes registration dates for your event and where you may set up payments options.

REGISTRATION & PAYMENT

Registration ?

Standard External None

Registration starts * 20 Jul 2016 12:00 AM

Registration ends * 01 Sep 2016 11:55 PM

Maximum Registrations (0-999) ?

Menu Selections ? Yes No

Pizza

Vegetarian

Add menu selection

Payment

Set Up Payment ? None

Save as Draft Cancel Create Save & Publish Next ^

Registration is turned on **“Standard”** by default. Selection of **“None”** or an external link will turn off registration.

Note: In order to access the **Payment** options, you must have already provided the required **HOST** and **REGISTRATION** dates.

CREATE A NEW EVENT– REPORT And ATTENDANCE

PLEASE NOTE, when creating an event/report for an event that has already taken place, you must enter attendance information at the bottom of this form in order to successfully file the report!

REPORT AND ATTENDANCE

Report Info

Enter attendance numbers to file report for this event.

IEEE Attended ?

Guests Attended ?

Save as Draft

Cancel Create

Save & Publish

Next ▾



NOTE: Attendance numbers will **not** be saved if this event is in the **future**.

View the new event

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools **EVENTS**


VTOLS ▾ SEARCH EVENTS CREATE AN EVENT EVENTS REPORTING VIEW FEEDS ABOUT

Welcome, Ihsan Mertozcelik

2016 OFFICERS TRAINING

Please notify event contact below if you are bringing 1 or more guests.

The September 2016 executive committee meeting is tentatively scheduled for September 1st. The official start time will begin at 5:00pm, with networking beginning at 4:45pm.

🕒 DATE AND TIME	📍 LOCATION	✉ CONTACT	📄 REGISTRATION
<p>Date: 01 September 2016 Time: 05:00 PM to 07:00 PM All times are US/Eastern Add Meeting to Calendar</p>	<p>Washington Road Princeton, New Jersey United States 08544 Building: Robertson Hall Room Number: G17 Click here for Map</p> 	<p>Email meeting contact Please contact the Chair at pcj_chair@ieee.org for additional information.</p>	<p>No Admission Charge Starts 20 July 2016 12:00 AM Ends 01 September 2016 11:55 PM All times are US/Eastern Menu: Pizza, Vegetarian Register Now</p>

Agenda

- * 2016 Section Budget Review
- * IEEE Princeton/Central Jersey Officer & Volunteer Training 2016
- * IEEE/MFESTS Engineering Week Event
- * Vacant volunteer positions (if applicable)

FOOD:
* Pizza. Vegetarian available
* Beverages, assorted

EVENT INFO: [Event Detail](#) | [Directions](#) | Parking is Free

Here is the completed event, as it will be viewed by members.



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!