



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Delete an Event

# Table of Contents

## ➤ Event/Report Administration

### – Manage an event

- Edit an existing event

- Form option 'Delete Event'

- NOTE: Event can not be deleted if there are registrations or a report has been filed

# 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 delete 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.

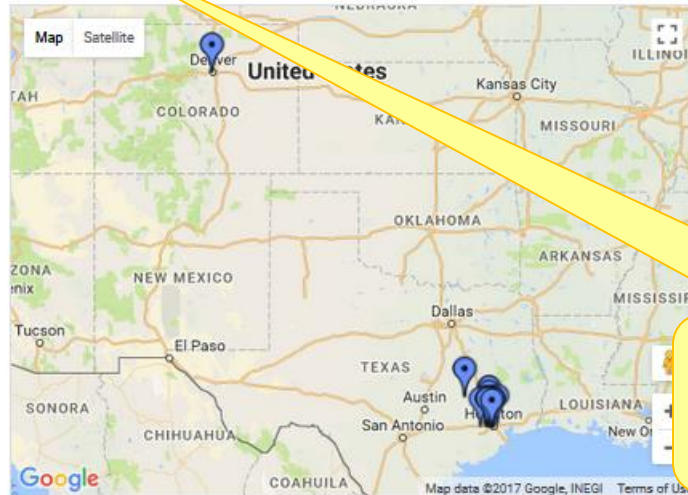
[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region 5-Southwestern US ▾

Section HO

Click on the “Event/Report Administration” icon.



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

## 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 |



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

VTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome, 

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.

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="#">Propagation of Light Nodes</a>   | R50017 | 19 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="#">Manage</a>                        |

Click on **“Manage”** to open Event dashboard and access volunteer options – **Edit** and **“Delete Event”**.

# Manage an Event - Edit

VTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome,

Administration Home

Manage

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

Preview eNotice Content

Send Test eNotice Content

## Propagation of Light Nodes



Click on "Edit" to open event form and access "Delete Event" option.

Host

R50017 - Houston Section

Category

Technical

Date and Time

Date: **19 January 2018**  
Time: **05:00 PM to 08:00 PM**  
All times are US/Mountain  
 Add to Google Calendar

Location

BROOKLINE Street  
Houston, Texas  
United States

Contact

Email event contact

# Delete an Event – cont'd.

## EDIT EVENT

### HOST

Organizational Unit \* ?

R50017 - Houston Section

Contact Email \* ?

mp@ieee.org

Cosponsor Name ?

Extra Contact Information ?

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, font family, font size, link, unlink, and list.

Survey URL ?

Edit event form includes "Delete Event" option.

Delete this event permanently.

Save as Draft

Cancel Edit

Cancel Event

Delete Event


Save & Publish

Next

# Delete an Event – cont'd.

## EDIT EVENT


VTTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT


Welcome 


### DETAILS

\* Denotes a required field

### HOST






Organizational Unit \* 

R50017 - Houston Section 

Contact Email \* 

mp@ieee.org

Extra Contact Information 

     **B** *I*

Are you sure you want to permanently delete the event: Propagation of Light Nodes ?

OK

Cancel

**Confirm** you want to delete your event.



# Delete an Event – cont'd.

## EDIT AN 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

Organizational Unit \* ?

R50017 - Houston Section

Contact Email \* ?

scv@ieee.org

Cosponsor Name ?

Extra Contact Information ?



If there are **registrations or a report** for this event, **"Delete Event"** option will be **disabled**.

Survey URL ?

This event already has reservations and cannot be deleted, please cancel instead

This event cannot be deleted because it already has reservations and has a report filed

Save as Draft

Cancel Edit

Cancel Event

Delete Event

Save & Publish

Next



# 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!