



PRESENTS

IEEE vTools

Tutorials

Topic: Save a Draft Event

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Save a Draft Event

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

Sign Out

IEEE vTools **EVENTS**



Welcome

VTTOOLS SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT

You must be signed in to create/edit an event.

About vTools Events

IEEE vTools Events is used for managing IEEE Section, Subsection, Chapter and Affinity Group meetings and events.

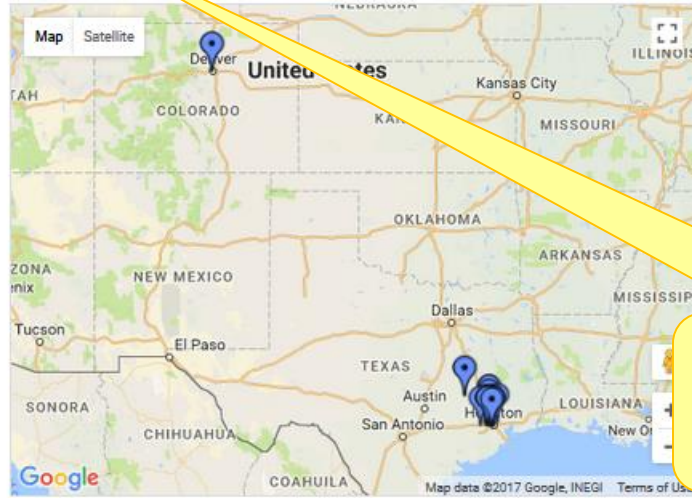
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region 5-Southwestern US

Section HO



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

Click on the "Event/Report Administration" icon.



Search Events



Event/Report Administration



View Feeds



Event/Report Administration – Schedule a New Event

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

Sign Out

IEEE vTools **EVENTS**



Welcome, [User Name]

VTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

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

Save a Draft Event – Create

VTTOOLS ▾ SEARCH

NOTE: Only **Title** and **HOST** are required to save an event as **DRAFT**.

CREATE AN EVENT

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

DETAILS

HOST

LOCATION

REGISTRATION & PAYMENT

SPEAKERS

REPORT AND ATTENDANCE

* Denotes a required field

HOST

Region * ? Contact Email * ? Cosponsor Name ?

Section * ?

Organizational Unit * ?

Form options are displayed at the bottom of each section.

Save event as draft. This event will not show up on public searches and feeds.

Save as Draft Cancel Create Save & Publish Next ▾

Click on **“Save as Draft”** to save the event as draft.

Review a Draft Event

Event was successfully updated.

2016 OFFICER TRAINING

Draft events will include “**Draft**” across the top of the event.

Draft

This event has not yet been published, so it will not show up on public searches and feeds. To publish, edit the event and click 'Save and Publish'.


Learn how to properly perform your role as an IEEE officer

🕒 DATE AND TIME

Date: **05 August 2016**

Time: **02:00 PM to 03:00 PM**

All times are US/Eastern

 [Add Meeting to Calendar](#)

📍 LOCATION

Piscataway, New Jersey

United States



✉ CONTACT

[Email event contact](#)

🏷 REGISTRATION

No Admission Charge

Starts **22 July 2016 12:00 AM**

Ends **29 July 2016 12:00 AM**

All times are US/Eastern

[Register Now](#)

Draft Event – Save & Publish

EDIT AN EVENT

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

DETAILS * Denotes a required field

HOST

LOCATION

Edit a draft event and publish it by clicking 'Save & Publish'

Address Line 1 ?	Building ?
<input type="text" value="1 College Avenue"/>	<input type="text" value="Dawson Hall"/>
Address Line 2 ?	Room Number ?
<input type="text"/>	<input type="text"/>
City * ?	Map URL ?
<input type="text" value="New Brunswick"/>	<input type="text"/>
Country, State/Province * ?	Override Latitude/Longitude ?
<input type="text" value="United States"/>	<input type="text"/>
<input type="text" value="New Jersey"/>	<input type="text"/>
Postal Code ?	
<input type="text"/>	

Save and publish this event so it shows on public searches and feeds

Save Published Event as Draft

EDIT AN EVENT

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

Save published event as a draft event.

* Denotes a required field

DETAILS

HOST

LOCATION

Address Line 1 ?
1 College Avenue

Address Line 2 ?

City * ?
New Brunswick

Country, State/Province * ?
United States
New Jersey

Postal Code ?

prod.events.vtools.ieee.org says:

This event is currently published.

If you save this event as draft, it will not show up on public searches and feeds.

Are you sure you want to save this event as draft?

Prevent this page from creating additional dialogs.

Click on "Save as Draft" to save the event as draft.

Thank you!



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!