



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Save a Draft Event

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# Save a Draft Event

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.

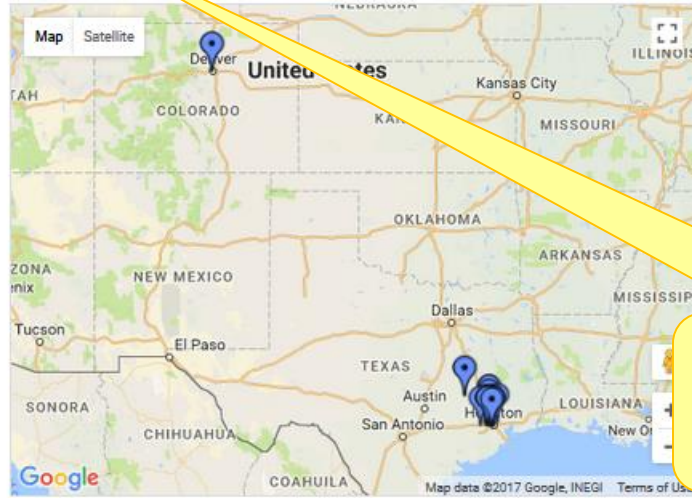
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region

Section



### 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]

VTOLS ▾

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](#)

**NOTE:** Draft events will **not** show up on public searches and feeds.

# 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'**

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

**OK**   **Cancel**

**Save as Draft**   **Cancel Edit**   **Cancel Event**   **Delete Event**   **Save & Publish**   **Next** ▾   **^**



# 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](mailto:vtools@ieee.org).

Thank you!