IEEE vTools

Tutorials

Topic: Search – View an Event
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Click on the “Search Events” icon.

Select “Search Events” to show list of events for your organizational unit.

Click on the “Search Events” icon.
You can narrow the results of the events listed by selecting from the different filters shown on the page.

Sort results by clicking on column headings.

Click on “Upcoming Events for my Section” for find events for your organizational unit as shown.
In the **Options** column, you can create a **report** (L31), **edit** the event or **view** the event announcement.

Click on “**View**” to display the event announcement details (description, date and time, location, registration information).
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: meetings-vtools@ieee.org.

Thank you!