



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Creating Meal Tickets  
and Name Tags

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- ▶ Search Events
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  - View Attendance details
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# Search Events

You must be signed in in order to access volunteer functionality

### About vTools Events

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

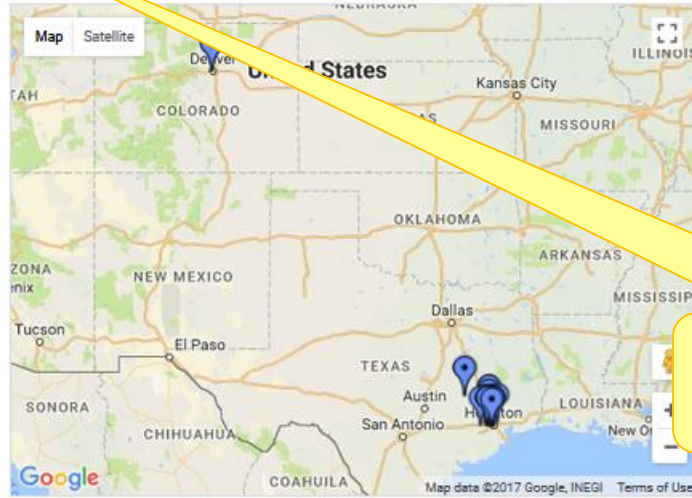
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region

Section



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

Click on the "Search Events" icon.



# Search Events – cont'd.

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

**IEEE vTools** EVENTS  IEEE

VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT Welcome, [User]

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## SEARCH EVENTS Learn how to integrate Event notices with your website

**Search term** ?

Exact

**Region** ?

**Society** ?

**Location** ?

Within

**Event Category**

**Section** ?

**Event Date & Time** ?

Recent Events | Upcoming Events

After

of

**Event Sub-category**

**Organizational Unit** ?

Before

**Virtual?** ?

Displaying 1-10 of 652 Events found, sorted by Event Date (desc), Region, Section. Download results as CSV

← Previous 1 2 3 4 5 6 7 8 9 ... 65 66 Next →

Title	Date	Reg	Section	Location	Virtual?	Reported On	Options
Future IEEE Houston Section Holiday Celebr...	29 Nov 201...	5	HOUSTON	Houston, Te...	No		<a href="#">View</a>   <a href="#">Manage</a>
Advanced Synchronous Generator Topics	09 Jan 2018...	5	HOUSTON	Houston, Te...	No		<a href="#">View</a>   <a href="#">Manage</a>
IEEE Houston Section Holiday Celebration: K...	07 Dec 201...	5	HOUSTON	Houston, Te...	No	08 Dec 2017	<a href="#">View</a>   <a href="#">Manage</a>
Young Professionals: Whole Person Develop...	19 Nov 201...	5	HOUSTON	College Stat...	No	08 Dec 2017	<a href="#">View</a>   <a href="#">Manage</a>
Heat Tracing	14 Nov 201...	5	HOUSTON	Houston, Te...	No	08 Dec 2017	<a href="#">View</a>   <a href="#">Manage</a>
[Legacy Report] IEEE Houston Section - Co...	30 Oct 2017...	5	HOUSTON	Houston, Te...	No	30 Oct 2017	<a href="#">View</a>   <a href="#">Manage</a>
Microwave Imaging Systems for Medical Ap...	27 Oct 2017...	5	HOUSTON	Houston, Te...	No	File Report	<a href="#">View</a>   <a href="#">Manage</a>
Fit for Life: Setting and achieving fitness goa...	26 Oct 2017...	5	HOUSTON	Houston, Te...	No	28 Oct 2017	<a href="#">View</a>   <a href="#">Manage</a>
Severe Residual Voltage Motor Bus Transfer ...	17 Oct 2017...	5	HOUSTON	Houston, TX...	No	26 Oct 2017	<a href="#">View</a>   <a href="#">Manage</a>
IEEE Houston Section 14th Annual Scholarsh...	06 Oct 2017...	5	HOUSTON	Spring, Texas	No	File Report	<a href="#">View</a>   <a href="#">Manage</a>

← Previous 1 2 3 4 5 6 7 8 9 ... 65 66 Next →

Click on "Upcoming Events for my Section" to find events for your organizational unit as shown.



# 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**, Create eNotice, File Report, registration custom questions and **view attendance details**)

# Event/Report Administration – Manage an Event

VTTOOLS ▾

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

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="#">Future IEEE Houston Section Holiday Celebration: Keynote Sandra L. "...</a>	R50017	29 Nov 2018	<a href="#">View</a>   <a href="#">Manage</a>

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

# Manage Event – Attendance

- Administration Home
- Manage**
- View
- Edit
- Attendance
- Create from Existing
- Create eNotice from Event


Click on “**Attendance**” for access to:

- Registration list
- Printed materials - sign in sheet
- Meal tickets
- Name tags
- Download registration list
- Email registration statistics

Celebration: Keynote Sandra L.  


<b>Category</b>		
Technical		
<b>Date and Time</b>	<b>Location</b>	<b>Contact</b>
Date: <b>29 November 2018</b> Time: <b>12:00 PM to 02:00 PM</b> All times are US/Central <a href="#">Add to Google Calendar</a>	United Way-Greater Houston 50 Waugh Dr Houston, Texas United States 77007	Email event contact <a href="https://meetings.vtools.ieee.org/m/48372">https://meetings.vtools.ieee.org/m/48372</a> Co-sponsored by Ernest Njouondo

**Registration & Pricing**

Admission fee applies 

Starts **29 November 2017 12:00 AM**  
Ends **29 November 2018 11:55 PM**  
All times are US/Central

[Register Now](#)



**Reporting**

After this event, you can quickly and easily enter attendance numbers and file a report here!

**Attendance**

Showing the most recent registrants, visit the [Attendance](#) page for a full list.

**Total number of registrants: 3**

# View Attendance – Meal Tickets

Administration Home
Manage
View
Edit
Attendance
> Meal Tickets
> Name Tags
> Sign-in (Blank)
> Sign-in (Registrants)
> Download CSV
> Download TSV
> Email Statistics

## IEEE Houston Section 14th Annual Scholarship Golf Tournament

### Meal Tickets

Instructions: To print meal tickets, open up your favorite label template (Avery, etc.) within Microsoft Word, or a similar program. Then select all cells within the template. Afterwards select all of names below and copy and paste into the template.

To view and print Meal Tickets, click on "Meal Tickets".

Follow instructions on label template (eg. Avery) to print meal tickets

Meal Ticket  
Menu Selection:  
Basil Angelo

Meal Ticket  
Menu Selection:  
Austin Arnett

Meal Ticket  
Menu Selection:  
Walter Bartel



# View Attendance – Name Tags


VTTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

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> Sign-in (Blank)
> Sign-in (Registrants)
> Download CSV
> Download TSV
> Email Statistics

## IEEE Houston Section 14th Annual Scholarship Golf Tournament

### Name Tags

Instructions: To print name tags, open up your favorite label template (Avery, etc.) within Microsoft Word, or a similar program. Then select all cells within the template. Afterwards select all of names below and copy and paste into the template.

Hello!

My Name is:  
Basil

Hello!

My Name is:  
Austin

To view and print Name Tags, click on **"Name Tags"**.

Follow instructions on label template (eg. Avery) to print name tags.

# 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!