



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Enable Registration

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# Enable Registration

You must be signed in to set up registration for an event.

### About vTools Events

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

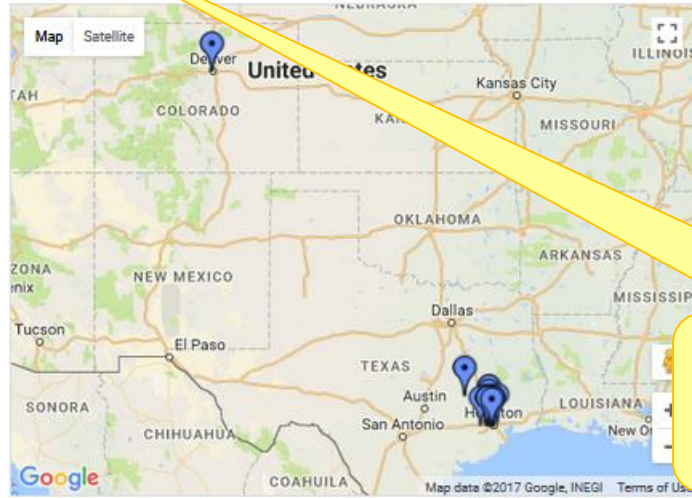
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[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 – **Manage an Event**

Click on the **“Event/Report Administration”** icon.



# 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 – **Edit**.

# Manage an Event - Edit

VTTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome, [User Name]

Click on "Edit" to open event form and set up registration details including custom registration questions, menu items and pricing.

Administration Home

Manage

View

Edit

Attendance

Create from Existing

Create eNotice from Event

Session Activity



[Legacy Report] IE...



Published

Host

Create a new event, starting from the information in this event

R50017 - Houston Section

Category

Technical

Date and Time

Location

Contact

Date: **29 November 2018**  
Time: **12:00 PM to 02:00 PM**  
All times are US/Central  
 [Add to Google Calendar](#)

United Way-Greater Houston  
50 Waugh Dr  
Houston, Texas  
United States 77007

Email event contact  
<https://meetings.vtools.ieee.org/m/48372>

Co-sponsored by Ernest Njouondo

# REGISTRATION & PAYMENT

## REGISTRATION & PAYMENT

The “**REGISTRATION & PAYMENT**” section includes the registration options (Standard, External or None).

Registration is turned on by default.

“**Standard**” is selected.

Registration starts \*

20 Jul 2016 12:00 AM

Registration ends \*

01 Sep 2016 11:55 PM

Maximum Registrations (0)

Menu Selection

No

Custom registration questions

You must select **registration start and end dates/times** in order to include a **registration link** on the published event.

[Add menu selection](#)

Payment

Set Up Payment  None

**Note:**

To turn off registration, select either “**None**” or enter an **external url link**.

## REGISTRATION & PAYMENT

Registration ?

?

Standard

External

None

External Registration URL ?

<http://iee.org/sem/16Ynf34>

[Save as Draft](#)

[Cancel Create](#)

[Save & Publish](#)

[Next](#)

# REGISTRATION & PAYMENT

**REGISTRATION & PAYMENT**

Registration ?

?  Standard  External  None

Registration starts \*

Registration ends \*

Maximum Registrations (0-999) ?

Menu Selections ?  Yes  No

Custom registration questions ?  Yes  No

Payment

Set Up Payment ?  None

The “**REGISTRATION & PAYMENT**” section includes **menu selections** and **maximum registrations** options.

Note: Registration dates must be selected in order for these options to be enabled.

You may want to specify the **maximum** number of **registrations** allowed. Use this when there is limited capacity at a venue. This option is only available when registration is set to **Standard**.

**Menu Selections** and **Custom Registration Questions** - during registration, you may want to request additional information (e.g. Company Affiliation, meal choices).

When selected, the **registration form** will include these selections as part of the registration process. The published events will display the menu items as well.

This option is only available when registration is set to **Standard**.

# Review Event

## DEMO MEETING WITH REGISTRATION


Meeting will be training purposes only

Demonstrate a meeting with registration

On the published event, the **registration link** is displayed as a button. **Registration start and end dates/times** are also shown. Additionally, "**Menu**" is displayed, if set up.

### 🕒 DATE AND TIME

Date: **21 December 2016**  
Time: **04:00 PM to 06:00 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 **18 December 2014 01:00 PM**  
Ends **05 January 2017 01:00 PM**  
All times are US/Eastern  
Menu: Certificate of Training requested

[Register Now](#)

[Manage this Event](#)



# Published Event

On the published event, the **REGISTRATION** area will include **Registration closed** message once registration has ended.

## ODF: HOW A DIGITAL DOCUMENT FORMAT IS THREATENING A MULTIBILLION-DOLLAR MONOPOLY (AND WHAT YOU CAN DO TO HELP)

Under the leadership of Bill Gates, Microsoft has become one of the most profitable companies in the history of the world. There are many keystones to Microsoft's continuing lock-in as a convicted (yet untrammelled) monopolist in the personal-computer software market. One of the most important of these keystones, and one which is a matter of personal experience for many of us, is their control over access to the information we store in digital documents. Microsoft Word, by default, stores documents in a proprietary format which can only be read reliably by other copies of the same version of Word. Therefore, almost everyone who works in any kind of office needs to purchase an up-to-date copy of Microsoft Word in order to be able to open these documents.

### UPCOMING MEETING SET-UP TEST

This is to test the meeting set-up to use for officers training

🕒 DATE AND TIME	📍 LOCATION	✉ CONTACT	📄 REGISTRATION
-----------------	------------	-----------	----------------

Date: **22 January 2011**  
Time: **07:30 AM to 01:00 PM**  
All times are US/Pacific  
[Add Meeting to Calendar](#)

4784 Boxwood Way  
Mountain View, California  
United States 94568  
Building: Michaels at Shoreline

Email event contact

Registration closed

### 👤 SPEAKERS



Ram Sivaraman

Topic: **vTools training**

training for new officers on the use of vTools

Email: [ramsivaraman@ieee.org](mailto:ramsivaraman@ieee.org)

Address: 4784 Boxwood Way, , California, United States, 94568



Ram Sivaraman

Topic: **vTools voting set up**

Email: [ramsivaraman@ieee.org](mailto:ramsivaraman@ieee.org)

Address: 4784 Boxwood Way, , California, United States, 94568

### Agenda

- 7:30 am to 8:30 am - Breakfast
- 8:35 am to 9:15 am - Plenary session
- 9:30 am to 10:30 am - Track 1
- 10:30 am to 1:30 am - Track 2
- 11:45 am - Lunch

ound on ODF, as well as OOXML, Microsoft's response to ODF. The current status of these formats with such as ISO will be described. The political environment surrounding government decisions to adopt ODF cent developments in the Commonwealth of Massachusetts and the People's Republic of China.

own and not necessarily those of their employer, IEEE, or the sponsors.

📍 LOCATION	✉ CONTACT	📄 REGISTRATION
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m  
g: Fairlane Center  
ere for Map

Contact Information:  
[semichigan-ems@ieee.org](mailto:semichigan-ems@ieee.org)

[Link to External Registration](#)

External Registration link on published event

# 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!