



# PRESENTS



## Introduction to Events-eNotice Integration

# Events – eNotice Integration

- ▶ Create an eNotice using the event/meeting information entered in [vTools.Events](#)
  - Option **Create eNotice from Event**
- ▶ Event/meeting is copied into a new eNotice
- ▶ eNotice automatically assigns the recipients based on the organization (**HOST**) for the event/meeting
- ▶ **Send Express** rules will continue to be enforced
- ▶ This option is available for every event/meeting and every organization in vTools.Events.

# Search for Event

<http://events.vtools.ieee.org>

## SEARCH EVENTS

Learn how to integrate Event notices with your website

Search term <sup>?</sup>  Exact  Region <sup>?</sup>  Society/Affinity Group <sup>?</sup>

Event Category  Section <sup>?</sup>  Event Date & Time <sup>?</sup>  Location <sup>?</sup>

Event Sub-category  Organizational Unit <sup>?</sup>  Event Date & Time <sup>?</sup>  Virtual? <sup>?</sup>

Recent Events | Upcoming Events

Recent Events | Upcoming Events

Clear Search

Manage event

Displaying 1-4 of 4 Events found, sorted by Event Date (desc).

Download results as CSV

Title	Date	Reg	Section	Location	Virtual?	Reported On	Options
[Legacy Report] MESAS2017	24 Oct 2017...	8	ITALY	Rome, Lazio	No	14 Dec 2017	View   Manage
MESAS2016	15 Jun 2016...	8	ITALY	Rome, Lazio	No	14 Jul 2016	View   Manage










# Create eNotice from Event

- Administration Home
- Manage**
- View
- Edit
- Registrants
- @ **2**
- Existing
- Create eNotice from Event
- Preview eNotice Content
- Send Test eNotice Content

## MESAS2016



**Published** **Reported**

 <b>Host</b>	 <b>Category</b>	
CH08325 - Italy Section Chapter,RA24	Professional > Industry Relations	
 <b>Date and Time</b>	 <b>Location</b>	 <b>Contact</b>
Start time: <b>15 Jun 2016 08:00 AM</b> End time: <b>16 Jun 2016 05:00 PM</b> All times are Europe/Rome  Add Event to Calendar  Outlook (vCal)  iCal  Google Calendar	Rome, Lazio Italy	Email event contact

Click 'Create eNotice from Event'

# Send eNotice Express

**BASIC INFO** \* Denotes a required field

**RECIPIENTS**

**FROM**

**CONTENTS**

**Body \***

File Edit Insert View Format Table Tools

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Personalization

[To view complete details for this event, click here to view the announcement](#)

**MESAS2016**

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Modeling and Simulation for Autonomous Systems Workshop

In this new context Modelling & Simulation plays a key role enabling a better use of Autonomous Systems expanding Education and Training in order to adequately prepare the human operator factor and training the Systems to operate autonomously and correctly in a constantly changing environment.

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**Date and Time**

Start time: **15 Jun 2016 08:00 AM**  
End time: **16 Jun 2016 05:00 PM**

Powered by TinyMCE  
Words: 3327

**Attachments ?**

PLEASE NOTE that files that are uploaded and associated to an eNotice will be available for download by anyone that has a link to the file. Even if an eNotice is Private, the link to an attachment could be shared with people who did not receive the eNotice.

**Special Requests ?**

You have 0 attachments for this eNotice, using 0.00 B. You may upload a maximum of 10 MiB per eNotice.

Select one or more files to upload

Choose Files No file chosen

**3**

Cancel Save Submit **Send Express**

**NOTE** Your message can be **modified**.  
Customize your message content (i.e.add personalization tags )

Message will include

- Title
- Brief Description
- Date/Time with calendar options
- Location
- Contact in
- Registration link – if applicable
- Speaker info – if available

Click **'Send Express'**



# Thank you!



## End of the tutorial

Thank you for viewing the tutorial. Please remember to visit the vTools site (<http://vtools.ieee.org>) to learn more about our projects.

Thank you!