



PRESENTS

IEEE vTools

Tutorials

Topic: Publish an Event

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- ▶ CREATE AN EVENT / EDIT AN EVENT
 - Save and Publish option
- ▶ Save published event as Draft

Publish An 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.

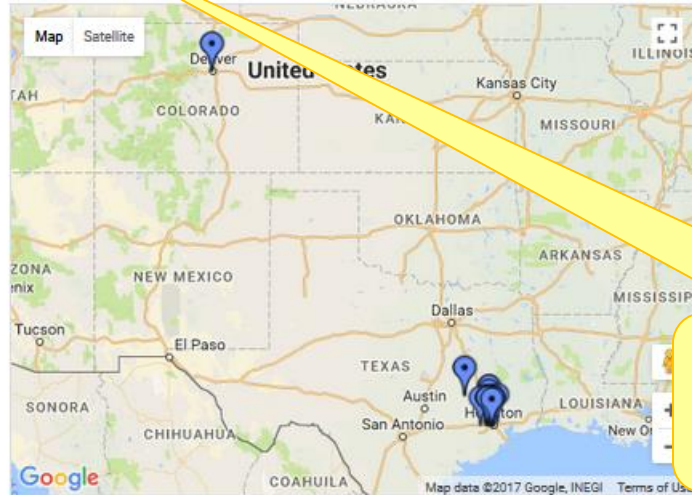
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[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

Publish an Event – Create

VTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT

Welcome

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 * ?

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Contact Email * ?

pcj@ieee.org

Cosponsor Name ?

Section * ?

PRINCETON/CENTRAL JERSEY

Extra Contact Information ?

Arial 12pt

Organization

(section)

Chair at pcj_chair@ieee.org for additional

Survey URL

Save and publish this event so it shows on public searches and feeds

Save as Draft

Cancel Create

Save & Publish

Next



Form **options** are displayed at the bottom of each section.

Click on **“Save & Publish”** to save the event and make it available on public searches and feeds.

Edit 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'

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

Save and publish this event so it shows on public searches and feeds

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Click on "Save & Publish" to save and publish the event.

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 ^

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Click on "Save as Draft" to save the event as draft.

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.

Thank you!