



# PRESENTS



**Select Host for an Event**

# Select HOST of an Event

- ▶ HOST is the primary **Organizational Unit** for an event
- ▶ System provides a list of organizational units to assign as the HOST
- ▶ List is based on signed in **user's officer role**
- ▶ **Organizational unit name** shown is the **name as officially recorded in IEEE roster**
- ▶ Only one (1) HOST may be assigned
- ▶ If no organizational list is displayed, no officer role was detected for signed in user.

# Select HOST (Organizational Unit)

**HOST**

Primary **organizational unit** for an event

Click in **text box** to display all organizational units you are **authorized** to create/report events.

Click to **clear** organizational unit displayed.

Organizational Unit \* ?

Click here to display list of Organizational Units

R6 - Western USA - Region 6

↓ Child OUs

R601 - Los Angeles Council

↓ Child OUs

**R60145 - Central Coast Section**

↓ Child OUs

CH06175 - Central Coast Section Chapter, C16

CH06226 - Central Coast Section Chapter, EMB18/CS23

CH06269 - Central Coast Section Chapter, PE31

HKN115 - California Univ Of-Santa Barbara, Epsilon Tau

SBC00261 - California Polystate Univ Of Branch Chpt PE031

SBC0026A - California Poly State Univ Of Branch Chpt C016

SBC04941 - California Univ Of-Santa Barbara Branch Chpt C016

STB00261 - California Poly State Univ of San Luis Obispo

↓ Child OUs

STB04941 - California Univ of-Santa Barbara Branch Chpt C016

↓ Child OUs

**Child OUs** – click to display list of organizational units.

A list of organizations will be provided that can be selected to assign the organizational unit as the **HOST**.

Scroll to see entire list .

Click on **name** to assign as **HOST**



# 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!