



PRESENTS

IEEE vTools

Tutorials

Topic: Set up custom questions on registration form

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 - Set up in **Registration & Payment section**
 - Collect additional information on registrations
 - Custom Registration Questions

Set Up Custom Registration Questions

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

Sign Out

IEEE vTools **EVENTS**



Welcome

VTTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT

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.

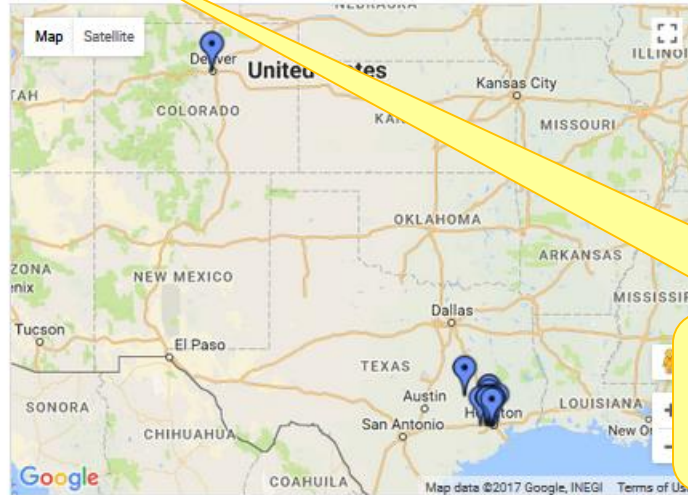
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[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 – Manage an Event

Click on the "Event/Report Administration" icon.



Search Events



Event/Report Administration



View Feeds



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 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](#)

Click on **“Schedule a New Event”** to open event form.



Upcoming Events



Draft Events

Title	OU	Date	Options
Advanced Synchronous Generator Topics	R50017	09 Jan 2018	View Manage
Future IEEE Houston Section Holiday Celebration: Keynote Sandra L. "...	R50017	29 Nov 2018	View Manage

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 add custom registration questions to **registration & payment** section

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

Registration ?

Standard External None

Registration starts * 20 Jul 2016 12:00 AM

Registration ends * 01 Sep 2016 11:55 PM

Maximum Registrations (0-999) ?

Menu Selections ? Yes No

Pizza

Vegetarian

Add menu selection

Custom registration questions ? Yes No

Would you like to volunteer?

Add custom registration questions

Payment

Set Up Payment ? None

Save as Draft Cancel Create Save

The “**REGISTRATION & PAYMENT**” section includes **custom registration questions**

Note: Registration dates must be selected in order for this option to be enabled.

Custom Registration Questions - during registration, you may want to request additional information (e.g. Company Affiliation, interests in future events).

When selected, the **registration form** will include these questions as part of the registration process. These are optional fields.

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

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.

Thank you!