



PRESENTS

IEEE vTools

Tutorials

Topic: Collect additional information during registration

Table of Contents

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

Set Up Custom Registration Questions

VTTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome

Administration Home

Manage

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

Preview eNotice Content

Send Test eNotice Content

Session Activity



[Legacy Report] IE...



Click on "Edit" to open event form and add custom registration questions to **registration & payment** section

on Holiday Celebration: Keynote Sandra



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**
 Add Event to Calendar
 Outlook (vCal)
 iCal
 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

Examples of custom registration questions:

Are you coming for dinner at hotel on Friday June 1?
Are you joining us for dinner Saturday June 2 (off site)?
Are you planning to attend in person or remotely via webex?
Bringing a guest to the dinner(s)? If Yes, name please
Carrera que estudia en la Universidad de Costa Rica
College/University/Company you represent
Committee/Group/Chapter where volunteering or interested in?

Payment

Set Up Payment ? None

Save as Draft

Cancel Create

Save & Publish

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 ? Yes No

Would you like to volunteer?

Add custom registration questions

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 and a **text box** where the registrant will provide their response. **NOTE:** The response by the registrant is **optional**.

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

The questions and registrants responses are available in the **download of the registration list** (.CSV,TSV)

Registrant's email confirmations will include the questions and answers.

Registration form and download list

Healthcare Lightning Design and Patient Outcomes

07 Jun 2018 11:30AM

Please fill out the attendee information below.

* Denotes a required field

Registration form fields:

- First Name * ?
- Last Name * ?
- Member Number (optional)
- Email Address * ?
- Phone Number ?
- Are you an IEEE member?
- Would you be interested in volunteering? ?
- Menu Selection
- Special Requests ?

Custom Registration Questions - the registration form will include the custom question(s) and a text box to enter their response.

The response by the registrant is **optional**.

NOTE - The download of the registration list includes custom registration questions and answers, if a response has been provided by the registrant

Y	Z	AA	AB
Question1	Answer1	Question2	Answer2
Are you an IEEE member?	No I am not	Would you be interested in volunteering?	Yes I would

Add Another Guest



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!