



PRESENTS

IEEE vTools

Tutorials

Topic: Manage an Event

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- Options

Manage an Event –

SEARCH EVENTS

To file a report, select **“Manage”** to view event content, options and submit your event activity to IEEE headquarters.

Title	Date	Members	Location	Virtual?	Reported On	Options
IEEE Houston Section Holiday Celebration: K...	07 Dec 201...	5	HOUSTON	No	File Report	View Manage
Young Professionals: Whole Person Develop...	19 Nov 201...	5	HOUSTON	College Stat...	08 Dec 2017	View Manage
Heat Tracing	14 Nov 201...	5	HOUSTON	Houston, Te...	08 Dec 2017	View Manage
[Legacy Report] IEEE Houston Section - Co...	30 Oct 2017...	5	HOUSTON	Houston, Te...	30 Oct 2017	View Manage
Microwave Imaging Systems for Medical Ap...	27 Oct 2017...	5	HOUSTON	Houston, Te...	File Report	View Manage

Manage an Event –

Administration Home

Manage

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

Preview eNotice Content

Send Test eNotice Content

Micromagnetic Simulation of Microwave Assisted Magnetic Recording

Published

Host

CH04070 - Twin Cities Section Chapter, MAG33

Technical

Create an eNotice from this event

Date and Time

Location

Contact

Date: 20 A

Time: 10:0

All times a

Add to

mail event contact

sponsored by Seagate

chnology

Click on options on the left to manage this event.

Take on-site attendance using @Event

File a report

View the registrants list

Registration & Pricing

Registration closed

Registrants

Showing the most recent registrants, visit the Registrants page for a full list.

Total number of registrants: 13

Registrant	Status	Options	Payment Status	Menu
Amr, Amer	Attended	Edit Cancel	No charge	Chicken entree
Amr, Salame	Attended	Edit Cancel	No charge	Chicken entree
* Yarbrough, John	Attended	Edit Cancel	Paid 40.00 USD	Vegetarian, gluten-free
Hadimani, Ravi	Attended	Edit Cancel	Paid 40.00 USD	Chicken entree
Dysert, Denise	Attended	Edit Cancel	Paid 10.00 USD	Chicken entree

* Special requests for mobility needs, specific dietary restrictions, or other issues have been made for these registrants, or @Event Notes have been added for them. Click on the registrant name to show the info on this page, or you can view details by downloading a Mail Merge file.

Reporting

You can quickly and easily enter attendance numbers and file a report here!

File Report

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!