



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** @Event - On-site registration

# What is @Event?

- ▶ @Event provides enhanced on-site registration
- ▶ Mobile/tablet friendly
- ▶ @Event simplifies recording of attendance at an IEEE event/meeting.
- ▶ Volunteers can add attendees, edit attendance list and download attendee data collected for use in future analysis.
- ▶ Key Features
  - View registration details
  - Add new registrations
  - Check-in – status updated to “Attended”
  - Update registrations

# Manage an Event – @Event

Administration Home

Manage

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

Send eNotice to Registrants

Preview eNotice Content

Send Test eNotice Content

## @Event On Site Registration Demo



Published

Host

R1032

Take on-site attendance using @Event - click '@Event'

Category

Administrative > ExCom

Contact

Email event contact  
Co-sponsored by Delete Please

Date: 07 Feb 2019  
Time: 12:00 PM to 12:30 PM  
All times are US/Eastern  
Add Event to Calendar  
Outlook (vCal)  
iCal  
Google Calendar

445 Hoes Lane  
Piscataway, New Jersey  
United States 08854

Staticmap?  
size=250x200&sensor=false&zoom=14&markers=40.546706021496%2c74

Registration & Pricing

Starts 01 January 2019 12:00 AM  
Ends 07 February 2019 11:55 PM  
All times are US/Eastern  
No Admission Charge

Register Now

Registrants

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

Total number of registrants: 2

Registrant	Status	Options	Payment Status
Louise, Mary	Registered	Edit Cancel	No registration fee
Jones, Lee	Attended (walk-in)	Edit Cancel	No registration fee



Event Media

Upload up to 10 MiB of media for this event

WinterElephant

Manage Media



Reporting

After this event, you can quickly and easily enter attendance numbers and file a report here!

The Registrants list

# @Event – On-site Registration page

## @Event On Site Registration Demo

Click on **“Register”** to check in walk-in attendees.

### REGISTER

### CURRENT GUEST LIST

Total number of guests: 2

Guest	Status	Options	Payment Status
<input type="text"/> ?	Filter: All ▼		Filter: All ▼
Jones, Lee	Attended <u>(walk-in)</u>	Edit	No registration fee
Louise, Mary	Registered	Edit Sign In	No registration fee

### POTENTIAL GUESTS

Click on the **“Potential Guests”** to load all the members for the event’s HOST

**Potential Guests** - use this list of members to quickly register members on-site.

# @Event – On-site registration form

## @Event On Site Registration Demo

\* Denotes a required field

First Name \*

Last Name \*

Email Address \*

Member Number

@Event Notes

Organizers can add notes to on site registrations. @Event notes will be included in the downloaded registration information.

Make sure to get consent from the attendee to the IEEE Privacy Policy.

To sign in for this event, you must agree to the [IEEE Privacy Policy](#).

I agree to the [IEEE Privacy Policy](#).

Can IEEE contact you with information regarding opportunities to become a member or participate in other IEEE activities?

Please contact me with information regarding opportunities to become an IEEE member or participate in other IEEE activities.

Cancel Create

Submit

**NOTE – no registration confirmation email will be sent for on site registration.**



# @Event – On-site registration using a member list

## @Event On Site Registration Demo

REGISTER

CURRENT GUEST LIST

POTENTIAL GUESTS

Click on the “**Potential Guests**” to open and view all the members for the event’s HOST

Click “**Sign In**” to register a member.

Search “**Potential Guests**” list

Name

Options

Sign In

Sign In

Sign In

The “**Current Guest List**” will include the new registration.  
Status = ‘Attended(walk-in);’

CURRENT GUEST LIST

Total number of guests: 2

Guest

Status

Options

Payment Status

Filter: All

Filter: All

Jones, Lee

Attended (walk-in)

Edit

No registration fee

# @Event – On-site registration included in registration downloaded

Administration Home
Manage
View
Edit
<b>Registrants</b>
@Event
> Meal Tickets
> Name Tags
> Sign-in (Blank)
> Sign-in (Registrants)
> Download CSV
> Download TSV
> Email Statistics

## @Event On Site Registration Demo

### Registrants

Total number of registrants: 2

Registrant	Status	Options	Payment Status
<input type="text" value=""/>	Filter: <input type="text" value="All"/>		Filter: <input type="text" value="All"/>
Jones, Lee	Attended (walk-in)	Edit Cancel	No registration fee
Louise, Mary	Registered	Edit Cancel	No registration fee

Click on “**Download CSV**” to download the list of registrants. **@Event** information will be included: **@Event Notes** and the status of ‘Attended(walk-in)’

Status	Fee Restrict	Fee Desc	@Event Notes
Attended (walk-in)	N/A	N/A	
Registered	N/A	N/A	

# Send eNotice to Registrants

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R10320 On Site Registration Demo

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01 Jan - 07 Feb 2019

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Send the registrants using eNotice

The Registrants list



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# 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](mailto:vtools@ieee.org).

Thank you!