



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** Send eNotice to Registrants

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# What is Send eNotice to Registrants?

- This feature utilizes the registrant list (saved for a **single** event) to load the email addresses to a custom recipient list in eNotice.
- In compliance with **GDPR**, every email address included in the **custom recipient list** will be validated to confirm the registrant has provided explicit consent to send emails to them from the local geo units and IEEE. Only those who have provided explicit consent will be included in the custom recipient list and may receive eNotices. Every eNotice includes a link to manage their consent preferences in the footer – for both IEEE members and those recipients on a custom recipient list as defined above. Mobile/tablet friendly
- This feature is only for a list of registrants that have been saved to a **single** event..
- **NOTE:** If consent has not been provided, the email address will be removed from the custom recipient list in eNotice.
- **NOTE:** eNotice and Events does not support the manual upload of an email list at this time.

# Manage Event dashboard

Administration Home

**Manage**

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

**Send eNotice to Registrants**

Session Activity

IEEE 1547 and DE...

CANCELLED Power...

## IEEE 1547 and DER interconnections

Tweet Share LinkedIn Share

**Published**

<b>Host</b>	<b>Category</b>	
CH07034 - Southern Alberta Section Jt. Chapter, PE31/IA34	Technical	
<b>Date and Time</b>	<b>Location</b>	<b>Contact</b>
<b>Send an eNotice to the registrants for this event</b>	110 - 12th Avenue SW Calgary, Alberta Canada Building: TransAlta "T1" building Room Number: T1-Auditorium	<a href="#">Email event contact</a> Co-sponsored by TransAlta
<a href="#">Add Event to Calendar</a>		
<a href="#">Outlook (vCal)</a>		
<a href="#">iCal</a>		
<a href="#">Google Calendar</a>		

Select **"Manage"** to access volunteer options:

- Send eNotice to Registrants**

### Registration & Pricing

Starts **05 August 2018 12:00 AM**  
Ends **11 October 2018 11:55 PM**  
All times are Canada/Mountain  
Admission fee ?

Register

### Event Media

Upload up to 10 MiB of media for this event

There are no media associated with this event yet.

# Send eNotice to Registrants

Administration Home
<b>Manage</b>
View
Edit
Registrants
@Event
Create from Existing
Create eNotice from Event
Send eNotice to Registrants

Click the applicable option:  
•Generate eNotice Content  
•Start from Blank Content

## SEND ENOTICE TO REGISTRANTS

Send an eNotice to the registrants for this event. You can use the auto-generated eNotice announcement content for this event, or start from a blank eNotice content.

# eNotice – New form

The screenshot displays the IEEE vTools eNotice interface. At the top, the header includes the IEEE logo and navigation links: VTOOLS, MANAGE ENOTICES, CONTACT STAFF, ABOUT, and HELP. A green bar below the header contains the text '3 recipients added to this eNotice', which is highlighted with a red box. The main content area is titled 'Edit 'IEEE 1547 and DER interconnections'' and includes a sub-header 'RECIPIENTS'. Under the 'RECIPIENTS' section, there are two sub-sections: 'Email Addresses' and 'Organizational Units'. The 'Email Addresses' section shows a message: 'This eNotice has 3 custom recipients, loaded from Events 175432.' The 'Organizational Units' section shows a message: 'There are currently no Organizational Unit recipients associated with this eNotice.' Below these sections are several buttons: 'Cancel', 'Save', 'Submit', and 'Send Express'. The 'Send Express' button is circled in red. A yellow callout box points to the 'RECIPIENTS' section with the text: 'RECIPIENTS - Custom recipients are loaded to eNotice'. Another yellow callout box points to the 'Send Express' button with the text: 'To send express, select SEND EXPRESS'. The bottom right corner of the form has a 'Next' button and a small icon.

# Manage eNotice

Manage eNotices

Manage

Preview

Edit

Duplicate

Delete

Contact Staff

Send Test eNotice

Copy Message Source

## IEEE 1547 and DER interconnections

Sent Express

From: "IEEE eNotice" <enotice@ieee.org>  
Reply To: "Shan [redacted]"  
Private: No

Priority: Normal  
Send By: 07 Jan 2019  
Reminder By: n/a

### Recipients

Custom Recipients ?

This eNotice has 3 custom recipients, loaded from Events 175432.

OU Recipients

OU to send to.

### Express Info

3 recipients loaded (07 Jan 2019 04:10 PM America/New\_York)  
Sent (07 Jan 2019 04:20 PM America/New\_York)

**NOTE:** To be GDPR compliant, all custom recipient lists will be verified for explicit consent. Every eNotice provides the recipient an opportunity to **opt-out**.

For more information on GDPR, please click [here](#).

# eNotice Listing

Create eNotice

Search

Select All/None

- Draft  Submitted  Pending  Sent  Canceled

Per Page 10 ▾

Submit

This eNotice has 3 custom recipients, loaded from Events 175432

Displaying all 3 eNotices

Subject	Recipients	Status	Updated v	Send By	Reminder By	Priority	Type	
IEEE 1547 and DER interconnections	Custom	Sent	07 Jan 2019 04:20 PM	07 Jan 2019		Normal	Express	Manage
IEEE Southern Alberta Section AGM	R70023	Sent	22 Oct 2014 10:29 AM	28 Oct 2014	21 Oct 2014	Normal		Manage
FINAL REMINDER: IEEE IAS/PES Chapter	CH07034	Se	22 Sep 2014 04:26 PM	21 Sep 2014		Normal		Manage

Displaying all 3 eNotices

**NOTE:** To be **GDPR** compliant, all custom recipient lists will be verified for explicit consent.

Every eNotice provides the recipient the opportunity to **opt-out**.

For more information on GDPR, please click [here](#).

**RECIPIENTS** – “Custom”  
- View tooltip for more information.



# 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!