



PRESENTS

IEEE vTools

Tutorials

Topic: Create an Event

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CREATE AN EVENT



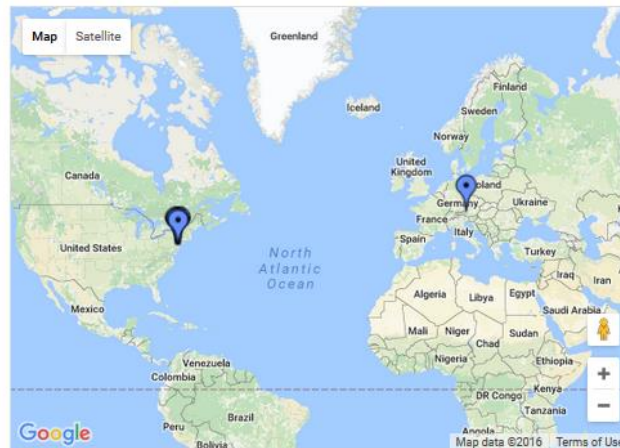
Click on "CREATE AN EVENT"

You must be signed in to create an event.

About vTools Events

vTools Events is used for managing section and chapter events. Officers can create event announcements with no dependence on webmaster availability and show them on your website. Event registration with or without credit card payments is available.

[Learn more about vTools Events](#)



Map shows all upcoming or past IEEE events.

Region: 1-Northeastern US

Section: PRINCETON/CENTR

Recent Activity

2016 Officers Training	Edit
Update on ATSC 3.0 - Dist...	Edit
PCJS Consultants Network ...	Edit
Graduate Student Pizza Talks	Edit
7th IEEE Integrated STEM E...	Edit
IEEE PCJS Young Profession...	Edit
Mastering Dots and Boxes: ...	Edit
IEEE Workshop on In-Buildin...	Edit



Search Events



Create an Event



Edit an Event



Events Reporting



View Feeds

Click on "CREATE AN EVENT" icon

CREATE AN EVENT – NEW

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IEEE vTools **EVENTS**

VTOLS ▾ SEARCH EVENTS CREATE AN EVENT EVENTS REPORTING VIEW FEEDS ABOUT Welcome, Ihsan Mertozcelik

CREATE AN EVENT

Please fill out the event information below to

DETAILS

HOST

LOCATION

REGISTRATION

SPEAKERS

HOST

Region * ?
1

Section * ?
PRINCETON/CENTRAL JERSEY

Organizational Unit * ?
(section)

Survey URL ?

Save as Draft Cancel Create Save & Publish

Contact Email * ? pcj@ieee.org **Cosponsor Name ?**

Extra Contact Information ?

Address Line 1 ? Washington Road **Building ?** Robertson Hall

Address Line 2 ? **Room Number ?** G17

City * ? Princeton **Map URL ?** http://m.princeton.edu/map/

Country, State/Province * ?
United States
New Jersey

Postal Code ? 08544

Save as Draft Cancel Create Save & Publish

Next

Click on a **section** to expand and enter information for the event.

To open a section on the form, click on the section.

Only **one** section can be expanded at a time.

To go to the next section, click on another **section** or **Next**.

Form **options** are displayed at the bottom of each section.

Next

CREATE AN EVENT – DETAILS

DETAILS * Denotes a required field


Title *

Category * **Sub-category ***


Start time * **End time ***

Time Zone *


Description *

 The September 2016 executive committee meeting is tentatively scheduled for September 1st. The official start time will begin at 5:00pm, with networking beginning at 4:45pm.


Header

 Please notify event contact below if you are bringing 1 or more guests.

Footer

 EVENT INFO: [Event Detail](#) | [Directions](#) | Parking is Free

Agenda

 * 2016 Section Budget Review
* IEEE Princeton/Central Jersey Officer & Volunteer Training 2016
* IEEE/MFESTS Engineering Week Event
* Vacant volunteer positions (if applicable)
FOOD:

Keywords *

Meeting Picture No file chosen

Invite Students?

Remotely Accessible?

DETAILS – provides basic information regarding the event such as: title, description, starting and end dates/times, category, agenda. You can upload a picture to be displayed with the event.

Note: Fields marked with an asterisk (*) are required.

For additional help, hover cursor over question mark ('?') for hints.



CREATE AN EVENT – HOST

HOST - the **Region** and **Section** will be preselected based on your IEEE member data. For example, if you are a member of the Princeton/Central Jersey Section in Region 1, you will see options similar to what is seen here.

HOST

Region * ?

1

Section * ?

PRINCETON/CENTRAL JERSEY

Organizational Unit * ?

(section)

Survey URL ?

Contact Email * ?

pcj@ieee.org

Cosponsor Name ?

Extra Contact Information ?

Rich text editor toolbar with icons for cut, copy, paste, undo, redo, bold, italic, underline, link, unlink, text color, background color, font face (Arial), and font size (12pt).

Please contact the Chair at pcj_chair@ieee.org for additional information.

Save as Draft

Cancel Create

Save & Publish

Next

CREATE AN EVENT – LOCATION

LOCATION - - the address entered will generate a map and will be shown on the published event.

LOCATION

Address Line 1 ?

Washington Road

Address Line 2 ?

City * ?

Princeton

Country, State/Province * ?

United States

New Jersey

Postal Code ?

08544

Building ?

Robertson Hall

Room Number ?

G17

Map URL ?

<http://m.princeton.edu/map/>

Override Latitude/Longitude ?

You can enter a URL to link to an additional map (e.g. map of college campus).

You may manually override the automatically generated map by entering latitude/longitude values. Click [here](#) for more information.

Save as Draft

Cancel Create

Save & Publish

Next

CREATE AN EVENT- REGISTRATION & PAYMENT

REGISTRATION & PAYMENT - establishes registration dates for your event and where you may set up payments options.

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

Payment

Set Up Payment ? None

Save as Draft Cancel Create Save & Publish Next

Registration is turned on **“Standard”** by default. Selection of **“None”** or an external link will turn off registration.

Note: In order to access the **Payment** options, you must have already provided the required **HOST** and **REGISTRATION** dates.

The published event

Here is the completed event, as it will be viewed by members.

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IEEE vTools **EVENTS**

VTOLS ▾ SEARCH EVENTS CREATE AN EVENT EVENTS REPORTING VIEW FEEDS ABOUT Welcome, Ihsan Mertozcelik

2016 OFFICERS TRAINING

Please notify event contact below if you are bringing 1 or more guests.

The September 2016 executive committee meeting is tentatively scheduled for September 1st. The official start time will begin at 5:00pm, with networking beginning at 4:45pm.

🕒 DATE AND TIME	📍 LOCATION	✉ CONTACT	📄 REGISTRATION
<p>Date: 01 September 2016 Time: 05:00 PM to 07:00 PM All times are US/Eastern Add Meeting to Calendar</p>	<p>Washington Road Princeton, New Jersey United States 08544 Building: Robertson Hall Room Number: G17 Click here for Map</p> 	<p>Email meeting contact Please contact the Chair at pcj_chair@ieee.org for additional information.</p>	<p>No Admission Charge Starts 20 July 2016 12:00 AM Ends 01 September 2016 11:55 PM All times are US/Eastern Menu: Pizza, Vegetarian Register Now</p>

Agenda

- * 2016 Section Budget Review
- * IEEE Princeton/Central Jersey Officer & Volunteer Training 2016
- * IEEE/MFESTS Engineering Week Event
- * Vacant volunteer positions (if applicable)

FOOD:
* Pizza. Vegetarian available
* Beverages, assorted

EVENT INFO: [Event Detail](#) | [Directions](#) | Parking is Free

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 e-mail us at: meetings-vtools@ieee.org.

Thank you!