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.
CREATE AN EVENT – NEW

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.

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

Form options are displayed at the bottom of each section.
CREATE AN EVENT – DETAILS

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.
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.
CREATE AN EVENT – LOCATION

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

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](http://m.princeton.edu/map/) for more information.
REGISTRATION & PAYMENT - establishes registration dates for your event and where you may set up payments options.

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.
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!