

IEEE Region 8



Training session for the new R8 volunteers - vTools

Friday, April 1st, 10:30-11:00, “Grand Ballroom”

Andrejs Romanovs

chapters.officer@ieeer8.org

vTools – what is it?

Why, where and how should I use it?

Tools for IEEE Volunteers

IEEE MGA vTools

<https://vtools.ieee.org/>



[HOME](#)

[TOOLS](#)

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Join our Community

vTools User Community
PROVIDED BY vTools

vTools user community provides support and collaboration space for users of vTools, a suite of tools for IEEE members and volunteers designed to simplify organizational efforts and administration and to assist in member development. vTools portfolio of products is sponsored by IEEE Membership and Geographic Activities (MGAs).

Moderators

1,448 Participants

721 IEEE Members	727 Non-Members
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vTools Overview

This IEEE volunteer tools (vTools) site provides information on a wide range of tools developed by volunteers for IEEE members and IEEE volunteers. The toolbox simplifies organizational efforts and administration by offering web-based software in order to reduce time spent on managing local activities and to assist in member development.

Quick Links

- «« IEEE Membership Validator
- «« vTools eNotice
- «« vTools Events
- «« vTools Officer Reporting
- «« vTools Student Branch Reporting
- «« vTools Voting
- » Doodle
- » IEEE Events Finder (Android)

Tools for IEEE Volunteers

- **vTools eNotice**

IEEE eNotice is an electronic newsletter subscription service that has been developed for IEEE organizational units to facilitate email distribution of newsletters, meeting notices, social events and IEEE conference materials. Please read the [IEEE Email Terms and Conditions](#) before accessing eNotice.

- **vTools Events (formerly known as vTools Meetings)**

vTools Events is used for creating and managing local meetings. Officers can create meeting announcements by entering all relevant meeting information in one central place. Each created event is accessible at the vTools Events website and the events are automatically exported to various sites, including IEEE websites, Collabratec and IEEE Event Finder Mobile App. Event registration, with or without credit card payment, is available. For more information on accepting credit card payments, visit <https://vtools.ieee.org/accepting-credit-card-payments/> The meeting organizers can obtain instantaneous detailed registration information.

- **vTools Local Groups**

Request formation of a new informal group in your Section. Perhaps there is a lot of interest in Blockchain or avid HAM Radio operators. Form a Local Group to get like minds together.

- **vTools Nominations**

Enables Section volunteers to manage the nomination/petition process with a step-by-step, easy to follow process.

- **vTools Officer Reporting**

Officer Reporting is an online officer reporting tool that enables authorized volunteers to make modifications to the officer roster for a given Region, Council, Section or Chapter. The tool provides automatic validation and updates the central IEEE database.

- **vTools Student Branch Reporting**

Student branches can submit annual plan and report of activities.

- **vTools Voting**

Voting enables online officer elections for Sections/Chapters/Affinity groups. Please note that this is different from the general IEEE elections.

- **vTools WeblnABox**

WeblnABox uses a wizard to generate simple Section/Chapter/Affinity group websites that are automatically updated.

- **IEEE Membership Validator**

IEEE Membership Validator is an online utility that allows IEEE Volunteers and staff to easily and securely validate an individual's IEEE member grade and Society memberships (note: the validator only returns member records which are currently active). This information allows users to then offer discounts available exclusively to IEEE members. Information can be looked up by either a member number or a member's primary email address. Access is automatic for staff and IEEE volunteers with recorded roles. Additionally, a membership validation API is available for cases where a programmatic integration with a custom registration system is required. Contact mga-im@ieee.org for more information.

- **Surveys (SurveySparrow)**

MGA sponsors this survey tool for Regions/Sections/Chapters/Affinity groups. The tool can be used to quickly create online surveys using intuitive interface and distribute them via email, web link, etc. [Survey Access Request Form](#).

- **OpenWater**

OpenWater is a tool used to collect, organize and evaluate online applications and submissions quickly and efficiently. Use for Awards & Nominations, Competitions, Scholarships & Grants applications. [Contact us](#) to learn more and get access. At this time, OpenWater is only available for Regions.

- **IEEE OU Analytics**

IEEE OU Analytics is the visual business intelligence tool for volunteer access to member data. It is available to [authorized or designated IEEE volunteers](#) (Please sign in with your IEEE Account in order to access this resource).

- **Remote Conferencing and Screencasting**

List of IEEE-recommended tools for conducting and recording remote or offline meetings and making them available for searching and viewing after the meeting. Includes information on accessing the tools, tutorials, and best practices.

Tutorials <https://kb.ieee.org/vtools/blog/kbtopic/vtools/>

IEEE vTools Knowledgebase

[HOME](#)[VTOOLS TUTORIALS](#)[OTHER TUTORIALS](#)[FAQ](#)[VTOOLS APPLICATIONS](#)

Topics: vTools

eNotice, Events, Officer Reporting, Student Branch Reporting, Voting, WebInABox

You are here: [KB Home](#) ▶ [vTools](#)



eNotice

12 articles
[Show all](#)



Events

2 articles
[Show all](#)



Officer Reporting

6 articles
[Show all](#)



Student Branch Reporting

1 article
[Show all](#)



Voting

18 articles
[Show all](#)



WebInABox

2 articles
[Show all](#)

[Request New Officer Position](#)[Video Tutorial](#)[Update Motion Results](#)[Manage a Motion ballot](#)[Voter list](#)[Reporting Election Results](#)[Viewing Election Results](#)[Managing an Active Election](#)[Preview Ballot Tutorial](#)[Ballot Dashboard Tutorial](#)[Creating a Ballot and Loading List of Voters](#)[Managing the Website URL](#)[End Term of an Officer](#)[Viewing the Officer Roster](#)[Creating an eNotice](#)[Creating an eNotice From an HTML File](#)[Sending an eNotice to Registrants](#)[eNotice with multiple Target OUs Require ...](#)[Personalizing an eNotice](#)[Sending Test eNotices](#)[Creating an Event](#)[Creating a Student Branch Annual Plan](#)[Intro to WebInABox](#)[View Motion Results](#)[Create a Motion Ballot](#)[Voter Instructions](#)[Updating Election Results](#)[Changing an Election End Date](#)[Emailing Voters](#)[Creating a New Ballot](#)[Managing Ballots](#)[About Voting](#)[Viewing Officer Logs](#)[Adding an Officer](#)[Managing eNotices Using the eNotice Das...](#)[Schedule Send eNotice](#)[Sending an eNotice Using Events Announc...](#)[Adding Recipients to an eNotice](#)[Previewing and Confirming Express Delive...](#)[Customizing an eNotice's 'From' and 'Repl...](#)[Managing Events](#)[vTools Overview](#)

vTools Officer Reporting

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | IEEE Cloud

IEEE vTools OFFICER REPORTING

VTOLS ▾ MANAGE OFFICERS OFFICER LOGS MANAGE URL CONTACT STAFF ABOUT

Sign In

Select "Manage Officers" to view and report officers for an organizational unit.

You must be signed in to report officers or manage a URL.

Manage Officers

Manage URL

Select "Manage Officers" to view and report officers of an organizational unit.

Please select an OU to manage.

Unit: No Organizational Unit selected to manage

Select an Organizational Unit here to manage: ?

Phoenix

Affiliates

- GD60029 - Phoenix Section Affinity Group YP
- LM60029 - Phoenix Section Affinity Group LM
- WE60029 - Phoenix Section Affinity Group WIE

Chapters

- CH06042 - Phoenix Section Chapter, C16
- CH06045 - Phoenix Section Chapter, PE31
- CH06133 - Phoenix Section Chapter, CPMT21
- CH06188 - Phoenix Section Chapter, EMC27
- CH06222 - Phoenix Section Chapter, E25
- CH06227 - Phoenix Section Chapter, SSC37

Joint Chapters

- CH06039 - Phoenix Jt. Ch. AP03/ED15/MTT17/UFFC20/EMC27/PHO36
- CH06043 - Phoenix Section Jt. Chapter, SP01/COM19
- CH06289 - Fort Huachuca/Tucson/Phoenix Jt Chapter, R07

Sections

- R60029 - Phoenix Section

Enter name/SPO ID or Geocode of organizational unit in text box.

A list of matches will be shown.

Click on name in list to select organizational unit and retrieve officer roster and URL.

vTools Officer Reporting

Successfully changed active Organizational Unit

Manage Officers displays the roster for the organizational unit selected.

Unit: Binghamton Section (R10003)

Select another OU to manage

MANAGE OFFICERS

Instructions

Please make changes for the selected organizational unit below.
(show more)

Active volunteers in the selected organizational unit are shown in the roster.
Note – vacant positions will have no officer listed.

Add Officer End Term

Officer Positions

Request a new officer position

Position Title	Current and Newly Elected Volunteers
<input type="radio"/> Chair	
<input type="radio"/> Educational Activities	
<input type="radio"/> Membership Development	Daniel Sniezek
<input checked="" type="radio"/> Newsletter Editor	
<input type="radio"/> Professional Activities	
<input type="radio"/> SAMIEEE RECIPIENT	
<input type="radio"/> SAMIEEE RECIPIENT (SAMIEEE Recipient as R1 Western Area Chair)	Daniel Sniezek
<input type="radio"/> Secretary	Bryan Cole
<input type="radio"/> Student Activities	
<input type="radio"/> Treasurer	Tommy Lam
<input type="radio"/> Vice Chair	William Tracz
<input type="radio"/> Webmaster	

Term Start Date 01 Apr 2016,
Term End Date 31 Dec 2017

If the position you are reporting is not in the list, fill out a request form by clicking on this link.

Tooltip – hover cursor over officer name to display term dates.

Select **Position** and click on **"Add Officer"** or **"End Term"** to make a change to position.

Add Officer End Term



Successfully changed active Organizational Unit

Unit: Binghamton Section (R10003)

Select another OU to manage

MANAGE OFFICERS

Instructions

Please make changes for the officer positions for the selected organizational unit below.
(show more)

Click on **"Select another OU to manage"** to retrieve roster for another organization unit.

Add Officer End Term

Officer Positions

Request a new officer position

Position Title	Current and Newly Elected Volunteers
<input type="radio"/> Chair	
<input type="radio"/> Educational Activities	
<input type="radio"/> Membership Development	Daniel Sniezek
<input checked="" type="radio"/> Newsletter Editor	
<input type="radio"/> Professional Activities	Daniel Sniezek
<input type="radio"/> SAMIEEE RECIPIENT	
<input type="radio"/> SAMIEEE RECIPIENT (SAMIEEE Recipient as R1 Western Area Chair)	Daniel Sniezek
<input type="radio"/> Secretary	Bryan Cole
<input type="radio"/> Student Activities	
<input type="radio"/> Treasurer	Tommy Lam
<input type="radio"/> Vice Chair	Daniel Sniezek
<input type="radio"/> Webmaster	William Tracz

Add Officer End Term



vTools Officer Reporting

2 minutes practicum

Please log in to vTools

Select Officer reporting

Check current state of your officers

Make your conclusion ;-)

vTools Events

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools EVENTS

VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

Welcome

About vTools Events

IEEE vTools Events is used for managing IEEE Section, Subsection, Chapter, Affinity Group and Student Branch meetings and events.

All events that are scheduled in vTools Events are showcased in IEEE Collaborate™ and can be promoted on websites and eNotices.

Learn more about vTools Events

Map shows all upcoming or past IEEE events.

Region: S-Southwestern US ▾

Recent Activity

- [Legacy Report] IEEE HOU S... Manage
- Microwave Imaging Systems... Manage
- IEEE Houston Section Holid... Manage

Map

Google

Schedule a New Event

File a Report for a Past Event

Showing top 20 recent, upcoming and draft events that you can manage below.

Visit the search page to find a specific event.

Click on "Schedule a New Event" to open event form.

Upcoming Events

Draft Events

OU	Date	Reported On	Options
----	------	-------------	---------

Keywords *

ExComm Training Volunteers

Meeting Picture

Choose File No file chosen

Invite Students?

Save as Draft Cancel Create Save & Publish

You must be signed in to create an event.

Select "Event/Report Administration" to access volunteer options – Schedule a New Event

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.

10

Click on **Add Additional Host** to open selection for **additional** Host organizational units for your event.

NOTE – There is no limit to the number of additional HOSTs that can be assigned to an event.

HOST

Primary Host Organizational Unit *	Primary Host Contact Email *
R00561 - Australian Capital Terr Section	
Add Additional Host	
Additional Host Organizational Unit *	Additional Host Contact Email *

- An event can include multiple OUs hosting a single event .
- OU volunteers can efficiently manage the registration process for all registrants
- Reporting is reduced to one report that applies to all hosting OUs.
- Only one (1) Primary HOST may be assigned
- Additional HOSTs may be assigned (i.e. co-hosts, sponsors)
- Section officers of Primary HOST are authorized to add additional HOSTS

 **IEEE** | **IEEE**
Region 8 

vTools Events

LOCATION

Enter any information for attending this event virtually. Either Virtual Info or Physical Info is required.

Virtual **?**

Please note that Webex URLs will be obfuscated for anonymous users to protect against fraud. Webex URLs are only available upon ReCAPTCHA authorization. When using free accounts, please be aware of any maximum numbers of users and any recording must include privacy consideration.

Virtual Info **?**

Web conference URL - <https://google.meet.com/sue-bdq-aae>

Web conference dial in +1 800 555 5555

Access Code - 982 2367 2288

Physical **?**

Address Line 1 **?**

Washington Road

Address Line 2 **?**

Robertson Hall

City **?**

Princeton

Country, State/Province **?**

United States

New Jersey

Postal Code **?**

08544

Room Number **?**

G17

Map URL **?**

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

Override Latitude/Longitude **?**

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

Web conference information. will be shown on the published announcement page of the event.

Physical the address entered will generate a map and will be shown on the published announcement page of the event.

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

LOCATION

Web conference URL - <https://google.meet.com/sue-bdq-aae>

Web conference dial in + 1 800 555 5555

Access Code - 982 2367 2288

Attendees can join by clicking on Link as displayed

vTools Events

REGISTRATION & PAYMENT

Registration 1

Standard External None

Event Start: 01 Sep 2016 04:00 PM, End: 01 Sep 2016 05:00 PM

Registration starts *

20 Jul 2016 12:00 AM

Registration ends *

01 Sep 2016 11:55 PM

Maximum Registrations (0-999) 2

Menu Selections 2 Yes No Custom registration questions 2 Yes No

Payment

Set Up Payment 2 None

Pricing

Fees apply. Click here to view Credit Card and PayPal fee information and Pricing Options Help.

Description 2	Amount 2	Applies To 2
General Admission	5.00	Everyone

Use fee level start time Use fee level end time Use tax (percent, ex)

If the HOST assigned to this event does not have a concentration banking account, all monies will be deposited into the Section's account. For more information see accepting credit card payments and IEEE Concentration Banking Program.

Online payment account geocode Currency 2

R10329 - Princeton/Central Jersey Section USD

Please note that the payment functionality is **NOT** enabled automatically for every HOST (organizational unit).

If you want the funds to go directly to the HOST concentration banking account, please email concentration-banking@ieee.org AND vttools@ieee.org with **Subject: Set up vTools Payment**

REGISTRATION & PAYMENT

Registration 1

Standard External None

Event Start: 01 Sep 2016 04:00 PM, End: 01 Sep 2016 05:00 PM

Registration starts *

20 Jul 2016 12:00 AM

Registration ends *

01 Sep 2016 11:55 PM

Maximum Registrations (0-999) 2

Menu Selections 2 Yes No Custom registration questions 2 Yes No

Payment

Set Up Payment 2 None

Pricing

Fees apply. Click here to view Credit Card and PayPal fee information and Pricing Options Help.

Description 2	Amount 2	Applies To 2
General Admission	5.00	Everyone

Use fee level start time Use fee level end time Use tax (percent, ex)

If the HOST assigned to this event does not have a concentration banking account, all monies will be deposited into the Section's account. For more information see accepting credit card payments and IEEE Concentration Banking Program.

Online payment account geocode Currency 2

R10329 - Princeton/Central Jersey Section USD

"REGISTRATION & PAYMENT" section includes:
Payment - enter pricing information

First, registration dates are required to enable payment functionality.
Once registration dates are set, Payment will open to show Set Up Payment or None options.

Payment - pricing is turned off by default.

Select Set Up Payment to show "Pricing" information.

REGISTRATION & PAYMENT

Registration 1

Standard External None

Event Start: 01 Sep 2016 04:00 PM, End: 01 Sep 2016 05:00 PM

Registration starts *

20 Jul 2016 12:00 AM

Registration ends *

01 Sep 2016 11:55 PM

Maximum Registrations (0-999) 2

Menu Selections 2 Yes No Custom registration questions 2 Yes No

Payment

Set Up Payment 2 None

Pricing

Fees apply. Click here to view Credit Card and PayPal fee information and Pricing Options Help.

Description 2	Amount 2	Applies To 2
General Admission	5.00	Everyone

Use fee level start time Use fee level end time Use tax (percent, ex)

If the HOST assigned to this event does not have a concentration banking account, all monies will be deposited into the Section's account. For more information see accepting credit card payments and IEEE Concentration Banking Program.

Online payment account geocode Currency 2

R10329 - Princeton/Central Jersey Section USD

Payment - Select Set Up Payment to show Pricing and enter pricing information.
In the example, the event has one price level: General Admission, the amount is \$5.00 applies to everyone.

Select who may register at this price:

- Everyone
- All IEEE members (all grades)
- Non-IEEE members
- Affiliate (AF) grade only
- Associate Member (A) grade only
- Fellow (F) grade only
- Graduate Student Member (GSM) grade only
- Honorary Member (H) grade only
- Life member grades only
- Member (M) grade only
- Senior Member (SM) grade only
- Student Member (ISM) grade only

Use to restrict who can register at this price level. Please click on the Pricing Options Help link above for more information.

For each price level, enter Description, Amount and 'Applies to'.
Note: each price level will only be applicable to the member grade selected.
In this example, \$5.00 is available to 'Everyone'
'Applies to' restricts the price to only the member grade selected.

Select Add Level to add additional pricing.

vTools Events

Specify who qualifies for a given price level based on association with IEEE or **member grade**.

Example: You can provide discounted pricing to IEEE members with deepest discount offered to IEEE student members.

Registrants will be **required to provide their member number** to qualify for the discounted price level. The system will use the member number to check the registrant's member status (active/inactive) and current member grade.

Pricing

Description ?

IEEE Student Member

☒ Use fee level

Applies To ?

- Everyone
- All IEEE members (all grades)
- Non-IEEE members
- Affiliate (AF) grade only
- Associate Member (A) grade only
- Fellow (F) grade only
- Graduate Student Member (GSM) grade only
- Honorary Member (H) grade only
- Life member grades only
- Member (M) grade only
- Senior Member (SM) grade only
- Student Member (StM) grade only

Student Member (StM) grade

☐ Use tax (percent, ex: 8.0) :

If the HOST assigned to this event does not have a concentration banking account, all monies will be deposited into the Section's account. For more information see [accepting credit card payments](#) and [IEEE Concentration Banking Program](#).

Price Restriction by IEEE or Member Grade

Specify who qualifies for a given price level based on association with IEEE or member grade.

Example: You can provide discounted pricing to IEEE members with deepest discount offered to IEEE student members. Registrants will be required to provide their member number to qualify for the discounted price level. The system will use the member number to check the registrant's member status (active/inactive) and current member grade.

vTools Events

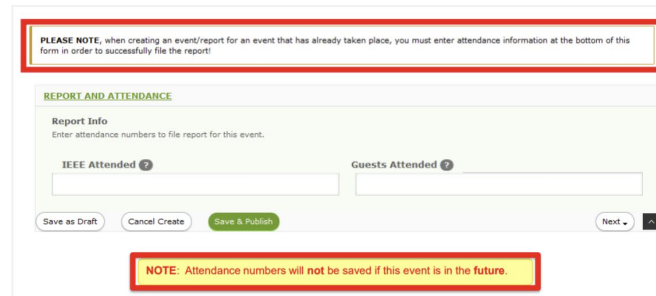
Adding Speakers

Currently, the Speakers panel allows you to add up to 2 speakers. This limit will be increased later in 2022.



The screenshot shows a panel titled "SPEAKERS" with two input fields: "1ST SPEAKER INFORMATION" and "2ND SPEAKER INFORMATION".

Report & Attendance



The screenshot shows a panel titled "REPORT AND ATTENDANCE" with a "Report Info" section. It includes input fields for "IEEE Attended" and "Guests Attended". A red box highlights a note: "PLEASE NOTE, when creating an event/report for an event that has already taken place, you must enter attendance information at the bottom of this form in order to successfully file the report!". At the bottom, a yellow box with a red border contains the text: "NOTE: Attendance numbers will not be saved if this event is in the future." The panel also features buttons for "Save as Draft", "Cancel Create", "Save & Publish", and "Next".

vTools Events

ANNUAL IEEE PCJ PICNIC

Annual IEEE PCJ Picnic

DATE AND TIME	LOCATION	REGISTRATION
Date: 01 September 2016 Time: 06:00 PM to 07:00 PM All times are US/Eastern Add Event to Calendar Outlook (vCal) iCal Google Calendar	1 River Road Piscataway, New Jersey United States Building: Johnson Park	Princeton/Central Jersey Section Admission fee applies [?] Starts 20 July 2016 12:00 AM Ends 01 September 2016 11:55 PM All times are US/Eastern Register Now

"REGISTRATION" includes:

- Registration dates/times
- Pricing
- Menu selections if set up

Hover cursor over '?' to view pricing.

Name	Ends on	Restriction	Amount
General Admission	01 Sep 2016 11:55 PM	Everyone	5.00USD



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IEEE vTools EVENTS

TOOLS - SEARCH EVENTS - CREATE AN EVENT - EVENTS REPORTING - VIEW FEEDS - ABOUT

Welcome, Brian Herbolzakh

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
Date: 01 September 2016 Time: 05:00 PM to 07:00 PM All times are US/Eastern Add Event to Calendar Outlook (vCal) iCal Google Calendar	Washington Road Princeton, New Jersey United States 08544 Building: Robertson Hall Room Number: G17 Click here for Map	Email meeting contact Please contact the Chair at pcj_chair@ieee.org for additional information.	No Admission Charge Starts 20 July 2016 12:00 AM Ends 01 September 2016 11:55 PM All times are US/Eastern Menu: Picnic, Vegetarian Register Now

Agenda

- * 2016 Section Budget Review
- * IEEE Princeton/Central Jersey Officer & Volunteer Training 2016
- * IEEE/IEEESTS Engineering Week Event
- * Vacant volunteer positions (if applicable)
- * FOOD:
- * Picnic - Vegetarian available
- * Beverages, assorted

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



IEEE

IEEE Region 8



vTools Events

3 minutes practicum

Please log in to vTools

Select vTools Events

Search for your OU last year events

Make your conclusion ;-)

vTools eNotice

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | IEEE vTools | IEEE ENOTICE

VTOLS ▾ **MANAGE ENOTICES** CONTACT STAFF ABOUT HELP

Welcome, **Your name**

Select "Manage eNotices" to access volunteer only features - eNotice dashboard and Create eNotices.

VTTOOLS ENOTICE

Automatic access is granted to Region Directors, Section Executive Committee Members, MD Chairs, SAMIEEE Recipients, Newsletter Editors, Webmasters; Chapter Executive Committee Members, Affinity Group Executive Committee Members, Student Branch Executive Committee Members and eNotice Coordinators.

Staff processed eNotices may take up to **5 business days** due to the volume of requests received daily.

For **critical eNotice requests** (e.g., cancellations), that do not qualify for eNotice Express, please set the Priority to "Critical". Every attempt will be made to accommodate critical requests during normal business hours.

IEEE organizational units using this service are strongly encouraged to limit emailings to **one per week**.

Is this eNotice for an IEEE sponsored conference?
Please use the IEEE conference eNotice form.

For additional help, please view the tutorials.

Access information – a list of officer roles who are authorized to send eNotices.

Press eNotice

Exceptions will be processed by staff

Special requests

IEEE vTools ENOTICE

VTOLS ▾ **MANAGE ENOTICES** CONTACT STAFF ABOUT HELP

Welcome, **Your name**

Create eNotice Search

Select All/None

☒ Draft ☒ Submitted ☒ Pending ☒ Sent ☐ Canceled

Per Page 10 Submit

Display

Subject	Recipients	Status	Updated v	Send By	Reminder By	Priority	Type	Manage
SA Monthly Meeting	R70023	Submitted	08 Jan 2019 05:03 PM	08 Jan 2019		Normal	Express	Manage
IEEE 1547 and DER interconnections	CH07034	Pending	07 Jan 2019 07:40 PM	08 Jan 2019		Normal	Express	Manage
Customize eNotice	R70023	Draft	07 Jan 2019 07:40 PM			Normal		Manage
Personalize an eNotice	R70023	Draft	07 Jan 2019 06:40 PM			Normal		Manage
Send Test eNotice	R70023	Draft	07 Jan 2019 06:40 PM			Normal		Manage
IEEE 1547 and DER interconnections	Custom	Sent	07 Jan 2019 04:40 PM			Normal	Express	Manage
IEEE Southern Alberta Section AGM	R70023	Sent	22 Oct 2014 10:29 AM	28 Oct 2014	21 Oct 2014	Normal		Manage

NOTE: eNotices with type of 'Express' will be sent within two (2) hours.

vTools eNotice

IEEE vTools **ENOTICE**

VTOLS ▾ MANAGE ENOTICES CONTACT STAFF ABOUT HELP

New eNotice

Please fill out the information below to create a new eNotice.

BASIC INFO

* Denotes a required field

RECIPIENTS

FROM

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

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

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

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

RECIPIENTS

Organizational Units *

Select an OU to send to:

- R7 - Canada - Region 7
- R70023 - Southern Alberta Section
- CH07033 - Southern Alberta Section Chapter, C
- CH07034 - Southern Alberta Section Jt. Chapter, PE31/IA34
- CH07073 - Southern Alberta Section Chapter, EMB18
- CH07082 - Southern Alberta Section Chapter, AP/MTT/COM
- CH07108 - Southern Alberta Section Chapter, EMB18
- CH07162 - Southern Alberta Section Chapter, EMB18
- GD70123 - Southern Alberta Section Chapter, EMB18
- STB06241 - University of Calgary
- STB36232 - Devry Inst of Technology-Calgary
- WE70023 - Southern Alberta Section Affinity Group, WIE

Place cursor in text box to show organizational unit(s). Or type name or code (e.g. R70023)

Click to clear list.

Click on name to select Target OU.

Membership Status *

- ☒ Active
- ☐ Arrears

Select membership status

Membership Grades *

- ☒ Honorary
- ☒ Associate Members
- ☒ Members
- ☒ Senior Members
- ☒ Fellows
- ☒ Life Members
- ☒ Life Seniors
- ☒ Life Fellow
- ☒ Graduate Student Members
- ☒ Student Members

☐ Include Society Affiliates

All IEEE members

Life members only

Higher grades only

Select Membership Grade

Select the organizational unit(s) that you want to send this eNotice to. For the organizational units targeted, the eNotice will only be sent to the members with the Membership Status(es) and Membership Grade(s) that are selected.

vTools eNotice

CONTENTS

Body *
File Edit Insert View Format Table Tools
Font Family Font Size Bold Italic Underline Link Unlink
Please insert your eNotice content here.

Compose your eNotice message here.

This **editor** will allow you to modify (i.e. delete, add) to your message.

Add **attachments** (pdf, xls, xlsx, doc, docx, ppt, pptx, jpg, jpeg, gif, png, txt)

Attachments *
PLEASE NOTE that files that are uploaded and associated to an eNotice will be available for download by anyone that has a link to the file. Even if an eNotice is Private, the link to an attachment could be shared with people who did not receive the eNotice.

You have 0 attachments for this eNotice, using 0.00 B. You may upload a maximum of 10 MB per eNotice.

Select one or more files to upload * Clear
No files selected.

Cancel Save Submit Send Express

Add Special Request for eNotice Admins *

If you provide notes in "Special Requests", your eNotice will require staff processing.

If **ineligible**, Send **Express** will be **disabled**. View tool tip for details.

This eNotice is not currently eligible for express. In order to make this eNotice eligible for express:
* Special Requests must be empty

Default "**FROM**" and "**Reply to**"

Reply to (name) **default** is the name of the volunteer signed in

FROM

From (@ieee.org email) * ?
enotice@ieee.org

From (name)
IEEE eNotice

Reply to (email) *
no-reply@ieee.org

Reply to (name)
Thomas Edison

Sign up for an ieee.org email account

Cancel Save Submit Send Express

Next ^

Example of customized "From " and "Reply to"

FROM

From (@ieee.org email) * ?
SouthernAlberta@ieee.or

From (name)
IEEE eNotice

Reply to (email) *
lthomas@ieee.org

Reply to (name)
Southern Alberta Section

Sign up for an ieee.org email account

Cancel Save Submit Send Express

Next ^

vTools eNotice

Confirm Express 'SA Monthly Meeting'

Please review your eNotice.

By selecting 'Confirm' you acknowledge you have read the IEEE Electronic Mail Policy and have requested this eNotice to be sent express delivery. Click 'Confirm' to send or 'Cancel' to continue editing.

Subject: SA Monthly Meeting
To:
OUs: R70023 (Southern Alberta Section)
Membership Grades: Honorary, Associate Members, Members, Senior Members, Fellows, Life Members, Life Seniors, Life Fellow, Graduate Student Members, Student Members
Membership Status: Active
From: "IEEE eNotice" <enotice@ieee.org>
Reply To: "A Volunteer" <SA@domain.com>
Private: No

The world's largest technical professional organization dedicated to advancing technology for the benefit of humanity



Everyone is welcome to attend the monthly Southern Alberta Section meeting.

Please see the flyer for more details.

Southern Alberta Section

Once confirmed, recipient list is created and eNotice is scheduled for delivery.

Attachments:

MonthlyFlyer

Southern Alberta Section | <http://southern-alberta-ieee.ca>

Confirm and send Express

Cancel

Confirm

Click "Cancel" to continue editing.

Click "Confirm" to send express based on 'Send By' date

Advancing Tech for Hum

VTOLS MANAGE ENOTICES CONTACT STAFF ABOUT HELP Welcome, Yourname

Create eNotice Search

Select All/None
☒ Draft ☒ Submitted ☒ Pending ☒ Sent
☐ Canceled

Per Page 10 Submit

This eNotice has 1 custom recipients, loaded from Events 186866

Displaying eNotices 1 - 10 of 325 in total

Subject	Recipients	Status	Updated v	Send By	Reminder By	Priority	Type	Manage
Reminder: Modeling and Control of Proton Exchange Membrane Fuel Cells	Custom	Draft	09 Jan 2019 03:38 PM	10 Jan 2019		Normal		Manage
Phaser technology	WE10329	Submitted	09 Jan 2019 03:23 PM	09 Jan 2019		Normal		Manage
IEEE PCJS SIGNAL PROCESSING SOCIETY CHAPTER MEETING: GUEST SPEAKER	R10329, CH01201	Submitted	09 Jan 2019 07:50 AM	10 Jan 2019		Normal		Manage
IEEE PCJS SIGNAL PROCESSING SOCIETY CHAPTER MEETING: GUEST SPEAKER	R10329	Sent	02 Jan 2019 09:00 AM	02 Jan 2019		Normal	Express	Manage
Reminder: IEEE PCJS SIGNAL PROCESSING SOCIETY CHAPTER MEETING: GUEST SPEAKER	R10329	Submitted						
eNotice id 42839	None	Draft	21 Dec 2018 10:06 AM	24 Dec 2018		Normal		Manage
Cultivating Smart and Connected Communities: Design of Resilient	R10327, R10329, R10345	Sent	14 Dec 2018 12:00 PM	14 Dec 2018		Normal	Express	Manage

1922 recipients loaded (02 Jan 2019 08:01 AM America/New_York)
Sent (02 Jan 2019 09:00 AM America/New_York)

NOTE: eNotices with type of 'Express' will be sent within two (2) hours.

vTools eNotice

5 minutes practicum

Please log in to vTools

Select vTools eNotice

Send test eNotice!

Sending Test eNotices

IEEE vTools **ENOTICE**

VTOLS - MANAGE ENOTICES CONTACT STAFF ABOUT HELP

Create eNotice Search

Select All/None
☒ Draft ☒ Submitted ☒ Pending ☐ Sent
☐ Canceled

Per Page 10 Submit

Select "Manage" to access volunteer options:
• Send Test eNotice

Subject	Recipients	Status	Updated v	Send By	Reminder By	Priority	Type
Send Test eNotice	R70023	Draft	07 Jan 2019 06:18 PM	09 Jan 2019		Normal	Manage

Displaying 1 eNotice

Note: eNotice message will be sent to email address of signed in user.

IEEE

Manage eNotices

Manage

Preview

Edit

Duplicate

Delete

Contact Staff

Send Test eNotice

Copy to Resource

Send Test eNotice

Draft

From: "IEEE vTools" <enotice@ieee.org>
Reply To: <enotice@ieee.org>
Private: No

Priority: Normal
Send By: 09 Jan 2019
Reminder By: n/a
Attachments: AttachmentSendNoticeTestExample

Recipients

OU Recipients

- R70023 - Southern Alberta Section

Grades

- Honorary
- Associate Member
- Members
- Senior Members
- Fellows
- Life Members
- Life Seniors
- Life Fellow
- Graduate Student Members
- Student Members

Memberships

Note: eNotice message will be sent to email address of signed in user.

Questions?