Select Host for an Event
Select HOST of an Event

- HOST is the primary **Organizational Unit** for an event

- System provides a list of organizational units to assign as the HOST

- List is based on signed in user’s officer role

- **Organizational unit name** shown is the name as officially recorded in IEEE roster

- Only one (1) HOST may be assigned

- If no organizational list is displayed, no officer role was detected for signed in user.
Select HOST (Organizational Unit)

Primary **organizational unit** for an event

Click in **text box** to display all organizational units you are **authorized** to create/report events.

A list of organizations will be provided that can be **selected** to assign the organizational unit as the **HOST**.

Click to **clear** organizational unit displayed.

**Child OUs** – click to display list of organizational units.

Scroll to see entire list.

Click on **name** to assign as **HOST**

<table>
<thead>
<tr>
<th>Organizational Unit</th>
<th>Child OUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>R6 - Western USA - Region 6</td>
<td></td>
</tr>
<tr>
<td>R601 - Los Angeles Council</td>
<td></td>
</tr>
<tr>
<td>R60145 - Central Coast Section</td>
<td>Child OUs</td>
</tr>
<tr>
<td>CH06175 - Central Coast Section Chapter, C16</td>
<td></td>
</tr>
<tr>
<td>CH06226 - Central Coast Section Chapter, EMB18/CS23</td>
<td></td>
</tr>
<tr>
<td>CH06269 - Central Coast Section Chapter, PE31</td>
<td></td>
</tr>
<tr>
<td>HKN115 - California Univ Of Southern California, Chpt C016</td>
<td></td>
</tr>
<tr>
<td>SBC00261 - California Poly State Univ Of Branch Chpt C016</td>
<td></td>
</tr>
<tr>
<td>SBC0026A - California Poly State Univ Of Branch Chpt C016</td>
<td></td>
</tr>
<tr>
<td>SBC04941 - California Univ Of-Santa Barbara Branch Chpt C016</td>
<td></td>
</tr>
<tr>
<td>STB00261 - California Poly State Univ-Santa Barbara Branch Chpt C016</td>
<td></td>
</tr>
<tr>
<td>STB04941 - California Univ of-Santa Barbara Branch Chpt C016</td>
<td></td>
</tr>
</tbody>
</table>
Click in **Search tab** to display all organizational units you are **authorized** to create/report events.

Organizational unit list based on signed in user’s officer roles.
Select HOST - Browse Tab

Click in **Browse tab** to display all organizational units.

Choose from OU list to assign as the HOST.
Thank you!

End of the tutorial

Thank you for viewing the tutorial. Please remember to visit the vTools site (http://vtools.ieee.org) to learn more about our projects.

Thank you!