IEEE vTools

Tutorials

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Enable Registration

You must be signed in to set up registration for an event. Select “Event/Report Administration” to access volunteer options – Manage an Event.
Click on "Manage" to open Event dashboard and access volunteer options – Edit.
Click on “Edit” to open event form and set up registration details including custom registration questions, menu items and pricing.
The “REGISTRATION & PAYMENT” section includes the registration options (Standard, External or None).

Registration is turned on by default. “Standard” is selected.

You must select registration start and end dates/times in order to include a registration link on the published event.

Note: To turn off registration, select either “None” or enter an external url link.

Registration starts
20 Jul 2016 12:00 AM
Registration ends
01 Sep 2016 11:55 PM

Maximum Registrations (0)
The “REGISTRATION & PAYMENT” section includes menu selections and maximum registrations options.

Note: Registration dates must be selected in order to enable additional registration options (e.g. menu selection) and if available Payment.

You may want to specify the maximum number of registrations allowed. Use this when there is limited capacity at a venue. This option is only available when registration is set to Standard.

Menu Selections and Custom Registration Questions - during registration, you may want to request additional information (e.g. Company Affiliation, meal choices).

When selected, the registration form will include menu and custom registration questions as part of the registration process.

These options are only available when registration is set to Standard.
On the published event, the registration link is displayed as a button. Registration start and end dates/times are also shown. Additionally, "Menu" is displayed, if set up.
Published Event

On the published event, the **REGISTRATION** area:

- When registration starts, **Register** button will be enabled.
- If registration is closed, the **Register** button will be disabled (tool tip “Registration is closed”)

**External Registration** link on published event
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.

Thank you!