IEEE vTools

Tutorials

Topic: Send eNotice to Registrants
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eNotice
- Form includes custom recipient emails
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What is Send eNotice to Registrants?

- This feature utilizes the registrant list (saved for a **single** event) to load the email addresses to a custom recipient list in eNotice.

- In compliance with **GDPR**, every email address included in the **custom recipient list** will be validated to confirm the registrant has provided explicit consent to send emails to them from the local geo units and IEEE. Only those who have provided explicit consent will be included in the custom recipient list and may receive eNotices. Every eNotice includes a link to manage their consent preferences in the footer – for both IEEE members and those recipients on a custom recipient list as defined above. Mobile/tablet friendly

- This feature is only for a list of registrants that have been saved to a **single** event.

- **NOTE:** If consent has not been provided, the email address will be removed from the custom recipient list in eNotice.

- **NOTE:** eNotice and Events does not support the manual upload of an email list at this time.
Select “Manage” to access volunteer options:
- Send eNotice to Registrants
Send eNotice to Registrants

Click the applicable option:
• Generate eNotice Content
• Start from Blank Content
eNotice – New form

**RECIPIENTS**
- Custom recipients are loaded to eNotice

To send express, select **SEND EXPRESS**
NOTE: To be GDPR compliant, all custom recipient lists will be verified for explicit consent. Every eNotice provides the recipient an opportunity to opt-out.

For more information on GDPR, please click here.
**NOTE:** To be GDPR compliant, all custom recipient lists will be verified for explicit consent.

Every eNotice provides the recipient the opportunity to **opt-out**.

For more information on GDPR, please click [here](#).
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!