



IEEE  
vTools

# PRESENTS



**Create an eNotice**

# eNotice form

## IEEE vTools **ENOTICE**

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### New eNotice

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

**BASIC INFO**

\* Denotes a required field

**RECIPIENTS**

**FROM**

**CONTENTS**

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.

# Basic Info – Subject, Send By

**BASIC INFO** \* Denotes a required field

**Subject \***

**Send By \***

**Schedule Reminder**

**Priority**

**Status**

**Privacy ?**  
 Exclude from public feeds

**RECIPIENTS**

**FROM**

**CONTENTS**

Form options are displayed at the bottom of each section.

**"Save"** to save eNotice content as draft

**"Submit"** – Requires staff processing

**"Send Express"** – same day delivery; does not require staff processing

This eNotice is not currently eligible for express. In order to make this eNotice eligible for express:

- Schedule Reminder must be empty
- Special Requests must be empty

# Recipients

**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, ...
- CH07162 - Southern Alberta Section Chapter, ...
- GD70123 - Southern Alberta Section Chapter, ...
- STB06241 - University of Calgary
- STB36232 - Devry Inst of Technology-Calgary
- WE70023 - Southern Alberta Section Affinity Group, WIE

**Membership Grades \* ?**

- Honorary
- Associate Members
- Members
- Senior Members
- Fellows
- Life Members
- Life Seniors
- Life Fellow
- Graduate Student Members
- Student Members
- Include Society Affiliates

**Membership Status \* ?**

- Active
- Arrears

**Select Membership Grade**

All IEEE members

Life members only

Higher grades only

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.

Select **membership status**

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.

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# FROM and REPLY TO

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

**FROM**

<b>From (@ieee.org email) * ?</b> <input type="text" value="enotice@ieee.org"/> <small>Sign up for an ieee.org email account</small>	<b>From (name)</b> <input type="text" value="IEEE eNotice"/>	<b>Reply to (email) *</b> <input type="text" value="no-reply@ieee.org"/>	<b>Reply to (name)</b> <input type="text"/>
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Customized **"From "** and **"Reply to"**

**FROM**

<b>From (@ieee.org email) * ?</b> <input type="text" value="SouthernAlberta@ieee.or"/> <small>Sign up for an ieee.org email account</small>	<b>From (name)</b> <input type="text" value="IEEE eNotice"/>	<b>Reply to (email) *</b> <input type="text" value="lthomas@ieee.org"/>	<b>Reply to (name)</b> <input type="text" value="Southern Alberta Section"/>
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# CONTENTS – Message, Attachments

**CONTENTS**

Body \* ?

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Please insert your eNotice content here.

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 MiB per eNotice.

Select one or more files to upload ? Clear

Choose Files No file chosen

Special Requests ?

Cancel Save Submit Send Express

Compose your eNotice message here.

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

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

Enabled if **eligible** for **express**

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:

- Schedule Reminder must be empty
- Special Requests must be empty

# Preview and confirm eNotice content

## 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

Click "Cancel" to continue editing.

Cancel

Confirm

Click "Confirm" to send express the same day.