

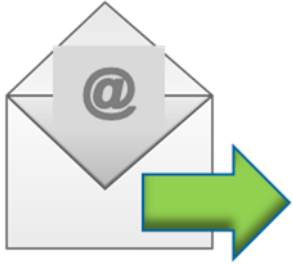


PRESENTS



Create eNotice Express

What is eNotice Express?



- ▶ **eNotice Express** sends an eNotice without staff intervention.

Volunteer eNotice Home

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectr

Sign Out

IEEE vTools **ENOTICE**



Welcome, Your name

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

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

VTOLS 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.

Express eNotice

If Service available for standard geo unit eNotices exceptions will be processed by staff

- o Special requests
- o Automatic reminders

You must be **signed in** to create and send eNotices.

eNotice Dashboard

Create eNotice

Search

Click "Create eNotice" to open blank eNotice form.

Select All/None



- Draft
 Submitted
 Pending
 Sent
 Canceled

Per Page

10

Submit

Click "Manage" to access and view details about the eNotice

Subject	Recipients	Status	Updated v	Send By	Reminder By	Priority	Type	
 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 07:00 PM			Normal		Manage
Personalize an eNotice	R70023	Draft	07 Jan 2019 06:00 PM			Normal		Manage
 Send Test eNotice	R70023	Draft	07 Jan 2019 06:00 PM			Normal		Manage
IEEE 1547 and DER interconnections	Custom	Sent	07 Jan 2019 04:00 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

For eNotice Express, a tool tip will include mailing statistics (recipients loaded, delivery time stamp).

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

eNotice form

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

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 * ?
SA Monthly Meeting

Send By *
09 Jan 2019

Schedule Reminder

Priority
Normal

Status
Draft

Privacy ?
 Exclude from public feeds

Cancel Save **Submit** **Send Express**

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, C	
CH07162 - Southern Alberta Section Chapter, IM09	
GD70123 - Southern Alberta Section Chapter, G	
STB06241 - University of Calgary	Child OUs
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.

Select **membership status**

Membership Status *

- Active
- Arrears

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.

FROM and REPLY TO

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

FROM

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

Customized **"From "** and **"Reply to"**

FROM

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

CONTENTS

Body * ?

File Edit Insert View Format Table Tools

Formats Font Family A A B I

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

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.

Dashboard up-to-the minute status

Create eNotice

Select All/None
 Draft
 Submitted
 Pending
 Sent
 Canceled
 Per Page

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

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

eNotice Express Exceptions

- **Exceptions** – eNotices with the following information will be processed by staff:
 - Special requests
 - Automatic reminders