



# PRESENTS



**Add Recipients to eNotice**

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**RECIPIENTS**

**Organizational Units \***

Select an OU to send to:

- R7 - Canada - Region 7
- R70023 - Southern Alberta Section
- CH07033 - Southern Alberta Section Chapter, C10
- CH07034 - Southern Alberta Section Jt. Chapter, PE31/IA34
- CH07073 - Southern Alberta Section Chapter, EMB18
- CH07082 - Southern Alberta Section Chapter, C10
- CH07108 - Southern Alberta Section Chapter, C10
- CH07162 - Southern Alberta Section Jt. Chapter, CS23/IM09
- GD70123 - Southern Alberta Section Aff Grp, YP
- STB06241 - University of Calgary [Child OUs](#)
- 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

All IEEE members  
Life members only  
Higher grades

**Membership Status \* ?**

- Active
- Arrears

Place **cursor** in text box to show **organizational unit(s)**. Or type name or code (e.g. R70023)

Click to **clear** list of organizational unit(s).

Click on **name** to select Target OU.

Click on **Membership Grades**

Click on **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.

# 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!