Personalize an eNotice message
Deliver personalized messages to your members by adding key IEEE properties to your eNotice messages.

Add personalized tags to your message.

- The following personalization tags are available:
  - First Name
  - Last Name
  - OU Code
  - Member Grade
  - Member Section
  - Member Status

Insert into eNotice message

View of eNotice with personalized tags
How Personalization works

- When your eNotice is sent, vTools dynamically changes the tags to display information relevant to each recipient.
  - For example, a "First Name" personalization tag will include the member’s first name.

**Note: A test eNotice** will only show personalized tags with “INSERT...”.

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**IEEE**
Personalization – Toolbar option

These are personalized tags
Insert into message

1) Place cursor in message where you want to insert personalized tag
2) Click from list
Message with personalized tags

Dear INSERT_FIRST_NAME INSERT_LAST_NAME

As a member of the Power Electronics Chapter (PEL35) in the INSERT_MEMBER_SECTION, you are a key component to the ...........

NOTE: Preview will only show personalized tags with “INSERT......”. Test eNotice will only show personalized tags with “INSERT...”. 
View eNotice with personalized tags

Personalize eNotice message example

Boston PEL Chapter bostonpel@ieee.org via mmsend10.com
to me

If you are having trouble reading this message, click here for the web version.

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Dear Marguerite Gargiula

As a member of the Power Electronics Chapter (PEL35) in the Boston Section, you are a key component to the ...
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!