PRESENTS

Introduction to Events-eNotice Integration
Events – eNotice Integration

- Create an eNotice using the event/meeting information entered in vTools.Events
  - Option **Create eNotice from Event**

- Event/meeting is copied into a new eNotice

- eNotice automatically assigns the recipients based on the organization (HOST) for the event/meeting

- **Send Express** rules will continue to be enforced

- This option is available for every event/meeting and every organization in vTools.Events.
Search for Event

http://events.vtools.ieee.org

SEARCH EVENTS

Displaying 1-4 of 4 Events found, sorted by Event Date (desc).

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Reg</th>
<th>Section</th>
<th>Location</th>
<th>Virtual?</th>
<th>Reported On</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>MESAS2016</td>
<td>15 Jun 2016...</td>
<td>8</td>
<td>ITALY</td>
<td>Rome, Lazio</td>
<td>No</td>
<td>14 Jul 2016</td>
<td>View</td>
</tr>
</tbody>
</table>
Create eNotice from Event

Click ‘Create eNotice from Event’
Send eNotice Express

NOTE Your message can be modified. Customize your message content (i.e. add personalization tags)

Message will include
- Title
- Brief Description
- Date/Time with calendar options
- Location
- Contact in
- Registration link – if applicable
- Speaker info – if available

Click ‘Send Express’
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!