



PRESENTS

IEEE vTools

Tutorials

Topic: Send eNotice to Registrants

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▶ **eNotice**

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What is Send eNotice to Registrants?

- This feature utilizes the registrant list (saved for a **single** event) to load the email addresses to a custom recipient list in eNotice.
- In compliance with **GDPR**, every email address included in the **custom recipient list** will be validated to confirm the registrant has provided explicit consent to send emails to them from the local geo units and IEEE. Only those who have provided explicit consent will be included in the custom recipient list and may receive eNotices. Every eNotice includes a link to manage their consent preferences in the footer – for both IEEE members and those recipients on a custom recipient list as defined above. Mobile/tablet friendly
- This feature is only for a list of registrants that have been saved to a **single** event..
- **NOTE:** If consent has not been provided, the email address will be removed from the custom recipient list in eNotice.
- **NOTE:** eNotice and Events does not support the manual upload of an email list at this time.

Manage Event dashboard

Administration Home

Manage

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

Send eNotice to Registrants

Session Activity

IEEE 1547 and DE...

CANCELLED Power...

IEEE 1547 and DER interconnections

Tweet Share LinkedIn Share

Published

Host	Category	
CH07034 - Southern Alberta Section Jt. Chapter, PE31/IA34	Technical	
Date and Time	Location	Contact
Send an eNotice to the registrants for this event	110 - 12th Avenue SW Calgary, Alberta Canada Building: TransAlta "T1" building Room Number: T1-Auditorium	Email event contact Co-sponsored by TransAlta

Registration & Pricing

Starts **05 August 2018 12:00 AM**
Ends **11 October 2018 11:55 PM**
All times are Canada/Mountain
Admission fee ?

Register

Event Media

Upload up to 10 MiB of media for this event

There are no media associated with this event yet.

Select "Manage" to access volunteer options:
•Send eNotice to Registrants

Send eNotice to Registrants

Administration Home
Manage
View
Edit
Registrants
@Event
Create from Existing
Create eNotice from Event
Send eNotice to Registrants

Click the applicable option:
•Generate eNotice Content
•Start from Blank Content

SEND ENOTICE TO REGISTRANTS

Send an eNotice to the registrants for this event. You can use the auto-generated eNotice announcement content for this event, or start from a blank eNotice content.

eNotice – New form

The screenshot displays the IEEE vTools ENOTICE interface. At the top, the logo 'IEEE vTools ENOTICE' is on the left, and the IEEE logo with the text 'Welcome, [Name]' is on the right. A navigation bar contains links for 'VTOOLS', 'MANAGE ENOTICES', 'CONTACT STAFF', 'ABOUT', and 'HELP'. A red-bordered box highlights a message: '3 recipients added to this eNotice'. Below this, the title 'Edit 'IEEE 1547 and DER interconnections'' is shown, followed by the instruction 'Please fill out the information below to update your eNotice.' The form is divided into sections: 'BASIC INFO' and 'RECIPIENTS'. The 'RECIPIENTS' section has a sub-section 'Email Addresses' with a question mark icon, containing the text 'This eNotice has 3 custom recipients, loaded from Events 175432.' Below this is the 'Organizational Units' section, also with a question mark icon, containing the text 'There are currently no Organizational Unit recipients associated with this eNotice' and a button 'Add Organizational Unit Recipients'. At the bottom of the form, there are four buttons: 'Cancel', 'Save', 'Submit', and 'Send Express'. The 'Send Express' button is circled in red. A yellow callout box points to the 'RECIPIENTS' section with the text 'RECIPIENTS - Custom recipients are loaded to eNotice'. Another yellow callout box points to the 'Send Express' button with the text 'To send express, select SEND EXPRESS'. A 'Next' button with a dropdown arrow is located at the bottom right of the form area.

Manage eNotice

Manage eNotices

Manage

Preview

Edit

Duplicate

Delete

Contact Staff

Send Test eNotice

Copy Message Source

IEEE 1547 and DER interconnections

Sent Express

From: "IEEE eNotice" <enotice@ieee.org>
Reply To: "Shan [redacted]"
Private: No

Priority: Normal
Send By: 07 Jan 2019
Reminder By: n/a

Recipients

Custom Recipients ?

This eNotice has 3 custom recipients, loaded from Events 175432.

OU Recipients

3 recipients loaded (07 Jan 2019 04:10 PM America/New_York)
Sent (07 Jan 2019 04:20 PM America/New_York)

NOTE: To be GDPR compliant, all custom recipient lists will be verified for explicit consent. Every eNotice provides the recipient an opportunity to **opt-out**.

For more information on GDPR, please click [here](#).

eNotice Listing

Create eNotice

Select All/None
 Draft Submitted Pending Sent
 Canceled

Per Page 10

Search

This eNotice has 3 custom recipients, loaded from Events 175432

Displaying all 3 eNotices

Subject	Recipients	Status	Updated v	Send By	Reminder By	Priority	Type	
IEEE 1547 and DER interconnections	Custom	Sent	07 Jan 2019 04:20 PM	07 Jan 2019		Normal	Express	Manage
IEEE Southern Alberta Section AGM	R70023	Sent	22 Oct 2014 10:29 AM	28 Oct 2014	21 Oct 2014	Normal		Manage
FINAL REMINDER: IEEE IAS/PES Chapter	CH07034	Se	22 Sep 2014 04:26 PM	21 Sep 2014		Normal		Manage

Displaying all 3 eNotices

NOTE: To be **GDPR** compliant, all custom recipient lists will be verified for explicit consent.

Every eNotice provides the recipient the opportunity to **opt-out**.

For more information on GDPR, please click [here](#).

RECIPIENTS – “Custom”
- View tooltip for more information.

Thank you!

IEEE vTools

End of the tutorial

Thank you for viewing the tutorial. Please remember to visit vTools' site (<http://vtools.ieee.org>) to learn more about our projects. If you have any questions regarding [vTools.eNotice](#), please email us at: vtools@ieee.org.

Thank you!