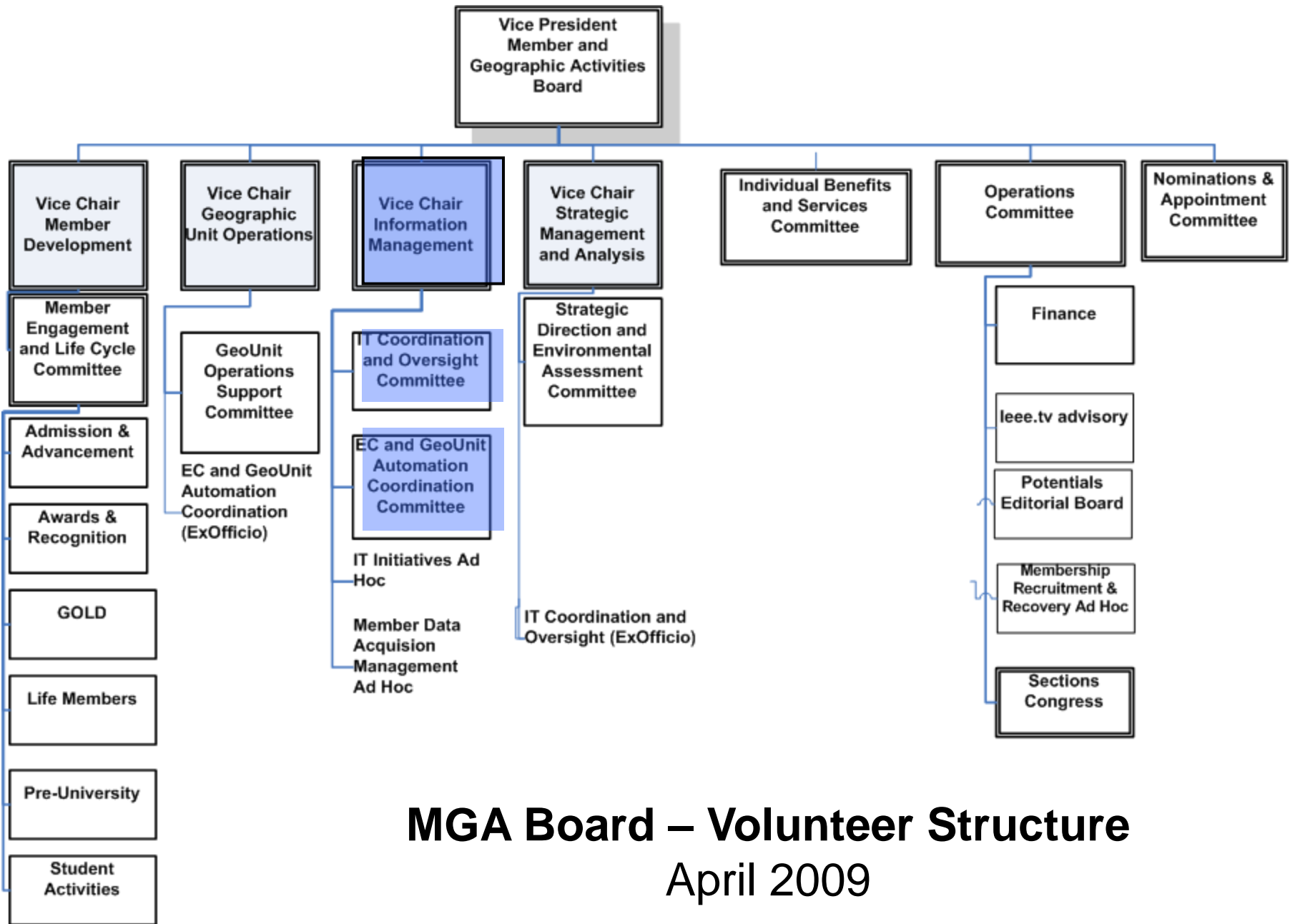


Volunteer Resources: SAMIEEE, E-Notice, V-Tools

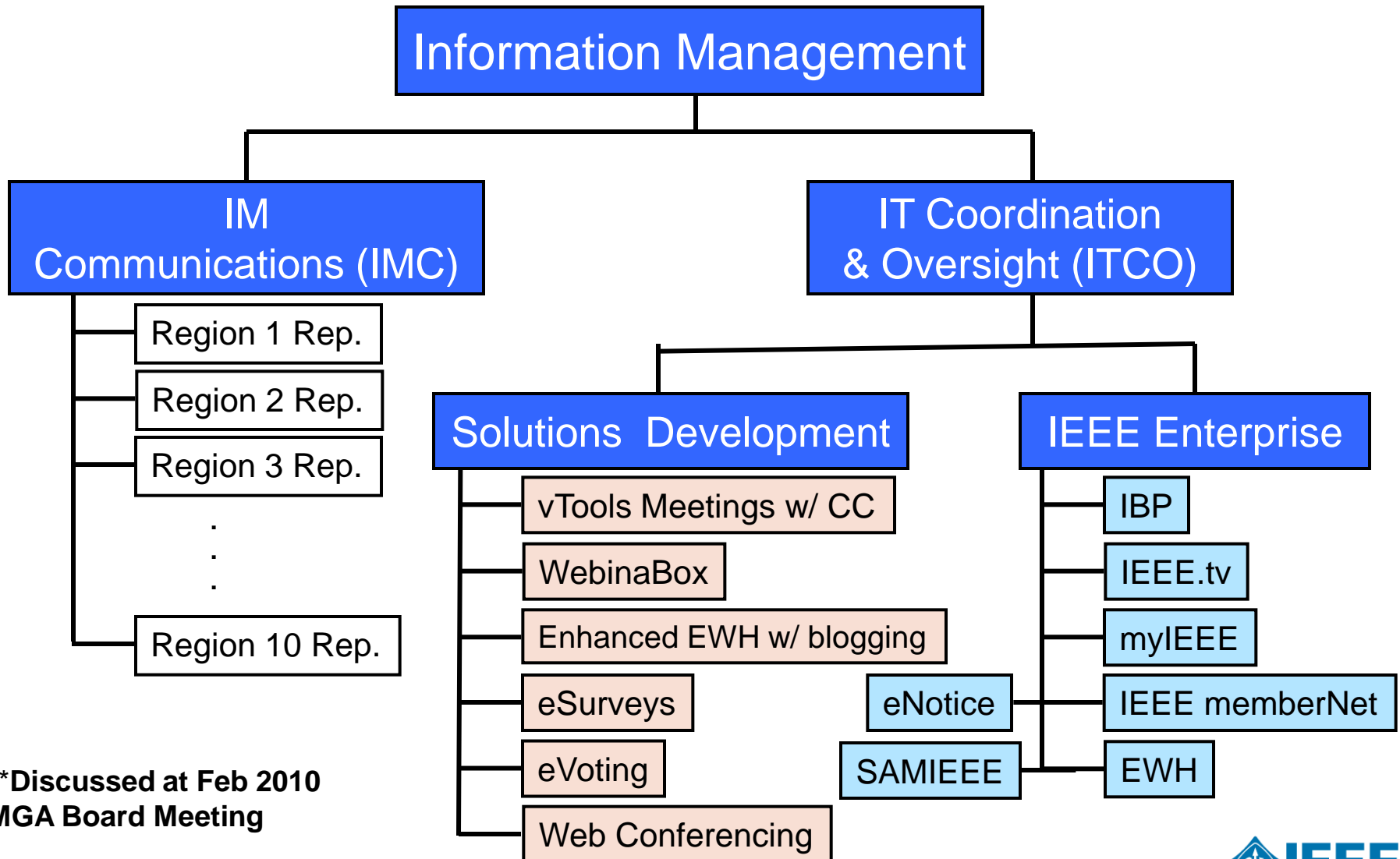
**Region 10 Meet
28 Feb 2010
Cebu, Philippines**

**Cecelia Jankowski
MGA – Managing Director
Fanny Su
Manager – IEEE Asia Pacific Ops. Ctr.**



MGA Board – Volunteer Structure
 April 2009

MGA Information Management ****DRAFT****



****Discussed at Feb 2010
MGA Board Meeting**

SAMIEEE

Automatic access with your Webaccount

- Section/Council/Sub-section Chairs, Vice-chairs, Treasurers, Secretaries, MD chairs
- Chapter/Joint Chapter Chairs
- Student Branch Chairs & Councillors

* Data restricted by organization unit

http://www.ieee.org/organizations/vols/samieeee/

SAMIEEEE

On Thursday 18 February 2010, beginning at 9:00 a.m. EST until approximately 10:00 a.m. EST, SAMIEEEE/Analytics will be unavailable while IT performs a system upgrade.

New Features

- A **Shared Folder** has been added to SAMIEEEE. It gives volunteers a place to store and share their queries and reports with other volunteers who have SAMIEEEE access. To learn more visit the [SAMIEEEE Online Community](#).
- A "**Quick Guide For SAMIEEEE/Analytics**" is now available. It is a two page reference that can help you walk through and learn the basic uses of the new tool. Click on the "View Reference Materials" below to view it.

[<< Access SAMIEEEE >>](#)

By clicking 'Access SAMIEEEE' you agree to accept the [terms of condition and use](#)

SAMIEEEE is a web enabled tool that allows ad-hoc querying, reporting and downloading of IEEE's membership data. Access to this system is limited to registered users with designated or [automatic access](#). All users must have an [IEEE Web Account](#).

- [Access Geographical Membership Statistics](#)
- [Join/Login to the SAMIEEEE online community](#)

Training

- [Register for training webcast](#)
- [Quick training Guide](#) (PDF)
- [Online training using OnDemand](#) at your own pace - (Turn off Popup Blockers)

[How to use OnDemand](#)

Internet

Conditions of Data Availability and Use

- Data is up-dated weekly
- For use only by IEEE Members, Officers and Committee members.
- Only for approved IEEE business.
- IEEE Policies and Procedures governing mailings and the use of labels and email addresses (including the regulations governing electioneering for IEEE offices).
- <http://www.ieee.org/about/whatis/policies/>
- Refer Section 14: Mailing List & Rosters

What you can do

- Dashboard for Membership statistics
 - Create monthly statistics for your Section with Geographic predefined queries
 - Refreshes everytime you open your dashboard

SAMIEEE Online Community

- Place to share queries and reports

Training

- Webcast (scheduled training classes)
- Quick training guide
- Online Training using OnDemand (own pace)
- Reference Materials

<http://www.ieee.org/organizations/vols/samieeee/references.html>

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://www.ieee.org/organizations/vols/samieeee/references.html>. The page content is titled "SAMIEEEE Reference Materials" and features a central yellow box with the heading "Reference Materials". Below this heading, a list of links is provided, each followed by a file format indicator:

- [Quick Guide For SAMIEEEE/Analytics](#) PDF
- [List of all available information in SAMIEEEE](#) xLS
- [List of all Sections an Geocodes in IEEE by Region](#) PDF - Geocode List
- [Audit Information \(BPA\)](#) PDF
- [Current TIP Listing \(Technical Interest Profiles\)](#) PDF
- [List of all Volunteer Position Codes](#) xLS
- [List of Society Position Codes and Descriptions](#) PDF
- [List of Society Acronyms and Descriptions](#) PDF
- [MD Dashboard Instructions](#) ppt (Dashboard directions for MD Chairs & Section Officers)
- [Create / Print Mailing Labels](#) PDF

At the bottom of the page, a note states: "Data available is based on Organizational Unit and volunteer position. Example: A Section chair will automatically have access to all". The browser's taskbar at the bottom shows the Windows Start button, several open applications including "Inbox - Microsoft Out...", "Training Workshop - ...", and "SAMIEEEE References ...", and a system tray with the time 8:57 PM.

Have a Question?

- samieeee@ieee.org

or

- Login SAMIEEE Online Community
<https://www.ieeecommunities.org/samieeee>

E-Notice:

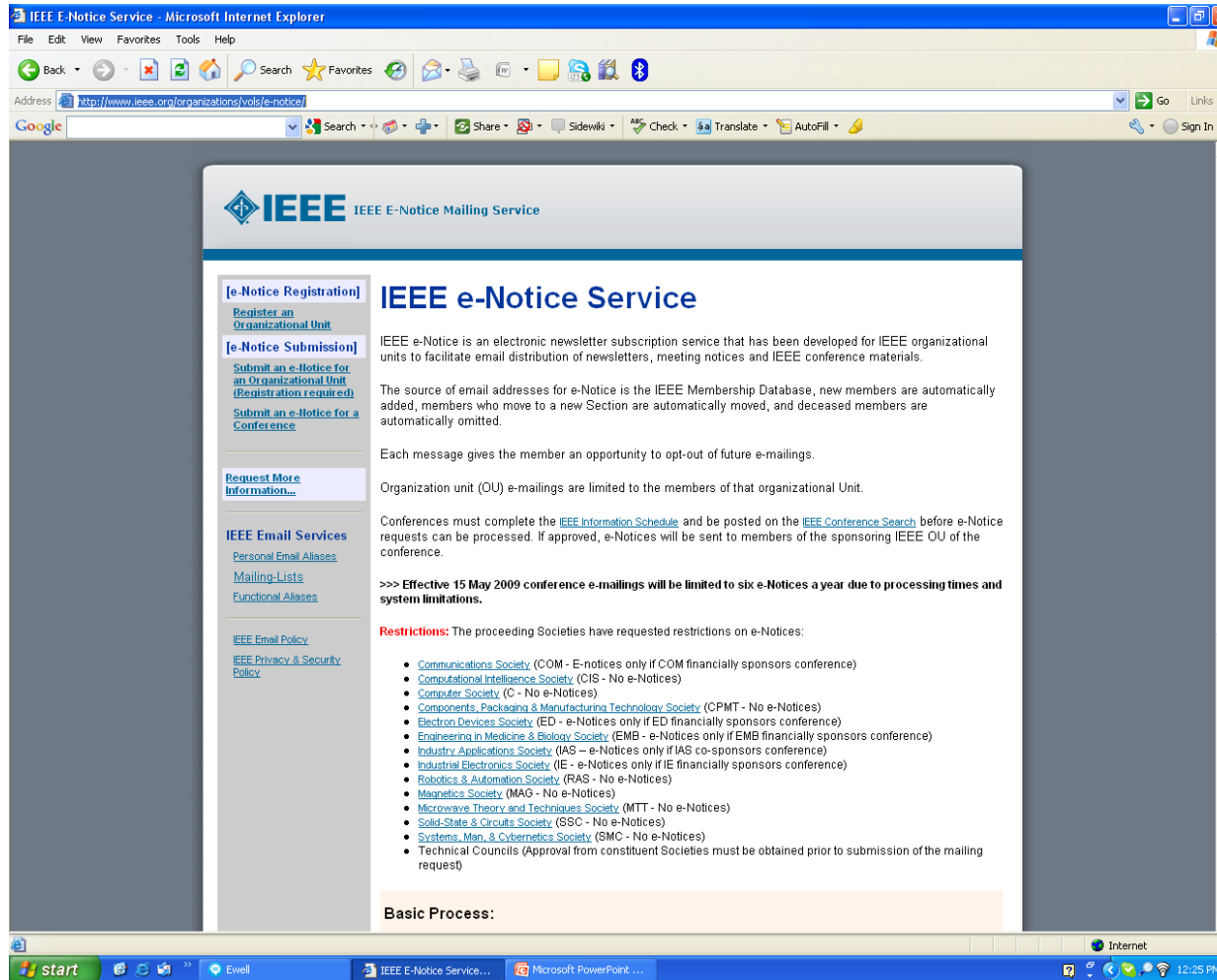
- electronic newsletter subscription service
 - facilitate email distribution of newsletters, meeting notices and IEEE conference materials.

- IEEE Membership Database
 - new members are automatically added, members who move to a new Section are automatically moved, and deceased members are automatically omitted.

- Each message gives the member an opportunity to opt-out of future e-mailings.

- Organization unit (OU) e-mailings are limited to the members of that organizational Unit.

<http://www.ieee.org/organizations/vols/e-notice/>



E-notices for conferences

- Conferences must complete the [IEEE Information Schedule](#) and be posted on the [IEEE Conference Search](#) before e-Notice requests can be processed. If approved, e-Notices will be sent to members of the sponsoring IEEE OU of the conference.
- **>>> Effective 15 May 2009 conference e-mailings will be limited to six e-Notices a year due to processing times and system limitations.**
- **Restrictions:** Several Societies have requested restrictions on e-Notices

How it works?

- Organizational unit (OU) registers for the service.
 - Staff creates the email list from the IEEE Membership Database
 - OU submits the mail piece.
 - Staff sends the mail piece using a commercial outbound email system
 - Staff receives and handles bounced messages.
 - Each message that is sent includes an unsubscribe URL.
 - Members who unsubscribe from the list and will automatically be omitted from all subsequent mailings for that particular list.
-
- Volunteers are provided message delivery statistics:
 - # of successful messages sent
 - # of bounces

Have a Question?

■ ewh@ieee.org

or

■ k.n.luu@ieee.org

vTools - providing tools to the volunteers and staff who support our members.

- vTools are developed and made possible by IEEE volunteers. The toolbox simplifies administration by offering web based software, reduces time spent managing activities, and assists in member development.
- vTools project portfolio is sponsored by IEEE Membership and Geographic Activities (MGA). MGA serves the needs of IEEE members by supporting IEEE Sections, Chapters, and Branches and is responsible for IEEE membership, and member development.
- vTools toolkit contains tools in various phases of development, from production, to pilots, to active development

vTools.Meetings

- Meetings and L31 reporting (L31 for 2010 and on)
 - Collection of meeting and L31 data
 - On-line meeting attendee registration
 - L31 Meeting report (only need to add attendee information)
 - RSS, iCal, and other feeds of meetings and L31s
 - Calendar support
 - Badge printing, meal tickets
 - Notice of meeting for display on a web site without webmaster involvement
 - Feeds meeting information to myIEEE
 - Credit card handling should be available in a pilot mode to a limited number of R1-R7 sections in Q2 2010 with Full release after the pilot phase. R8-R10 support planned for phase 2
 - Complements family of products from Conference Services for larger events (Internet Conferencing, Meetings and Conferences Management, Teleconferencing)
 - Region coverage: 1-10

WebInABox

- Basic Section web site “WebInABox”
 - Wizard-like interface for creation of simple section, chapter, affinity group websites
 - Data driven
 - Enables a common look and feel
 - Includes calendar of events pulled from the Meetings tool
 - Pulls data from central IEEE database
 - No webmaster involvement required
 - Region coverage: 1,2,3,4,5,6,7,8,9

Voting

- Electronic Elections for sections, chapters, and affinity groups
 - Successfully piloted in 2007 & 2008 using a vendor
 - Proved to significantly improve voter participation
 - In parallel, started internal development
 - IEEE Product Piloted in 2009
 - In Production Summer of 2010
 - Will support all units for 2010 elections
 - Region coverage: 1,2,4,5,6,7,8,9,10

Future vTools projects

- E-Notice replacement
- Prospective Members with IEEE Business Platform support
- Further integration with myIEEE
- Off-line join
- More opportunities ??
 - Section Dashboard
 - Integration with collaboration tools
 - Membership Development
 - Member Development
 - Volunteer Reporting, more than officers- Voting
 - Communicate
 - Agendas
 - Awards

Contact info

- <http://vtools.ieee.org> – contains project status, blog, contact information, FAQ, and training information
- vtools@ieee.org – contact e-mail for any questions related to the project