AGENDA:

- Accessing the 123Signup Control System
 Roles and Responsibilities
- Committee Structure
- Managing Committees
 - o Creating a New Committee
 - o Manage Participants
 - Add/Remove Participants
 - Assign Roles
 - o Rosters and Attendance
- Email Tools



• Accessing the 123Signup Control System



http://www.ewh.ieee.org/soc/pes/switchgear/

 \rightarrow Meetings \rightarrow AMS Intro \rightarrow AMS Control Center

SV	vitchgear	Com	mitte	e Meetin	igs		♦IEEE
Switchgear Home	Subcommittees	Meetings	Minutes	Presentations	Picture G	allery	Policies & Procedures
Switchgear Committee >	Meetings	Next I	Meeting >>				
Switchgear Committee >	Meetings	AMS	Intro >>	AMS: Enro	ll or Signup	,	
Accordiation	The Switchgear	Meeting	Support >	> AMS: Vie	w/Modify	and co	ntact information. This system
Management	also manages o	PES	Calendar	Pro	ofile	DE OF	COMMUNICATION. This link will
System (AMS)	take you to the	AMS homepag	ge: AMS HOM	TEF AMS: Me Dire	mbership ctory	-	
Switchgear	What is the Swi	tchgear Comn	nittee? What a	AMS: Cont	trol Center	se? How	v is the committee structured?



• Accessing the 123Signup Control System

CONTROL CENTE		
Enter your Email and Passw	ord and click the Sino In button. Password is case-sensitive	
	Email Address: Password:	
Forgot your password? Enter	Sign in	
Important Information	yvur einan above, trien <u>unix mae</u> and we'n einan a password to you.	
The 123Signup Control Ce your browser.	nter uses some pop-ups to display information to users. To access all the administrative Control Center functions, you should disable pop-up blocking for this	s site in
	Same Email and Password used	
	to Manage Member Profile	

- Committee Admins can only be added by System Administrators
 - Contact SGC Officer for access (T. Irwin, K. Flowers, D. Edwards)

• Accessing the 123Signup Control System

Committee								
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	Click the Add Participants button to a	dd participants to the selected Com	mittee or click the Manage	e Participants button to	manage the individ	duals already in th	e Committee.	
Support	Click the Manage Children button to r	manage the child Committees of the	Committee,					
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3Signup AMS, Inc. rights reserved.	Manage Committees							1 - E of 10
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	ERP		14	0		Me	ember	
	HVCB		159	20		Me	ember	
	HVE		11	3		Me	ember	
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		Edit Manage Participants	Add Participants	Manage Children	View Calendar	New Meeting	1	
		Edit Manage Participants	Add Participants	Manage Children	View Calendar	New Meeting	3	



Roles and Responsibilities

HONOR SYSTEM

All Activity Leaders have the same administrative rights. <u>Any activity can be modified by any Activity Leader!</u> Although there are protections to limit someone from adding or deleting an activity, anyone with administrative rights can access and modify <u>any activity</u>, not just those activities you are directly responsible for. All Activity Leaders operate on the "honor system". Please be careful to only make modifications to your activity! If you are an administrator of a "child activity" (a WG or TF), <u>be especially careful</u> to ensure you are making modifications to your activity and not the associated parent SC.

Note: All individual system accesses and functions are logged. Those performing malicious (or accidental activities) can be identified.



Committee Structure

					SWITCHGEAR COMMITTEE
ORGANIZATION	MEMBERSHIP DONATIONS EVE	NTS REGISTRATION MAILINGS	REPORTS		
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Committee - Manage Committee Support Sign Out	Select a Committee name from th child Committees). Click the name Click the Add Participants button t Click the Manage Children button Click the New Meeting button to a	e Search Results. Click the Edit button a of the Committee to generate the list to add participants to the selected Commit to manage the child Committees of the dd a new meeting for the Committee or	to modify the profile deta server mailbox address for mittee or click the Manag Committee, - click the View Calendar	ils for the Committee or click the Delete burt this Committee. e Participants button to manage the individent of the individent of the meeting calendar of the soutton to view the soutton to view the meeting calendar of the soutton to view the meeting calendar of the soutton to view to view the soutton to view	utton to completely remove the Committee (and any luals already in the Committee.
123Signup AMS, Inc. All rights reserved.	Manage Committees				1 - 5 of 10
	Name		Participant Count	Child Count	Participant Visibility
	ADSCOM		109	8	Member
	ALL		536	0	Admin Only
	ERP		14	0	Member
	HVCB		159	20	Member
	HVE		11	3	Member
	≪First. ≪Prev		A state of the	Section Statistics	Next Last
		Edit Manage Participants	Add Participants	Manage Children View Calendar	New Meeting
	Too many results? Enter the nam Search Criteria	e of the Committee and click on Search			
	Committee Name:		• Search		

- Committees can only be added/removed by System Administrators
- All Activity Leaders have visibility and access to all Committees



• Committee Structure

ORGANIZATION	MEMBERSHIP DONATIONS EVENTS RE	GISTRATION MAILINGS REPORTS		PES SWITCHGEA COMMITTEI
	ORGANIZATION	Manage Committee		
Committee - Manage Committee	Select a Committee name from the Search I child Committees). Click the name of the Co Click the Add Participants button to add part	Results. Click the Edit button to modify the profile details f mmittee to generate the list server mailbox address for the ticipants to the selected Committee or click the Manage Pa	or the Committee or click the Delete buttor is Committee. rticipants button to manage the individual	n to completely remove the Committee (and any salready in the Committee.
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• Managing Committee - **"Test" Committee**

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right ©1998-2019	Click the New Meeting button to add a	new meeting for the Committee or click the View Ca	lendar button to view the meeti	ng calendar of the Committee.
Signup AMS, Inc. ghts reserved.	Managa Committees			
	Manage committees			1 - 5 of 11
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	ALL	523	0	Admin Only
	ERP	16	0	Member
	<u>HVCB</u>	221	22	Member
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• Managing Committee - **"Test"** Committee

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• Managing Committee - **"Test" Committee**

				SWITCHGEAR COMMITTEE
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Managing Committee - Creating a Meeting

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- Officers should create a "New Meeting" for each session

Managing Committee - Creating a Meeting

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Managing Committee - Accessing a Meeting

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• Managing Committee - Accessing a Meeting

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- Provides access to the attendance roster

• Managing Committee - Manage Participants

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Why is this important?

- 1. GDPR compliance requires IEEE PES Switchgear Committees generate all rosters from 123Signup.
- 2. Provides visibility of participant roles for Committee Officers (point of contact, meeting quorum, etc.)
- 3. Expedites meeting attendance process.

• Managing Committee - Add Participants

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ORGANIZATION	MEMBE	RSHIP DONATIONS E	VENTS REGISTRATIO	N MAILINGS REPORTS			
	0	RGANIZATION	Manage C	Committee			
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All rights reserved.		Last	First	Email	Company	Role	
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Managing Committee - Add Participants: Method A

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Support Sign Out	Search Criteria Add Participant TEST_COM		
ht ©1998-2019 hup AMS, Inc. is reserved.	First/Given Name:		
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	Company Name:		
	Primary Email:		
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• Managing Committee - Add Participants: Method B

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		Alamin	Yazan	Interested Individual	Guest		Crown Technical Systems	
		Aldakka	Qais	Interested Individual	Guest	•	Los Angeles Department of Water and Power	
		Alexander	Roy	Honorary Member	Guest		RWA Engineering	01/01/
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Managing Committee - Add Participants

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• Managing Committee - Removing Participants

1					(PES COM	CHGEAR MITTEE
ORGANIZATION	MEME	ERSHIP DONATIONS	EVENTS R	EGISTRATION MAILINGS REPORTS			
1	c	ORGANIZATION	0	Manage Committee			
Committee - Manage Committee Support Sign Out Copyright ©1998-2019	Select the Co buttor the Co Sear Mana	t a name from the Sear ommittee. You may cha n. Click Undo If you hav ommittee. ch Results age Committee Par COM	ch Results. Click nge the role for e made changes ticipants	the Edit Profile button to modify the individual's pro one or more individuals on each page. Your changes on a page and want to view the page as it was befo	ofile information or click the Remove butt s will be saved whenever you move betwe ore you made the changes. Click the Add	on to remove a nai een pages or click t button to add part	me from the Save icipants to 1 - 2 of 2
All rights reserved.		Last	First	Email	Company	Role	
	۲	Hensberger	Jeremy	jeremy.hensberger@meppi.com	Mitsubishi Electric Power Products Inc.	Chair	V
	0.	Trost	Karla	ktrost@gwelec.com	G&W Electric	Vice-Chair	
	Searc	at ≪Prev h results unsuccessful? New Search	Click on New Se	Remove Add Done Sa	ave Undo	Next	▶ Last ▶

Managing Committee - Removing Participants

n		-	s01.123signup.com	m says		E SWITC	CHGEAR MITTEE
ORGANIZATION	MEME	BERSHIP DONA	Are you sure you wa	nt to remove the selected person	n from the		
1		DRGANIZATI	Committee? Click O	K to continue.	_		
Committee - Manage Committee	Select the Co buttoo the Co	t a name from the ommittee. You ma n. Click Undo if yo ommittee.		C	Cancel he Remove buy you move between s. Click the Ad	tton to remove a nan ween pages or click tl d button to add parti	ne from he Save cipants to
Sign Out Sopyright ©1998-2019 Cashing AMS, Inc. Il rights reserved.	Sear Mana TEST	ch Results age Committee [_COM	Participants		Balling C		1 - 2 of 2
		Hensberger	Jeremy	ieremy bensberger@menni.com	m Mitsubishi Electric Power Products Inc	Chair	
		Trost	Karla	ktrost@gwelec.com	G&W Electric	Vice-Chair	•
	 ≪ Fire	st «IPrev		Remove Add Done	Save Undo	Next	► Last 🍽

• Managing Committee - Removing Participants

						PES CO	ITCHGEAF MMITTEE
ORGANIZATION	MEMBE	RSHIP DONATIONS E	VENTS REGISTRATIO	N MAILINGS REPORTS			
1	OF	GANIZATION	Manage C	Committee			
Committee - Manage Committee 1 Support 3 Sign Out Dyright ©1998-2019 25/Ennin AMS Top	Select a the Com button, the Com Jeremy I Search Manag TEST	name from the Search I mittee. You may change Click Undo if you have n mittee. Hensberger was deleted Results e Committee Partic COM	Results. Click the Edit Profil a the role for one or more in ade changes on a page an from TEST_COM.	e button to modify the individual's pro ndividuals on each page. Your changes d want to view the page as it was befo	file information or click the R will be saved whenever you re you made the changes. Cl	emove button to remove a move between pages or cli ick the Add button to add p	name from ck the Save varticipants to 1 - 1 of 1
rights reserved.		Last	First	Email	Company	Role	
	۲	Trost	Karla	ktrost@gwelec.com	G&W Electric	Vice-Chair	
	≪ First	≪ Prav	•]	Remove) Add) Done) Sa	ve 🕒 Undo	Ne	xt⊫ Last⊫
	Search r	results unsuccessful? Cliv w Search	ck on New Search to search	n again.			

• Managing Committee - Assigning Roles

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						PES C	VITCHGEAR DMMITTEE
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(OF		Manage Committee				
Support Sign Out Copyright ©1998-2019	Search Manag TEST_(n Results Je Committee Participants COM					1 - 2 of 2
123Signup AMS, Inc. All rights reserved		Last	First	Email	Company Mitsubichi Electric Power Products Inc.	Role	
an rights reserved.		Transport got	<u>voronny</u> .	Jerennymensberger@mepph.com	Fillsubishi Electric Fower Froducts Inc.	Outsit	
an rights reserved.		Trost	Karla	ktrost@awelec.com	G&W Electric	Past Chair	•
) First	<u>Trost</u> ≪ Peese	Karla	ktrost@gwelec.com	G&W Electric	Past Chair Chair Vice-Chair Secretary Member	▼ Last [0-]

- By default, participants are added as "Guests"
- Assignment of Roles is a manual process

• Managing Committee - Recording Attendance

			- 1	SWITCHGEAR COMMITTEE
ORGANIZATION	MEMBERSHIP DONATIONS 1	EVENTS REGISTRATION MAILI	NGS REPORTS	
ſ	ORGANIZATION	Manage Committee	•	
Committee Manage Committee Support Sign Out	Click the Edit button to modify from an existing meeting. Click TEST_COM Meetings	an existing meeting or click the Delete the Record Attendance button to captur	button to remove a meeting from the calendar. Click the C re individual attendance at the meeting.	Copy button to create a new meeting
pyright ©1998-2019	Meeting Date	Name	Location	Total Attendee
rights reserved.	Oct 18, 2018	Fall 2018 Test	Kansas City	0
	Dec 17, 2018	Test Meeting	Vermont	0
	Oct 06, 2019	Fall 2019	San Diego, CA	0
		44 Back) Edit	Copy Delete Record Attendance	

• Managing Committee - Recording Attendance

					PES COMMITTEE	
ORGANIZATION	MEMBERSHIP	DONATIONS EVENTS	S REGISTRATION MAILINGS R	EPORTS		
	ORGANIZ		Manage Committee			
Committee - Manage Committee	Check the Attende you have made ch	ed box if the individua anges on a page and	I came to the meeting. Your changes will want to view the page as it was before y	be saved whenever you move between pages you made the changes.	or click the Save button. Click Undo if	
Support	Search Results 1 - 2 of 2 Record Committee Meeting Attendance					
)) Sign Out	Record Commi Fall 2019	ttee Meeting Atte				
) Sign Out	Record Commi Fall 2019 Attended	Last	First	Email	Company	
Sign Out syright ©1998-2019 Signup AMS, Inc. rights reserved.	Record Commi Fall 2019 Attended	Last Hensberger	First Jeremy	Email jeremy.hensberger@meppi.com	Company Mitsubishi Electric Power Products Inc.	
Sign Out pyright ©1998-2019 3Signup AMS, Inc. rights reserved.	Record Commi Fall 2019 Attended	Last Hensberger Trost	First Jeremy Karla	Email jeremy.hensberger@meppi.com ktrost@gwelec.com	Company Mitsubishi Electric Power Products Inc. G&W Electric	

- 1. Check box next to the name of the participants who attended
 - Participant must be added before attendance can be checked
- 2. Click Save
- 3. Click Done

• Reports - Committee Attendance & Meeting Roster

ORGANIZATION	MEMBERSHIP DONATIONS	EVENTS REGISTRATION MAILINGS REPORTS
ſ	ORGANIZATION	0
Committee - Manage Committee	Welcome to 123Signup Con Please choose an appropria	trol Center. The Control Center is for your exclusive use and its use is covered under the Terms of Service. Please do not share your sign in information with anyone else. te tab.
II) Support	Control Center Quic	t Help
Sign Out	Organization	Use this tab to: • Manage your organization profile • Set up email confirmations
123Signup AMS, Inc. All rights reserved.	List Management (Membership)	Use this tab to: • Manage your member/event attendee profile • Manage your membership/mailing list
	Events	Use this tab to: • Create & modify event information • Publish & close events • See event history
	Registration	Use this tab to: • Enter off-line registrations • Make registration changes & cancellations • Manage pending payments
	Mailing	Use this tab to send personalized & targeted mailings.
	Reports	Use this tab to view, print, or download: • Reports • Badges • Mailing labels

• Reports - Committee Attendance & Meeting Roster

ORGANIZATION	MEMBERSHIP DONATIO	Recently Run Reports			
Reports Center	To view reports, they m button to remove the m	nust have the status of Complete. Click the report name or View to eport from the list.	display the report. The information will t	be displayed with the values separated by c	omma's. Click the Delete
- Recently Run Reports					1-10 of 21
- Archived Reports	Date Oct 6 7:30 A	Report Name	Category	Author	Status
My Reports	Oct 6, 7:29 A	Subgroup: Committee Roster	Subgroup	Jameskeuter	
Subgroup Reports	Oct 4, 3:51 P	Subgroup: Committee Roster	Subgroup	DarrelMosor	
2) Support	Oct 4, 2:51 P	Subgroup: Committee Roster	Subgroup	DarryMoser	
Sign But	Oct 4, 2:50 P	Subgroup: Committee Roster	Subgroup	DarryMoser	
D) organization	Oct 4, 2:30 P	Subgroup: Committee Roster	Subgroup	CarlSchuetz	
opvright @1998-2019	Oct 4, 6:41 A	Subgroup: Committee Roster	Subgroup	CarlSchuetz	
23Signup AMS, Inc.	Oct 4, 6:38 A	Subgroup: Committee Poster	Subgroup	CarlSchuetz	
	Oct 4, 6:35 A	Subgroup: Committee Roster	Subgroup	CarlSchuetz	
	Oct 4, 6:33 A	Subgroup: Committee Roster	Subgroup	JohnWebb	
	Note: All times listed a	are in PST.			
	1-0-0	and true Divis	w Delete Refresh Next ►		
	Status Definition				
	This report has	been completed and ready for view.			
	This report is be	eing created.			
	This report has	failed.			

• Reports - Committee Attendance & Meeting Roster

				SWITCHGEAR COMMITTEE
ORGANIZATION	MEMBERSHIP DONATIONS EVE	NTS REGISTRATION MAILINGS REPORTS		
Reports Center PDF Reports - Recently Run Reports - Archived Reports Subgroup Reports Subgroup Reports Subgroup Reports Sign Out Copyright 01998-2019 1255/sinup ANS, Inc. All rights reserved.	Subgroup Reports Committee Roster Meeting Attendance Provides a	group participants in meeting roster format (portrait) downloadable list of attendance by committee member	s at meetings held during a given time period	



Reports - Meeting Roster

		PES C
MEMBERSHIP DONATIONS EVENTS REGISTRATION MA	ILINGS REPORTS	
REPORTS O Benorts Center		
Create New Report - Committee Roster		
Report Name: Subgroup: Committee Roster		
Select committee(s) for the report.		
* ADSCOM	ADSCOM - Lubricant Aging Task Force	ADSCOM - O&P, P&P, WG P&P Training
ADSCOM C37.100	- ADSCOM C37.100.1	ADSCOM C37.100.2
ADSCOM C37.100.5	ADSCOM C37.100.6	AD5COM C37.301
ADSCOM C37.302	ADSCOM C37.59	ADSCOM C57.142
ADSCOM C57.16	ADSCOM MP	ADSCOM SF6 ALT
ALL	C37.09 SR TF	C37.12.1_CRG
C37.12_CRG	III ERP	HVCB
HVCB C37.010	HVCB C37.011	HVCB C37.012
HVCB C37.013	HVCB C37.015	HVCB C37.016 WG Corrigenda
HVCB C37,017	HVCB C37.04	HVCB C37.04 CRG
HVCB C37.04b	HVCB C37.06	HVCB C37.06.1
HVCB C37.082	HVCB C37.09	HVCB C37.09b
HVCB C37.10	HVCB C37.10.1	HVCB C37.11
HVCB C37.12	HVCB C37.12.1	HVCB CONT CAB TF
HVF	HVF C37.41	HVF C37.42
HVF C37,45	HVF C37,48	HVS
HV5 C37.30.1	HVS C37.30.1a	HV5 C37.30.2
HVS C37.30.3	HV5 C37.30.4	HVS C37.30.5
HVS Switch Motor Operator TF	UVSD	LVSD - Task Force for Circuit Breakers for Emerging Technol
LVSD C37.13	LVSD C37.13-2015	LVSD C37.13.1
LVSD C37.14	UVSD C37.16	LVSD C37.17
UVSD C37.27	LVSD FTR	RODE
RODE C37.60	RODE C37.62	RODE C37.63
RODE C37.66	RODE C37.68	RODE C37,74
RODE C37.75	RODE Cntrl Dist Equip	RODE SD
RODE VB	SA	SA C37.121
5A C37,20,1	SA C37.20.1/.28.21 Amendments	SA C37.20.10
SA C37.20.2	SA C37.20.3	SA C37.20.4
SA C37.20.6	SA C37.20.7	SA C37.20.8
5A C37.20.9	SA C37.21	SA C37.23
SA C37.24	SA C37.81	SA C37.82
Study Group C37.04 & C37.09	Switchgear Committee	TEST_COM
TEST COM TE	III III	

Select Committee \rightarrow Create Report



Reports - Meeting Roster

		Recently Run Reports			
irts Center	To view reports, they mus the list,	t have the status of Complete. Click the report name or View to display	the report. The information will be displayed with	the values separated by comma's. Click the Delete butto	n to remove the report fro
Reports cently Run Reports	Date	Downed Manage	Coloroom .		1-10 of
hived Reports	Oct 6, 8:31 P	Subgroup: Committee Roster	Subgroup	Committee MemberSwitchgear	Status
eports	Oct 6, 7:29 A	Subgroup: Committee Roster	Subgroup	SeanParsi	
roup Reports	Oct 5, 9:04 A	Subgroup: Committee Roster	Subgroup	JamesHouston	
Support	Oct 4, 2:51 P	Subgroup: Committee Roster	Subgroup	DarrylMoser	
ign Out	Oct 4, 2:50 P	Subgroup: Committee Roster	Subgroup	DarrylMoser	
	Oct 4, 2:50 P	Subgroup: Committee Roster	Subgroup	DarrylMoser	
©1998-2019	Oct 4, 6:43 A	Subgroup: Committee Roster	Subgroup	CarlSchuetz	
reserved.	Oct 4, 6:41 A	Subgroup: Committee Roster	Subgroup	CarlSchuetz	
	Oct 4, 6:38 A	Subgroup: Committee Roster	Subgroup	CarlSchuetz	
	Oct 4, 6:35 A	Subgroup: Committee Roster	Subgroup	CarlSchuetz	•
	Note: All times listed are	in PST.			
	(-signed Person	View Delete Refresh Next		
	Status Definition				

Click Refresh until Status turns green \rightarrow View



Reports - Meeting Roster

IEEE PES Switchgear Committee

TEST_COM - Meeting Roster

Place / Date of meeting :

Initial to denote attendance	Last name	First name	Company Name	Role	Request Member- ship
	Hensberger	Jeremy	Mitsubishi Electric Power Products Inc.	Guest	
	Trost	Karla	G&W Electric	Vice-Chair	

- Roster will not show terminated participants



Reports - Committee Attendance

REPORTS Reports	Center	
Create New Report - Meeting Attendance		
Colort complition (c) For the capacit		
* ADCCOM	ADSCOM - Lubricant Aging Tarly Force	ADCCOM . ORD DED W/G DED Training
ADECOM C27 100	ADSCOM C27 100 1	ADECOM C27 100 2
ADSCOM C37.100	ADSCOM C37,100.1	ADSCOM C37.100.2
AD5004 C37 202	ADSCOM C37, 100.0	ADSCOM CS7.301
ADSCOM C37.302	ADSCOM C37,59	ADSCOM CS7.142
ADSLOM CS7.16	ADSCOM MP	ADSCOM SP6 ALT
ALL	C37.09 SK 1F	- C37,12,1_CRG
C37.12_CRG	EKP	HVCB
HVCB C37.010	HVCB C37.011	HVCB C37.012
HVCB C37.013	HVCB C37.015	HVCB C37.016 WG Corrigenda
HVCB C37.017	HVCB C37.04	HVCB C37.04 CRG
HVCB C37.04b	HVCB C37.05	HVCB C37.06.1
HVCB C37.082	HVCB C37.09	HVCB C37.09b
HVCB C37.10	HVCB C37.10 1	HVCB C37.11
HVCB C37.12	HVCB C37.12,1	HVCB CONT CAB TF
HVF	HVF C37.41	HVF C37.42
HVF C37,45	HVF C37.48	HVS
HVS C37,30.1	HVS C37.30.1a	HVS C37.30.2
HV5 C37.30.3	HVS C37.30.4	HVS C37.30.5
HVS Switch Motor Operator TF	LVSD	LVSD - Task Force for Circuit Breakers for Emerging Techno
UVSD C37.13	LVSD C37.13-2015	LVSD C37.13.1
LVSD C37.14	LVSD C37.16	UVSD C37.17
UVSD C37.27	LVSD FTR	RODE
RODE C37.60	RODE C37.62	RODE C37.63
RODE C37,66	RODE C37.68	RODE C37.74
RODE C37.75	RODE Chtrl Dist Equip	S RODE SD
RODE VB	SA	SA C37.121
SA C37,20.1	SA C37.20.1/.28.21 Amendments	SA C37.20.10
SA C37.20.2	SA C37.20.3	SA C37.20.4
9 SA C37.20.6	5A C37.20.7	5A C37.20.8
SA C37,20.9	SA C37.21	5A C37.23
SA C37.24	SA C37.81	SA C37.82
Study Group C37.04 & C37.09	Switchgear Committee	TEST_COM
TEST_COM_TF	Pπ	
Select a time period for the report.		
Date From: Oct ♥ 06 ♥ 2019 ♥		

Select Committee \rightarrow Select Date Range \rightarrow Download



Reports - Committee Attendance

5	A	ВС	D	E	F	G	н	í.	j	К	L	м	N	0	Р	Q
1	Subgroup Name	123Member ID Membership Status	Role	Participation Status	Туре	First Name	Last Name	Email	Company	City	State	Country	IEEE Member ID	10/18/2018	12/17/2018 10	0/6/2019
2	TEST_COM	2005279 Active	Guest	Terminated	Interested Individual	Anthony	Ricciuti	tricciuti@ieee.org	Eaton Corporation	Moon Township	PA	USA	Tony			
3	TEST_COM	2962799 Active	Member	Terminated	Member	Darryl	Moser	darryl.moser@us.abb.com	ABB	Wichita Falls	TX	USA	Darryl			
4	TEST_COM	3970943 Active	Guest	Terminated	Interested Individual	Terrance	Woodyard	mr.terrance.woodyard@ieee.org	Siemens Industry Inc.	Wendell	NC	USA	Terry			
5	TEST_COM	4202601 Active	Vice-Chair	Active	Interested Individual	Karla	Trost	ktrost@gwelec.com	G&W Electric	Bolingbrook	IL.	USA	Karla			
6	TEST_COM	4421853 Active	Guest	Active	Interested Individual	Jeremy	Hensberger	jeremy.hensberger@meppi.com	Mitsubishi Electric Power Products Inc.	Warrendale	PA	USA	Jeremy		х	
7	TEST_COM	4421853 Active	Chair	Terminated	Interested Individual	Jeremy	Hensberger	jeremy.hensberger@meppi.com	Mitsubishi Electric Power Products Inc.	Warrendale	PA	USA	Jeremy		x	
8	TEST_COM	4509391 Active	Chair	Terminated	Interested Individual	William	Wilkie	eddiewilkie@eaton.com	Eaton	Arden	NC	USA	Eddie			-

- Meeting Attendance will show terminated participants
 - Filter on Participation Status to remove terminated entries

• Email Tools

- IMPORTANT CHECK YOUR PROFILE!
 - Your Primary or Secondary Email Address <u>must match</u> the email service you are using to send listserv emails.

mail Addresses		
Primary Email:	jeremy.hensberger@ieee.org	
Secondary Email:		
The Primary Email Addre are sent to the primary for use only by activity I secondary email address	ss is a necessary field and serves as your log-in identifier, along with address only! Please provide your IEEE alias address if you have one; eaders whos primary email address is an IEEE alias address. It is use a unless you are an Committee activity leader (SC/WG/TE chairs, vice	your password (see below). Committee-related message i.e., john.smith@ieee.org. The Secondary Email Address d to validate administrative functions. Do not enter a -chairs, secretaries, etc).

- Only Committee Officers can send emails via the Listserv
- Email size limit is 2MB

• Email Tools- Setup (Completed by System Admin)

	ORGANIZATION	Manage Committee		
Committee - Manage Committee	Select a Committee name from the Sear name of the Committee to generate the	ch Results. Click the Edit button to modify the profile details for list server mailbox address for this Committee.	the Committee or click the Delete button to completely	remove the Committee (and any child Committees). Click t
	Click the Add Participants button to add	participants to the selected Committee or click the Manage Part	icipants button to manage the individuals already in the	Committee.
3) Support	Click the Manage Children button to mar	nage the child Committees of the Committee.		
3) Sign Out	Click the New Meeting button to add a n	ew meeting for the Committee or click the View Calendar buttor	n to view the meeting calendar of the Committee.	
opyright ©1998-2018 23Signup AMS, Inc. I rights reserved.	Click the Done button to return to the pr	revious level of Committees. Click the Add Child button to add a	child Committee.	
	Manage Committees			
	нусв	All links, was had not an		16 - 20 of 20
	Name	Participant Coun	t Child Count	Participant Visibility
	HVCB C37.10.1	164	0	Member
	HVCB C37.11	96	0	Member
	HVCB C37.12	112	1	Member
	HVCB C37.12.1	92	1	Member
	• <u>TEST_COM</u>	0	1	Admin Only
	First Prev			Next D Last
		Edit Manage Participants Add Participants	Done Manage Children View Calendar	New Meeting
	The second s	Committee and study on Commit		

• Email Tools - Setup (Completed by System Admin)

ORGANIZATION	Manage Committee	
TEST_COM		
and the second second		
Committee Profile Information		
 Fields with this icon are required. 		
Name:	TEST COM	- Deguined Fields
Addite.	Test Committee for Training	– Requirea Fielas
	rest committee for training	
Description:		Populated by
		r opulatod by
Active Participants:	0	Svotom Admin
Child Committee:	1	System Aurini
Participant Visibility:	Member •	•
Allowed by John-		Coll Classer Allowed
Allowed to Join:		Self Signup Allowed:
Honorapy Member		- All
Member		Member
Active Participant		Active Participant
✓ Staff		Staff
🗹 Interested Individual		Interested Individual
Enter an unique identifier to be used to cr	eate the list server address for this Committee	
List Server Address:	list TESTCOM IPSC2@123signup9.com	I Inique Listeery Identifier
and the second sec		

• Email Tools - Generating Listserv Address

ORGANIZATION	MEMBERSHIP DONATIONS EVENTS REGISTRAT	ON MAILINGS REPORTS		PES COMMITT	EE
	ORGANIZATION Manage	Committee			
Committee - Manage Committee	Select a Committee name from the Search Results. Cli name of the Committee to generate the list server ma	ck the Edit button to modify the profile details for the Committe lbox address for this Committee.	ee or click the Delete button to completely	remove the Committee (and any child Committees). Clic	< the
) Support	Click the Add Participants button to add participants to	the selected Committee or click the Manage Participants button	n to manage the individuals already in the	Committee.	
) Sign Out	Click the Manage Children button to manage the child	Committees of the Committee.			
	Click the New Meeting button to add a new meeting fo	r the Committee or click the View Calendar button to view the r	neeting calendar of the Committee.		
opyright ©1998-2018 23Signup AMS, Inc.	Click the Done button to return to the previous level of	Committees. Click the Add Child button to add a child Commit	tee.		
Il rights reserved.	Manage Committees				
	нусв			16 - 20 of	20
	Name	Participant Count	Child Count	Participant Visibility	
	HVCB C37.10.1	164	0	Member	
	HVCB C37.11	96	0	Member	
	HVCB C37.12	112	1	Member	
	HVCB C37.12.1	92	1	Member	
		0	1	Admin Only	
	<u>TEST_COM</u>	0			
	TEST_COM First A Prev			Next 🕨 🕮	1-11
	● <u>TEST_COM</u> ⊲ First ⊲ Prov	Manage Participants	Manage Children	Next > La	et 10-1
	● <u>TEST_COM</u> 4 First 4 Prev ● Edit	Manage Participants Add Participants Done	Manage Children View Calendar	Next De La	et (10-1)
	● IESI COM ≪ First ≪ Prev	Manage Participants	Manage Children View Calendar	New Meeting	st [0]
	● <u>IESI COM</u> ≪ First ≪ Prev	Manage Participants Add Participants Done	Manage Children View Calendar	Next De La	st [1-1
	● IESI COM I First ■ Prev ● Iddt Too many results? Enter the name of the Committee.	Manage Participants Add Participants Done	Manage Children View Calendar	Next De La	14.74
	■ IEST COM First ■ Prev ■ Edit Too many results? Enter the name of the Committee a Search Criteria	Manage Participants Add Participants Done and click on Search.	Manage Children View Calendar	New Meeting	i≪ №
	■ IEST COM First ■ Prev Too many results? Enter the name of the Committee a Search Criteria	Manage Participants Add Participants Done and click on Search.	• Manage Children • View Calendar	New Meeting	st ⊪

• Email Tools - Generating Listserv Address

ORGANIZATION	Manage Committee	
TEST_COM		
Committee Profile Information		
Name:	TEST_COM	
Description:	lest Committee for training	
Child Committee:		
Parent Name:	HVCB	
Participant Visibility:	Member	
inclusion of the second s		
Allowed to Join:	All	
Self Signup Allowed:	None	
List Facure Address:	Let (TESTON (IRC)@132cint).00 nom	
List beiver Address.	ISEM EST COMMENSUE IS Signification including the plus signs)	
List Samar Arcast	(bey the basic structure and the provide structure of the basic structure of the basic structure basic structure of the structure of the basic structure of the	
An email may be sent to the parent Comm sutton. Copy the address(es) exactly as sl witchgear Committee.	mittee only or to everyone in the Committee including those in the child Committee(s). You may also choose to send the email only to certain participants based on their role. Choose the targ shown in the text box (including the + signs) into the To window of your email client. You may only send email to this Committee if your role is listed above under List Server Access, and you	et role(s) and participation level, then click the Ge may only send email from the email address on f
In amail may be sent to the parent Comm uttor. Copy the address(=) exactly as si witchgenr Content Chain Vice-Chain Secretary Member Corresponding Member 2 Al anticipants: Parent Subgroup Only Parent plus Child Subgroups	nitise only or to everyone in the Committee including those in the child Committee (s). You may also choose to send the small only to certain participants based on their role. Choose the targe before in the text box (including the ± signs) into the Towndow of your email client. You may only send email to this Committee if your role is listed above under List Server Access, and you Email to the entire Committee and All Children	et role(s) and participation level, then click the Ge may only send email from the email address on f

• Email Tools - Generating Listserv Address

ORGANIZATION	Manage Committee	
TEST COM		0 Particip
ten		
Committee Profile Information		
Name:	TEST COM	
Description:	Test Committee for Training	
18 Active Participants:	0	
Child Committee:	1	
Parent Name:	HVCB	
Participant Visibility:	Member	
Allowed to Join:	All	
Self Signup Allowed:	None	
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