



123Signup (AMS) – Officer's Training

AGENDA:

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

123Signup (AMS) – Officer’s Training

- Accessing the 123Signup Control System

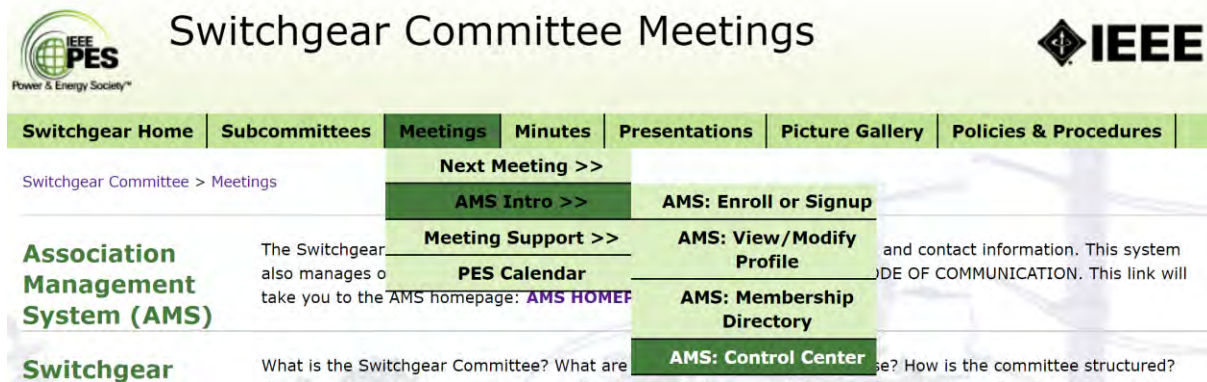
www.123signup.com →

Client Login

OR

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

→ Meetings → AMS Intro → AMS Control Center



The screenshot shows the 'Switchgear Committee Meetings' page. At the top left is the IEEE PES logo (Power & Energy Society). At the top right is the IEEE logo. Below the logos is a navigation bar with links: Switchgear Home, Subcommittees, Meetings, Minutes, Presentations, Picture Gallery, and Policies & Procedures. The 'Meetings' link is highlighted. Below the navigation bar, there are several links: 'Next Meeting >>', 'AMS Intro >>', 'AMS: Enroll or Signup', 'Meeting Support >>', 'AMS: View/Modify Profile', 'PES Calendar', 'AMS: Membership Directory', and 'AMS: Control Center'. The 'AMS: Control Center' link is highlighted in a dark green box. The page also features a section titled 'Association Management System (AMS)' with a brief description.

123Signup (AMS) – Officer's Training

- Accessing the 123Signup Control System

Control Center Sign In P: x

Secure | <https://s01.123signup.com/ALoginjsessionid=E46119B61D88D599DCAEEE80A95A8714?Restart=1>

CONTROL CENTER

Enter your Email and Password and click the Sign In button. Password is case-sensitive.

Email Address:

Password:

Forgot your password? Enter your email above, then [click here](#) and we'll email a password to you.

Important Information

- The 123Signup Control Center 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 site in your browser.

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)

123Signup (AMS) – Officer's Training

- Accessing the 123Signup Control System

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

Committee
- Manage Committee

Support
Sign Out

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SWITCHGEAR
PES
COMMITTEE

Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.

Click the Add Participants button to add participants to the selected Committee or click the Manage Participants button to manage the individuals already in the Committee.

Click the Manage Children button to manage the child Committees of the Committee.

Click the New Meeting button to add a new meeting for the Committee or click the View Calendar button to view the meeting calendar of the Committee.

Manage Committees 1 - 5 of 10

Name	Participant Count	Child Count	Participant Visibility
<input checked="" type="radio"/> ADSCOM	109	8	Member
<input type="radio"/> ALL	536	0	Admin Only
<input type="radio"/> ERP	14	0	Member
<input type="radio"/> HVCB	159	20	Member
<input type="radio"/> HVF	11	3	Member

First Prev Next Last

Edit Manage Participants Add Participants Manage Children View Calendar New Meeting

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Committee Name:



123Signup (AMS) – Officer’s Training

- Roles and Responsibilities

HONOR SYSTEM

All Activity Leaders have the same administrative rights. Any activity can be modified by any Activity Leader! Although there are protections to limit someone from adding or deleting an activity, anyone with administrative rights can access and modify any activity, 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), be especially careful 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.

123Signup (AMS) – Officer’s Training

- Committee Structure

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Support
Sign Out

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.

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Manage Committees 1 - 5 of 10

Name	Participant Count	Child Count	Participant Visibility
<input checked="" type="radio"/> ADSCOM	109	8	Member
<input type="radio"/> ALL	536	0	Admin Only
<input type="radio"/> ERP	14	0	Member
<input type="radio"/> HVGB	159	20	Member
<input type="radio"/> HVF	11	3	Member

◀ First ◀ Prev Next ▶▶ Last ▶

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Committee Name:

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

123Signup (AMS) – Officer’s Training

- Committee Structure

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

Committee
- Manage Committee

Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.

Click the Add Participants button to add participants to the selected Committee or click the Manage Participants button to manage the individuals already in the Committee.

Committees of the Committee.

a Committee or click the View Calendar button to view the meeting calendar of the Committee.

1 - 5 of 10

Name	Participant Count	Child Count	Participant Visibility
<input checked="" type="radio"/> ADSCOM	109	8	Member
<input type="radio"/> ALL	536	0	Admin Only
<input type="radio"/> ERP	14	0	Member
<input type="radio"/> HVGB	159	20	Member
<input type="radio"/> HVE	11	3	Member

First Prev Edit Manage Participants Add Pa Next Last

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Committee Name: Search

**SGC Sub-Committees →
“Parent Committee”**

**WG/TF →
“Child Committees”**

123Signup (AMS) – Officer’s Training

- Managing Committee - “Test” Committee

IEEE PES SWITCHGEAR COMMITTEE

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

Committee
- Manage Committee

Support
Sign Out

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Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.

Click the Add Participants button to add participants to the selected Committee or click the Manage Participants button to manage the individuals already in the Committee.

Click the Manage Children button to manage the child Committees of the Committee.

Click the New Meeting button to add a new meeting for the Committee or click the View Calendar button to view the meeting calendar of the Committee.

Manage Committees 1 - 5 of 11

Name	Participant Count	Child Count	Participant Visibility
<input type="radio"/> ADSCOM	144	14	Member
<input type="radio"/> ALL	523	0	Admin Only
<input type="radio"/> ERP	16	0	Member
<input checked="" type="radio"/> HVCB	221	22	Member
<input type="radio"/> HVE	42	4	Member

First Prev Next Last

Edit Manage Participants Add Participants Manage Children View Calendar New Meeting

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Committee Name:

123Signup (AMS) – Officer’s Training

- Managing Committee - “Test” Committee

The screenshot displays the 'Manage Committee' page in the 123Signup (AMS) system. The page header includes the 'IEEE PES SWITCHGEAR COMMITTEE' logo and a navigation menu with options like 'ORGANIZATION', 'MEMBERSHIP', 'DONATIONS', 'EVENTS', 'REGISTRATION', 'MAILINGS', and 'REPORTS'. The main content area provides instructions on how to manage committees, including selecting names, editing details, deleting, adding participants, and managing children. A table titled 'Manage Committees' lists several committees with their respective participant and child counts. The 'Manage Children' button is highlighted with a red box. Below the table, there is a search criteria section with a text input field and a search button.

Manage Committees 1 - 5 of 11

Name	Participant Count	Child Count	Participant Visibility
<input type="radio"/> ADSCOM	144	14	Member
<input type="radio"/> ALL	523	0	Admin Only
<input type="radio"/> ERP	16	0	Member
<input checked="" type="radio"/> HVCB	221	22	Member
<input type="radio"/> HVF	42	4	Member

Buttons:

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Committee Name:

123Signup (AMS) – Officer’s Training

- Managing Committee - “Test” Committee

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ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.

Click the Add Participants button to add participants to the selected Committee or click the Manage Participants button to manage the individuals already in the Committee.

Click the Manage Children button to manage the child Committees of the Committee.

Click the New Meeting button to add a new meeting for the Committee or click the View Calendar button to view the meeting calendar of the Committee.

Click the Done button to return to the previous level of Committees. Click the Add Child button to add a child Committee.

Manage Committees 21 - 22 of 22

Name	Participant Count	Child Count	Participant Visibility
Study Group 2007-04 & C37.09	2	0	Admin Only
<input checked="" type="radio"/> TEST_COM	2	1	Member

◀ First ◀ Prev Next ▶ ▶ Last ▶

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Committee Name:

123Signup (AMS) – Officer’s Training

- Managing Committee - Creating a Meeting

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

IEEE PES SWITCHGEAR COMMITTEE

ORGANIZATION **Manage Committee**

Committee
- Manage Committee

Support
Sign Out

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Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.

Click the Add Participants button to add participants to the selected Committee or click the Manage Participants button to manage the individuals already in the Committee.

Click the Manage Children button to manage the child Committees of the Committee.

Click the New Meeting button to add a new meeting for the Committee or click the View Calendar button to view the meeting calendar of the Committee.

Click the Done button to return to the previous level of Committees. Click the Add Child button to add a child Committee.

Manage Committees 21 - 22 of 22

Name	Participant Count	Child Count	Participant Visibility
<input type="radio"/> Study Group C37.04 & C37.09	2	0	Admin Only
<input checked="" type="radio"/> TEST_COM	2	1	Member

◀ First ◀ Prev Next ▶ ▶ Last

Too many results? Enter the name of the Committee and click on Search.

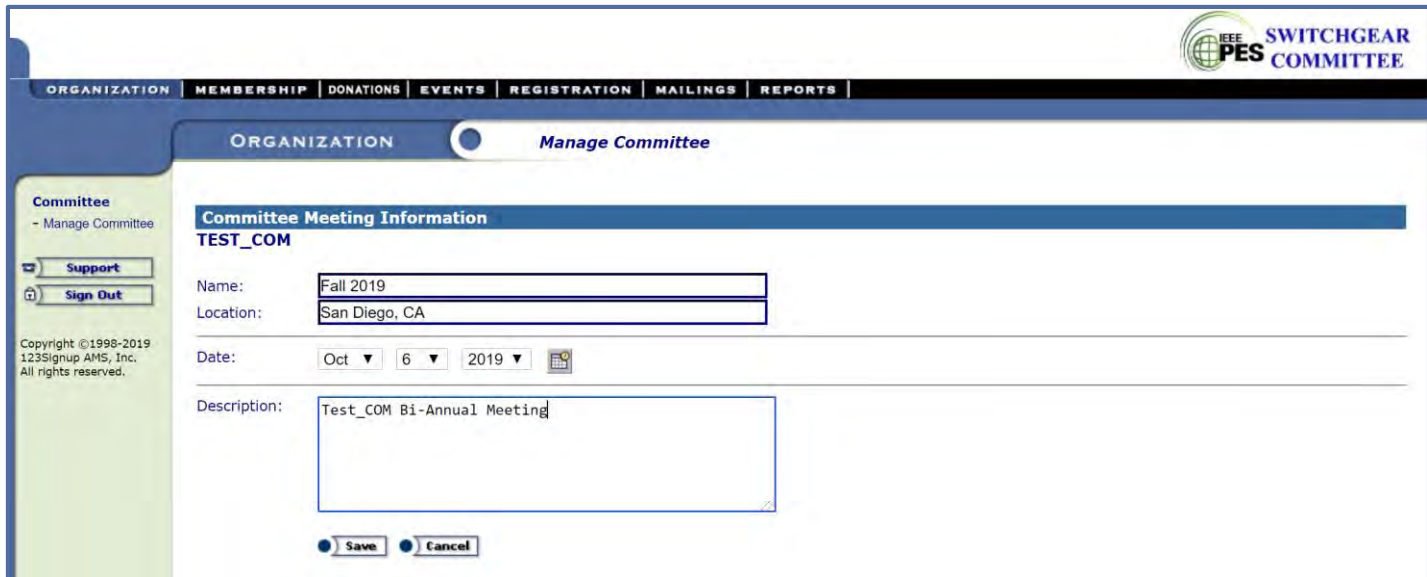
Search Criteria

Committee Name:

- Officers should create a “New Meeting” for each session

123Signup (AMS) – Officer's Training

- Managing Committee - Creating a Meeting



The screenshot displays the 123Signup (AMS) web application interface. At the top right, the logo for IEEE PES SWITCHGEAR COMMITTEE is visible. A navigation bar contains the following menu items: ORGANIZATION, MEMBERSHIP, DONATIONS, EVENTS, REGISTRATION, MAILINGS, and REPORTS. The current page is titled 'ORGANIZATION' and 'Manage Committee'. On the left side, there is a sidebar with a 'Committee' section containing a '- Manage Committee' link, a 'Support' button, and a 'Sign Out' button. Below the sidebar, the copyright notice reads: 'Copyright ©1998-2019 123Signup AMS, Inc. All rights reserved.' The main content area is titled 'Committee Meeting Information' and 'TEST_COM'. It contains the following form fields:

- Name:
- Location:
- Date:
- Description:

At the bottom of the form, there are two buttons: and .

123Signup (AMS) – Officer’s Training

- Managing Committee - Accessing a Meeting

The screenshot displays the 'Manage Committee' page in the 123Signup (AMS) system. The page header includes the 'IEEE PES SWITCHGEAR COMMITTEE' logo and a navigation menu with options like ORGANIZATION, MEMBERSHIP, DONATIONS, EVENTS, REGISTRATION, MAILINGS, and REPORTS. The main content area is titled 'Manage Committee' and provides instructions on how to manage committee details, add participants, and create meetings. A table titled 'Manage Committees' shows a list of committees with columns for Name, Participant Count, Child Count, and Participant Visibility. The 'View Calendar' button for the selected committee is highlighted with a red box. Below the table, there is a search section for finding committees by name.

Manage Committees

HVCB 21 - 22 of 22

Name	Participant Count	Child Count	Participant Visibility
<input type="radio"/> Study_Group_C37.04 & C37.09	2	0	Admin Only
<input checked="" type="radio"/> TEST_COM	2	1	Member

Navigation:

Buttons:

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Committee Name:

123Signup (AMS) – Officer's Training

- Managing Committee - Accessing a Meeting

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

ORGANIZATION **Manage Committee**

Committee
- Manage Committee

Support
Sign Out

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Click the Edit button to modify an existing meeting or click the Delete button to remove a meeting from the calendar. Click the Copy button to create a new meeting from an existing meeting. Click the Record Attendance button to capture individual attendance at the meeting.

TEST_COM
Meetings

Meeting Date	Name	Location	Total Attendee
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

Back Edit Copy Delete Record Attendance

- Provides access to the attendance roster

123Signup (AMS) – Officer’s Training

- Managing Committee - Manage Participants

The screenshot shows the 123Signup (AMS) interface for the IEEE PES SWITCHGEAR COMMITTEE. The main content area is titled 'Manage Committee' and contains the following instructions:

- Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.
- Click the Add Participants button to add participants to the selected Committee or click the Manage Participants button to manage the individuals already in the Committee.
- Click the Manage Children button to manage the child Committees of the Committee.
- Click the New Meeting button to add a new meeting for the Committee or click the View Calendar button to view the meeting calendar of the Committee.
- Click the Done button to return to the previous level of Committees. Click the Add Child button to add a child Committee.

The 'Manage Committees' section displays a table with the following data:

Name	Participant Count	Child Count	Participant Visibility
<input type="radio"/> Study Group C37.04 & C37.09	2	0	Admin Only
<input checked="" type="radio"/> TEST_COM	2	1	Member

Below the table, the 'Manage Participants' button is highlighted with a red box. Other buttons include Edit, Add Participants, Done, Manage Children, View Calendar, and New Meeting. A search criteria section is also visible at the bottom.

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.

123Signup (AMS) – Officer's Training

- Managing Committee - Add Participants

The screenshot displays the 'Manage Committee' interface in the 123Signup (AMS) system. The top navigation bar includes 'ORGANIZATION', 'MEMBERSHIP', 'DONATIONS', 'EVENTS', 'REGISTRATION', 'MAILINGS', and 'REPORTS'. The current page is titled 'ORGANIZATION Manage Committee'. A sidebar on the left contains 'Support' and 'Sign Out' buttons, along with copyright information for 123Signup AMS, Inc. (1998-2019). The main content area features a search results table for 'TEST_COM' with one entry: Karla Trost, Vice-Chair at G&W Electric. Below the table are navigation buttons: 'Remove', 'Add' (highlighted with a red box), 'Done', 'Save', and 'Undo'. A message at the bottom states 'Search results unsuccessful? Click on New Search to search again.' with a 'New Search' button.

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1 - 1 of 1

Last	First	Email	Company	Role
Trost	Karla	ktrost@gwelec.com	G&W Electric	Vice-Chair

Remove Add Done Save Undo

Search results unsuccessful? Click on New Search to search again.

New Search

123Signup (AMS) – Officer’s Training

- Managing Committee - Add Participants: Method A

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

ORGANIZATION **Manage Committee**

Committee - Manage Committee

Support
Sign Out

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To begin your search, complete one or more of the following Search Criteria fields. The combination of information you provide is used to search members. Click the Search button to view the list of members.

Search Criteria
Add Participant
TEST_COM

First/Given Name:
Last/Family/Surname:
Company Name:
Primary Email:
IEEE Privacy Policy:
IEEE Event Policy:

Search Done

← Known Information

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

ORGANIZATION **Manage Committee**

Committee - Manage Committee

Support
Sign Out

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Select a name from the Search Results list, choose the role for that person, and click the Add button. Click the Done button when you have finished adding participants.

Search Results
Add Participant
TEST_COM

1 - 1 of 1

Last Name	First Name	Type	Role	Company	Renew Date
Hensberger	Jeremy	Interested Individual	Guest	Mitsubishi Electric Power Products Inc.	

First Prev Add Done Next Last

Search results unsuccessful? Click on New Search to search again.

New Search

Limited Search Results →

123Signup (AMS) – Officer's Training

- Managing Committee - Add Participants: Method B

The screenshot shows the 'Manage Committee' page in the 123Signup system. The page title is 'Manage Committee'. Below the title, there is a search instruction: 'To begin your search, complete one or more of the following Search Criteria fields. The combination of information you provide is used to search members. Click the Search button to view the list of members.' The search criteria section is titled 'Add Participant TEST_COM' and contains several input fields: 'First/Given Name', 'Last/Family/Surname', 'Company Name', 'Primary Email', 'IEEE Privacy Policy', and 'IEEE Event Policy'. At the bottom of the search criteria section are 'Search' and 'Done' buttons. On the left side, there is a sidebar with 'Support' and 'Sign Out' buttons, and a copyright notice: 'Copyright ©1998-2019 123Signup AMS, Inc. All rights reserved.'

← Unknown Information
(All Fields Blank)

Complete 123Signup Directory
in Search Results →

The screenshot shows the 'Search Results' page in the 123Signup system. The page title is 'Search Results Add Participant TEST_COM'. Below the title, there is a search instruction: 'Select a name from the Search Results list, choose the role for that person, and click the Add button. Click the Done button when you have finished adding participants.' The search results are displayed in a table with the following columns: 'Last Name', 'First Name', 'Type', 'Role', 'Company', and 'Renew Date'. The table contains 15 rows of data. At the bottom of the table are 'Add' and 'Done' buttons. On the right side, there is a page number '1 - 15 of 841'. At the bottom of the page, there is a 'New Search' button and a message: 'Search results unsuccessful? Click on New Search to search again.'

Last Name	First Name	Type	Role	Company	Renew Date
.	IEEE PES Switchgear Committee	Interested Individual	Guest	IEEE	
Abate	Benjamin	Interested Individual	Guest	HICO America	
Abate	Benjamin	Interested Individual	Guest	Qualtrol	
Account	System	Interested Individual	Guest	123Signup	
Ahrens	Shankar	Interested Individual	Guest	Schweitzer Engineering Laboratories	
Aho	Jani	Interested Individual	Guest	G&W Electric	
Adnan	Mehmet	Interested Individual	Guest	Southern Company Services	
Adonu	John Paul	Interested Individual	Guest	Southern California Edison	
Adlata	Peter	Interested Individual	Guest	Hubbell Power Systems	
Atmedi	Syed Shahab Uddin	Interested Individual	Guest	Siemens Energy Inc	
Azami	Yazan	Interested Individual	Guest	Crown Technical Systems	
Adakka	Das	Interested Individual	Guest	Los Angeles Department of Water and Power	
Alexander	Roy	Honorary Member	Guest	RWA Engineering	01/01/2028
Allaway	Dave	Interested Individual	Guest	NV Energy	
Allen	Richard	Interested Individual	Guest	United Illuminating	

123Signup (AMS) – Officer's Training

- Managing Committee - Add Participants

The screenshot shows the 'Manage Committee' page in the 123Signup (AMS) system. The top navigation bar includes 'ORGANIZATION', 'MEMBERSHIP', 'DONATIONS', 'EVENTS', 'REGISTRATION', 'MAILINGS', and 'REPORTS'. The current page is titled 'Manage Committee' under the 'ORGANIZATION' tab. A sidebar on the left contains 'Committee - Manage Committee', 'Support', and 'Sign Out' buttons, along with copyright information for 123Signup AMS, Inc. (1998-2019). The main content area features a search results table for 'TEST_COM' with columns for Last, First, Email, Company, and Role. Two participants are listed: Jeremy Hensberger (Mitsubishi Electric Power Products Inc., Guest) and Karla Trost (G&W Electric, Vice-Chair). Below the table are navigation controls (First, Prev, Next, Last) and action buttons (Remove, Add, Done, Save, Undo). A message at the bottom states 'Search results unsuccessful? Click on New Search to search again.' with a 'New Search' button.

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1 - 2 of 2

Last	First	Email	Company	Role
Hensberger	Jeremy	jeremy.hensberger@meppi.com	Mitsubishi Electric Power Products Inc.	Guest
Trost	Karla	ktrost@gwelec.com	G&W Electric	Vice-Chair

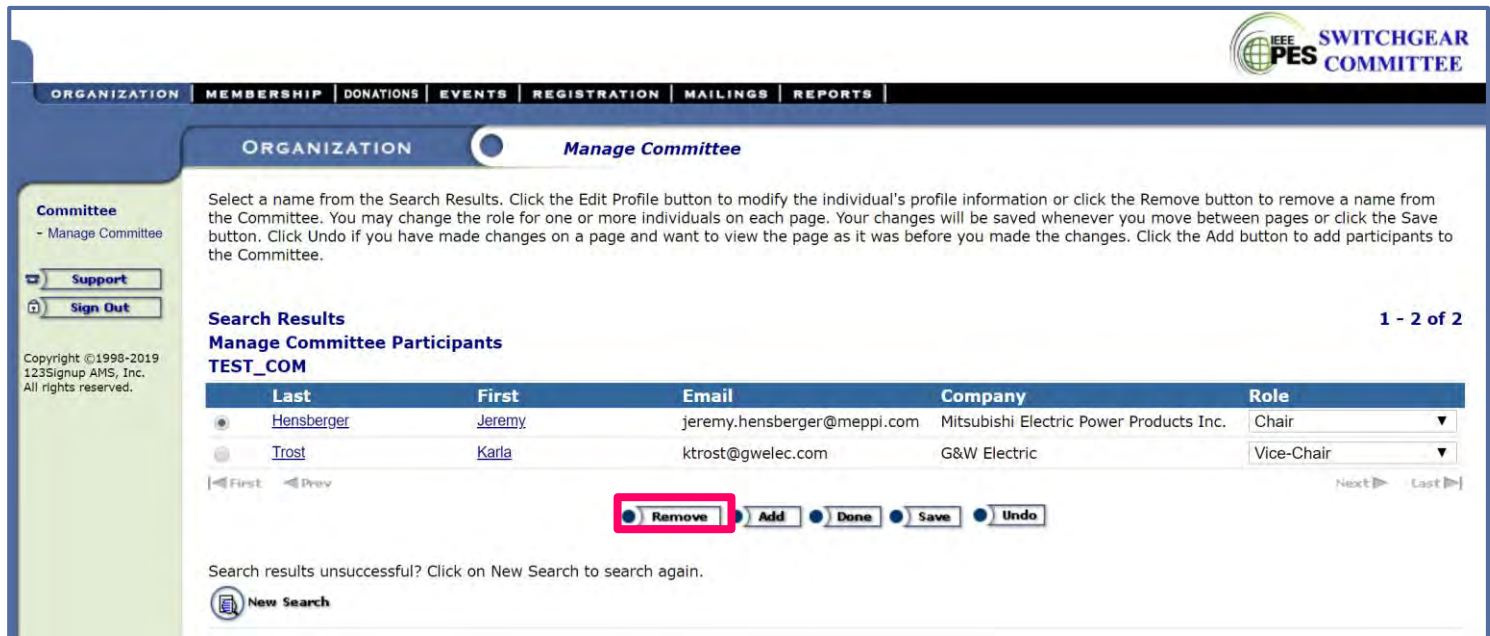
Remove Add Done Save Undo

Search results unsuccessful? Click on New Search to search again.

New Search

123Signup (AMS) – Officer's Training

- Managing Committee - Removing Participants



The screenshot shows the 'Manage Committee' page in the 123Signup (AMS) system. The page header includes navigation tabs for ORGANIZATION, MEMBERSHIP, DONATIONS, EVENTS, REGISTRATION, MAILINGS, and REPORTS. The current page is titled 'ORGANIZATION Manage Committee'. A sidebar on the left contains a 'Committee - Manage Committee' section with 'Support' and 'Sign Out' buttons, and a copyright notice for 123Signup AMS, Inc. (1998-2019).

The main content area contains instructions: 'Select a name from the Search Results. Click the Edit Profile button to modify the individual's profile information or click the Remove button to remove a name from the Committee. You may change the role for one or more individuals on each page. Your changes will be saved whenever you move between pages or click the Save button. Click Undo if you have made changes on a page and want to view the page as it was before you made the changes. Click the Add button to add participants to the Committee.'

The search results are displayed as a table with the following data:

Last	First	Email	Company	Role
Hensberger	Jeremy	jeremy.hensberger@meppi.com	Mitsubishi Electric Power Products Inc.	Chair
Trost	Karla	ktrost@gwelec.com	G&W Electric	Vice-Chair

Below the table, there are navigation buttons: 'First', 'Prev', 'Next', and 'Last'. A 'Remove' button is highlighted with a red box, followed by 'Add', 'Done', 'Save', and 'Undo' buttons. A message at the bottom states: 'Search results unsuccessful? Click on New Search to search again.' with a 'New Search' button.

123Signup (AMS) – Officer's Training

- Managing Committee - Removing Participants

The screenshot displays the 123Signup (AMS) interface for managing a committee. A confirmation dialog box is open, asking: "s01.123signup.com says Are you sure you want to remove the selected person from the Committee? Click OK to continue." The "OK" button is highlighted with a red box. The background interface shows the "ORGANIZATION" tab selected, with a sidebar containing "Support" and "Sign Out" buttons. The main content area displays "Search Results" for "TEST_COM" with a table of participants. The table has columns for Last, First, Email, Company, and Role. Two participants are listed: Jeremy Hensberger (Chair) and Karla Trost (Vice-Chair). Below the table are navigation buttons: Remove, Add, Done, Save, and Undo. A "New Search" button is also visible at the bottom.

ORGANIZATION | MEMBERSHIP | DONA

ORGANIZATION

Committee
- Manage Committee

Support
Sign Out

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s01.123signup.com says
Are you sure you want to remove the selected person from the Committee? Click OK to continue.

OK Cancel

IEEE PES SWITCHGEAR COMMITTEE

Select a name from the the Committee. You ma button. Click Undo if yo the Committee.

the Remove button to remove a name from you move between pages or click the Save s. Click the Add button to add participants to

1 - 2 of 2

Search Results
Manage Committee Participants
TEST_COM

Last	First	Email	Company	Role
<input checked="" type="radio"/> Hensberger	Jeremy	jeremy.hensberger@meppi.com	Mitsubishi Electric Power Products Inc.	Chair
<input type="radio"/> Trost	Karla	ktrost@gwelec.com	G&W Electric	Vice-Chair

First Prev Next Last

Remove Add Done Save Undo

Search results unsuccessful? Click on New Search to search again.

New Search

123Signup (AMS) – Officer's Training

- Managing Committee - Removing Participants

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

IEEE PES SWITCHGEAR COMMITTEE

ORGANIZATION **Manage Committee**

Committee
- Manage Committee

Support
Sign Out

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All rights reserved.

Select a name from the Search Results. Click the Edit Profile button to modify the individual's profile information or click the Remove button to remove a name from the Committee. You may change the role for one or more individuals on each page. Your changes will be saved whenever you move between pages or click the Save button. Click Undo if you have made changes on a page and want to view the page as it was before you made the changes. Click the Add button to add participants to the Committee.

Jeremy Hensberger was deleted from TEST_COM.

Search Results 1 - 1 of 1

Manage Committee Participants
TEST_COM

Last	First	Email	Company	Role
Trost	Karla	ktrost@gwelec.com	G&W Electric	Vice-Chair

Remove Add Done Save Undo

Search results unsuccessful? Click on New Search to search again.

New Search

123Signup (AMS) – Officer’s Training

- Managing Committee - Assigning Roles

123Signup Control Center

s01.123signup.com/ALoginjsessionid=D8F4D0F0CC6A5EBEBDCD4C41946C1A7E

IEEE PES SWITCHGEAR COMMITTEE

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

Committee - Manage Committee

Support Sign Out

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Select a name from the Search Results. Click the Edit Profile button to modify the individual's profile information or click the Remove button to remove a name from the Committee. You may change the role for one or more individuals on each page. Your changes will be saved whenever you move between pages or click the Save button. Click Undo if you have made changes on a page and want to view the page as it was before you made the changes. Click the Add button to add participants to the Committee.

Search Results 1 - 2 of 2

Manage Committee Participants

TEST_COM

Last	First	Email	Company	Role
Hensberger	Jeremy	jeremy.hensberger@meppi.com	Mitsubishi Electric Power Products Inc.	Guest
Trost	Karla	ktrost@gwelec.com	G&W Electric	Past Chair

Remove Add Done Save Undo

Search results unsuccessful? Click on New Search to search again.

New Search

Role dropdown: Guest, Past Chair, Chair, Vice-Chair, Secretary, Member, Guest, Corresponding Member, Honorary Member

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

123Signup (AMS) – Officer's Training

- Managing Committee - Recording Attendance

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

IEEE PES SWITCHGEAR COMMITTEE

ORGANIZATION Manage Committee

Committee
- Manage Committee

Support
Sign Out

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Click the Edit button to modify an existing meeting or click the Delete button to remove a meeting from the calendar. Click the Copy button to create a new meeting from an existing meeting. Click the Record Attendance button to capture individual attendance at the meeting.

TEST_COM
Meetings

Meeting Date	Name	Location	Total Attendee
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

Back Edit Copy Delete Record Attendance

123Signup (AMS) – Officer's Training

- Managing Committee - Recording Attendance

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

IEEE PES SWITCHGEAR COMMITTEE

ORGANIZATION **Manage Committee**

Committee
- Manage Committee

Support
Sign Out

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Check the Attended box if the individual came to the meeting. Your changes will be saved whenever you move between pages or click the Save button. Click Undo if you have made changes on a page and want to view the page as it was before you made the changes.

Search Results 1 - 2 of 2

Record Committee Meeting Attendance
Fall 2019

Attended	Last	First	Email	Company
<input type="checkbox"/>	Hensberger	Jeremy	jeremy.hensberger@meppi.com	Mitsubishi Electric Power Products Inc.
<input type="checkbox"/>	Trost	Karla	ktrost@gwelec.com	G&W Electric

First Prev Next Last

Done Save Undo

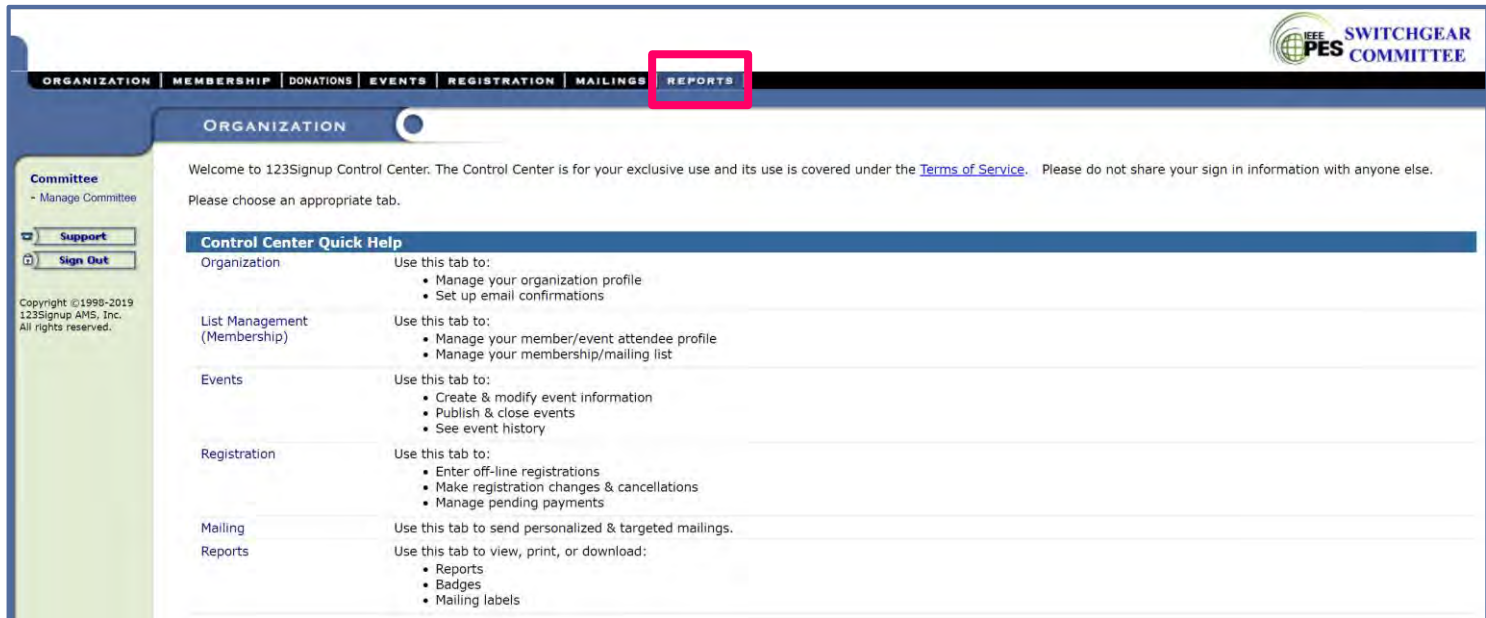
Search results unsuccessful? Click on New Search to search again.

New Search

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

123Signup (AMS) – Officer's Training

- Reports - Committee Attendance & Meeting Roster



SWITCHGEAR
PES COMMITTEE

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | **REPORTS**

ORGANIZATION

Welcome to 123Signup Control 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.

Please choose an appropriate tab.

Control Center Quick Help

Organization	Use this tab to: <ul style="list-style-type: none">• Manage your organization profile• Set up email confirmations
List Management (Membership)	Use this tab to: <ul style="list-style-type: none">• Manage your member/event attendee profile• Manage your membership/mailling list
Events	Use this tab to: <ul style="list-style-type: none">• Create & modify event information• Publish & close events• See event history
Registration	Use this tab to: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Reports• Badges• Mailing labels

Committee
- Manage Committee

Support
Sign Out

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123Signup (AMS) – Officer's Training

- Reports - Committee Attendance & Meeting Roster

The screenshot displays the 'Reports Center' interface for the IEEE PES SWITCHGEAR COMMITTEE. The navigation bar includes 'ORGANIZATION', 'MEMBERSHIP', 'DONATIONS', 'EVENTS', 'REGISTRATION', 'MAILINGS', and 'REPORTS'. The 'REPORTS' section is active, showing 'Recently Run Reports'. A sidebar on the left contains 'Reports Center', 'PDF Reports', 'Recently Run Reports', 'Archived Reports', 'My Reports', and 'Subgroup Reports'. The main content area features a table of reports with columns for Date, Report Name, Category, Author, and Status. A 'Note' indicates that all times are in PST. At the bottom, there is a 'Status Definition' section with three colored circles: green for 'completed and ready for view', yellow for 'being created', and red for 'has failed'. The table shows 10 reports, all with a status of 'Complete' (green dot).

Date	Report Name	Category	Author	Status
Oct 6, 7:29 A	Subgroup: Committee Roster	Subgroup	SeanParsi	●
Oct 5, 9:04 A	Subgroup: Committee Roster	Subgroup	JamesHouston	●
Oct 4, 2:51 P	Subgroup: Committee Roster	Subgroup	DarrylMoser	●
Oct 4, 2:50 P	Subgroup: Committee Roster	Subgroup	DarrylMoser	●
Oct 4, 2:50 P	Subgroup: Committee Roster	Subgroup	DarrylMoser	●
Oct 4, 6:43 A	Subgroup: Committee Roster	Subgroup	CarlSchuetz	●
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	●
Oct 4, 6:33 A	Subgroup: Committee Roster	Subgroup	JohnWebb	●

Note: All times listed are in PST.

Status Definition

- This report has been completed and ready for view.
- This report is being created.
- This report has failed.

123Signup (AMS) – Officer’s Training

- Reports - Committee Attendance & Meeting Roster

The screenshot displays the 'Reports Center' interface for the IEEE PES SWITCHGEAR COMMITTEE. The top navigation bar includes links for ORGANIZATION, MEMBERSHIP, DONATIONS, EVENTS, REGISTRATION, MAILINGS, and REPORTS. The main content area is titled 'Subgroup Reports' and contains two links: 'Committee Roster' and 'Meeting Attendance'. The 'Meeting Attendance' link is highlighted with a red box. Below the links, there is a description: 'List of subgroup participants in meeting roster format (portrait)' and 'Provides a downloadable list of attendance by committee members at meetings held during a given time period'. The left sidebar contains sections for 'Reports Center', 'PDF Reports', 'My Reports', and 'Subgroup Reports', along with 'Support' and 'Sign Out' buttons. The footer includes copyright information: 'Copyright ©1999-2019 123Signup AMS, Inc. All rights reserved.'

123Signup (AMS) – Officer's Training

- Reports - Meeting Roster

The screenshot displays the 'Reports Center' interface for the 'SWITCHGEAR COMMITTEE'. The main heading is 'Create New Report - Committee Roster'. The 'Report Name' field is populated with 'Subgroup: Committee Roster'. Below this, there is a section titled 'Select committee(s) for the report;' which contains a grid of 30 committees, each with a radio button for selection. The committees are organized into three columns:

- Column 1:** ADSCOM, ADSCOM C37.100, ADSCOM C37.100.5, ADSCOM C37.302, ADSCOM C57.16, ALL, C37.12_CRG, HVCB C37.010, HVCB C37.013, HVCB C37.017, HVCB C37.04b, HVCB C37.082, HVCB C37.10, HVCB C37.12, HVF, HVF C37.45, HVS C37.30.1, HVS C37.30.3, HVS Switch Motor Operator TF, LVSD C37.13, LVSD C37.14, LVSD C37.27, RODE C37.60, RODE C37.66, RODE C37.75, RODE VB, SA C37.20.1, SA C37.20.2, SA C37.20.6, SA C37.20.9, SA C37.24, Study Group C37.04 & C37.09, TEST_COM_TF
- Column 2:** ADSCOM - Lubricant Aging Task Force, ADSCOM C37.100.1, ADSCOM C37.100.6, ADSCOM C37.59, ADSCOM MP, C37.09 SR TF, ERP, HVCB C37.011, HVCB C37.015, HVCB C37.04, HVCB C37.06, HVCB C37.09, HVCB C37.10.1, HVCB C37.12.1, HVF C37.41, HVF C37.48, HVS C37.30.1e, HVS C37.30.4, LVSD, LVSD C37.13-2015, LVSD C37.16, LVSD FTR, RODE C37.62, RODE C37.68, RODE Cntrl Dist Equip, SA, SA C37.20.1/.28.21 Amendments, SA C37.20.3, SA C37.20.7, SA C37.21, SA C37.81, Switchgear Committee, TI
- Column 3:** ADSCOM - O&P, P&P, WG P&P Training, ADSCOM C37.100.2, ADSCOM C37.301, ADSCOM C57.142, ADSCOM SF6 ALT, C37.12.1_CRG, HVCB, HVCB C37.012, HVCB C37.016 WG Corrigenda, HVCB C37.04 CRG, HVCB C37.06.1, HVCB C37.09b, HVCB C37.11, HVCB CONT CAB TF, HVF C37.42, HVS, HVS C37.30.2, HVS C37.30.5, LVSD - Task Force for Circuit Breakers for Emerging Technologies, LVSD C37.13.1, LVSD C37.17, RODE, RODE C37.63, RODE C37.74, RODE SD, SA C37.121, SA C37.20.10, SA C37.20.4, SA C37.20.8, SA C37.23, SA C37.82, TEST_COM

At the bottom of the form, there are buttons for 'Create Report' and 'Download'. The left sidebar contains navigation links for 'PDF Reports', 'My Reports', and 'Subgroup Reports', along with a 'Support' button and a copyright notice for 123Signup AMS, Inc. (©1998-2010).

Select Committee → Create Report

123Signup (AMS) – Officer's Training

- Reports - Meeting Roster

The screenshot displays the 'REPORTS' section of the 123Signup (AMS) interface. The top navigation bar includes 'ORGANIZATION', 'MEMBERSHIP', 'DONATIONS', 'EVENTS', 'REGISTRATION', 'MAILINGS', and 'REPORTS'. The 'REPORTS' section is titled 'Recently Run Reports' and contains a table of reports. The table has columns for 'Date', 'Report Name', 'Category', 'Author', and 'Status'. The first report has a yellow status, while the others have green status. A 'Status Definition' section at the bottom explains the status colors: green for completed, yellow for being created, and red for failed. Navigation buttons for 'View', 'Delete', 'Refresh', and 'Next' are visible at the bottom of the table.

Date	Report Name	Category	Author	Status
Oct 6, 8:31 P	Subgroup: Committee Roster	Subgroup	Committee MemberSwitchgear	●
Oct 6, 7:29 A	Subgroup: Committee Roster	Subgroup	SeanParsi	●
Oct 5, 9:04 A	Subgroup: Committee Roster	Subgroup	JamesHouston	●
Oct 4, 2:51 P	Subgroup: Committee Roster	Subgroup	DarrylMoser	●
Oct 4, 2:50 P	Subgroup: Committee Roster	Subgroup	DarrylMoser	●
Oct 4, 2:50 P	Subgroup: Committee Roster	Subgroup	DarrylMoser	●
Oct 4, 6:43 A	Subgroup: Committee Roster	Subgroup	CarlSchuetz	●
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.

Status Definition

- This report has been completed and ready for view.
- This report is being created.
- This report has failed.

Click Refresh until Status turns green → View

123Signup (AMS) – Officer’s Training

- 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 Membership
	Hensberger	Jeremy	Mitsubishi Electric Power Products Inc.	Guest	
	Trost	Karla	G&W Electric	Vice-Chair	

- Roster will not show terminated participants

123Signup (AMS) – Officer's Training

- Reports - Committee Attendance

The screenshot displays the 'Reports Center' interface for generating committee attendance reports. The page title is 'Create New Report - Meeting Attendance'. The left sidebar contains navigation options: 'Reports Center', 'PDF Reports', 'My Reports', and 'Subgroup Reports'. The main content area is titled 'Select committee(s) for the report:' and features a grid of radio buttons for selecting committees. The committees listed include ADSCOM, HVCB, HVF, HVS, LVSD, RODE, SA, and TEST_COM_TF, with various sub-committees and task forces. Below the committee list, there is a section for 'Select a time period for the report:' with dropdown menus for 'Date From:' (Oct 06, 2019) and 'Date To:' (Nov 06, 2019). A 'Download' button is located at the bottom right of the form.

Select Committee → Select Date Range → Download

123Signup (AMS) – Officer’s Training

- Reports - Committee Attendance

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Subgroup Name	123Member ID	Membership Status	Role	Participation Status	Type	First Name	Last Name	Email	Company	City	State	Country	IEEE Member ID	10/18/2018	12/17/2018	10/6/2019
2	TEST_COM	2005279	Active	Guest	Terminated	Interested Individual	Anthony	Ricciuti	triccianti@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			X
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	eddiwilkie@eaton.com	Eaton	Arden	NC	USA	Eddie			

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

123Signup (AMS) – Officer’s Training

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

Email Addresses

★ Primary Email:

Secondary Email:

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

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

123Signup (AMS) – Officer’s Training

- Email Tools- Setup (Completed by System Admin)

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

IEEE PES SWITCHGEAR COMMITTEE

ORGANIZATION **Manage Committee**

Committee
- Manage Committee

Support
Sign Out

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Select a Committee name from the Search Results. Click the Edit button to modify the profile details for the Committee or click the Delete button to completely remove the Committee (and any child Committees). Click the name of the Committee to generate the list server mailbox address for this Committee.

Click the Add Participants button to add participants to the selected Committee or click the Manage Participants button to manage the individuals already in the Committee.

Click the Manage Children button to manage the child Committees of the Committee.

Click the New Meeting button to add a new meeting for the Committee or click the View Calendar button to view the meeting calendar of the Committee.

Click the Done button to return to the previous level of Committees. Click the Add Child button to add a child Committee.

Manage Committees

HVCB

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
TEST_COM	0	1	Admin Only

16 - 20 of 20

First Prev **Edit** Manage Participants Add Participants Done Manage Children View Calendar New Meeting Next Last

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Committee Name: Search

123Signup (AMS) – Officer’s Training

- Email Tools - Setup (Completed by System Admin)

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

TEST_COM 0 Participant

Committee
- Manage Committee

Support
Sign Out

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Committee Profile Information

Fields with this icon are required.

Name: TEST_COM
Test Committee for Training

Description:

Active Participants: 0

Child Committee: 1

Parent Name: HVCB

Participant Visibility: Member

Allowed to Join:

All
 Honorary Member
 Member
 Active Participant
 Staff
 Interested Individual

Self Signup Allowed:

All
 Honorary Member
 Member
 Active Participant
 Staff
 Interested Individual

Enter a unique identifier to be used to create the list server address for this Committee

List Server Address: list: **TESTCOM** IPSC2@123signup9.com
(Copy and paste exactly as shown, including the plus signs)

List Server Access: Chair, Vice-Chair, Secretary

Save Cancel

Required Fields Populated by System Admin

Unique Listserv Identifier

123Signup (AMS) – Officer’s Training

- Email Tools - Generating Listserv Address

ORGANIZATION MEMBERSHIP DONATIONS EVENTS REGISTRATION MAILINGS REPORTS

ORGANIZATION **Manage Committee**

Committee
- Manage Committee

Support
Sign Out

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Click the Manage Children button to manage the child Committees of the Committee.

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Manage Committees

HVCB

Name	Participant Count	Child Count	Participant Visibility
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HVCB C37.11	96	0	Member
HVCB C37.12	112	1	Member
HVCB C37.12.1	92	1	Member
TEST_COM	0	1	Admin Only

16 - 20 of 20

First Prev

Edit Manage Participants Add Participants Done Manage Children View Calendar New Meeting

Too many results? Enter the name of the Committee and click on Search.

Search Criteria

Committee Name: Search

123Signup (AMS) – Officer's Training

- Email Tools - Generating Listserv Address

ORGANIZATION | MEMBERSHIP | DONATIONS | EVENTS | REGISTRATION | MAILINGS | REPORTS

ORGANIZATION Manage Committee

TEST_COM 0 Participant

Committee Profile Information

Name:	TEST_COM
Description:	Test Committee for Training
Active Participants:	0
Child Committee:	1
Parent Name:	HVCB
Participant Visibility:	Member
Allowed to Join:	All
Self Signup Allowed:	None
List Server Address:	list+TESTCOM+IPSC2@123signup9.com (Copy this address exactly as shown, including the plus signs)
List Server Access:	Chair, Vice-Chair, Secretary

An email may be sent to the parent Committee 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 target role(s) and participation level, then click the Generate Addresses button. Copy the address(es) exactly as 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 may only send email from the email address on file with IEEE PES Switchgear Committee.

Roles:

- Chair
- Vice-Chair
- Secretary
- Member
- Guest
- Corresponding Member
- All

Participants:

- Parent Subgroup Only
- Parent plus Child Subgroups

Generate Addresses

list+TESTCOM+IPSC2@123signup9.com

Back

Email to the entire Committee and All Children

123Signup (AMS) – Officer’s Training

- Email Tools - Generating Listserv Address

Committee Profile Information

Name:	TEST_COM
Description:	Test Committee for Training
Active Participants:	0
Child Committee:	1
Parent Name:	HVCB
Participant Visibility:	Member

Allowed to Join: All
Self Signup Allowed: None

List Server Address: list+TESTCOM+IPSC2@123signup9.com
(Copy this address exactly as shown, including the plus signs)

List Server Access: Chair, Vice-Chair, Secretary

An email may be sent to the parent Committee 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 target role(s) and participation level, then click the Generate Addresses button. Copy the address(es) exactly as 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 may only send email from the email address on file with IEEE PES Switchgear Committee.

Roles:

- Chair
- Vice-Chair
- Secretary
- Member
- Guest
- Corresponding Member
- All

Participants:

- Parent Subgroup Only
- Parent plus Child Subgroups

Generate Addresses

list+active=chair+TESTCOM+IPSC2@123signup9.com,list+active=vicechair+TESTCOM+IPSC2@123signup9.com,list+active=secretary+TESTCOM+IPSC2@123signup9.com

Note the “,” Separator

→ DEMO

123Signup (AMS) – Officer's Training

