



PRESENTS

IEEE vTools

Tutorials

Topic: File a Report for a Past Event –
Manage Event

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- ▶ **File a Report for a past event**
 - **Manage an Event**
 - “File Report” option

File a Report for a Past Event - Manage

 **SEARCH EVENTS**

To file a report, select **“Manage”** to report event activity to IEEE headquarters.

Title	Date	Reg	Section	Virtual?	Reported On	Options
IEEE Houston Section Holiday Celebration: K...	07 Dec 201...	5	HOUSTON	Houston, Te...	File Report	View Manage
Young Professionals: Whole Person Develop...	19 Nov 201...	5	HOUSTON	College Stat...	No	08 Dec 2017 View Manage
Heat Tracing	14 Nov 201...	5	HOUSTON	Houston, Te...	No	08 Dec 2017 View Manage
[Legacy Report] IEEE Houston Section - Co...	30 Oct 2017...	5	HOUSTON	Houston, Te...	No	30 Oct 2017 View Manage
Microwave Imaging Systems for Medical Ap...	27 Oct 2017...	5	HOUSTON	Houston, Te...	No	File Report View Manage

Manage an Event – File a Report for a Past Event

Administration Home

Manage

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

Preview eNotice Content

Send Test eNotice Content

Microwave Imaging Systems for Medical Applications



Published

Host

R50017 - Houston Section

Category

Professional > Professional Development

Date and Time

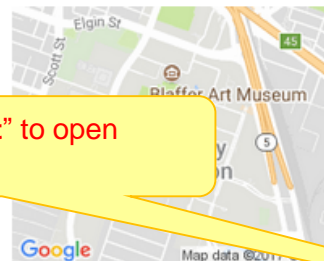
Date: **27 October 2017**
Time: **10:00 AM to 10:00 PM**
All times are US/Central
 Add Event to Calendar
 Outlook (vCal)
 iCal
 Google Calendar

Location

Room 102, Bldg. D (Engineering Bldg. 1), University of Houston
Houston, Texas
United States

Contact

[Email event contact](#)
Co-sponsored by David R. Jackson



Click on **“File Report”** to open report.



Reporting

You can quickly and easily enter attendance numbers and file a report here!

File Report

File a Report - Manage

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

FILE REPORT

Enter attendance numbers and submit to file a report.

Microwave Imaging Systems for Medical Applications

Submitter	Submitter Email
Kheng Goh	

Registrants: 3

IEEE Attended	Guest Attended
4	1

Cancel Submit

Manage

IEEE

Welcome, I

Twitter Facebook LinkedIn Share

Category

Professional > Professional Development

Contact

Date: 27 October 2017
Time: 10:00 AM to 10:00 PM

Room 102, Bldg. D (Engineering Bldg. 1), University of Houston

Email event contact
Co-sponsored by David P. Jackson

File a Report - Manage

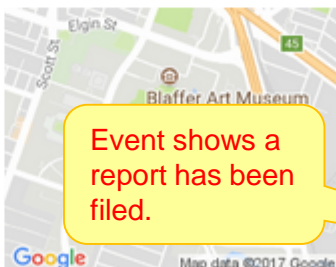
- Administration Home
- Manage**
- Edit
- Registrants
- @Event
- Create from Existing
- Create eNotice from Event
- Preview eNotice Content
- Send Test eNotice Content

Microwave Imaging Systems for Medical Applications




Published

Reported

Host R50017 - Houston Section	Category Professional > Professional Development	
Date and Time Date: 27 October 2017 Time: 10:00 AM to 10:00 PM All times are US/Central Add Event to Calendar Outlook (vCal) iCal Google Calendar	Location Room 102, Bldg. D (Engineering Bldg. 1), University of Houston Houston, Texas United States 	Contact Email event contact Co-sponsored by

Event shows a report has been filed.



Reporting

A report has been filed for **R50017 - Houston Section** by [redacted] at **12 Dec 2017 10:43 PM.**

IEEE Attended: 4
Guests Attended: 1

Note - you may edit the event up to 7 days after submission.

If you need help, send email to l31-help@ieee.org for assistance.

Thank you!

IEEE vTools

End of the tutorial

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

Thank you!