



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** View Event Statistics –  
Attendance / Registration

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- Search Events
- Manage Event
  - View Attendance details
    - Registration List
    - Download registration list
    - Email registration statistics

# Search Events

You must be signed in in order to access volunteer functionality

### About vTools Events

IEEE vTools Events is used for managing IEEE Section, Subsection, Chapter and Affinity Group meetings and events.

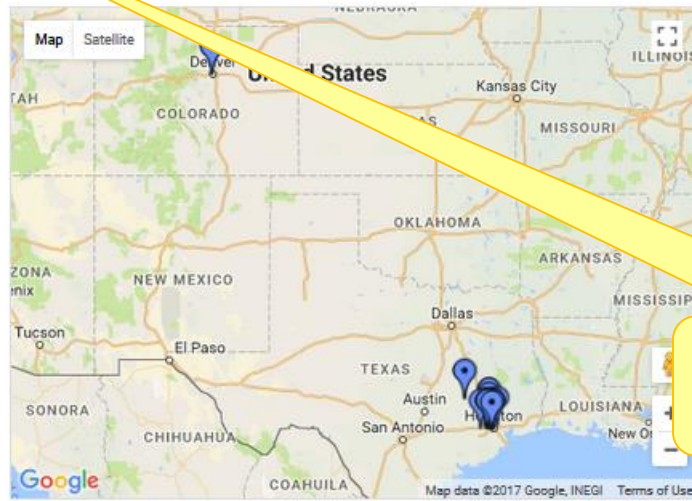
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region: 5-Southwestern US ▾

Section: HOUSTON ▾



### Recent Activity

- [Legacy Report] IEEE HOU S... Manage
- Microwave Imaging Systems... Manage
- IEEE Houston Section Holid... Manage
- Young Professionals: whole ... Manage
- Heat Tracing Manage
- Science and Technology of M... Manage

Select "Search Events" to show list of events for your organizational unit.

Click on the "Search Events" icon.



# Search Events – cont'd.

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

IEEE vTools **EVENTS**

VTOLS SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT

Welcome, [User Name]

## SEARCH EVENTS

Learn how to integrate Event notices with your website

Search term <sup>?</sup>  Exact

Event Category

Event Sub-category

Region <sup>?</sup>

Section <sup>?</sup>

Organizational Unit <sup>?</sup>

Society <sup>?</sup>

Event Date & Time <sup>?</sup>  After  Before

Location <sup>?</sup> Within  of

Virtual? <sup>?</sup>

Click on "Upcoming Events for my Section" to find events for your organizational unit as shown.

Displaying 1-10 of 652 Events found, sorted by Event Date (desc), Region, Section.

← Previous 1 2 3 4 5 6 7 8 9 ... 65 66 Next →

Title	Date	Reg	Section	Location	Virtual?	Reported On	Options
Future IEEE Houston Section Holiday Celebr...	29 Nov 201...	5	HOUSTON	Houston, Te...	No		View   Manage
Advanced Synchronous Generator Topics	09 Jan 2018...	5	HOUSTON	Houston, Te...	No		View   Manage
IEEE Houston Section Holiday Celebration: K...	07 Dec 201...	5	HOUSTON	Houston, Te...	No	08 Dec 2017	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
Fit for Life: Setting and achieving fitness goa...	26 Oct 2017...	5	HOUSTON	Houston, Te...	No	28 Oct 2017	View   Manage
Severe Residual Voltage Motor Bus Transfer ...	17 Oct 2017...	5	HOUSTON	Houston, TX...	No	26 Oct 2017	View   Manage
IEEE Houston Section 14th Annual Scholarsh...	06 Oct 2017...	5	HOUSTON	Spring, Texas	No	File Report	View   Manage

← Previous 1 2 3 4 5 6 7 8 9 ... 65 66 Next →



# Search Events – Manage option

 **SEARCH EVENTS**

Learn how to integrate Event notices with your website

Title	Date	Reg	Section	Location	Virtual?	Reported On	Options
IEEE Houston Section Holiday Celebration: K...	07 Dec 201...	5	HOUSTON	Houston, Te...	No	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

Click **“Manage”** to access volunteer options on Event dashboard (eg. **Edit**, Create eNotice, File Report, registration custom questions and **view attendance details**)

# Event/Report Administration – Manage an Event

VTTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome, [User Name]

Schedule a New  
Event

File a Report for a  
Past Event



Welcome to your event  
administration  
dashboard! Recent,  
upcoming, and draft  
events are available for

Showing top 20 recent, upcoming and draft events that you can manage below.

[Visit the search page to find a specific event](#)



Recent Events



Upcoming Events



Draft Events

Title	OU	Date	Options
<a href="#">Advanced Synchronous Generator Topics</a>	R50017	09 Jan 2018	<a href="#">View</a>   <a href="#">Manage</a>
<a href="#">Future IEEE Houston Section Holiday Celebration: Keynote Sandra L. "...</a>	R50017	29 Nov 2018	<a href="#">View</a>   <a href="#">Manage</a>

Click on **"Manage"** to open Event dashboard and access volunteer options – **Attendance and Registration**.

# Manage Event – Attendance

- Administration Home
- Manage**
- View
- Edit
- Attendance
- Create from Existing
- Create eNotice from Event


Click on “**Attendance**” for access to:

- Registration list
- Printed materials - sign in sheet
- Meal tickets
- Name tags
- Download registration list
- Email registration statistics

Celebration: Keynote Sandra L.  


<b>Category</b>		
Technical		
<b>Date and Time</b>	<b>Location</b>	<b>Contact</b>
Date: <b>29 November 2018</b> Time: <b>12:00 PM to 02:00 PM</b> All times are US/Central <a href="#">Add to Google Calendar</a>	United Way-Greater Houston 50 Waugh Dr Houston, Texas United States 77007	Email event contact <a href="https://meetings.vtools.ieee.org/m/48372">https://meetings.vtools.ieee.org/m/48372</a> Co-sponsored by Ernest Njouondo

**Registration & Pricing**

Admission fee applies 

Starts **29 November 2017 12:00 AM**  
Ends **29 November 2018 11:55 PM**  
All times are US/Central

**Manage** displays registration setup and recent registrations



**Reporting**

After this event, you can quickly and easily enter attendance numbers and file a report here!

**Attendance**

Showing the most recent registrants, visit the [Attendance](#) page for a full list.

**Total number of registrants: 3**

# View Attendance

- Administration Home
- Manage
- View
- Edit
- Attendance**
- > Meal Tickets
- > Name Tags
- > Sign-in (Blank)
- > Sign-in (Registrants)
- > Download CSV
- > Download TSV
- > Email Statistics

## IEEE Houston Section 14th Annual Scholarship Golf Tournament

### Attendance

Total number of registrants: 22

Registrant	Payment Status	Menu	Status	Options
Angelo, Basil Phone: : Member # 80	Paid 150.00 USD Paid on: 08/21/2017		Active	<a href="#">Edit</a> <a href="#">Cancel</a>
Arnett, Austin Phone:	Paid 400.00 USD Paid on: 08/15/2017 Invoice ID: 3370771778 Paypal Transaction ID: 313729567D8290533 Fee Restriction: Everyone Fee Desc: 1.Team Entry - 4 Players		Active	<a href="#">Edit</a> <a href="#">Cancel</a>
Bartel, Walter Phone: 713-555-1115	Waiting for payment notification Invoiced on: 08/04/2017 Invoice ID: 604554216 Fee Restriction: Everyone Fee Desc: 1.Team Entry - 4 Players		Active	
	Paid 400.00 USD Paid on: 07/11/2017 Invoice ID: 8642060931 Paypal Transaction ID: 94C334252F658723M Fee Restriction: Everyone Fee Desc: 1.Team Entry - 4 Players		Active	
* Conner, Garrett Phone: 7 Member #	Paid 500.00 USD Paid on: 06/20/2017 Invoice ID: 8477923973 Paypal Transaction ID: 90B9388640890431T Fee Restriction: Everyone Fee Desc: 8. Spilt Sponsorship - Gold, Silver, Bronze		Active	<a href="#">Edit</a> <a href="#">Cancel</a>
Conner, Garrett Phone: 7 Member #	Waiting for payment notification Invoiced on: 06/20/2017 Invoice ID: 6663576738 Fee Restriction: Everyone Fee Desc: 6. Silver Sponsor		Cancelled	<a href="#">Edit</a> <a href="#">Undo</a> <a href="#">Cancel</a>

You can download this information in CSV and TSV formats

Click on "Email statistics" to have the registration emailed.

You can also edit the information if needed, by clicking on the "Edit".





# 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](mailto:vtools@ieee.org).

Thank you!