



PRESENTS

IEEE vTools

Tutorials

Topic: Manage an Event

Table of Contents

▶ **Manage an Event**

- Options

Manage an Event –

SEARCH EVENTS

To file a report, select **“Manage”** to view event content, options and submit your event activity to IEEE headquarters.

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

Manage an Event –

Click on options on the left to manage this event.

The screenshot shows the IEEE event management interface. At the top, there are navigation links for 'VTOOLS', 'SEARCH', and 'EVENT/REGISTRATION'. A 'Welcome,' message is visible on the right. The main title of the event is 'Microwave Technology Systems for Medical Applications'. On the left side, there is a vertical menu with several options, including 'Manage', which is highlighted with a red box. A yellow callout bubble points to this 'Manage' option with the text 'Click on options on the left to manage this event.' The main content area is divided into several sections: 'Host' (R50017 - Houston Section), 'Category' (Professional > Professional Development), 'Date and Time' (27 October 2017, 10:00 AM to 10:00 PM), 'Location' (Room 102, Bldg. D, University of Houston), and 'Contact' (Email event contact: Co-sponsored by David R. Jackson). Below the location information is a map showing the University of Houston campus. At the bottom, there are sections for 'Registration & Pricing' (Registration closed) and 'Attendance' (Total number of registrants: 8). A 'Reporting' section is also present, with a 'File Report' button. A table of registrants is shown at the bottom, with columns for Registrant, Payment Status, Menu, Status, and Options.

Registrant	Payment Status	Menu	Status	Options
Mallard, George Phone: 832-380-4878 Member # 21216309	No registration fee		Active	Edit Cancel
Mallard, Susie Phone: 832-380-4878	No registration fee		Active	Edit Cancel
Lopez, Myriam	No registration fee		Active	Edit Cancel
Chowdhury, Indranil Phone: 2817729361	No registration fee		Active	Edit Cancel
Wosik, Jarek	No registration fee		Active	Edit Cancel

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!