



# PRESENTS

## IEEE vTools

### Tutorials

**Topic:** File a Report for a Past Event –  
Create a New Report

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# File a Report for a Past Event – New Report

VTOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

ABOUT

Welcome

Schedule a New Event

File a Report for a Past Event

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

➔ Visit the search page to find a specific event

Click on "File a Report for a Past Event" to create a new report.



Title	OU	Date	Reported On	Options
IEEE Houston Section Holiday Celebration: Keynote Sandra L. "C	R50017	07 Dec 2017	File Report	View   Manage

Draft Events

# File a Report for a Past Event – New Report

VTTOOLS ▾

SEARCH

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## File a Report

To file a report, please select one of the two options below.



**My event is already in the system!**

If your event is already in the system, you can simply visit the manage event page and enter your attendance info to file your report. Click here to display a list of your recent events that have not yet had a report filed.



**My event is not yet in the system.**

If your event is not yet in the system, have no fear! We just need to ask for a few bits of information in order to file your report. Click here to continue to file a report for an event that is not yet in the system.

To create a new report, click on:  
**- My event is not yet in the system.**

# File a Report for a Past Event – New Report

## File a Report



My event is not yet in the system.

If your event is not yet in the system, have no fear! We just need to ask for a few bits of information in order to file your report. Click [here](#) to continue to file a report for an event that is not yet in the system.

**My event is not yet in the system.**

Provide event details and **attendance** numbers in order to successfully file the report .

**NOTE: Attendance numbers are required.**

VTOOLS ▾ SEARCH

## CREATE AN EVENT

Please fill out the event information below to create a new IEEE event. Click on a section below to open the form to enter event information and options.

**PLEASE NOTE**, when creating an event/report for an event that has already taken place, you must enter attendance information at the bottom of the form in order to successfully file the report!

### DETAILS

### HOST

### LOCATION

### REGISTRATION & PAYMENT

### SPEAKERS

### REPORT AND ATTENDANCE

**Enter attendance numbers here.**

### REPORT AND ATTENDANCE

#### Report Info

Enter attendance numbers to file report for this event.

IEEE Attended ?

Guests Attended ?

Save as Draft

Cancel Create

Save & Publish

Next ▾

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

# 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!