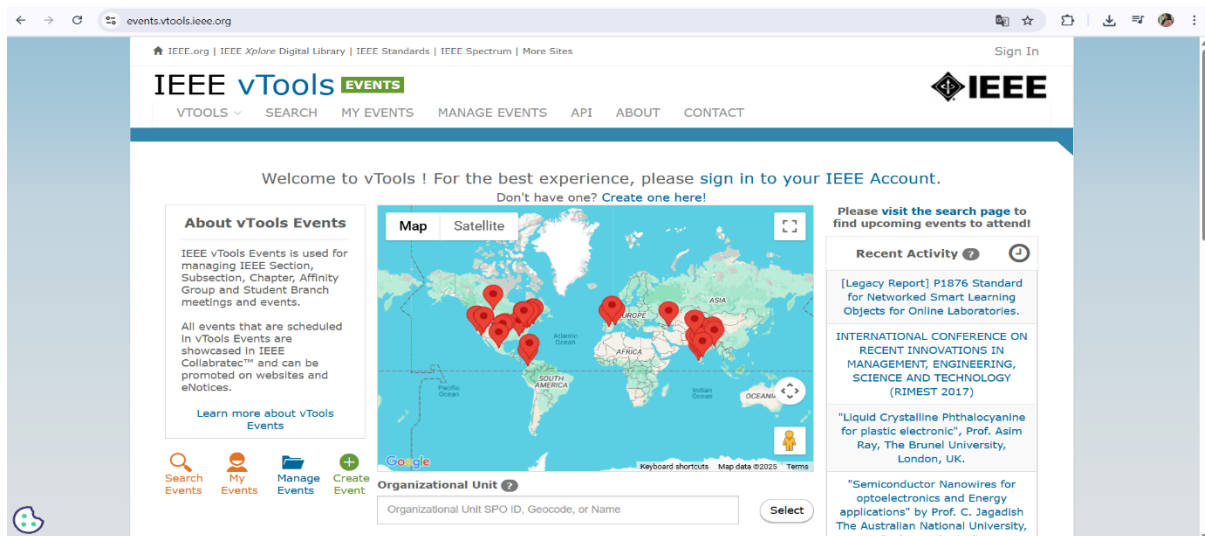


GUIDELINE: HOW TO REPORT YOUR IEEE DAY EVENT IN VTOOLS?

Step 1: Navigate to the vTools Events Platform and Sign In

Open your web browser and go to the IEEE vTools Events site at <https://events.vtools.ieee.org>.

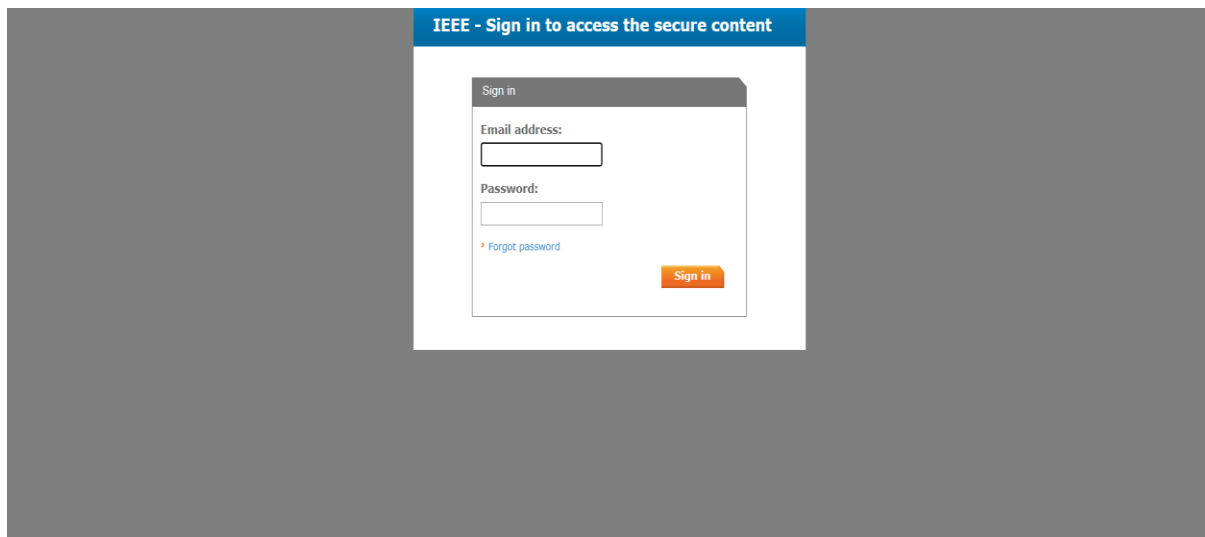
On the homepage, you can explore recent activities and view events on a world map. To begin creating or managing your IEEE Day event, click on **Sign In** at the top-right corner of the page.



Step 2: Sign In with Your IEEE Credentials

Once you click “Sign In” from the homepage, you will be redirected to the IEEE login portal as shown below:

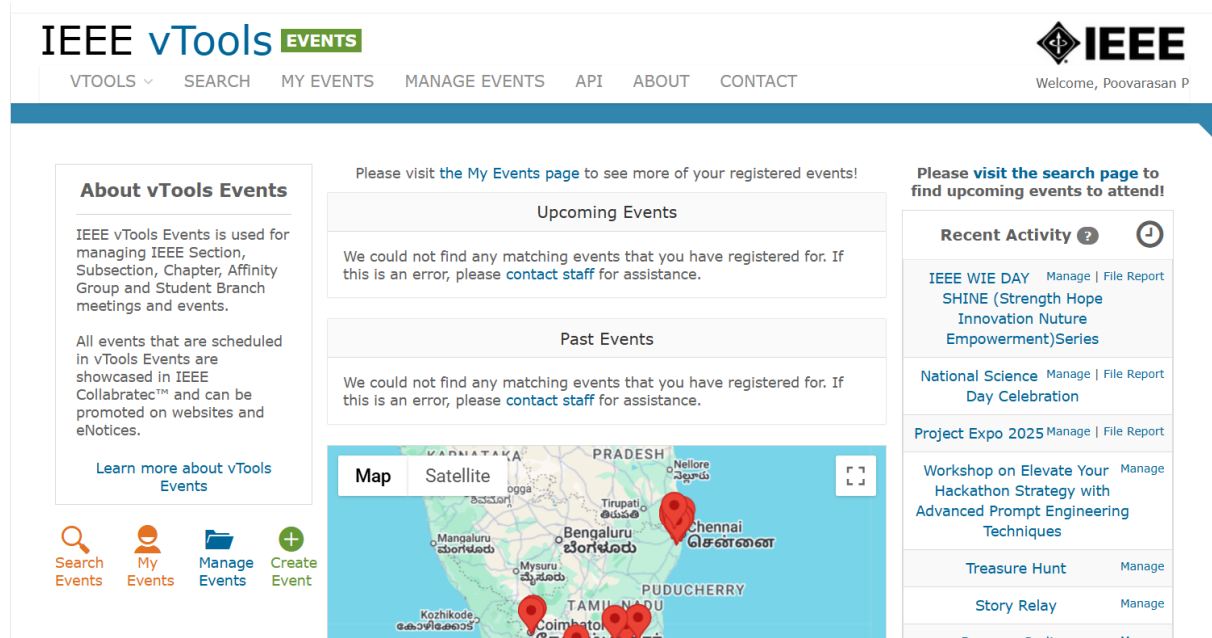
Enter your **registered IEEE email address** and **password**. Click the orange “**Sign In**” button to continue.



Step 3: Click on "Create Event"

After signing in, you will be redirected to your **vTools Events Dashboard**.

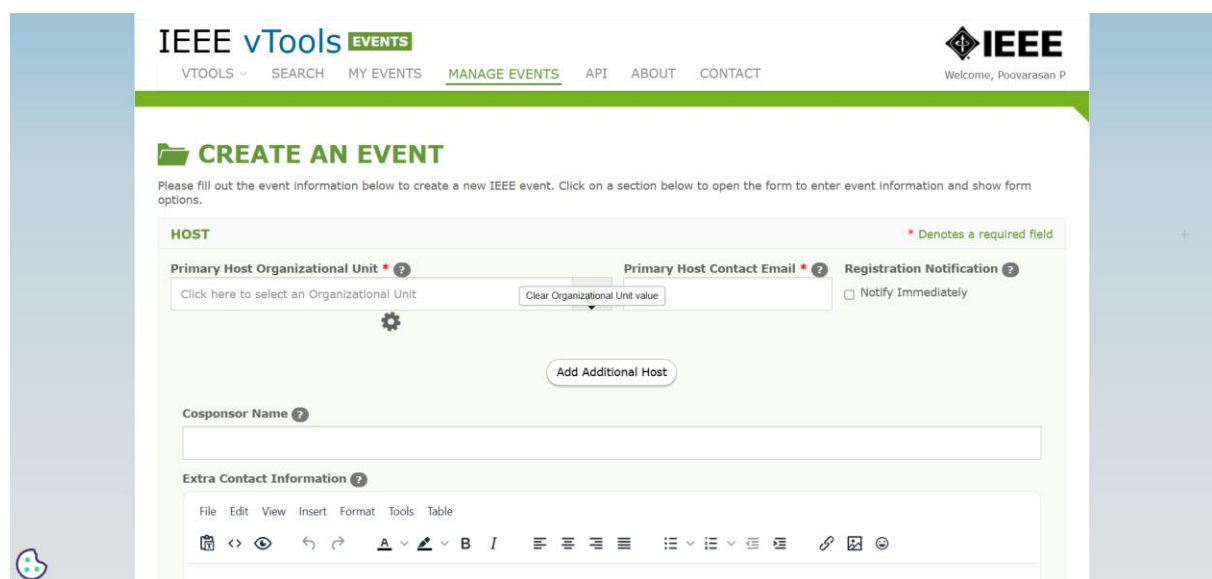
To report a new event (e.g., IEEE Day Celebration), click on **Create Event** button on the left sidebar.



Step 4: Enter Host Details

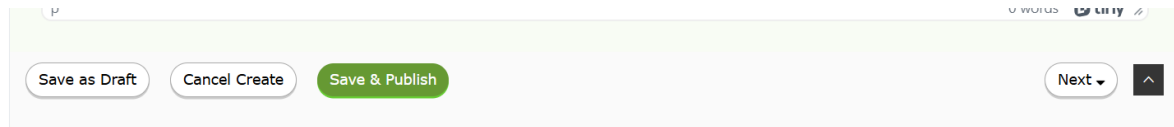
In this step, select the **Primary Host Organizational Unit** and enter the **Primary Host Contact Email**. If there are multiple hosts, you can add them using the **Add Additional Host** option.

Details of any **Cosponsors** and **Extra Contact Information** can also be included here, and you may enable **Registration Notification** to receive instant updates.



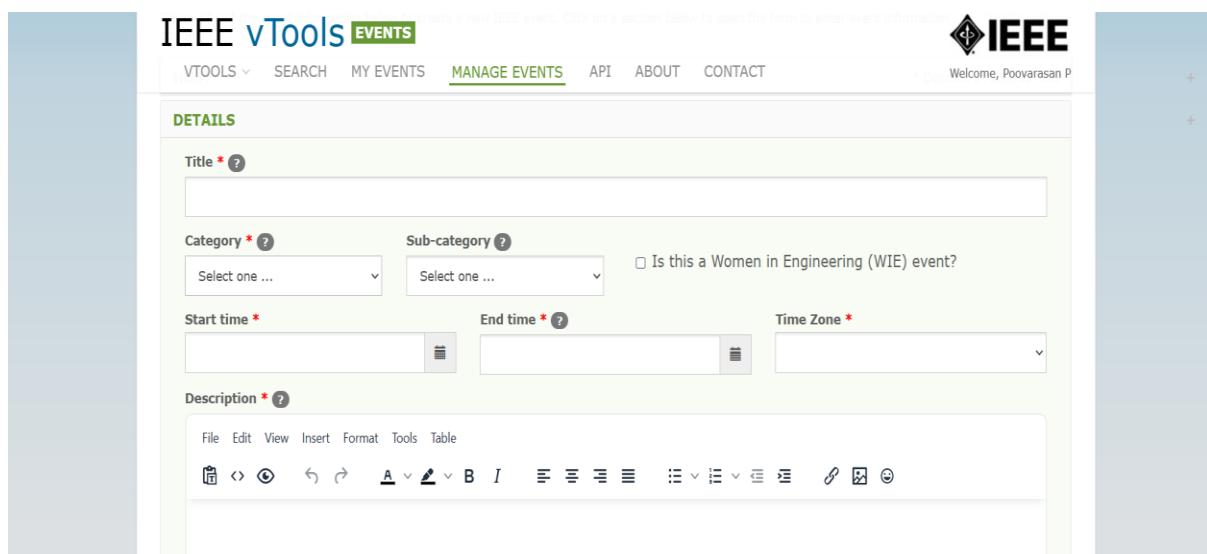
Step 5: Save & Publish

After entering all the required details, click on **Save & Publish** to finalize the information. Then, proceed by clicking **Next** to move to the following section of the event creation process.



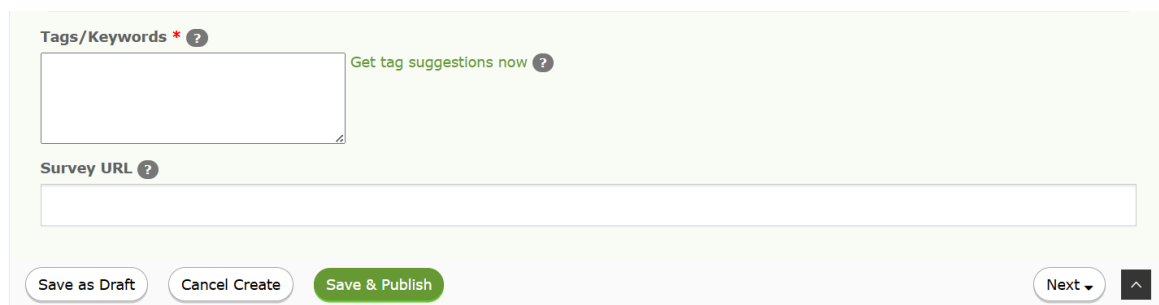
Step 6: Enter Event Details

In this step, fill in all the necessary information about your event, including the **Title**, **Category**, and **Sub-category**. Enter the **Start Time**, **End Time**, and select the correct **Time Zone**. Add a clear **Description** of the event, and specify if it is a **Women in Engineering (WIE)** event.



Step 7: Add #IEEEEDAY Tag and Finalize

In this step, enter relevant Tags and Keywords for your event. It is mandatory to include **#IEEEEDAY** in the **Tags/Keywords** field. You can also provide the Survey URL if applicable. Once completed, click **Save & Publish** to finalize the details, and then click **Next** to proceed.



Step 8: Enter Event Location Details

Enter the event location details including address, city, state, postal code, and other optional fields. Once completed, click **Save and Publish**, then click **Next**.

The screenshot shows the 'LOCATION' section of the IEEE vTools EVENTS interface. The header includes 'IEEE vTools EVENTS' and navigation links: 'VTOOLS', 'SEARCH', 'MY EVENTS', 'MANAGE EVENTS' (active), 'API', 'ABOUT', and 'CONTACT'. A user greeting 'Welcome, Poovarasan P' is visible. The 'LOCATION' section is titled 'What type of event is this?' with three radio buttons: 'Virtual', 'Hybrid', and 'In-Person' (selected). Below this, the 'In-Person' details are shown in a two-column layout. The left column contains 'Address Line 1', 'Address Line 2', 'City *', 'Country/Region, State/Province *', and 'Postal Code'. The right column contains 'Building', 'Room Number', 'Map URL', and 'Override Latitude/Longitude'. All fields are empty text boxes. A small blue icon with a plus sign is in the bottom left corner.

Step 9: Registration & Payment

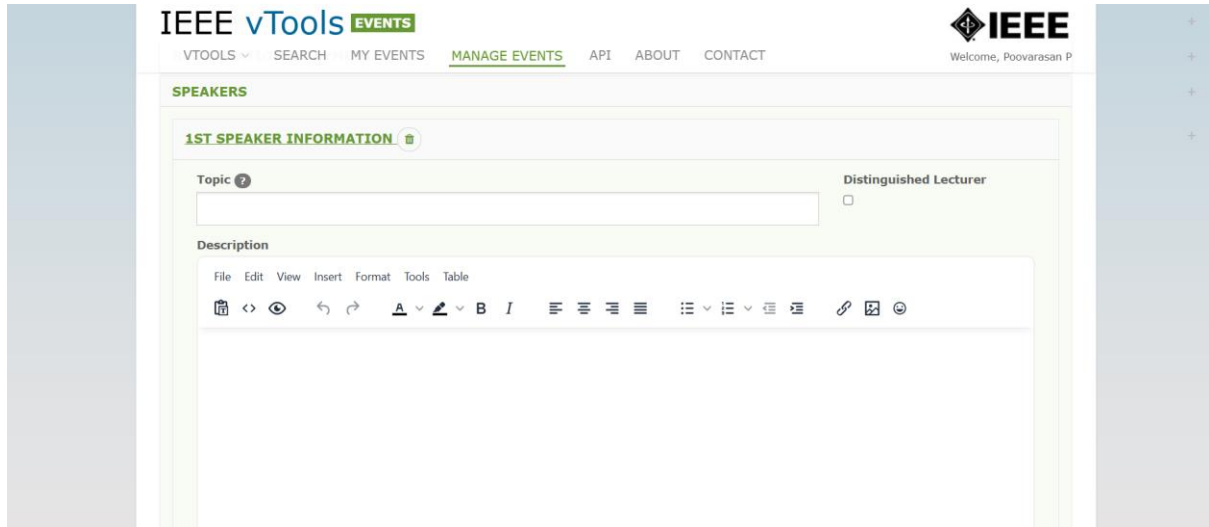
Set the registration details by selecting the registration type, start and end dates, and maximum number of participants. Enable or disable custom registration questions and menu selections as needed.

Ensure IEEE Event Terms and Conditions consent is checked. After completing the details, click **Save & Publish** and then **Next** to continue.

The screenshot shows the 'Registration & Payment' section of the IEEE vTools EVENTS interface. The header is identical to the previous screenshot. The 'Registration' section has three radio buttons: 'Standard' (selected), 'External', and 'None'. Below this are two date pickers for 'Registration starts' and 'Registration ends'. A text box for 'Maximum In-Person Registrations (0-999)' is present. A checkbox for 'Require IEEE Event Terms and Conditions' is checked. Below these are two more radio buttons: 'Custom registration questions' (Yes/No) and 'Menu Selections' (Yes/No), both set to 'No'. The 'Payment' section contains a yellow warning box: 'Details are missing to enable payment set up. To enable payment options, please fill in all required fields such as Host and Registration start/end dates. Required fields are marked with a red asterisk.' At the bottom, there are four buttons: 'Save as Draft', 'Cancel Create', 'Save & Publish' (highlighted in green), and 'Next' (disabled).

Step 10: Enter Speaker Information

Provide the speaker's details by entering the **Topic** and a brief **Description**. If the speaker is a **Distinguished Lecturer**, check the corresponding box.

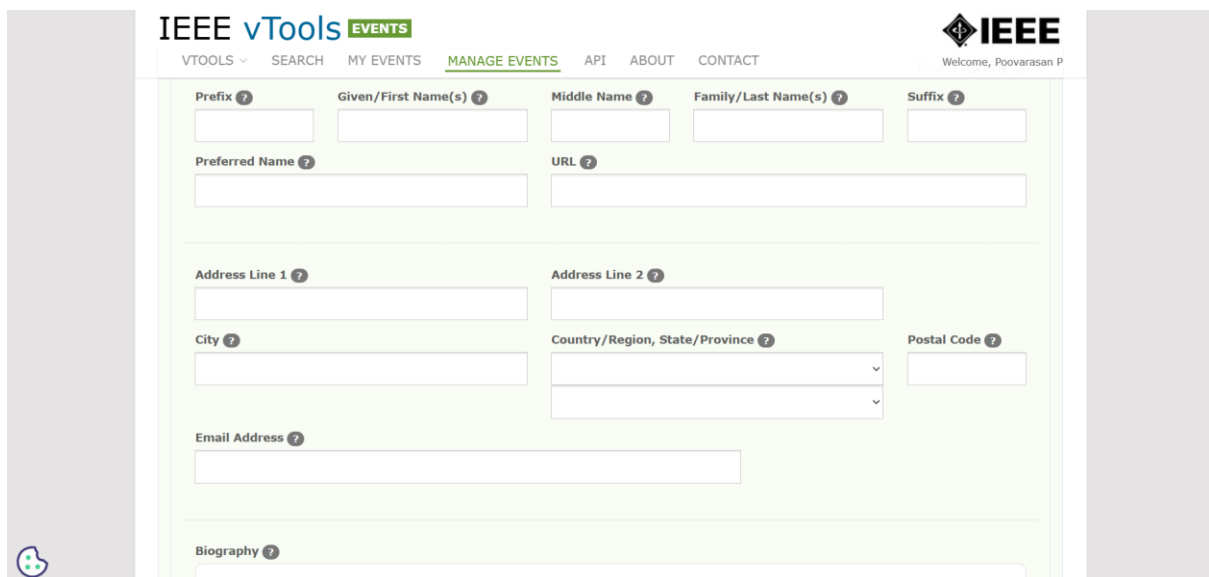


The screenshot shows the '1ST SPEAKER INFORMATION' form in the IEEE vTools EVENTS interface. The form includes a 'Topic' text field, a 'Distinguished Lecturer' checkbox, and a 'Description' text area with a rich text editor toolbar. The toolbar contains icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and image. The page header includes the IEEE vTools EVENTS logo, navigation links (VTOOLS, SEARCH, MY EVENTS, MANAGE EVENTS, API, ABOUT, CONTACT), and a welcome message 'Welcome, Poovarasan P'.

Step 11: Speaker Details

To complete the **Speaker Details** section, you must accurately fill in all fields shown. Begin by providing the speaker's **Personal Information**, including their full **Name** (Prefix, First, Middle, Last, Suffix), **Preferred Name**, and their professional **URL**. Next, enter their complete **Contact Details**, which includes their full **Address** (Line 1 & 2, City, Country, Postal Code) and **Email Address**.

Finally, provide a detailed **Biography** for the speaker. Once all required information is entered and verified, click **Save & Publish** and click **Next** to proceed with the event submission.



The screenshot shows the 'Speaker Details' form in the IEEE vTools EVENTS interface. The form is divided into several sections: 'Personal Information' (Prefix, Given/First Name(s), Middle Name, Family/Last Name(s), Suffix, Preferred Name, URL), 'Contact Details' (Address Line 1, Address Line 2, City, Country/Region, State/Province, Postal Code, Email Address), and 'Biography'. The form includes a rich text editor toolbar for the biography field. The page header includes the IEEE vTools EVENTS logo, navigation links (VTOOLS, SEARCH, MY EVENTS, MANAGE EVENTS, API, ABOUT, CONTACT), and a welcome message 'Welcome, Poovarasan P'.

Step 12: Report and Attendance

To finalize your event report, accurately input the total number of attendees, separating them into **IEEE Attended** (members) and **Guests Attended** (non-members). After confirming that all event details across every step are correct, click **Save & Publish** to officially file your report. The event report is now complete.

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 ▾

⬆