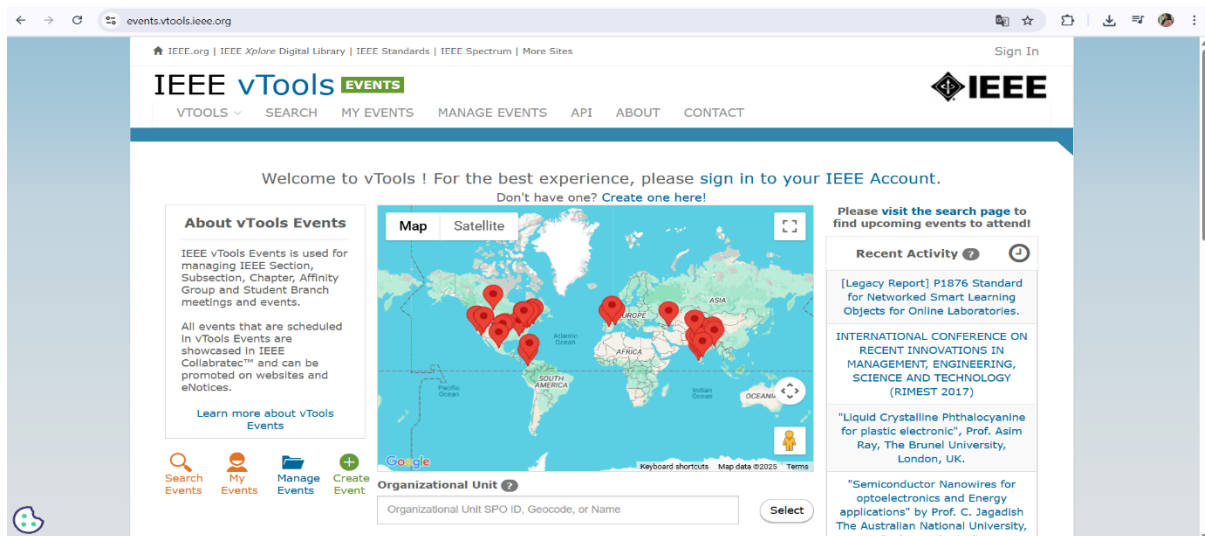# GUIDELINE: HOW TO REPORT YOUR IEEE DAY EVENT IN VTOOLS?

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

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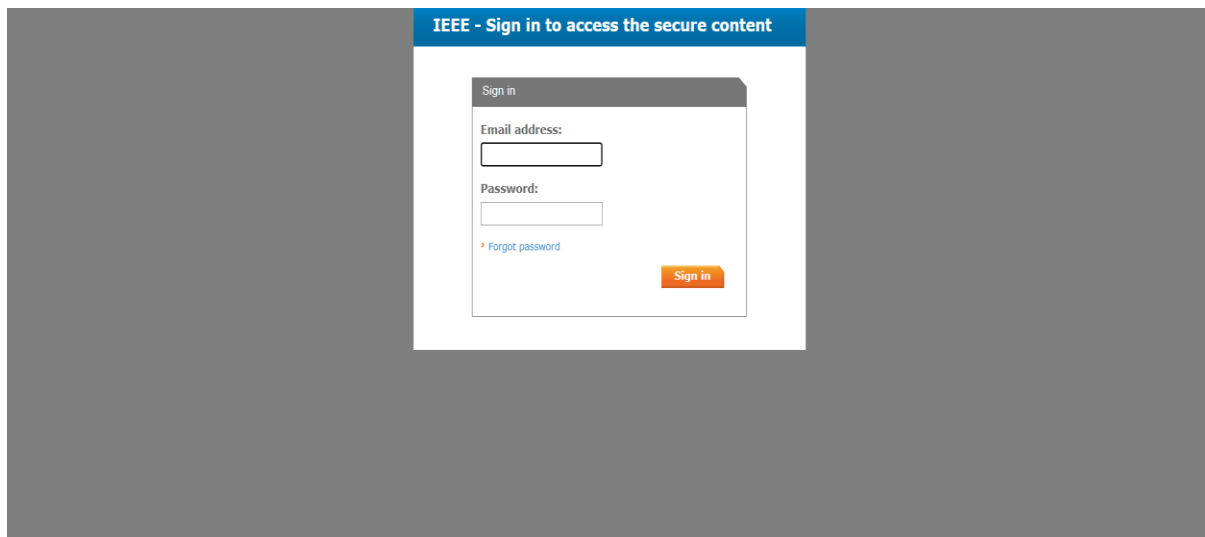https://events.vtools.ieee.org.

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
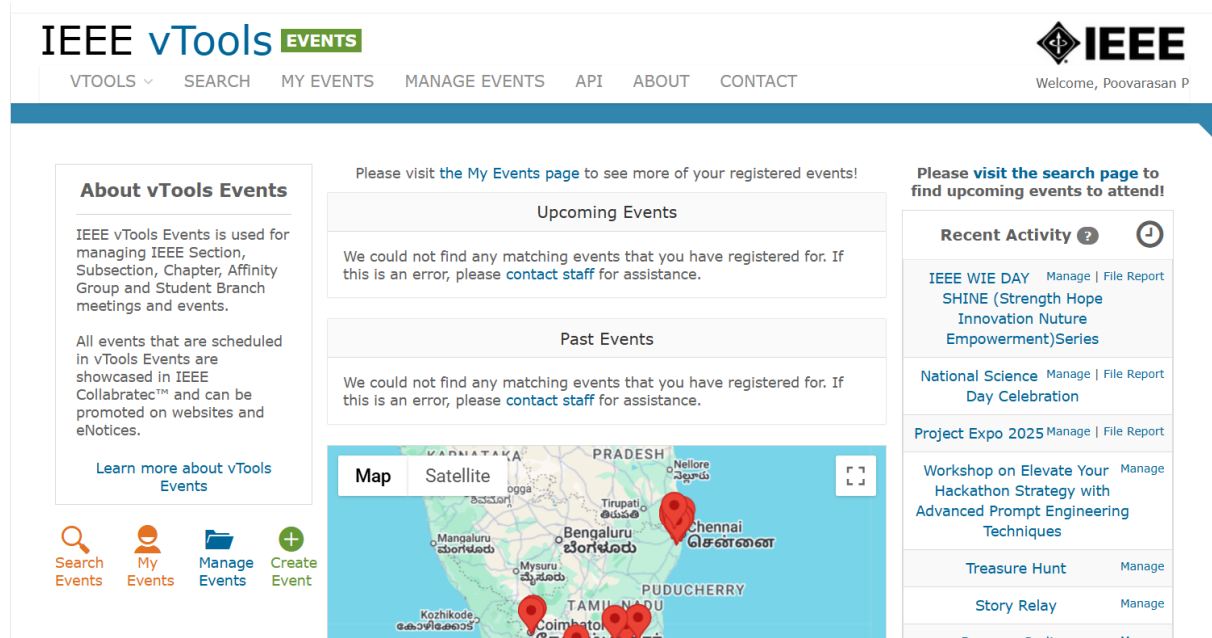shown below:

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

Step 3: Click on "Create Event"

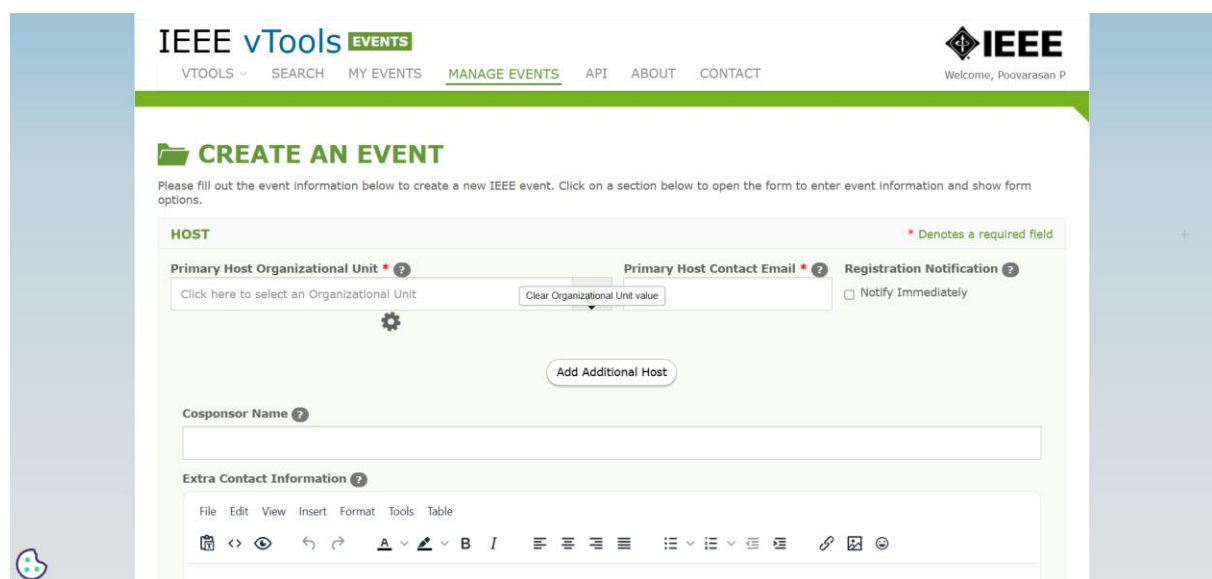After signing in, you will be redirected to your **vTools Events Dashboard**.
To report a new event (e.g., IEEE Day Celebration), click on **Create Event" button** on the left sidebar.
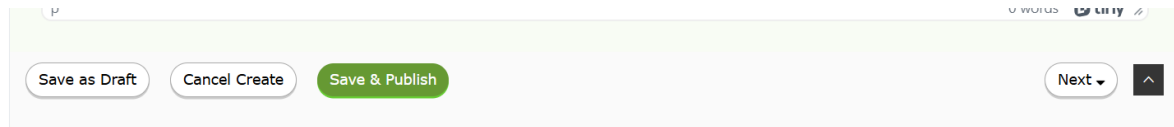

Step 4: Enter Host Details

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.
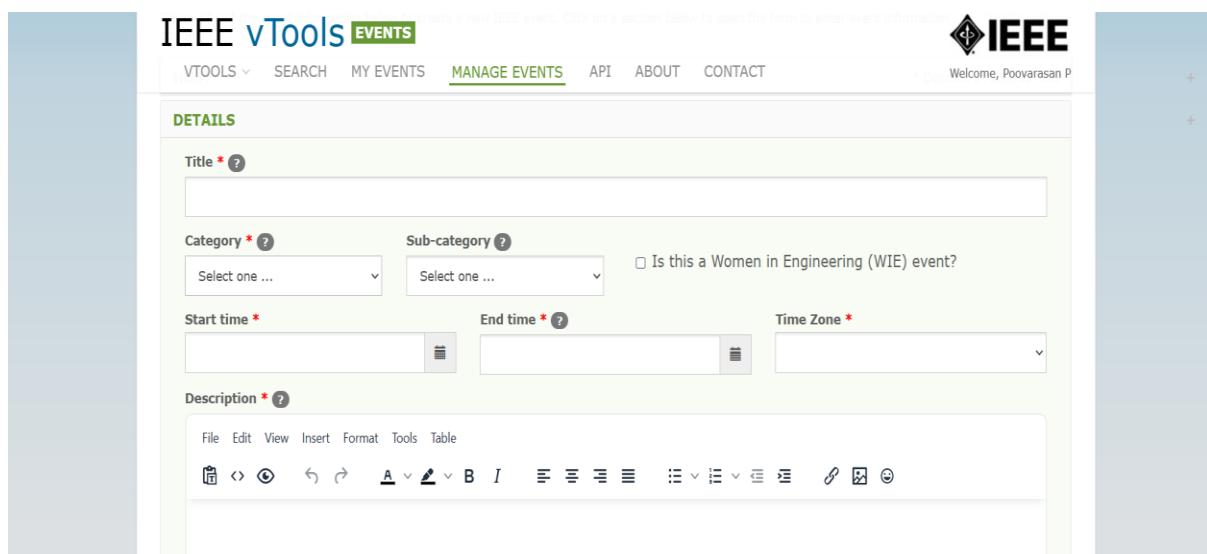
Step 5: Save & Publish

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.
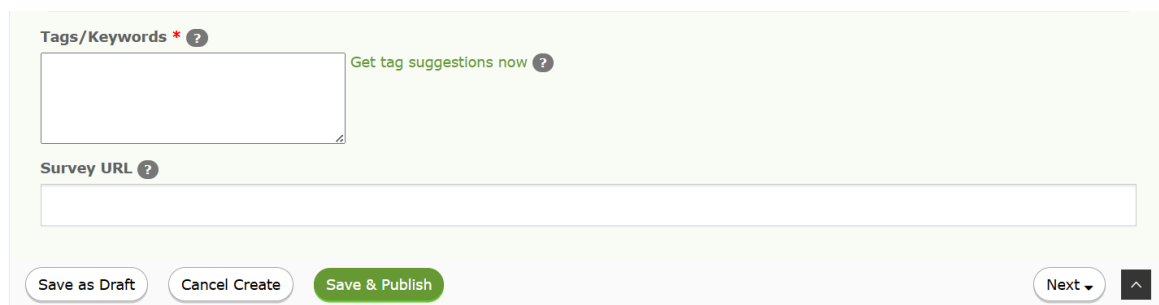

Step 6: Enter Event Details

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 #IEEEDAY Tag and Finalize

In this step, enter relevant Tags and Keywords for your event**.** It is mandatory to include **#IEEEDAY** 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**.
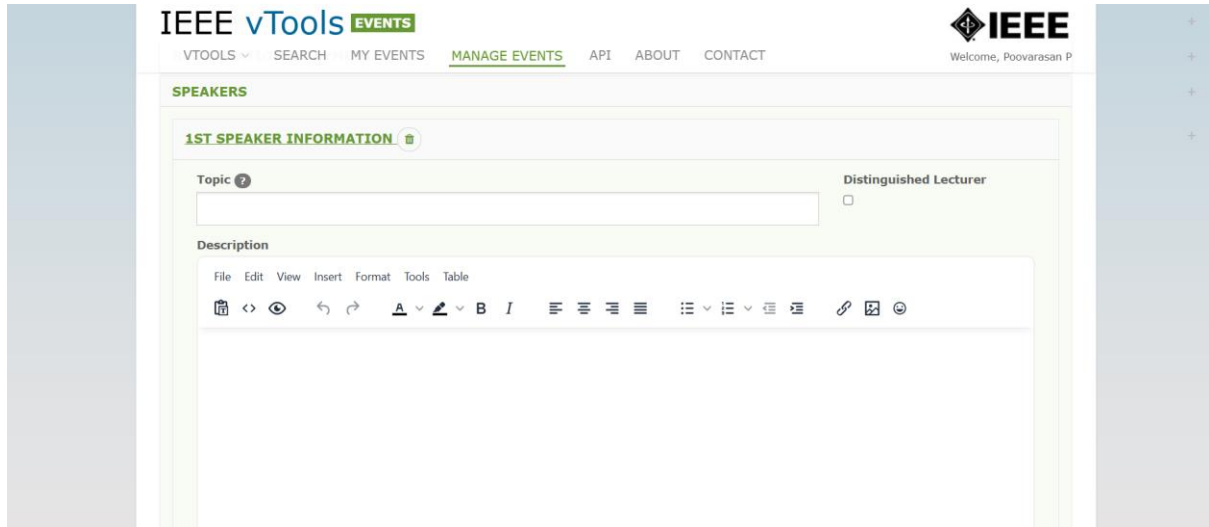

Step 9: Registration & Payment
Set the registration details by selecting the registration type, start and end dates, and maximum number of participants. Enable or disable custom registration questions and menu selections as needed.

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

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.
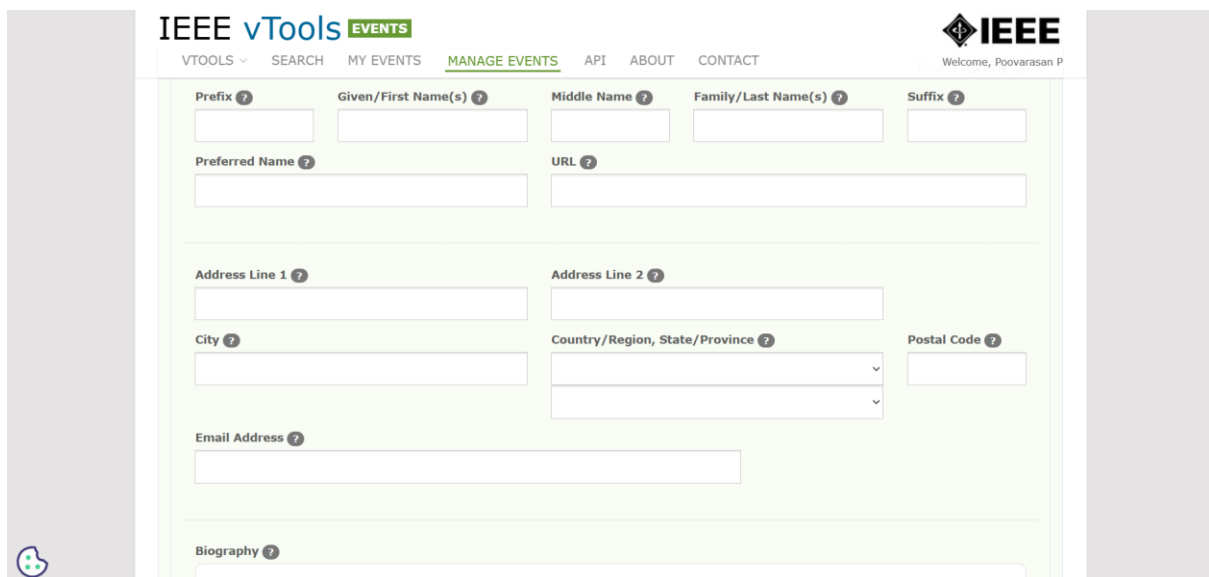

Step 11: Speaker Details

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.

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.