



PRESENTS

IEEE vTools

Tutorials

Topic: View Event Statistics –
Attendance / Registration

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 - View Registrant details
 - Registration List
 - Meal Tickets
 - Name Tags
 - Blank Sign in Sheet
 - Attendance sheet with registrant names, phone numbers
 - 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, Affinity Group and Student Branch meetings and events.

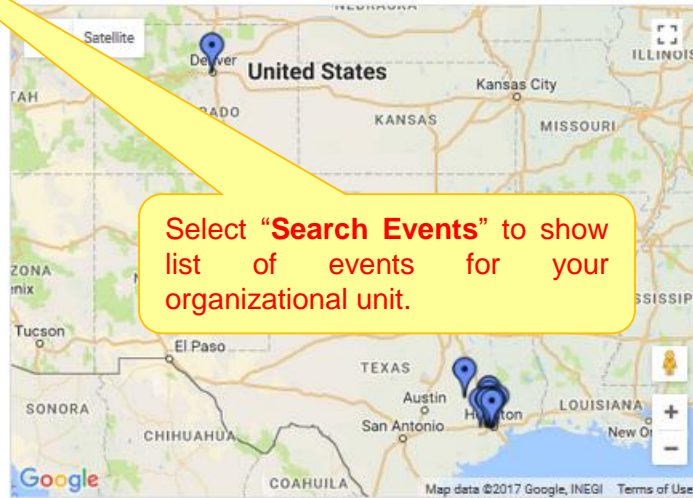
All events that are scheduled in vTools Events are showcased in IEEE Collabratec™ and can be promoted on websites and eNotices.

[Learn more about vTools Events](#)

Map shows all upcoming or past IEEE events.

Region 5-Southwestern US ▾

Section HOUSTON ▾



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

Recent Activity

- [Legacy Report] IEEE HOU S... Manage
- Microwave Imaging Systems... Manage
- IEEE Houston Section Holid... Manage
- IEEE Houston Section 14th A... Manage
- Future IEEE Houston Section ... Manage
- Young Professionals: Whole ... Manage
- Heat Tracing Manage
- Science and Technology of M... Manage

Click on the "Search Events" icon.



Search Events – Manage option

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

SEARCH EVENTS

Learn how to integrate event notices with your website

Search term [?] Exact

Event Category

Event Sub-category

Region [?]

Section [?]

Organizational Unit [?]

Society [?]

Event Date & Time [?] After Before

Location [?] Within

Virtual? [?]

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

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		No	08 Dec 2017	View Manage
[Legacy Report] IEEE Houston Section - Co...	30 Oct 2017					30 Oct 2017	View Manage
Microwave Imaging Systems for Medical Ap...	27 Oct 2017					File Report	View Manage

Event/Report Administration – Manage an Event

VTTOOLS ▾ SEARCH **EVENT/REPORT ADMINISTRATION** VIEW FEEDS ABOUT CONTACT Welcome, [User Name]

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](#)

Recent Events **Upcoming Events** Draft Events

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

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




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

Manage Event – Registrants

VTTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT Welcome, Kheng Goh


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

Click on **"Registrants"** for access to:
•Registration list
•Printed materials - sign in sheet
•Meal tickets
•Name tags
•Download registration list
•Email registration statistics

Celebration: Keynote    Share

Date and Time	Location	Contact
Date: 29 November 2018 Time: 12:00 PM to 02:00 PM All times are US/Central	United Way-Greater Houston 50 Waugh Dr Houston, Texas	Email event contact https://meetings.vtools.ieee.org/m/48372

Registration & Pricing

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

Reporting


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

Manage displays registration setup and recent registrations

Registrants

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

Total number of registrants: 22



View Registrant details

VTOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT CONTACT

- Administration Home
- Manage
- View
- Edit
- Registrants**
- @Event
- > 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	Status Filter: All ▾	Options	Payment Status Filter: All ▾
Anders, Moriah Send Email Phone: <input type="text"/> Member # <input type="text"/>	Attended	Edit Cancel	Waiting for payment notification Invoiced on: 11/29/2017 Invoice ID: 7505815397 Fee Restriction: All IEEE members (all grades) Fee Desc: IEEE Members
Behringer, Luther Send Email Phone: <input type="text"/> Member # <input type="text"/>	Attended	Edit Cancel	Waiting for payment notification Invoiced on: 11/29/2017 Invoice ID: 7505815397 Fee Restriction: All IEEE members (all grades) Fee Desc: IEEE Members
Bowen, Jim	Attended	Edit Cancel	Paid 15.00 USD
Bowen, Jim	Attended	Edit Cancel	Paid 15.00 USD
Cruz Garza, Jesus	Attended	Edit Cancel	Waiting for payment notification

Filter registrant list on **“Status”** or **“Payment Status”**.

You can **download** registrant details in **CSV** and **TSV** formats

You can also edit the registration information if needed, by clicking on the **“Edit”**.

Click on **“Email statistics”** to have the registration emailed.

“Cancel” will mark registration as cancelled.

“Cancel” does **not** provide a *refund* if there is paid registration.

Download of Registration info

Registration information includes **Price**, additional **Payment Status** details, **Fee Restriction** and **Fee Description**, *if applicable* saved for each registration collected.

Below is an example of registration with multiple pricing and fee restrictions.

MeetingID	Member Nu	First Name	Last Name	Payment Status	Address1	Address2	City	State	Country	PostalCo	Email	Phone	Price	Tax (%)	Tax Amou	Price With	Registration Date (UTC
891392	82937711	M	Senior	Paid 1.00 USD Paid on: 03/29/2018 Invoice ID: 6536546711 Paypal Transaction ID: PAY-9AN5729680961841FLK6V6	Edison		Edison	Badghis	Afghanistan		msr@ieee.org		1	0	0	1	3/29/2018 20:57
891392	83615221	A	Samson	No charge Fee Restriction: Everyone Fee Desc: Everyone - Zero Amount			Edison	Badakhsh	Afghanistan		asamson@ieee.org		0	0	0	0	3/29/2018 21:09
891392	61245408	D	Waters	Paid 1.00 USD Paid on: 05/01/2018 Invoice ID: 5328543357 Paypal Transaction ID: PAY-05W22834VP8126403LLUH			London	London	United Kingdom		dwaters@ieee.org		1	0	0	1	5/1/2018 14:23
891392	08721999	Will	February	Waiting for payment notification Invoiced on: 05/01/2018 Invoice ID: 5185142552 Fee Restriction: Everyone Fee			Rome	Rome	Italy		willfeb@gmail.com		1	0	0	1	5/1/2018 14:23
891392	98361300	Alvin	Mozart	No charge Fee Restriction: Everyone Fee Desc: Everyone - Zero Amount			Spokane	Washingt	USA		amozart@gmail.com		0	0	0	0	5/1/2018 14:29
891392	38163912	Wizard	Oz	No charge Fee Restriction: Everyone Fee Desc: Everyone - Zero Amount			Tesy	Annaba	Algeria		wizard@oz.org		0	0	0	0	5/1/2018 14:29
891392	73629405	Bernard	Saint	Paid 1.00 USD Paid on: 05/01/2018 Invoice ID: 5290129818 Paypal Transaction ID: PAY-81209496CN7738102LLUIQ	Vams		Vams	Anguilla	Anguilla		bsaint@gmail.com		1	0	0	1	5/1/2018 15:31
891392	83762530	Cairn	Terrier	Waiting for payment notification Invoiced on: 05/01/2018 Invoice ID: 6989182325 Fee Restriction: Everyone Fee			New Lor	New Ham	USA		cairn@terrier.com		1	0	0	1	5/1/2018 15:31
22139	94387448	Smokey	Raleigh	Paid 1.00 USD Paid on: 05/01/2018 Invoice ID: 6328908062 Paypal Transaction ID: PAY-1AT35176MS1846047LLU16	Florenc		Florenc	Kentucky	USA		smokey@raliegh.co		1	0	0	1	5/1/2018 16:01

If you **import into Excel**, you can also sort on any column.

When only registration is collected, **Fee information** will include 'N/A'

Menu	Special Re	Status	Fee Restriction	Fee Description	@Event Notes	Question1	Answer1
		Attended	All IEEE members	All IEEE members	Please provide	What is the c	No
		Attended	Everyone	Everyone - Zero Amount		What is the c	
	Special Re	Registered	Senior Member (Senior Member G	Volunteer?	What is the c	Yes I am I
		Attended	All IEEE members	All IEEE members		What is the c	Yes
		Attended	Everyone	Everyone - Zero Amount		What is the c	Not Inter
		Registered	Everyone	Everyone - Zero Amount		What is the c	
		Attended	Associate Memb	Associate member grade only		What is the c	
		Registered	Member (M) grad	Member Grade Only		What is the c	
		Attended	Affiliate (AF) gra	Affiliate		What is the c	

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!