



PRESENTS

IEEE vTools

Tutorials

Topic: View Report Details and Attendance – Manage Event

Table of Contents

- ▶ **View Report Details and Attendance**
- ▶ **Manage an Event**
 - Report Details and Attendance
 - Edit / Remove report

Manage an Event – Event with “Reported On” date

VTTOOLS ▾

SEARCH

EVENT/REPORT ADMINISTRATION

VIEW FEEDS

A

To view the **reported details (date of submission, submitter, attendance)**, select **“Manage”** to access the event administration functionality (edit, view registrations)

Schedule a New Event

File a Report for a Past Event



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

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	Reported On	Op
MGEvent Mobile Reg with Payment Options	R10329	06 Apr 2018	File Report	View Manage
ADVANCES IN INEXPENSIVE EMBEDDED SYSTEMS	LM10329	28 Mar 2018	File Report	View Manage
Ethics	CH01098	23 Mar 2018	25 Mar 2018	View Manage

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

View report details and attendance

VTTOOLS ▾ SEARCH EVENT/REPORT ADMINISTRATION VIEW FEEDS ABOUT welcome, vera Lee Snarott

Administration Home

Manage

View

Edit

Registrants

@Event

Create from Existing

Create eNotice from Event

Preview eNotice Content

Send Test eNotice Content

Ethics

Published **Reported**

Host

CH01098 - No Jersey/Prin-Ctr Jersey Jt Sections Chapter,IA34

Date and Time Location

Date: **23 March 2018**
Time: **02:00 PM to 04:00 PM**
All times are US/Eastern
 Add to Google Calendar

South Plainfield, New Jersey
United States 07080
Building: PSE&G - Hadley Road
Facility
Room Number: Auditorium
[Click here for Map](#)

Reporting

A report has been filed for **CH01098 - No Jersey/Prin-Ctr Jersey Jt Sections Chapter,IA34** by **Michael Miller** at **25 Mar 2018 10:26 PM.**

IEEE Attended: 15
Guests Attended: 35

This report can be removed, if necessary for adjustments in the Attendance area of the event edit page.

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

Report Info

A report has been filed for **CH01098 - No Jersey/Prin-Ctr Jersey Jt Sections Chapter,IA34** by **Michael Miller** at **25 Mar 2018 10:26 PM.**

[Remove Report](#)

Registrants: 30

IEEE Attended

Guests Attended

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!