

How to upload vTools_Event reports

Simplified step-by-step instructions by Peter Magyar, R8 LM Committee, Past Chair

Estimated necessary time of uploading an event report is 5 minutes.

1.

Eligible are the Section Chair, Section's vTools Administrator or the **LMAG Chair**.

One of these IEEE volunteers may submit the report.

The submitter should be active, i.e. should have valid membership and have expiration date of the service term up to Dec 31, 2025 or later.

2.

You may check and update your service term in **vTools_Officer Reporting**,

<https://officers.vtools.ieee.org/> >>> **Manage Officers**

3.

The search process is easier if you provide your SPO ID in the field **"Select an Organizational Unit here to manage:"**

You may find your SPO ID in <https://ieeer8.org/category/life-members/> >>> **IEEE Region 8 Life Member Affinity Groups (LMAGs)**

4.

At least two events per year of an LMAG are requested. Only the reported events count.

Upload your event reports in <https://events.vtools.ieee.org/> in following steps

Open the link https://events.vtools.ieee.org/ Open Manage Events Sign in with your IEEE account		
Select Schedule a New Event	Select File a Report for a Past Event To file a report, please select one of the two options below	
	My event is already in the system This option is not recommended for those who don't have enough experience.	My event is not yet in the system This option is recommended for past, present and upcoming events.
Scroll down and open HOST Go to Host Organizational Unit Select Search? and a pull-up menu will be appeared. <ul style="list-style-type: none">- Select your Organizational Unit i.e. your Section and ENTER- You may enter also the SPO ID of your Section. The list of SPO ID-s is available in the attached file SPO ID geo_units.pdf Go to Host Contact Email and write-in your email address Go to Co-Host? Add Co-Host Write in your SPO ID of your LMAG into Co-Host Organizational Unit and ENTER <ul style="list-style-type: none">- The SPO ID is available in https://ieeer8.org/category/life-members/- You may add more co-hosts if applicable, e.g. guest of other LMAG or Chapter or SB- Go to Co-Host Contact Email and write-in your email address		
Scroll down and open DETAILS		

<ul style="list-style-type: none"> - Complete Title <ul style="list-style-type: none"> o E.g. Report of the XXXXX Section LMAG - Select a Category <ul style="list-style-type: none"> o E.g. Administrative - Select Start time from the calendar <ul style="list-style-type: none"> o E.g. 25 Nov 2025 08:00 PM - Select End time from the calendar <ul style="list-style-type: none"> o E.g. 25 Nov 2025 09:00 PM - Select Time Zone <ul style="list-style-type: none"> o E.g. (UTC+01:00) Berlin - Write your report into Description <ul style="list-style-type: none"> o E.g. LMAG Executive Board Meeting and Chair election 	
<p>Scroll down and open LOCATION</p> <ul style="list-style-type: none"> - Complete City <ul style="list-style-type: none"> o E.g. Berlin - Complete Country /Region, <ul style="list-style-type: none"> o E.g. Germany - Complete Province <ul style="list-style-type: none"> o E.g. Berlin 	
<p>This description is related to a minimal version of reporting. You may complete more fields and provide more details, too. The obligatory fields are marked with (*)</p>	
<p>Scroll down and go to Save and Publish If everything has been completed correctly, your report will be saved and published. If there are some errors, an error message appears. Update the required fields. You may scroll up and down and make corrections.</p> <p>It is not recommended for beginners to use Save as Draft. At that case, you have to find your saved report. You may use Cancel Create in each step. At that case, you may start with a new report.</p>	
<p>Scroll down and go to Save and Publish</p> <p>This is one of the most important functions which helps you to navigate for preparing a correct report.</p>	
<p>If an error list appears, please update and check your inputs via Save and Publish</p>	<p>If all errors are updated, the submitted report is visible.</p>
<p>YOUR REPORT IS SUBMITTED You may check it in following way: Scroll up and open SEARCH Set Date Range to ALL Provide your LMAG SPO ID to Search Term? and ENTER</p>	
<p>Sign out and close the website.</p>	
<p>Thank you for your kind co-operation.</p>	