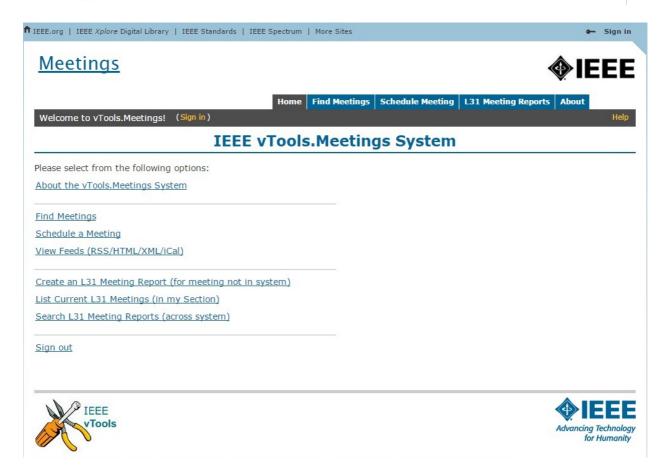# vTools Meeting Reporting System Tutorial

To report about meetings organized by your Young Professionals Affinity Group visit the following website: https://meetings.vtools.ieee.org. Depending on the type of user you are, one of the following two screens will appear:
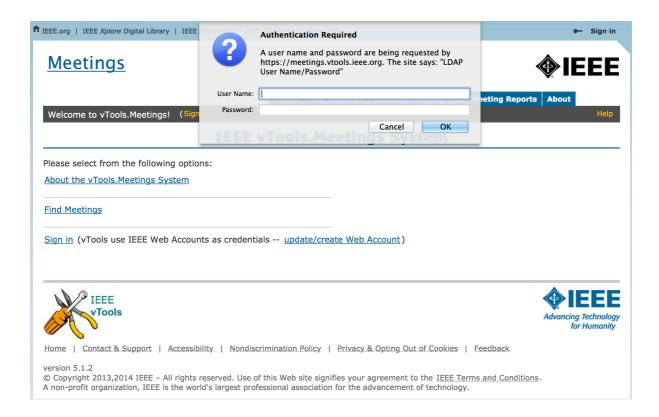
You will be required to sign in with your IEEE credentials to access the vTools system. This has to be the same email address and password you use on all other IEEE services.
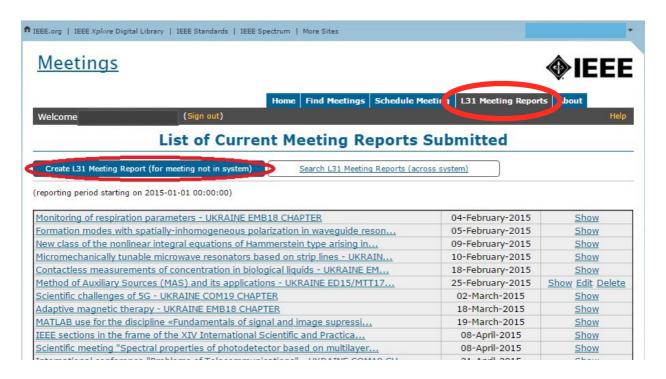

Once you have logged in, you will be able to access the various features of the platform. Go to L31 Meeting Reports Tab. This tab allows you to see various L31 reports and their details.
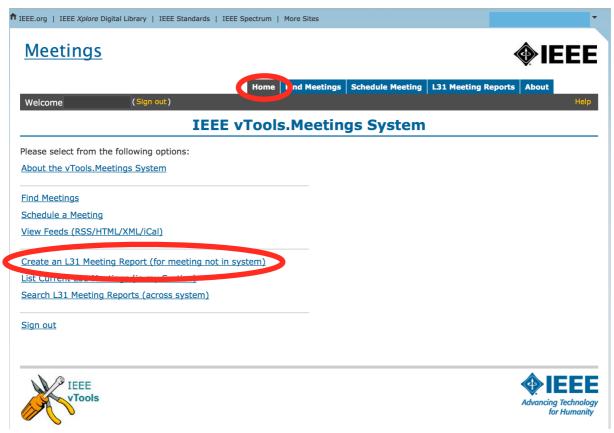
To create a meeting report click on Create L31 Meeting Report. This option is also available on the home screen that shows up after you have logged in. Either of them can be used to create a new L31 report.
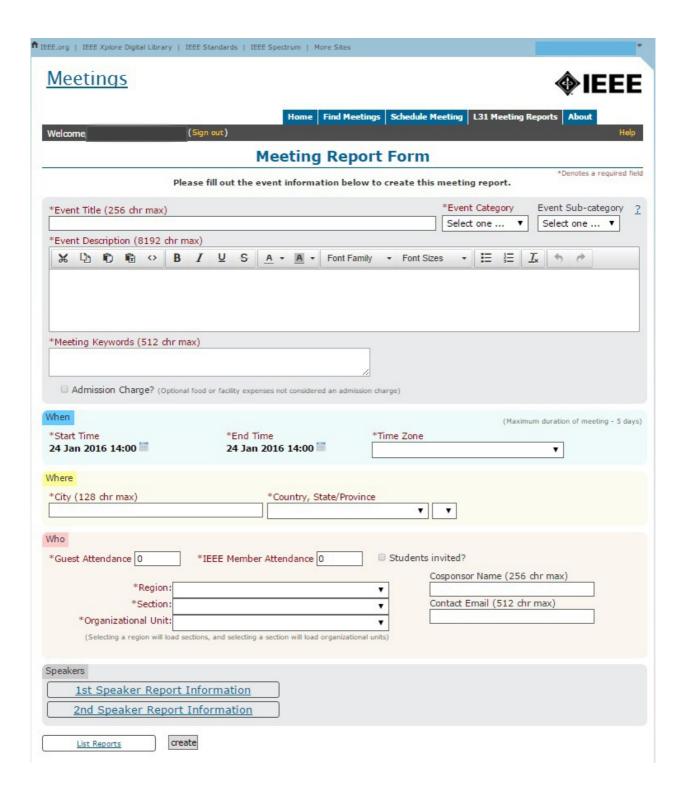
The Meeting Report Form opens, and contains all the fields you need to fill in:
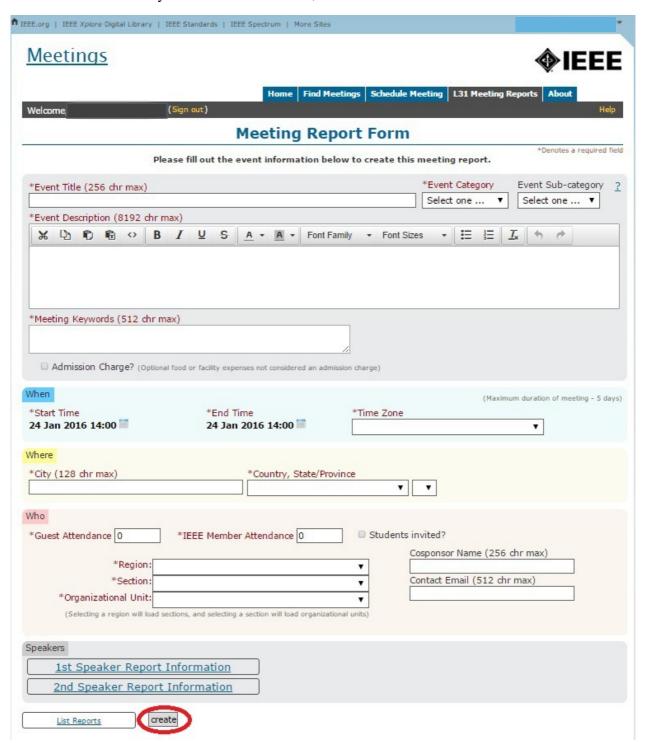
In this form you should enter Event title, Event category (professional, technical, nontechnical, administrative), Event description, start and end time of the Event, the address of the Event and brief information about attendees. The information you provide should be as accurate and details as possible, since that helps us understand what the event is about. We are aware that things like the End Time and Guest Attendance are not always certain, but entering an estimated number helps. You can go back and edit event forms once they have been created, so you can correct details when you have more concrete information. In addition, you can enter information about speakers, by clicking on the 1st Speaker Report Information and 2nd Speaker Report Information.

Speakers

1st Speaker Report Information

Topic
☐ Distinguished Lecturer

Prefix | First Name | Middle Name | Last Name

Suffix

Display Name
(required when first and/or last name given)

City | Country, State/Province

Email Address

Organization

2nd Speaker Report Information

Topic
☐ Distinguished Lecturer

Prefix | First Name | Middle Name | Last Name

Suffix

Display Name
(required when first and/or last name given)

City | Country, State/Province

Email Address

Organization

List Reports   create

After all the necessary information is entered, click create.

Congratulations! You have now created your event report in the vTools meeting system! If you need any help or have problems accessing the system, or any other questions, send up an email to r8yp@ieee.org. We are here to support you!