REPORT
ON
CONQUER THE VTOOLS REVOLUTION

OBJECTIVE:

The primary objective of this webinar was to educate IEEE CASS student members on the efficient use of the IEEE VTools platform. This tool is vital for managing and reporting IEEE events and activities. By the end of the session, participants were expected to have a clear understanding of how to create, update, and archive events on VTools, as well as effectively utilise its reporting functions for future IEEE activities.

INTRODUCTION:

On 11/09/2024, the IEEE Circuits and Systems Society (CASS) Student Branch successfully organized a webinar aimed at educating its members on the effective use of the IEEE VTools platform. The webinar was facilitated by Srimathy S, an active IEEE CASS Student Member and IEEE PES Ambassador, who shared her expertise in navigating this essential tool for IEEE event management.

The VTools platform is a crucial resource provided by IEEE to help volunteers and student members efficiently manage various aspects of IEEE-related activities, including event planning, tracking, and reporting. Understanding how to use VTools is vital for maintaining accurate records of events, ensuring smooth communication, and simplifying the reporting process to IEEE headquarters.

Organised by	IEEE Circuits and Systems Society SEC SB Chapter
Speaker	Srimathy S
Chief Advisor And Coordinator	Ms.S.Usha
No. of Volunteers and their names	**Organisers of DLP** 1. Ramakrishnan Sriram 2. Nivethida A 3. Sanjay Kumar
Mode of event	Online- gmeet
Date	11th Sep 2024
Timing	7:30 to 8:30

EVENT DESCRIPTION:

Srimathy S began the session by introducing the VTools platform, explaining its purpose, and highlighting its importance for both student branches and professional IEEE members. She elaborated on the key features of the platform, such as:

1. **Event Submission** – How to register new events, including filling in required details like date, time, event type, and expected attendance.
2. **Attendance Reporting** – Demonstrating how to track and report attendance for events, which is vital for documentation and event validation.
3. **Event Archiving** – Storing past events for future reference and ensuring that all IEEE-related activities are well-documented for branch performance reviews.
4. **Automated Reporting** – Generating reports and summaries that can be used for submitting annual reports or as part of IEEE Student Branch activity assessments.
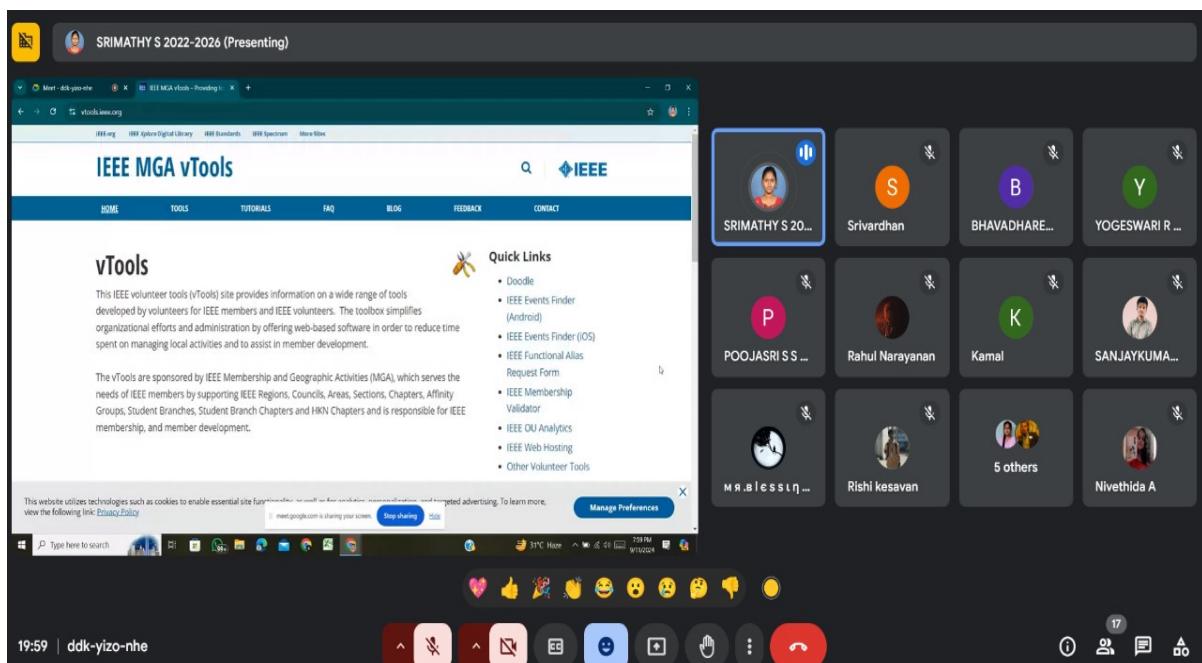
The webinar was interactive, and Srimathy S ensured that students had the opportunity to ask questions and gain hands-on experience with the platform. She showcased live demonstrations on how to create and manage events on VTools, providing tips on avoiding common errors and ensuring smooth submission processes.
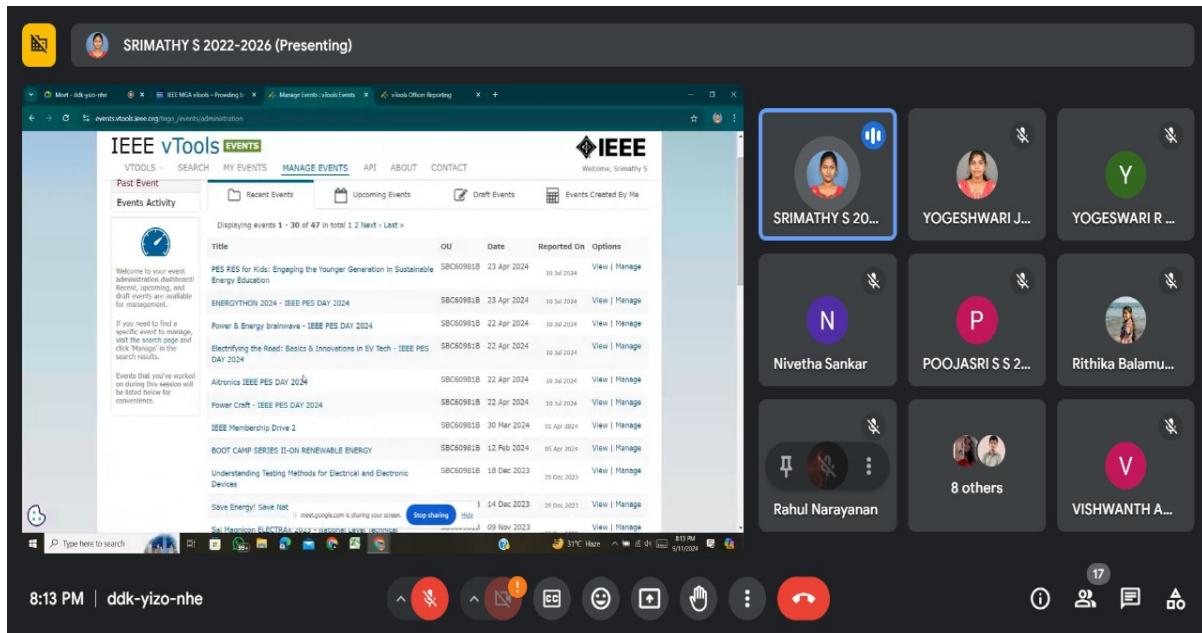
CONCLUSION:

By the end of the session, attendees gained a comprehensive understanding of how to use VTools efficiently for their respective roles. The knowledge shared will undoubtedly enhance the student branch's capability to manage and promote future IEEE events effectively.

The webinar was well-received by the participants, who appreciated the practical insights and the opportunity to learn about this powerful tool. This event marks another successful initiative by the IEEE CASS Student Branch to equip its members with the skills and resources necessary for active participation in IEEE's global network.