



vTools and OU Analytics Training

28 Oct 2025

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What are vTools?

Brief definition and overview

- “vTools” stands for “Volunteer Tools.”
- vTools simplify and automate many of the administrative tasks to our volunteers via the use of online tools, reduce time spent managing activities, and assist in member development.
- Volunteers can create meetings/events, websites, send emails, run elections, and more.
- vTools are free to use for volunteers.

Who Can Access vTools?

Automatic access is granted for the following roles

- Region Directors
- Region Executive Committee Members
- Region-level Representatives (e.g. Students, YP, WIE)
- Section, Chapter, Affinity Group Executive Committee Members (Chair, Vice Chair, Secretary, Treasurer)
- Student Branch and HKN Executive Committee Members (includes Advisor, Counselor)
- Membership Development (MD) Chair
- Council Chairs
- SAMIEEE Recipient – for OU Analytics and vTools
- eNotice Coordinator - access limited to eNotice only
- vTools Events Coordinator – access limited to Events only
- vTools Coordinator*
- Newsletter Editor*
- Webmaster*

**IEEE Membership not required*

vTools Website

<https://vtools.ieee.org>

[IEEE.org](#) | [IEEE Xplore Digital Library](#) | [IEEE Standards](#) | [IEEE Spectrum](#) | [More Sites](#)

IEEE MGA vTools

[HOME](#) [TOOLS](#) [TUTORIALS](#) [FAQ](#) [BLOG](#) [FEEDBACK](#) [CONTACT](#)



IEEE vTools

vTools

This IEEE volunteer tools (vTools) site provides information on a wide range of tools developed by volunteers for IEEE members and IEEE volunteers. The toolbox simplifies organizational efforts and administration by offering web-based software in order to reduce time spent on managing local activities and to assist in member development.

The vTools are sponsored by IEEE Membership and Geographic Activities (MGA), which serves the needs of IEEE members by supporting IEEE Regions, Councils, Areas, Sections, Chapters, Affinity Groups, Student Branches, Student Branch Chapters and HKN Chapters and is responsible for IEEE membership, and member development.

Quick Links

- [Doodle](#)
- [Functional Alias Request Form](#)
- [IEEE OU Analytics](#)
- [Membership Validator](#)
- [Remote Conferencing / WebEx](#)
- [Survey Access Request Form](#)
- [vTools Engage](#)
- [vTools eNotice](#)
- [vTools Events](#)
- [vTools Local Groups](#)
- [vTools Nominations](#)

vTools Applications

Quick overview of each of the vTools Applications

<https://enotice.vtools.ieee.org>

- [IEEE.org](#) | [IEEE Xplore Digital Library](#) | [IEEE Standards](#) | [IEEE Spectrum](#) | [More Sites](#)

Sign Out

IEEE vTools ENOTICE

[VTOOLS](#)
[MANAGE ENOTICES](#)
[HELP](#)
[STAFF](#)

Welcome, Aubrey Walter

Create eNotice

Search

Search Term ?

Organizational Unit Owner(s) ?

Status ? All/None

Page ?

Click here to select an Organizational Unit

☐ Draft
☒ Submitted
☒ Pending
☐ Sent
☐ Canceled
☐ Deleted

10

1 2 3 4 5 ... Next » Last »

Displaying eNotices 1 - 10 of 104 in total

Subject	Recipients	Status	Updated	Send By	Reminder By	Priority	Type	
Reminder: An Invitation to Attend a Scientific Research Lecture	CH08510	Submitted	17 Jul 2024 08:49 AM	20 Jul 2024		Normal	Express	Manage
Reminder: 27th IEEE ICITC 2024, 20-22 DEC, 2024	R00073	Submitted	17 Jul 2024 07:54 AM	23 Aug 2024		Normal	Express	Manage
Reminder: 10th IEEE WIECON-ECE 2024, 05-06 OCT, 2024	R00073, WE00073	Submitted	17 Jul 2024 07:11 AM	25 Jul 2024		Normal	Express	Manage

enotice-admin@ieee.org
to me ▼

10:59 AM (0 minutes ago)
🌟 ⚙️ 🔍

The world's largest technical professional organization dedicated to advancing technology for the benefit of humanity

IEEE Miami Section is pleased to announce the upcoming event: **Grid Modernization: Technological Advancements Beyond Smart Grid on November 3rd at 11:00 AM**

Abstract:

This talk will familiarize participants with a vision for Grid Modernization, focusing on technological advancements beyond Smart Grid. The technological advancements include discussions of key industry/societal trends. Smart Grid concepts, holistic solutions, integration of microgrids and distributed generation, and Advanced Distribution Management System (ADMS) software applications. The talk will also cover feeder automation business models, managing different types of data, big data, analytics, enterprise data management, Smart Grid standards and interoperability, and Smart Grid deployments and lessons learned.

Speaker's Bio:

John D. McDonald, P.E., is Smart Grid Business Development Leader for GE's Grid Solutions business. John has 40 years of experience in the electric utility transmission and distribution industry. John received his B.S.E.E. and M.S.E.E. (Power Engineering) degrees from Purdue University, and an M.B.A. (Finance) degree from the University of California Berkeley. John is a Life Fellow of IEEE (member for 51 years), and was awarded the IEEE Millennium Medal, the IEEE Power & Energy Society (PES) Excellence in Power Distribution Engineering Award, the IEEE PES Substations Committee Distinguished Service Award, the IEEE PES Meritorious Service Award, the 2016 CIGRE Distinguished Member Award, the 2016 CIGRE USNC Athwood Associate Award, the 2021 CIGRE Honorary Member Award and the Smart Energy Consumer Collaborative (SECC) Lifetime Achievement Award. John is the Past President of the IEEE PES, the VP for Technical Activities for the US National Committee (USNC) of CIGRE, the Past Chair of the IEEE PES Substations Committee, the IEEE Division VI Past Director, and a member of the National Academy of Engineering. John was on the Board of Governors of the IEEE-SA (Standards Association), is an IEEE Foundation Director, and is a Founding Board Member and Treasurer of the SECC. John received the 2009 Purdue University Outstanding Electrical and Computer Engineer Award and will receive the 2023 Purdue University Distinguished Engineering Alumni Award. John teaches a Smart Grid course at the Georgia Institute of Technology, a Smart Grid course for GE, and Smart Grid courses for various IEEE PES local chapters as an IEEE PES Distinguished Lecturer (since 1999). John has published one hundred fifty papers and articles, has co-authored five books, and has over 15 US patents.

Location: EC 3930, 10555 W Flagler St, Miami, FL 33174

Join Zoom Meeting: <https://us.zoom.us/j/98855522935?pwd=bnY3ZGhRdUJhZWZlMjQwYzZlODkxLWZmZDc3MDkxLTBhbmQ3MTI3>

Attachments:

[IEEE Miami Section John D. McDonald poster](#)

Miami Section : <https://aije.ieee.org/miam/>

Manage your IEEE Communication Preferences at the [IEEE Privacy Portal](#)

Events

<https://events.vtools.ieee.org>

- Create and promote local meetings and events
- Supports Regions, Councils, Sections, Chapters, Affinity Groups, Student Branches and Student Branch Chapters, Societies
- Collect registration, fees
 - Connected to Concentration Banking Accounts (NextGen)
- Event/eNotice integration
 - Create eNotice from Event information
 - Send email reminders to event attendees for a single event
- Feeds (RSS, HTML, XML) - Collabratec, IEEE mobile app, Section website
- Promote on X (Twitter), Facebook, LinkedIn
- Report meetings/events to IEEE headquarters (L31)
 - One click to submit one report for all hosts
 - Reports submitted into Annual Section Rebate vTools application

The screenshot shows the IEEE vTools Events website. The header includes the IEEE logo, a welcome message for 'Aubrey Walter', and navigation links: HOME, IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. Below the header is a navigation bar with links: VTOOLS, SEARCH, MY EVENTS, MANAGE EVENTS, API, ABOUT, and STAFF. The main content area features four large icons: Search Events (magnifying glass), My Events (person icon), Manage Events (folder icon), and Create Event (plus icon). Below these icons is a map showing the world with red location pins indicating events. To the left of the map is a sidebar with 'About vTools Events' text, a 'Learn more about vTools Events' link, and a 'Map shows all upcoming or past IEEE events.' section with dropdown menus for 'Region' and 'Section'. To the right of the map is a 'Recent Activity' section with a list of events and their management links. At the bottom of the map area is an 'Organizational Unit' section with a search bar and a 'Select' button.

Nominations

<https://nominations.vtools.ieee.org/>

- Launched in Q4 2021.
- Created for IEEE volunteers to help them select eligible candidates to be on the ballot for an upcoming election.
- Currently only supports Section and Chapter Nomination and Petition processes.
 - Support for other units will be added in the future.
- Candidates can automatically be moved from Nominations > Voting > Officer Reporting.

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

IEEE NOMINATIONS

VTOLS HOME NOMINATE OR PETITION ABOUT STAFF

Welcome, Aubrey Walter

Sign Out

Welcome to vTools.Nominations!

Please use the search below to search for nomination processes.

Search Options

Organizational Unit (7) Status (7)

Click here to select an Organizational Unit

Search

Showing 50 of 165 relevant nomination processes. 1 2 3 4 Next > Last >

OU	Status	Dates	Options
R00983 - Kansai Section	Accepting Nominations	2024-07-16	Accepting Nominations Administer
R10007 - Buffalo Section	Accepting Nominations	2024-07-16	Accepting Nominations Administer
R70023 - Southern Alberta Section	Awaiting Call For Nominations	2024-07-15	Administer
R70001 - Kingston Section	Awaiting Election Committee	2024-07-15	Administer

Stage	Responsible	Completion	Status	Notes
 Appoint Nomination Committee	Executive Committee (ExCom)	Nomination Committee Announcement	Active	In order to start the nomination process, the ExCom appoints the Nomination Committee. This phase is completed when the ExCom sends out the Nomination Committee Announcement.
 Call for Nominations	Nomination Committee	Call for Nominations	Pending	The Nomination Committee sets up the Call for Nominations, by entering the positions that will be open for election and entering the timeline of dates for the nomination process. This phase is completed when the Nomination Committee sends out the Call for Nominations.
 Nominations	Eligible Voting Members, Nomination Committee	First Slate of Candidates	Pending	While nominations are accepted, eligible voting members of the section can nominate themselves for the open positions. When the nominations window closes, the Nomination Committee creates the First Slate of Candidates and sends it out.
 Petitions	Eligible Voting Members, Nomination Committee	Final Slate of Candidates	Pending	While the Petition Candidate window is open, eligible voting members can submit themselves as petition candidates. Eligible voting members can also sign petitions to support petition candidates. During this phase, the Nomination Committee can send up to two (2) reminders to the eligible voting members to sign petitions for petition candidates that have not yet received the required number of signatures. After the Petition Candidate window has closed, the Nomination Committee selects the Final Slate of Candidates and sends it out.

Voting

<https://voting.vtools.ieee.org/>

- Volunteers create ballots (elections or motions) for local geo unit elections
- Supports Sections, Chapters, Affinity Groups, Student Branches, Technical Committees, MGA Committees
- Features:
 - Dashboards - Active, Draft, Past
 - Ballot
 - Creation of multiple positions with multiple candidates
 - Auto-load voter list of eligible members for Organization holding election
 - Preview online ballot as DRAFT
 - PDF/Print versions of ballot available
- Once election is open, organizer can email voters directly from tool
- Once election has closed, review/report election results, add manual votes
- Members sign in with IEEE Account for secure access to online ballot

The screenshot shows the IEEE vTools VOTING interface. At the top, there's a navigation bar with links: VTOOLS, BALLOTS, BALLOT DASHBOARD (active), BALLOT TEMPLATES, FIND BALLOTS, ABOUT, and STAFF. The main heading is "BALLOT DASHBOARD". Below it, there's a "New Ballot" section with a "Select organization" dropdown, a "Choose type" radio button (Election selected), and a "Choose template" dropdown (Do not use template). A "Create" button is at the bottom right of this section. Below the "New Ballot" section, there's a filter bar: "Ballots: Display all ballots with a start date in the last 30 days". The main content area is titled "Active Ballots" and contains a table with two rows of active ballots.

Type	Name	Dates	Organization	Status	Options
✓	2022 Univ Nacional De Educacion A Distancia,Nu Alpha Election	12 Sep 2022 12:00 AM - 18 Sep 2022 11:59 PM	Univ Nacional De Educacion A Distancia,Nu Alpha	42% voted	Preview Print (PDF) Manage
✓	2022 Estonia Section Industry Ambassador Election	12 Sep 2022 12:00 AM - 19 Sep 2022 11:59 PM	Estonia Section	10% voted	Preview Print (PDF) Manage

Officer Reporting

<https://officers.vtools.ieee.org/>

- Allows volunteers to submit or update officers for their OU
- Supports Regions, Councils, Sections, Sub-sections, Chapters, Affinity Groups, Student Branches, IEEE Eta Kappa Nu (HKN)
- Updates Volunteer Positions in OU Analytics and IEEE Organizational Roster*
- Instantaneous updates to the IEEE Membership database when submitted by authorized volunteers
- Officers have automatic access once report is saved
- Features:
 - View organizational roster
 - Automatic validation of Member Grade, OU affiliation
 - Add and/or End term of an officer
 - View Officer Logs of organizational roster changes
 - Update Organizational Unit URL (website)

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites

Sign Out

IEEE vTools OFFICER REPORTING

VTOLS ▾ MANAGE OFFICERS OFFICER LOGS MANAGE URL ABOUT STAFF

Welcome, Aubrey Walter

Unit: Princeton/Central Jersey Section (R10329) [Select another OU to manage](#)

MANAGE OFFICERS

Instructions

Please make changes for the officer positions for the selected organizational unit below.

Requests for new Student Branch, Student Branch Chapters, and Student Branch Affinity Group Officers should contact student-services@ieee.org (show more)

Before submitting an officer report, please check the officer log to see if a submission has already been submitted on behalf of your geo unit. Please allow up to 72 hours (business days) for your submission to be reviewed before sending in a duplicate report.

Officer Positions	Reported Officers ?
Executive Officers	
Chair	Shubha
Chair-Elect	Shubha
Past Treasurer	Position Vacant Recent Past Officers: Joseph
Secretary	Katalin

[Request a new officer position](#)

Engage

<https://engage.vtools.ieee.org>

- Launched in November 2022.
- vTools Engage is an interactive relationship management solution that captures data for IEEE members and non-members.
- It enables volunteers to engage, track, and retain members, convert non-members to members, and provide volunteers the information they need to offer the best programs possible.
- Support Sections and Chapters.
 - Support for other units will be added in the future.

The screenshot shows the IEEE vTools Engage web application. The header includes navigation links for IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites. The main header features the IEEE vTools Engage logo and a navigation menu with links for VTOLS, ENGAGE, RECRUIT, RETAIN, NETWORK, MEMBERS, HISTORY, and STAFF. A user greeting "Welcome, Aubrey Walter" is displayed in the top right corner. The main content area is divided into two columns. The left column contains an "About vTools Engage" section, which describes the application as an interactive relationship management solution that captures data for IEEE members and non-members. It also includes a list of organizational units to engage with, such as R0 - Asia & Pacific - Region, R00002 - Sri Lanka Section, R00003 - Lahore Section, R00007 - Hong Kong Section, R00011 - Taipei Section, R00015 - Republic Of Philipp, R00016 - Vietnam Section, and R00025 - Singapore Section. The right column displays a "Welcome, Aubrey Walter" message for the "Princeton/Central Jersey Section". Below this, there is a "Quick Actions" section with two cards: "Welcome 310 new IEEE members" and "Reach out to 352 members in arrears". A "Recent Actions" section below shows "No recent actions to display." At the bottom, there are two charts: "Engagement" and "Recruitment", both showing a bar chart with a single blue bar.

Local Groups

<https://vtools.vtools.ieee.org>

- Launched in Q4 2021.
- A Local Group is an IEEE Organizational Unit that is a sub-unit of a Section, focused on a specified local interest such as Blockchain or HAM Radio.
- A Local Group shall comprise a minimum of two (2) IEEE members, one of whom must be an IEEE voting member, and both of whom must be members of the geographic unit involved.
- The Local Group requires approval by the Section Chair.
- A Collaboratec Workspace is created where Local Group members can collaborate and invite others to join.
- Both IEEE members and non-members may be participants of the Local Group.

The screenshot displays the IEEE vTools website. The top navigation bar includes links to IEEE.org, IEEE Xplore Digital Library, IEEE Standards, IEEE Spectrum, and More Sites, along with a Sign Out button. The main header features the IEEE vTools logo and a welcome message from Aubrey Walter. The central banner area has a background image of a desk with a lamp, a coffee cup, and a laptop, with the text "Welcome to vTools" and "Providing tools to the volunteers and staff who support our members". Below this, the "View Local Groups" link is visible. The main content area shows a search bar for Local Groups, a table of existing groups, and a sidebar with links to "Request a Local Group" and "Local Group Requests".

Local Groups

Request a Local Group

Local Group Requests

Welcome to Local Groups!

Local Groups

You may search in mission, geographic area, and keywords.

Search [25] Search

Local Group Name	Mission	
Algeria Section SIGHT Group	Establish collaborations with several non-profi... Show More	Join Group
IEEE Austin Blockchain Group	The mission of the proposed blockchain local gr... Show More	Join Group
IEEE Bangalore Blockchain Group	The mission of the proposed blockchain local gr... Show More	Join Group
IEEE Bangalore Cyber Security STC Group	To create awareness about a Cyber Safe Society	Join Group
IEEE BOMBAY BLOCKCHAIN GROUP	The mission of the proposed blockchain local gr... Show More	Join Group

Student Branch Reporting

<https://sbr.vtools.ieee.org/>

- Student Branch Officers submit plans for upcoming year
- Supports Student Branches
 - Student Branch Chapters are not required to submit annual plans.
- Features:
 - Student officers (Branch Chair, Counselor, Section Chair, Region Student Representative) provide approval of submitted plans
 - Plan details (i.e., Branch Operations / Function, Goals, Activities planned)
 - Search submitted plans, download PDF versions of a plan
- Planned events are reported in vTools Events

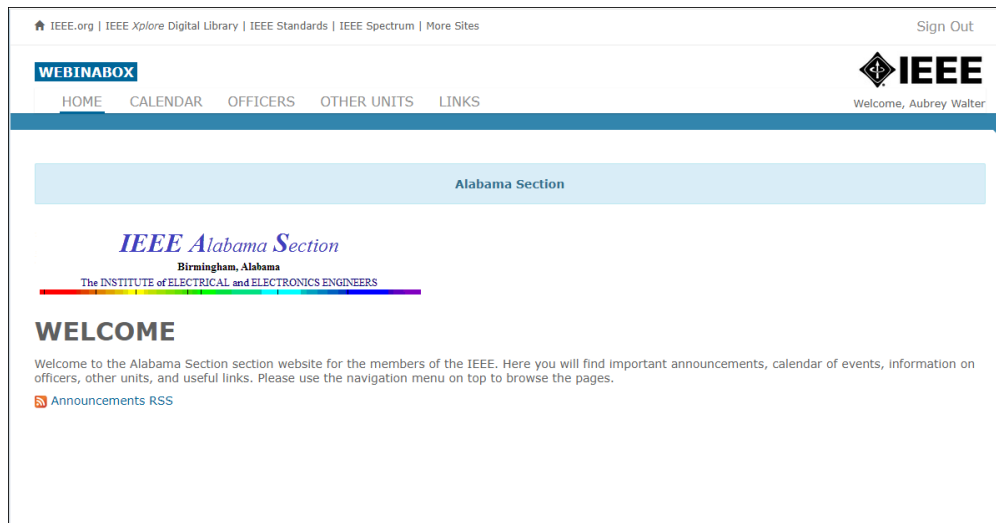
The screenshot displays the IEEE vTools Student Branch Reporting web application. At the top, the navigation bar includes 'VTOOLS', 'NEW PLAN', 'SAVED PLANS', 'SUBMITTED PLANS', and 'STAFF'. The IEEE logo and a user greeting 'Welcome, Aubrey Walter' are on the right. The main heading is 'SEARCH SUBMITTED PLANS'. Below this is a 'Search Options' section with input fields for 'School', 'Region', and 'Reporting Year', along with 'Search' and 'Clear' buttons. A message states 'Showing 50 recent plans. Use the fields above to search for plans.' Below this is a table of submitted plans.

School Name	Code	Region	Reporting Year	Plan Name	Last Updated	Signatures	Action
University of California-Los Angeles	STB00281	R6	2023	IEEE at UCLA Plan 2022-2023	10 Sep 2022	Electronically signed by branch Chair, Achinthyia Poduval, on 11 Sep 2022	 
Buffalo Univ At Suny/Ab	STB00241	R1	2023	UB_Academic_plan_22_23_sept_8_22	08 Sep 2022	Electronically signed by branch Chair, Owen Farrell, on 09 Sep 2022	 

WebInABox

<https://webinabox.vtools.ieee.org/>

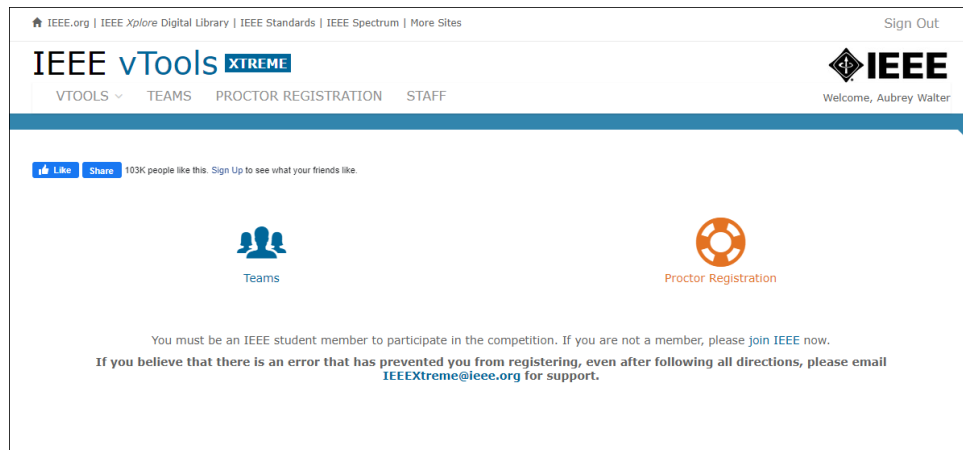
- Basic web site creation tool with wizard-like interface
- Supports Sections, Chapters, Student Branches, and Affinity Groups
- No webmaster required
- Enables a common look-and-feel compliant with IEEE web presence/branding guidelines
- Integrates with vTools Events - includes upcoming and past events
- Data driven with auto updates from central IEEE database including Officer Roster and website URLs
- Provides file storage



Xtreme

<https://xtreme.vtools.ieee.org/>

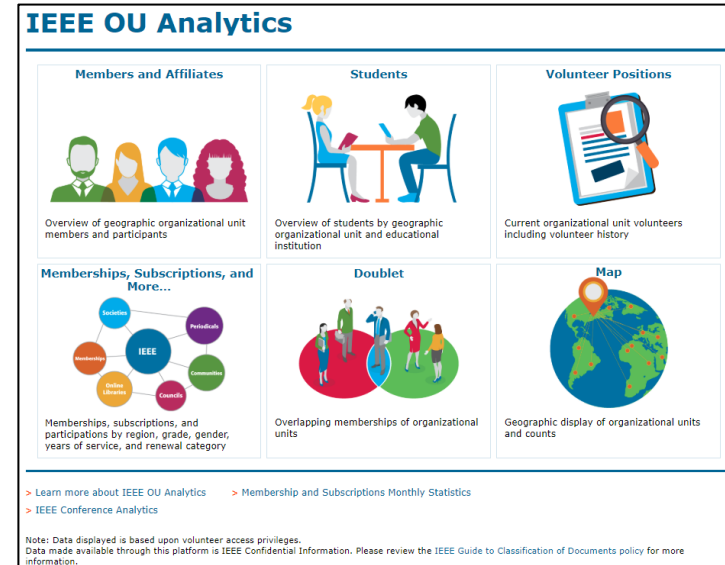
- IEEEExtreme is a 24-hour global challenge in which teams of IEEE Student members compete against each other to solve a set of programming problems.
- Advised and proctored by an IEEE member, and often supported by an IEEE Student Branch.
- vTools Xtreme provides the registration process for proctors and teams
- Team information is provided to competition platform
- Features:
 - Member eligibility - Student and Graduate Student Members, school attending status
 - Proctor Registration and validation
 - Team Registration
 - Email confirmations to team admins, proctors, and team members



IEEE OU Analytics

<http://www.ieee.org/ouanalytics>

- ▶ Provides access to IEEE Membership statistics as well as member information for your unit
- ▶ Important tool to help you with member development
 - Know your members and membership trends
 - Use data to drive engagement and revitalization
- ▶ Access is based on the volunteer's position and Organizational Unit (OU)
 - **Sections:** Chair, vice chair, secretary, treasurer, MD and SAC chairs
 - **Chapters, Joint Chapters, and Affinity Groups:** Chair
 - **Student branches:** Branch chair and counselor
 - Recipients can be added upon request
- ▶ All volunteers can access the Map module, Doublet dashboard, and memberships and subscriptions monthly statistics
- ▶ **Use must be in accordance with IEEE Data Access and Use Policy**
 - Member information can only be used for approved IEEE business
 - It may not be furnished to outside entities



RESOURCES

Resources

Some helpful websites/other resources

- [vTools Homepage](#) - information about vTools and other services
- [vTools Knowledgebase](#) - tutorials and FAQs related to each vTools application
- [vTools Blog](#) - information regarding releases, patching, and outages
- [MGA Home Page](#) - information about MGA, operations, volunteer resources, and lots of other helpful things
- [IEEE Organizational Roster](#) - access to IEEE committee and board membership rosters throughout the organization
- [OU Analytics](#) - a visual business intelligence tool for volunteer access to member data
- [Membership Validator](#) - available for active IEEE Volunteers and staff to validate an individual's membership status with IEEE.

Where to find help

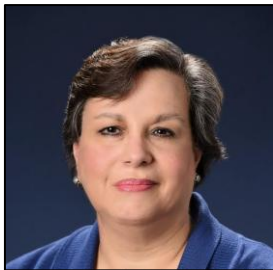
People

- MGA Information Management team (mga-im@ieee.org)
 - Contact info on next slide
- vTools Committee members
 - Each region has a volunteer Information Management (IM) Coordinator
 - Sanjay Samuel sanjaysamuel@ieee.org is the Region 6 IMC
- Many volunteers are willing to provide vTools and OU Analytics training upon request
- Collabratec communities and workspaces
 - vTools User Community
 - OU Analytics User Group
 - vTools Labs – for volunteer-developed tools and procedures which augment vTools

MGA-IM Staff Support

MGA-IM@ieee.org

Need help? Reach out anytime!



Vera

Vera Sharoff Senior Director MGA Information Management v.sharoff@ieee.org		
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Aubrey



Eugene



Mona



Ray



Jesse



Terence



Kim



Dorothy



Stacey



Mary

QUESTIONS