



PRESENTS

IEEE vTools

Tutorials

Topic: Create a Student Branch
Annual Plan

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Sign In

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IEEE vTools **STUDENT BRANCH REPORTING**

VTOOLS ▾ CONTACT

🔍 Sign In



You must be signed in to access **volunteer options** - create a new annual plan.

vTools.Student Branch Reporting is part of the vTools project which is developed and made possible by IEEE volunteers. This application was created to assist IEEE Student Branches in planning and tracking activities of the Branch.

Please sign in to continue using the system.

Note: Please ensure that you use your IEEE member web account to sign in. If you do not recall your web account information, or aren't sure you have one, you may go to: <http://www.ieee.org/web/accounts> to recover your account information.

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version 2.1.1

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Student Branch Annual Plan



Welcome! In order to create a new plan please select "New Plan" from the top navigation menu. You will be presented with a form that you will need to fill out and submit. If you are not ready to submit the plan, you can save it for later editing. Saved plans can be edited by selecting "Saved Plans" from the top navigation menu. Submitted plans from all of the student branches can be viewed by selecting "Submitted Plans".

Please be advised that using browser navigation buttons such as "Back", "Forward", and "Reload" will result in loss or corruption of your data. Only use system navigation links described here. After you are done using the system please remember to sign out by clicking on the sign out link located in top right corner. Finish the sign out process by closing the browser window.

Select "**New Plan**" to open new plan form.

Click on '**Submitted Plans**' to view and download PDF version.

Click on '**Saved Plans**' to edited plans that have been saved and not submitted.



New Annual Plan

Note: Fields marked with an asterisk (*) are required.

STUDENT BRANCH ANNUAL PLAN

* Denotes a required field

Student Branch Chair Name * ?

Student Branch Chair Email * ?

Reporting Year * ?

Student Branch Code / Name * ?

Student Branch URL ?

Student Branch Email Address ?

Next ▾

For additional **help**, hover cursor over question mark ('?') for hints.

BRANCH OPERATIONS AND FUNDING

ACTIVITIES


GOALS

SIGNATURES

SAVE AND SUBMIT

Student Branch Code / Name

Note: Fields marked with an asterisk (*) are required.

 **STUDENT BRANCH ANNUAL PLAN** * Denotes a required field

Student Branch Chair Name * ?

Student Branch Chair Email * ?

Reporting Year * ?

Student Branch Code / Name * ?

Student Branch URL ?

Student Branch Email Address ?

Student Branch Annual Plan – Reporting Year is be read only.

Student Branch Code / Name – Value displayed will be based on **volunteer signed in.**

For additional **help**, hover cursor over question mark ('?') for hints.

Signatures for Student Branch Code / Name

STUDENT BRANCH AN

BRANCH OPERATIONS

ACTIVITIES

GOALS

SIGNATURES

Please provide an email address for the submitted plan.

Visit <https://www.ieee.org/at>

Please be certain to submit yo

The **SIGNATURES** section of the annual plan will include **pre-populated** email addresses.

The system will retrieve the **email addresses** for all officers that are required for the **Student Branch Name/Code** annual plan.

The system will display **an informational message** indicating what email addresses were found and for what position in SIGNATURES



There may *not* be an officer in the position. When there is no email address for a position in SIGNATURES, the **user must provide an email address.**

The SIGNATURES email addresses must be the **official email addresses of officers recorded in the IEEE Membership database.**

Email to approve an Annual plan uses the email addresses included in SIGNATURES.

Saved Plans

Edit this plan

School Name	School Code	Reporting Year	Plan Name	Last Updated	Action
Boston Univ	STB04071	2018	SavedPlansTest	25 Oct 2018	 

Delete this plan

Click on "Schedule a New Event" to open event form.

Submitted Plans (Search by Name, Reporting Year and download PDF)

SEARCH SUBMITTED PLANS







Search Options

School [?] Region [?] Reporting Year [?]

Student Branches

University of British Columbia - Okanagan (Kelowna, CA, STB05251)

Showing 25 of 25 based on search criteria.

School Name	Code	Region	Reporting Year	Plan Name	Last Updated	Signatures	Action
Univ Of British Columbia	STB00181	R7	2019	Jan-May 2019	31 Mar 2019	Electronically signed by branch Chair, Raghul Sai Subramanian, on 31 Mar 2019	 
British Columbia Inst Of Tech	STB06052	R7	2019	IEEE BCIT Student Branch 2019 PI	15 Mar 2019		 
Ecole Polytechnique- Univ of Montreal	STB03681	R7	2019	PolySBPlanfor2019	09 Feb 2019	Electronically signed by branch Chair, Amy Pinchuk, on 09 Feb 2019	 
						Electronically signed by branch Counselor, Ke Wu, on 09 Feb 2019	

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.Student Branch Reporting**, please email us at: vtools@ieee.org.

Thank you!