How to run an event attendance report
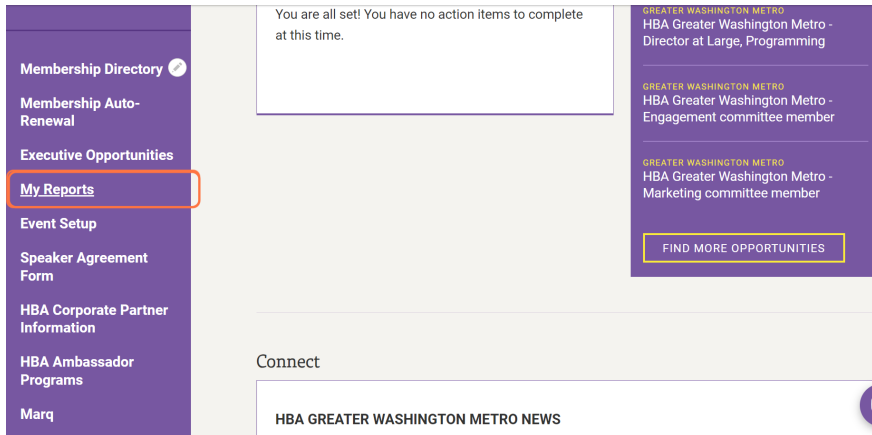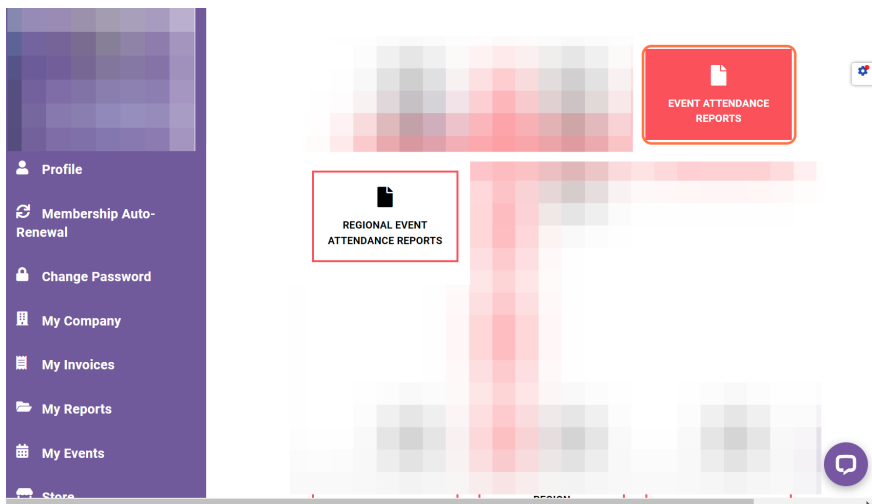
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- Login to your HBA Profile
- In the left menu, click "My Reports"

- Choose the type of report (chapter event attendance or regional event attendance)

- The next screen you see will be a search screen. To find an individual registration report, scroll down to "Event attendance reports: your chapter events". You can search by event name, date, or leave all search fields blank and click "search" to populate a list of all events.
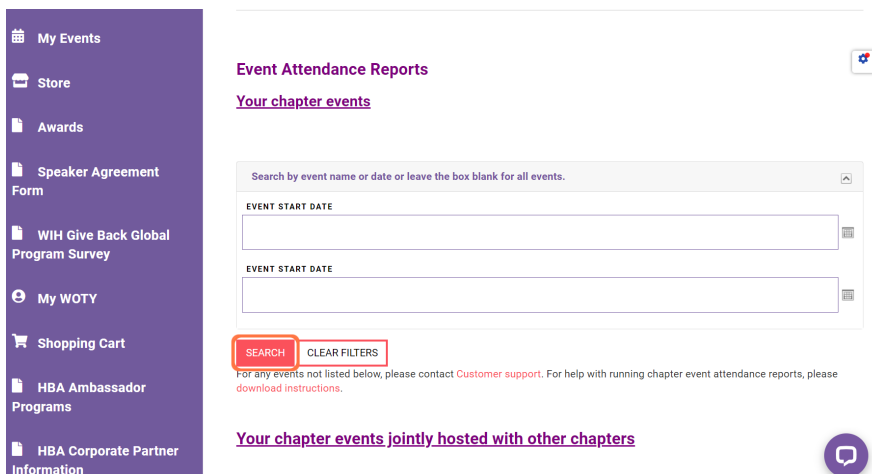
- Once you have found the desired event, click on the event's name and it will pull up the real-time event attendance report and download directly to your device.