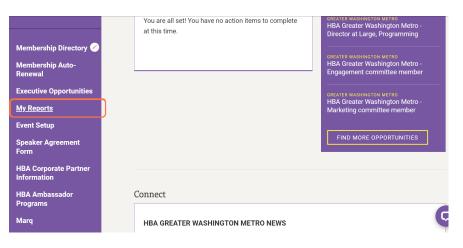
## How to run a membership report

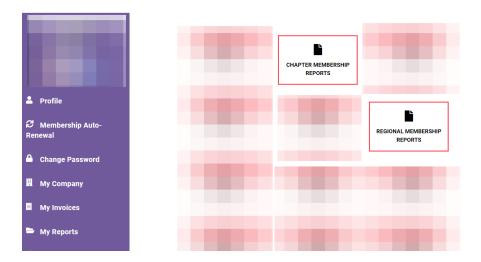
Last Modified on 04/30/2019 3:37 pm EDT

## 1. Login to your HBA Profile

2. In the left menu, click "My Reports"



3. Choose the type of report you'd like to run (i.e. chapter membership report, regional membership report, etc.)



4. Select the name of the chapter/region under the type of report you wish to pull. The report will download directly to your device.

Ħ	My Invoices	events they have attended since joining. For help with running chapter membership reports, please contact Customer support.
	My Invoices	Select your chapter below to generate active new members report
	My Reports	Greater Washington Metro
鱑	My Events	
-	Store	Membership Report
	Awards	Click on your chapter name below to view a list of all members in the chapter. This list is pulled directly from the system and is the most up-to-date information available. For help with running chapter membership reports, please contact Customer support.
li For	Speaker Agreement rm	Select your chapter below to generate active membership report Greater Washington Metro
li Pro	WIH Give Back Global ogram Survey	
9	му wотү	Prospect Report
Ħ	Shopping Cart	Click on your chapter name below to view a list of all nonmembers in your chapter. This list is made up of nonmember event attendes, former members, and those who have created a profile on our website for any reason and are not currently members. For help with running chapter prospect report, please contact Customer support.
li Pro	HBA Ambassador ograms	Select your chapter below to generate prospect report

For assistance, please contact membership@hbanet.org.