How to run an event attendance report

Last Modified on 04/26/2023 2:32 pm EDT

- Login to your HBA Profile
- In the left menu, click "My Reports"

	You are all set! You have no action items to complete at this time.	GREATER WASHINGTON METRO HBA Greater Washington Metro - Director at Large, Programming
Membership Directory 🧭		GREATER WASHINGTON METRO
Membership Auto- Renewal		HBA Greater Washington Metro - Engagement committee member
Executive Opportunities		GREATER WASHINGTON METRO
My Reports		HBA Greater Washington Metro - Marketing committee member
Event Setup		
Speaker Agreement Form		FIND MORE OPPORTUNITIES
HBA Corporate Partner Information		
HBA Ambassador Programs	Connect	
Marq	HBA GREATER WASHINGTON METRO NEWS	Ģ

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

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ට් Membership Auto- Renewal	REGIONAL EVENT ATTENDANCE REPORTS	
Change Password		
II My Company		
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苗 My Events		6
- Store		V

• 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.

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	My Events		
	Store	Event Attendance Reports	
	Awards	Your chapter events	1
Г Fo	Speaker Agreement rm	Search by event name or date or leave the box blank for all events.	
) Pro	WIH Give Back Global ogram Survey	EVENT START DATE	
0	Му WOTY		
Ħ	Shopping Cart	SEARCH CLEAR FILTERS	
Pro	HBA Ambassador ograms	For any events not listed below, please contact Customer support. For help with running chapter event attendance reports, please download instructions.	9
) Inf	HBA Corporate Partner ormation	Your chapter events jointly hosted with other chapters	Q

• 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.

Speaker Agreement Form	Search by event na SEARCH CLEAR	-Event Search for Event Attendance F ime or date or leave the box blank for FILTERS ed below, please contact Customer s	or all events.			[]
	download instructions Start Date		Chapter	Type	Category	Location
₩ WOIY		Unlocking the Power of Digital Twins: Enhancing Real-World Understanding and Innovation	Greater Washington Metro	Program (Education)	Category	Virtual
HBA Ambassador Programs	08/17/202	Meet the HBA: Thirsty Thursdays	Greater Washington Metro	Activity (Networking, Social, Fitness)		Hip Flask Rooftop Bar
HBA Corporate Partner	07/20/202	Meet the HBA: Thirsty Thursdays	Greater Washington Metro	Activity (Networking, Social, Fitness)		Hip Flask Rooftop Bar
Event Setup	06/15/202	Meet the HBA: Thirsty Thursdays	Greater Washington Metro	Recruitment Event		Hip Flask Rooftop Bar
WOTY Table Waitlist	06/01/202	Mentorship Demystified: A Chat with Jag Dosanjh–HBA 2023 Honorable Mentor	Greater Washington Metro	Program (Education)		Virtual
			Greater	Barrolan ora		True Food