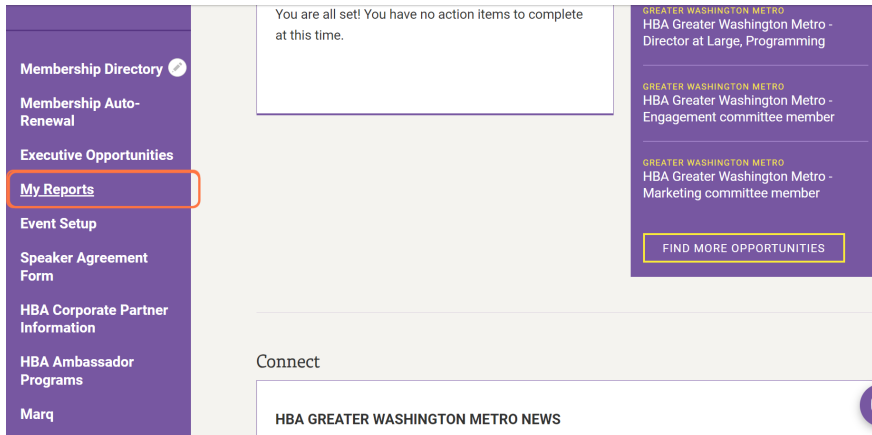


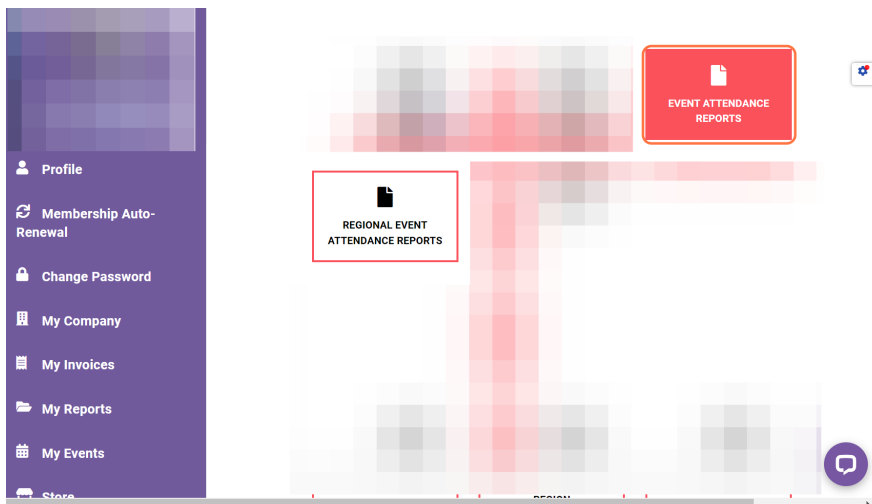
How to run an event attendance report

Last Modified on 04/26/2023 2:30 pm EDT

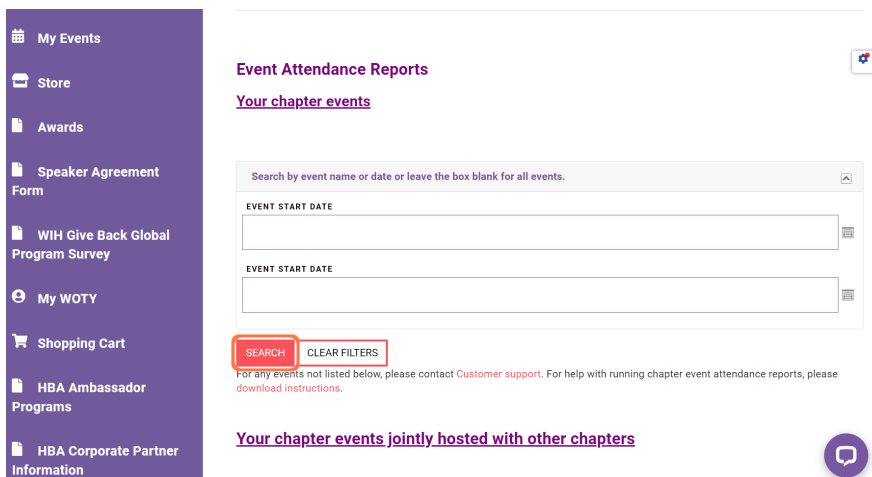
- Login to your HBA Profile
- In the left menu, click "My Reports"



- 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.

- [Speaker Agreement Form](#)
- [WIH Give Back Global Program Survey](#)
- [My WOTY](#)
- [Shopping Cart](#)
- [HBA Ambassador Programs](#)
- [HBA Corporate Partner Information](#)
- [Event Setup](#)
- [WOTY Table Waitlist](#)
- [WOTY Table Preorders](#)

Global - MX Find (MX-Event Search for Event Attendance Reports)

Search by event name or date or leave the box blank for all events.

For any events not listed below, please contact [Customer support](#). For help with running chapter event attendance reports, please [download instructions](#).

Start Date	Event Name	Chapter	Type	Category	Location
09/14/2022	Unlocking the Power of Digital Twins: Enhancing Real-World Understanding and Innovation	Greater Washington Metro	Program (Education)		Virtual
08/17/2022	Meet the HBA: Thirsty Thursdays	Greater Washington Metro	Activity (Networking, Social, Fitness)		Hip Flask Rooftop Bar
07/20/2022	Meet the HBA: Thirsty Thursdays	Greater Washington Metro	Activity (Networking, Social, Fitness)		Hip Flask Rooftop Bar
06/15/2022	Meet the HBA: Thirsty Thursdays	Greater Washington Metro	Recruitment Event		Hip Flask Rooftop Bar
06/01/2022	Mentorship Demystified: A Chat with Jag Dosanjh—HBA 2023 Honorable Mentor	Greater Washington Metro	Program (Education)		Virtual
		Greater			True Food