How to run a membership report

Last Modified on 09/28/2021 4:53 pm EDT

1. Login to your HBA Profile

2. 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 🧭 Membership Auto- Renewal		GREATER WASHINGTON METRO HBA Greater Washington Metro - Engagement committee member
Executive Opportunities		GREATER WASHINGTON METRO
<u>My Reports</u>		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	G

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.

🗒 My Invoices	events they have attended since joining. For help with running chapter membership reports, please contact Customer support.	
	Select your chapter below to generate active new members report	
🗁 My Reports	Greater Washington Metro	
🛱 My Events		
🖶 Store	Membership Report	
Lange 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.	
Speaker Agreement Form	Select your chapter below to generate active membership report Greater Washington Metro	
WIH Give Back Global Program Survey		
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🛱 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 attendees, former members, and those who have created a profile on our vebsite for any reason and are not currently members. For help with running chapter prospect report, please contact Clustomer support.	
🗎 HBA Ambassador Programs	Select your chapter below to generate prospect report	

For assistance, please contact membership@hbanet.org.