## How to run an event attendance report

Last Modified on 08/02/2023 1:43 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)

	EVENT ATTENDANCE REPORTS	٩
Profile		
ට් Membership Auto- Renewal	REGIONAL EVENT ATTENDANCE REPORTS	
Change Password		
🗒 My Company		
🗒 My Invoices		
🗁 My Reports		
苗 My Events		0
- 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.

鱑	My Events		
-	Store	Event Attendance Reports Your chapter events	Ľ
	Awards		- 1
li For	Speaker Agreement m	Search by event name or date or leave the box blank for all events.	
l'i Pro	WIH Give Back Global gram Survey	EVENT START DATE	
8	му wотү		
T	Shopping Cart	SEARCH CLEAR FILTERS	
li Pro	HBA Ambassador grams	For any events not listed below, please contact Customer support. For help with running chapter event attendance reports, pleas download instructions.	5
lì Infe	HBA Corporate Partner ormation	Your chapter events jointly hosted with other chapters	D

• 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