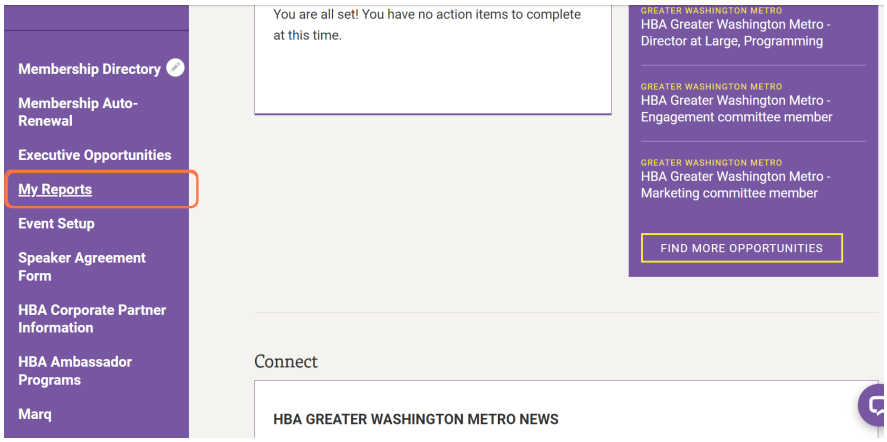
How to run an event attendance report

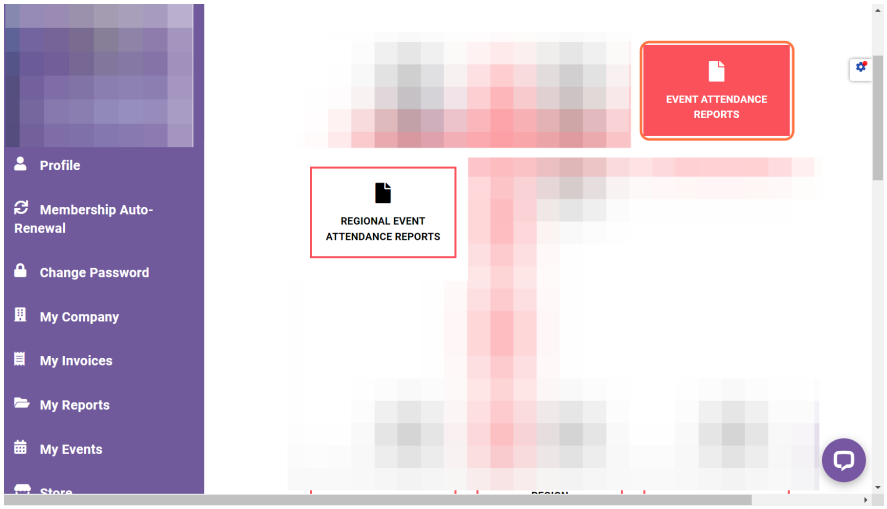
Last Modified on 08/28/2026 1:06 pm EDT

- If you do not see this option, you may not have access. Please email **volunteer@hbanet.org** for assistance.
- Ensure your affiliated chapter listed in your profile is associated with the chapter listed on the event.
- If you do not see a report at all, it is likely there are no registrants for the event hence an error might occur.
- If you believe this is an error, please try logging out and back in, use a different browser (e.g., Firefox, Chrome, Edge), and clear your cache and cookies before trying again.
- Please note the report may either display on your screen or download automatically—check your downloads folder.
- If accessing from a company computer, firewall settings may prevent access to this information.

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

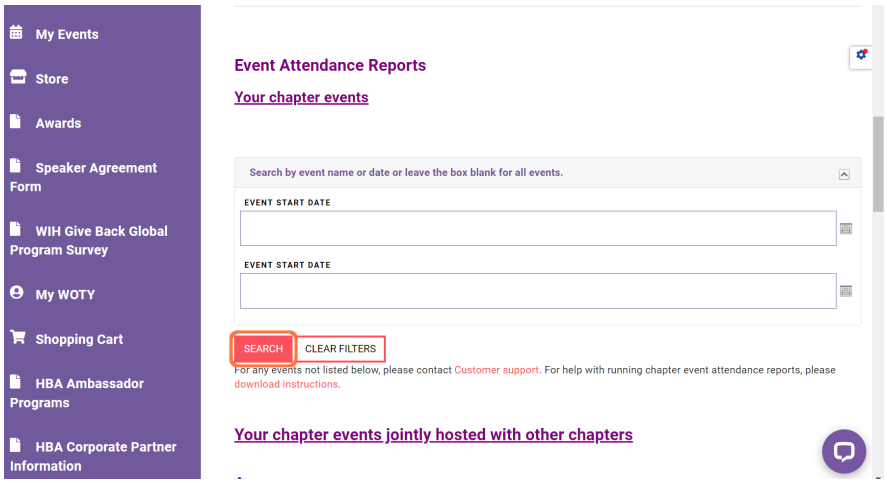


- Choose the type of report (chapter event attendance or regional event attendance)



- 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.

