

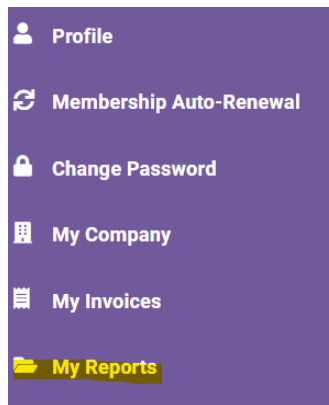
How to Pull and Review Event Survey Results

Last Modified on 06/09/2026 3:08 pm EDT

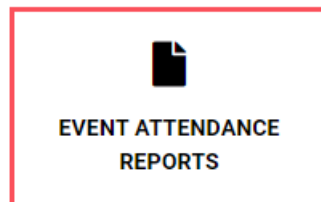
Event surveys are automatically sent to registrants within 10 minutes of the end time of the event. You are also welcome to share the link to your event's specific survey at the event- it can be found in your event setup confirmation email. It is highly recommended you remind attendees to fill out the survey at the end of the event, or even include a QR code so people can complete it in the moment.

Event survey responses (if any) are compiled in the event's Attendance Report which can be found in your HBA Profile - instructions for accessing the report are below:

1. Go to 'My Reports' in your Member Profile. You will see it in the left-hand purple navigation bar. (You must be logged in).



2. Click on 'Event Attendance Reports'.





3. Under the 'Event Attendance Reports' header, click 'Search'.


Event Attendance Reports

Your chapter events

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

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

EVENT START DATE 

EVENT START DATE 

SEARCH

CLEAR FILTERS

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

4. Locate the title of the event.
 5. Download the Excel Spreadsheet.
 6. The first tab will include your registration list. On the second tab, you'll see results from your Event Feedback Survey.
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