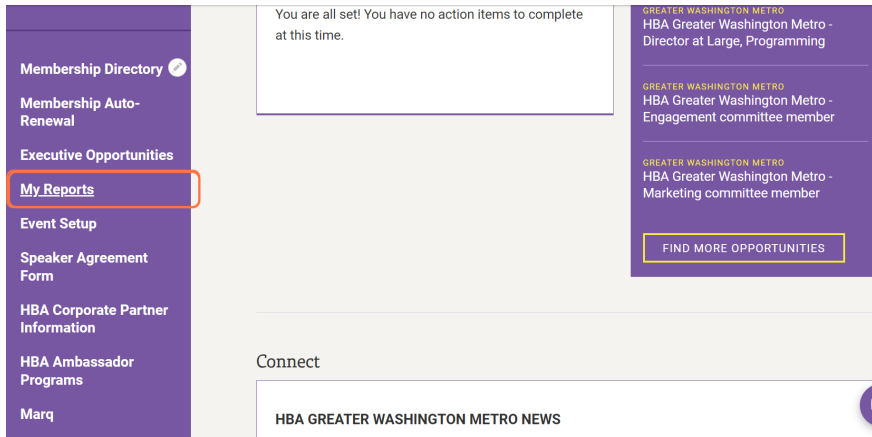


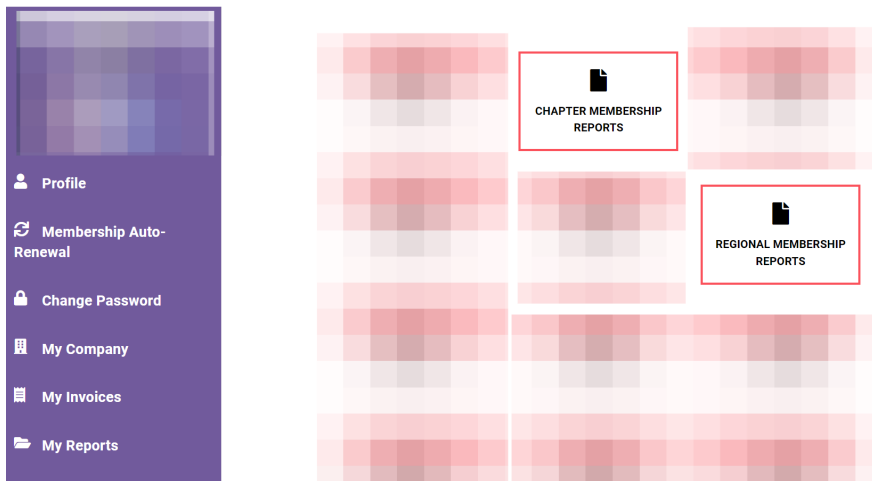
How to run a membership report

Last Modified on 03/26/2025 10:09 am EDT

1. Login to your HBA Profile
2. In the left menu, click "My Reports"



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.

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

Greater Washington Metro

Membership Report

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](#).

Select your chapter below to generate active membership report

Greater Washington Metro

Prospect Report

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 website for any reason and are not currently members. For help with running chapter prospect report, please contact [Customer support](#).

Select your chapter below to generate prospect report

For assistance, please contact membership@hbanet.org.
