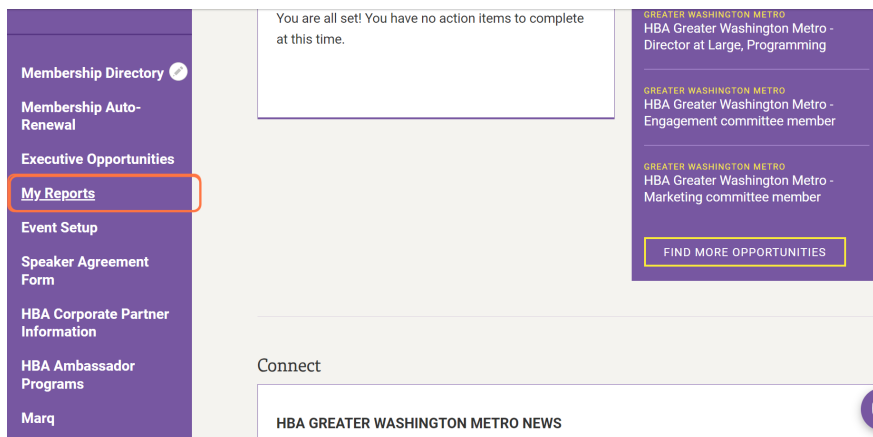


How to run an attendance report

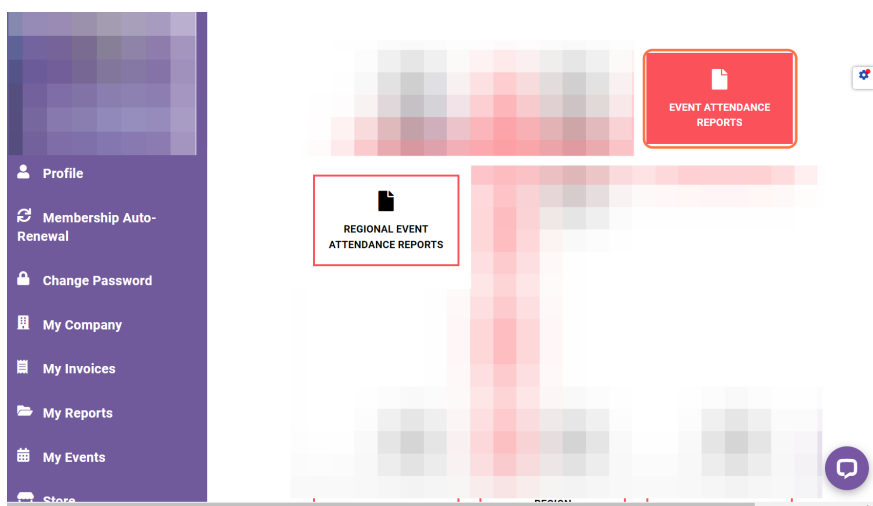
Last Modified on 06/09/2026 3:24 pm EDT

- If you do not see this option, you may not have access. Please email volunteer@hbanet.org for assistance.
- If you do not see a report at all, it is likely there are no registrants for the event.
- 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.

- [My Events](#)
- [Store](#)
- [Awards](#)
- [Speaker Agreement Form](#)
- [WIH Give Back Global Program Survey](#)
- [My WOTY](#)
- [Shopping Cart](#)
- [HBA Ambassador Programs](#)
- [HBA Corporate Partner Information](#)

Event Attendance Reports

[Your chapter events](#)

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

EVENT START DATE

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

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](#).

[Your chapter events jointly hosted with other chapters](#)

- 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](#)
- [WIH Give Back Global Program Survey](#)
- [My WOTY](#)
- [Shopping Cart](#)
- [HBA Ambassador Programs](#)
- [HBA Corporate Partner Information](#)
- [Event Setup](#)
- [WOTY Table Waitlist](#)
- [WOTY Table Preorders](#)

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

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

SEARCH
CLEAR FILTERS

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

Start Date	Event Name	Chapter	Type	Category	Location
09/14/2022	Unlocking the Power of Digital Twins: Enhancing Real-World Understanding and Innovation	Greater Washington Metro	Program (Education)		Virtual
08/17/2022	Meet the HBA: Thirsty Thursdays	Greater Washington Metro	Activity (Networking, Social, Fitness)		Hip Flask Rooftop Bar
07/20/2022	Meet the HBA: Thirsty Thursdays	Greater Washington Metro	Activity (Networking, Social, Fitness)		Hip Flask Rooftop Bar
06/15/2022	Meet the HBA: Thirsty Thursdays	Greater Washington Metro	Recruitment Event		Hip Flask Rooftop Bar
06/01/2022	Mentorship Demystified: A Chat with Jag Dosanjh—HBA 2023 Honorable Mentor	Greater Washington Metro	Program (Education)		Virtual
		Greater			True Food