

How to run an event attendance report

Last Modified on 03/29/2023 10:26 am EDT

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1. Visit <http://www.hbanet.org/user>
 2. Enter your user ID and password and click "sign in"
 3. From the menu bar at the top, click on "My Reports"
 4. Choose the type of report (chapter event attendance or regional event attendance)
 5. 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.
 6. Once you have found the desired event, click on the event's name and it will pull up the real-time event attendance report. You can view this event in your browser window, or export to Excel for easier viewing and data sorting.
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