Events - How to find the HBA Event Code or Meeting ID

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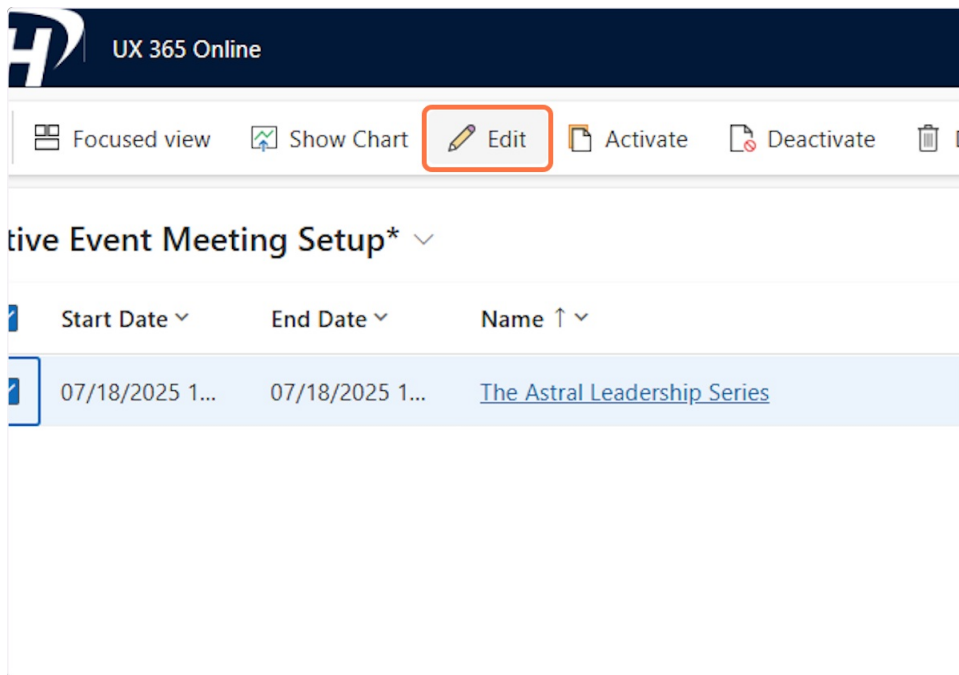
1. CLICK ON MY WORK

2. CLICK ON MEETINGS

3. CLICK ON MEETING SETTINGS
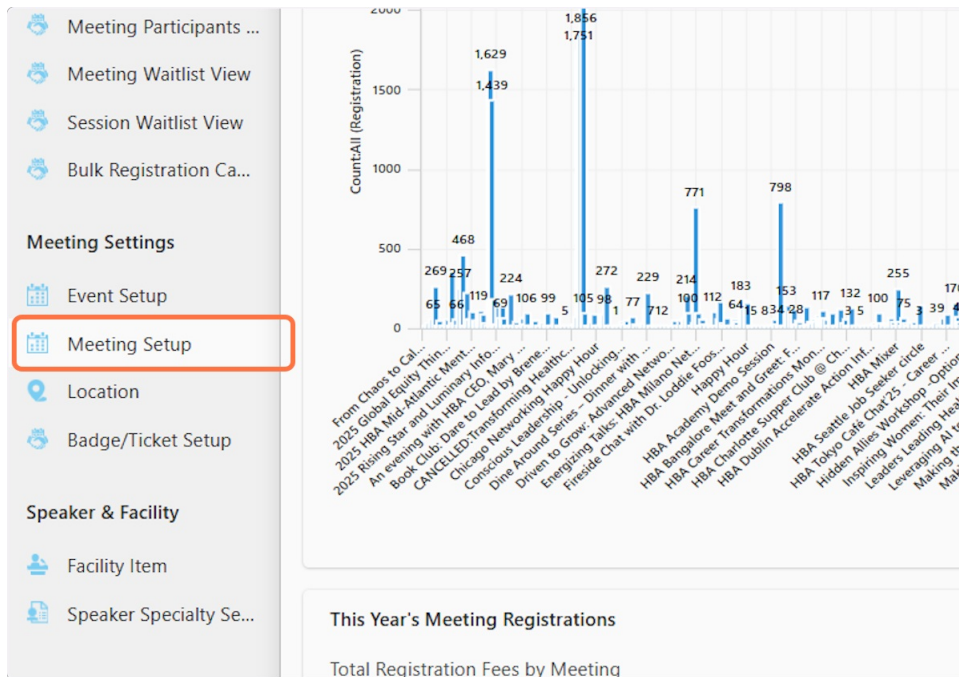
4. IN THE SEARCH BAR TYPE THE NAME OF THE EVENT. IN THIS EXAMPLE WE USED "*THE ASTRAL"
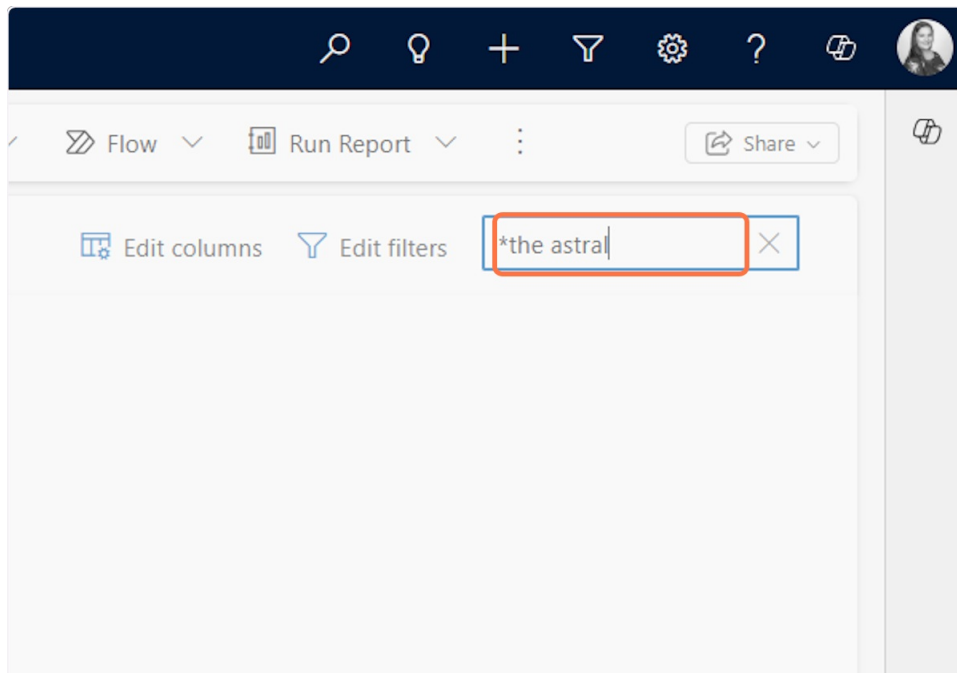
5. CLICK ON THE EVENT AND THEN CLICK EDIT

6. YOU CAN FIND THE HBA EVENT CODE IN THE HBA EVENT CODE FIELD