How to Add Additional Chapters

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1. Log into your HBA account

2. Click on Edit Profile

	Hello, Bridget!
Bridget Fairbanks Member Through: Dec 31, 2098	1 ANNOUNCEMENTS
Member Since: Sep 29, 2015	Annual Conference early-bird registration now open! Register by
Edit Profile	
My Company	
My Events	
My Invoices	KEY STATISTICS
Shopping Cart	rour company has zo members worldwide.
Store	VIEW MORE

3. Scroll down to the "My Chapter Affiliation" section and you will see a sub-section of secondary chapters. Simply click "Edit Chapter List".

Mid-Atlantic Region - Philadelphia
Southeast Region
Southeast Region - Tampa
Southeast Region - Atlanta
Southeast Region - Palm Beach
Southeast Region - Research Triangle Park
UPDATE CHAPTER LIST
Visible by Administrators only.
Slobal - MX Find (MX-Contact Parent Customer Price List)

4. All of the chapters/regions will appear. Simply check or uncheck the chapters you want to receive email communications on.

Add/Remove

5. Click Save

Western Europe Region - Brussels
Western Europe Region - Frankfurt
Western Europe Region - Suisse Romande
Western Europe Region - Zurich-Zug
SAVE CANCEL
Visible by Administrators only.
Slobal - MX Find (MX-Contact Parent Customer Price List)