

How to Add Additional Chapters

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1. Log into your HBA account

2. Click on Profile

The screenshot shows the HBA Healthcare Businesswomen's Association website. At the top, there is a navigation bar with links for 'HBA Academy', 'My Dashboard', and 'Cart'. Below this is a header with the HBA logo and navigation links: 'OUR IMPACT', 'WHO WE ARE', 'EVENTS & PROGRAMS', and 'NEWS & I'. The main content area is divided into two columns. On the left, there is a purple sidebar menu with options: 'Profile', 'Membership Auto-Renewal', 'Change Password', 'My Company', 'My Invoices', 'My Reports', and 'My Volunteer Roles'. A red box highlights the 'Profile' option, and a red arrow points to it. On the right, the 'My HBA Membership' section is displayed. It includes a red box around the 'SIGN UP FOR AUTOMATIC RENEWALS' link. Below this is a table with two columns: 'Membership Category' and 'Cycle Start'. The table has one row with 'Member Dues' and 'Membership - Lifetime' in the first column, and '8/1/2023' in the second column. Below the table is a banner for 'HBA Think TANK' with the text 'Subscribe to the HBA Think Tank'.

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

The screenshot shows the 'Secondary Chapter' section of the website. It contains a list of regions, each with a red checkbox and a red 'X' icon. The regions are: 'Asia-Pacific Region - Kuala Lumpur', 'Asia-Pacific Region - Sydney', 'Asia-Pacific Region - Tokyo', 'India Region - Bangalore', 'India Region - Mumbai', 'US Pacific Region - Orange County', 'US Pacific Region - Portland', 'US Pacific Region - Los Angeles', 'US Pacific Region', 'US Pacific Region - San Diego', 'US Pacific Region - San Francisco Bay Area', and 'US Pacific Region - Seattle'. At the bottom of the list is a red box around the 'UPDATE CHAPTER LIST' button.

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

Add/Remove

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5. Click Save when done
