



## Instructions for Entry of Member Engagement Activities for Individual or Multiple Members

*Note: Any chapter committee/leadership roles for the current year should be entered on the [Chapter Leadership Roster](#). If there are roles for past years to enter, use the Member Engagement Points Update Form located on the [Member Engagement page](#) of the Chapter Resource Center.*

Log in to hfma.org and navigate to **My Account > My Engagement Points**.

**My Engagement Points**

Member Engagement Program Information [🔗](#)

[Report Engagement Activities](#)

**Awards**

- Bronze 2014
- Silver 2015
- Gold 2016
- MOH 2021

**Engagement Points Activities**

Contribution	Points	Date	Entered By
Chair	4	2017-05-25	Applicant

Click **Report Engagement Activities** to enter activities for yourself or chapter members. There is an option to enter engagement activities as single entries or in a spreadsheet.

Submit engagement activities

Are you submitting for yourself or your chapter members?

Would you like to record a single activity for Chapter Members or upload a spreadsheet of many activities?

**Enter activity details.**

Member  
-- Select an option --

Engagement Category  
-- Select an option --

Engagement Type  
Select an option

Start Date  
05/29/2024

End Date  
05/29/2024

Activity Description/Event Title

Points for this activity



**NOTE:** To use the Spreadsheet, download to your desktop and use the drop-down menus to make selections. If the drop-down menus are not visible, enable pop-ups. Please note, to enter points for chapter members you will need to have their member IDs available. Member IDs are located on the Chapter Member Roster (in the Chapter Portal).

**Engagement Activity Details**

- Select the Engagement Category to then view/select the Engagement Type
- The following activities can be entered via the entry form or bulk upload spreadsheet:

<b>Engagement Category</b>	<b>Engagement Type</b>
Literary Contributions	Write Articles – Local Chapter
	Article/Content Review – National
	Book Review – National
	Review of HFMA Programs/Initiatives
	Write Articles – National
Event Contributions	Event Volunteers
	Facilitation/Moderation
	Speakers (first presentation of topic)
	Speakers (subsequent presentations of same topic)
Miscellaneous	Mentor

If you have questions or need assistance, please reach out to the Volunteer Experience Team at [chapter@hfma.org](mailto:chapter@hfma.org) .