This document was created to help Student Activities Chapter Chairs with the running monthly chapter reports for students. This access is designed to help chapters engage new students and retain those that are about to graduate college.

SA Chapter Chairs will be able to:

* Run new member reports to identify new student members
* Run reports to identify all delinquent student members
* Run reports to find the master list of students in a given chapter

**RUNNING ASHRAE CHAPTER REPORTS:**

1. Visit [www.ashrae.org](http://www.ashrae.org/)
2. Login as yourself at the top right-hand corner
3. Hover over the blue “Society Groups” tab at the top, and select “Chapters”
4. In the left-hand column, click “Run Reports” under “Chapters”
5. Your chapter name will appear in the center of the screen – click on it
6. Click “Run Chapter Reports.”
7. Select the report you wish to run
8. Input the dates for a given period
9. Once your report appears, remember you **must sort by “student” type as** the report will give you the entire chapter master list.