Instructions to Enter Chapter CIQ and Meeting Info

You must email a copy of your CIQ to your DRC and to CIQ_Questions@ashrae.org

Deadline dates for your chapter's CIQ:

➢ 60 days before CRC for Fall and Spring CRCs.

Instructions to Enter the Chapter Information Questionnaire (CIQ):

1. From the ASHRAE Homepage, login using your email address and password.

2. Click on the Communities blue tab

3. Click on the Chapters link on the drop-down menu

4. On the Chapters page, select Chapter Reports, PAOE and CIQ

5. Click on the link of the chapter's name

6. The View Members' list will come up; locate the name and Member ID of the individual that will be entered on the CIQ. Click on the **Add Officer** button, select the chapter position, then click the save button.

7. Repeat #5 until all positions for the chapter are entered.

8. To run the CIQ reports, click on the Chapter Reports icon at the top of the page

9. Click on the report you wish to run:

   a. **Chapter Officer Roster:** this report lists the chapter positions for the current Society year

   b. **Chapter Information Questionnaire:** when chapter positions are entered prior to the next society year, this report will list those positions for the future Society year

---

Note: If an additional person is needed to access the chapter member database, the chapter may use the Chapter Administrator position. Only one person per chapter can hold this position and this position must be appointed by the Chapter President and entered on the CIQ (the Affiliate and Student grades cannot hold this position).

Instructions to Enter Chapter Meeting Dates and Location:

1. Click the Chapter Meetings icon
2. To add an event, enter the description/theme, event date, event time, location, additional event details (optional)
3. Click the Add Event button and you're done.

Note: To check your meeting date entries, go back to the ASHRAE homepage and select Society Groups, then Chapters. Click Chapter Meetings on the left side of the screen. On the next page you will see a drop down box, select your chapter's name and it will display the chapter events that were entered.

To resolve any CIQ or chapter meeting dates issues, please send an email to: CIQ_questions@ashrae.org. (See also, "Key Things to Remember When Entering the CIQ," below)

Key Things to Remember When Entering the CIQ

1. **Do Not** type over information that appears on screen, **always** use the **Add** button to enter a new chapter position.
2. **Do Not** revise current chapter position, **always** use the **Add** button to enter a new position. This allows the previous position to be stored in history.
3. **Do Not** enter chapter positions for Affiliate grade or Student grade.
4. **Do Not** enter chapter positions for members with expired dates or members in Grace or Cancellation status.
5. **Do Not** delete any positions, send those to the CIQ_questions@ashrae.org email address.
6. **Remember** to include **all** Board of Governor positions on the CIQ, even if they are already listed as a chapter officer or chapter committee chair. **Always** use the **Save** button after entering each new position.