



## 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](mailto:CIQ_Questions@ashrae.org)

### **Deadline dates for your chapter's CIQ:**

- **June 1**; 60 days before CRC for Spring CRCs.

### **Instructions to Enter the Chapter Information Questionnaire (CIQ):**

**NOTE for CIQ Positions:** Chapter President, President Elect, Treasurer, Delegate and Alternate must have the grade of Associate Member or higher and be a member of Society in good standing. All other Officer positions may have the grade of Affiliate Member or higher and be a member of Society in good standing. Student grade members **do not** qualify for Chapter Officer or Committee positions.

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

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

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Chapter  
Settings

## Link your chapter's events page to the Chapter Meetings page on the Society website.

Using the Chapter Settings icon in the top right corner of the CIQ, chapters can enter their own event page URL that will be synced with the Chapter Meetings page on [ashrae.org](http://ashrae.org) and the [Find my nearest ASHRAE Chapter](#) map.

Simply click on the “Chapter Settings” gear icon and add your chapter's events page direct link in the Chapter Events line. If you don't have a chapter events page or prefer to manually enter your chapter events for the year, you may choose “Use the ASHRAE provided Chapter Event tool” to add each event.

While you're in Chapter Settings, don't forget to add a link to your chapter website, Facebook, X (Twitter), LinkedIn, and/or Instagram and click Save. Once saved, both the Chapter Meetings page and Find my nearest ASHRAE Chapter map will be linked with the URLs you provided.

Any chapter officer can make these updates. It is recommended that the Chapter President, Chapter Webmaster, Communications Chair, or Chapter Social Media Chair make these updates on a yearly basis.



Cross Chapter  
Communication

## Quickly connect with other chapter officers from across the world.

Networking and communication are important – especially between chapters and regions. Chapter officers can log in to [ashrae.org](http://ashrae.org) and click the “Cross Chapter Communications” icon. Select the Chapter and Officer you'd like to connect with, and you'll be given the officer's name and alias email address. You'll also see that specific chapter's website and social accounts.

Questions? Contact [regioninfo@ashrae.org](mailto:regioninfo@ashrae.org).