

Instructions to Enter the Chapter Information Questionnaire (CIQ) AND Chapter Meeting Dates

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

Deadline dates for your chapter's CIQ:

For Spring CRCs – 30 days prior to spring CRC; **For Fall CRCs** – June 1 of each year.

1. From the ASHRAE Homepage, login using your email address and password.
2. Click on the Society Groups tab and select Chapters.
3. On the left side of the screen, select Run Reports.
4. Click on the link of the chapter's name.
5. Scroll down to the Members' list, locate the name and Member ID of the individual that will be entered on the CIQ. Highlight and copy the Member ID number then scroll down and click the "add" button on the right. On the next page, paste the Member ID number. Press the tab key and the member's name will populate and appear in the next box. Select the chapter position, then enter the start and end dates as 07/01/yyyy – 06/30/yyyy.)
6. Click the Save button, then repeat #5 until all positions for the chapter are entered.
7. To run the CIQ reports, select Run Chapter Reports.
- 8a. **Chapter Officer Roster:** this report lists the chapter positions for the current Society year.
- 8b. **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).

To Enter Chapter Meeting Dates and Location:

1. Click the link for Chapter Meeting Info Entry (same page as Run Chapter Reports)
2. **Click on the pencil icon that reads "Click on me first"** (use this icon each time you go to this page to edit or to enter new information. Note: the previous year's information will still appear because it is not stored in history. Enter new information in the society year, location, date and time boxes.
3. Enter Society year, meeting location, chapter's mailing address (if applicable), meeting dates and times.
4. Click the Save 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 Meeting Info 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 meeting schedule 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," on the following page.)

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. **Only** enter dates as 07/01/yyyy through 06/30/yyyy for each Society year.
7. **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.
8. **Always** use the **Save** button after entering each new position.