Annual Leader Roster Updates

Each year every Chapter and Region must submit their Leader Roster information to CSI National so it can keep supporting your operations:

Without this information, leaders may lose access to vital tools like the membership roster dashboard and leader-specific education to name a few.

CSI National provides the TOOLS to submit this information to ensure a smooth transition.

HOW TO UPDATE LEADER ROSTER:
Chapters: Use the Chapter Update Tool to submit your chapter’s leader roster by the deadline provided.

Follow these easy steps:
- Log-in to CSIResources.org
- Navigate to the Chapter & Region Leader Community and click on “Chapter Management”. Select “Annual Chapter Updates” from the dropdown.
- Click on the “Log In To Annual Chapter Update Tool” button
- Follow the instructions to complete updates
  - Only the chapters for which you are an officer or leader will be visible

Regions: Email updates to chapterrelations@csinet.org.

Who can submit these updates?
All chapter officers are allowed to make leader updates using the Annual Update tool.

Why is it important to submit by the deadline?
If the new chapter roster is not submitted by the given deadline, chapters may lose access to vital tools like the membership roster dashboard, leader-specific education, communications, and resources designed to support chapters and regions.

What if our chapter can’t meet the deadline?
Email chapterrelations@csinet.org as soon as possible and we will work through options with you.

Please note: You must be logged into CSIResources.org to submit leader updates!
If you do not see a screen to update upon login, please contact chapterrelations@csinet.org for assistance with the annual leader updates.
We are in this together!