

CSI Chapter and Region Reports

Updated 6/10/2025

Pro Tips

If you see "No records found," then wait! The page is loading. Please email ChapterRelations@csinet.org if page updates take more than a few seconds to load.

The Chapter and Region rosters default to show you a full history, including expired members. Remember to filter the report!

When using the exported excel sheet, remember to update your date columns before sorting or filtering by date.

Accessing the Member Report

How do I find the member report?

- Log into CSInet.org
- Visit your [User Hub](#).
- Select the report in the left side navigation menu.

Don't see your report listed? Email ChapterRelations@CSInet.org.

How do I use the member report table?

You'll see your Chapter or Region name in bold, with one or two data fields below.

- "CSI Paid Thru" is also known as the member expiration date.
- "Chapter Expiration" (only available on chapter reports) is the date a member expires *within this specific chapter*.
 - If Chapter Expiration is different from CSI Paid Thru (aka CSI Expiration Date), that is because the member transferred out to a different chapter.

Click the empty fields to pull up a calendar for filtering. (See "Using the Report" below to filter for specific results.) Depending on what you're trying to find, you may need to use both calendar blocks.

Scroll to the blue bottom of the table to see current member count as "results." If you see "Showing 1 to 25 of 31 results" means there are currently 31 members who fit your filter criteria.

More member information is available in the export than within the red table.

Once you've set your dates, press the red "Export" Button to download an excel spreadsheet.

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Why do I see "No Records Found"?

Wait! Don't touch anything and let the page load.

Email ChapterRelations@csinet.org if your load time is taking more than a few seconds.

Why are there so many members?

Currently, the report defaults to every member in the history of your chapter or region, including expired memberships or people who moved out of your chapter/region. Be sure to fine-tune your information for active, new, or "in grace" members as appropriate. (See also: Using the Roster below.)

How do I export a report?

Currently, the report defaults to every member in the history of your chapter, including expired memberships. Be sure to fine-tune your information for active or "in grace" members as appropriate. (See also: Using the Report below.)

You'll see your Chapter or Region name in bold, with one or two data fields below.

- "CSI Paid Thru" is also known as the member expiration date.
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When using the calendar pop up,

- toggle different years by clicking on a year.
- select a date range by clicking a date, then dragging your mouse to the next date, and clicking.
- double click a date to filter by "Before," "On," or "After" date filters.

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Using the Report

Why are some members on my region report but not in a chapter report?

- Chapter Reports may include members who live in a different state/region but have opted-into the chapter.
- Region Reports will show members within the designated zip code territory, regardless of chapter affiliation.

How do I find current members?

Set your chapter expiration date calendar to "After" today's date.

Select the calendar under "CSI Paid Thru" (for Regions) or "Chapter Expiration Date" (for Chapters).

Double click a single day in the current month.

- Three red buttons should pop up after double clicking the date, under the calendar. Select "After."

Today	< APR 2025 >	< MAY 2025 >	
Yesterday	Sun Mon Tue Wed Thu Fri Sat	Sun Mon Tue Wed Thu Fri Sat	
Year-to-Date	30 31 1 2 3 4 5	27 28 29 30 1 2 3	
Month-to-Date	6 7 8 9 10 11 12	4 5 6 7 8 9 10	
Previous 7 Days	13 14 15 16 17 18 19	11 12 13 14 15 16 17	
Next 7 Days	20 21 22 23 24 25 26	18 19 20 21 22 23 24	
Previous Billing Period	27 28 29 30 1 2 3	25 26 27 28 29 30 31	
Current Billing Period	4 5 6 7 8 9 10	1 2 3 4 5 6 7	
Next Billing Period	Before	On	After

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How do I find members "in grace" or about to expire?

Set your chapter expiration date calendar to "On" the last day of the current month. All CSI Memberships end on the last day of the month.

1. Select the calendar under "Paid Thru" (for Regions) or "CSI Paid Thru" (for Chapters).
2. Double click the last day of the current month.
3. Three red buttons should pop up after double clicking the date, under the calendar. Select "On."

The screenshot shows a date selection interface. On the left, there is a vertical list of labels: Today, Yesterday, Year-to-Date, Month-to-Date, Previous 7 Days, Next 7 Days, Previous Billing Period, Current Billing Period, and Next Billing Period. To the right of these labels are two calendar views for April and May 2025. The April calendar shows dates from 30 to 7, with the 30th highlighted in red. The May calendar shows dates from 27 to 7. Below the calendars, there are three red buttons labeled 'Before', 'On', and 'After'.

4. If applicable, select the "Chapter Expiration" date, double click today's date, and select "After."

Is the new member report tool export the same as the former zap member report?

The new export spreadsheet labels are similar, but not exactly the same. If you are uploading a list to a different system for member or email outreach, it should only be a small adjustment.

If you need help mapping your member data in an external tool (like Star Chapter), please post in the [Chapter & Region Discussion Group](#) for help from fellow leaders.

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What are the columns included in the exported spreadsheet?

Demographic Information like ID, name, contact information, occupation, credentials.

Membership Information

- **Chapter Role** – Only available in Region Reports, signifies chapter leadership
- **Chapter** – Only available in Region Reports, indicates what chapter that member is a part of.
 - Chapters listed outside your region means that member has opted-into a chapter (for example, CSINext) but lives in a Zip Code in your region.
- **Chapter Effective** – What date someone joined their home chapter.
 - In Chapter Reports, this may not be their current chapter.
- **Chapter Expiration Date** – What date they left the chapter.
 - This is listed as "CSI Paid Thru" in the Table.
 - If this date is different from the CSI Expiration Date, that member elected to join a different chapter.
- **Membership Category** (see CSI's [Membership](#) information page for more details.)
 - **Professional** - Technically experienced
 - **Emerging Professional** - Less than three years' experience in any construction-related field
 - **Student** - Full time enrolled in an undergraduate or graduate construction industry program.
 - **Retired** - At least 65 years old and a member of CSI for at least 5 consecutive years.
 - **Emeritus** - At least 70 years old and a member of CSI for at least 15 years.
- **CSI Join Date** – What day their membership began with CSI (may be the same as chapter effective)
 - This does not account for any renewal disruptions, so it is possible to see a 25-year member as joining this year.
- **CSI Expiration Date** - What day their CSI Membership will/did end.
 - All CSI memberships end on the last day of the month.
 - Dates set in 2050 or 3000 will be connected to a retired, emeritus, or lifetime member.
- **CSI Termination Date** - What date a lapsed member's CSI membership expired. This appears after a member has passed their one-month grace period.
 - This column is blank for current members.

Data Preferences - [Privacy policies](#) communicate how your CSI Chapter or CSI Region collects, uses, discloses, and manages data. These are managed through a member's profile.

- Member Directory opt in or opt out
- No Email, No Bulk Email
- No Mail, No Bulk Mail
- No Calls