

CSI Chapter and Region Membership Reports

Updated 8/25/2025

What are the two reports?

Members (Current) is a one-click roster of current members, based on the day you pull the list.

Note: This list includes memberships within the grace period.

Members (All Time w/ Filters) is a historical list so you can look up past members of your chapter.

Don't see your report listed? Unsure about what you're looking at? Email ChapterRelations@CSInet.org.

Accessing the Member Reports

How do I find the member reports?

- 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.

What is on the report page?

You'll see some charts on Chapter Membership Expiration Dates, Chapter New Members by Type (past 30 days), and Chapter Member Types.

Scroll down to review members in your report.

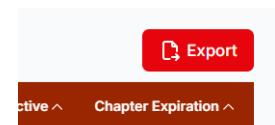
Where is the rest of the information?

More member information is available in the exported spreadsheet than within the red table on the page.

How do I export a report?

Click the red "Export" button to export the report as an excel file spreadsheet.

➔ Remember to filter the "All Time" report if necessary!



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Using the Report

Filtering the “All-Time” Report using the date fields

Click the empty date fields to pull up a calendar for filtering

CSI Membership Paid Thru & Chapter Member Expiration

Membership Category 

Charleston Members (All Time w/ Filters) Export

Profile ID ^ First Name ^ Last Name ^ Job Title ^ Company ^ Phone ^ Email ^ Chapter Effective ^ Chapter Expiration

Ignore the red pre-set dates on the calendar that include “Today” and billing periods.

Option 1: To pull a range of dates, select your start and finish days as a range.

This will pull anyone who left the chapter between April 7 – 16, 2025.

Today	< APR 2025 >	< SEP 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	31 1 2 3 4 5 6
Month-to-Date	6 7 8 9 10 11 12	7 8 9 10 11 12 13
Previous 7 Days	13 14 15 16 17 18 19	14 15 16 17 18 19 20
Next 7 Days	20 21 22 23 24 25 26	21 22 23 24 25 26 27
Previous Billing Period	27 28 29 30 1 2 3	28 29 30 1 2 3 4
Current Billing Period	4 5 6 7 8 9 10	5 6 7 8 9 10 11
Next Billing Period		

Option 2: Pull “Before,” “On,” or “After” dates.

Double-click on a single date to activate three red buttons that will give you members who left

- Before the selected date
- On the selected date
- After the selected date

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

You can verify the filtering by scrolling down to the blue bottom of the table to see current member count as "results."

➔ "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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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

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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.

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.