Instructions to Enter PAOE Info

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 Chapter page, select Chapter Reports, PAOE and CIQ

5. Click the Chapter's link

6. Mouse over and click on the PAOE icon (to the right of the Chapter name)

7. Be sure chapter's name appears in the drop down box. Select the PAOE year then choose the PAOE category to enter points. Note year-to-date totals for each PAOE category.

8. Use the Help button 🔵 for brief descriptions of the PAOE areas.

9. After selecting the PAOE Category, click on any subtitle for the line items to appear. Click again to show only the PAOE category. Note: Chapters will not have access to the DRC Assigns, RVC Assigns and Regional Historian Assigns categories.

▼ Chapter Operations	Par: 1000	Min Points: 400	**Total Points: 0**
▸ Efficient use of volunteer's time:			
▸ Actual Building Performance – bEQ:			
▸ Planning			
▸ Meetings			
▸ Communications			
▸ YEA Activities			
▸ Sustainability Activities			
▸ DRC Assigns			
Chapter Technology Transfer	Par: 1050	Min Points: 450	**Total Points: 0**
Grassroots Government Advocacy	Par: 650	Min Points: 500	**Total Points: 0**
Historical Criteria	Par: 300	Min Points: 100	**Total Points: 0**
Membership Promotion	Par: 800	Min Points: 500	**Total Points: 0**
RP	Par: 1050	Min Points: 800	**Total Points: 0**
Student Activities	Par: 500	Min Points: 300	**Total Points: 0**

10. Click the plus sign (+) for any line item to add PAOE points. Note year-to-date points for each line item entered.

11. When points are entered, it records the person who entered the points, number of points, and when the points were entered.

12. When adding points, you can include a note for yourself or anyone who will be entering points in this category.

13. Click the Download icon and save as an Excel file on your computer, then open the file. All categories and points are listed in this report.

14. RP Points will continue to be entered by staff. For questions, contact: RegionInfo@ashrae.org