

# How to join WiBSE



A step-by-step guide to joining the Women in Building Services  
Engineering (WiBSE) network

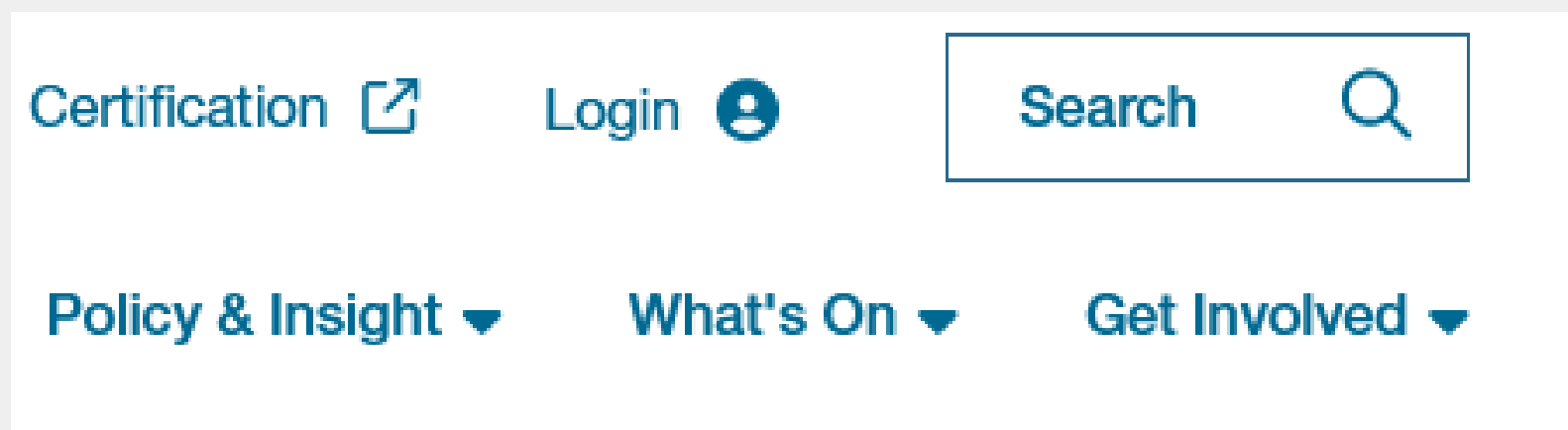




# Access or create your account

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- 01** Log into your MyCIBSE account via [cibse.org](https://cibse.org) and click Login in the top right corner, near the search bar. You can also create an account via this route.



Contact [membership@cibse.org](mailto:membership@cibse.org) for assistance accessing your account.

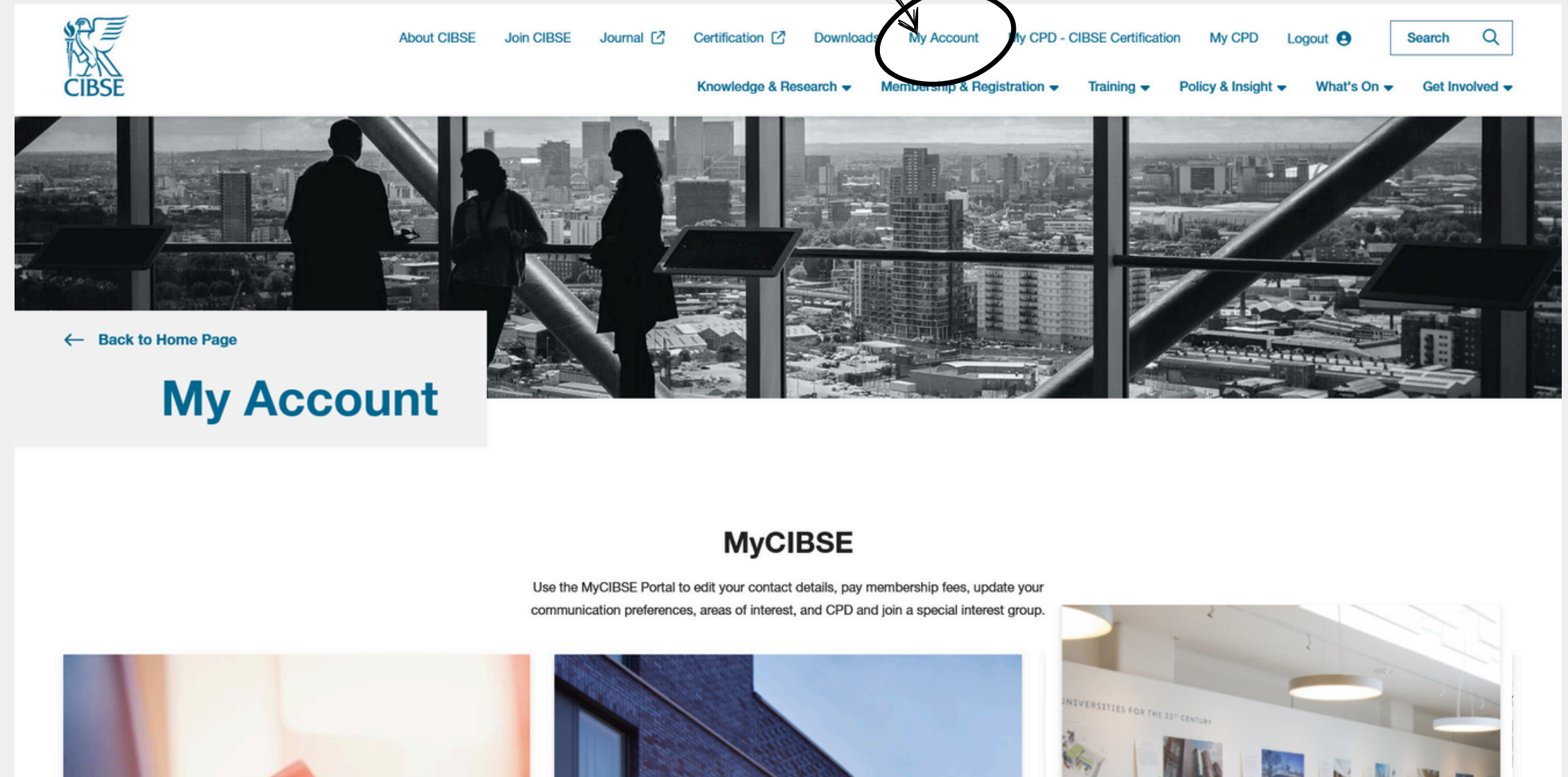




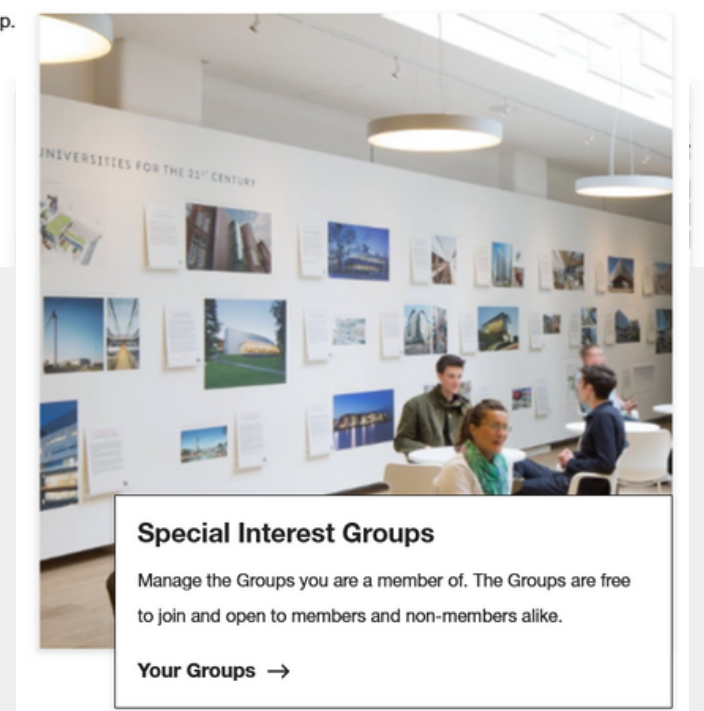
**01** Select 'My Account' from the top menu

# Find your account settings

To update your groups you need to find the "My Account" page.



**02** Scroll down the page to find Special Interest Groups





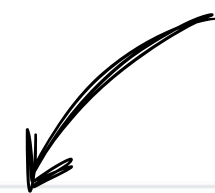
# Tick to join the Network

01



- HVAC Systems Group
- Intelligent Buildings Group
- IT and Controls Group
- Lifts Group
- Natural Ventilation Group
- Resilient Cities Group
- School Design Group
- Sustainability Interest Group
- Women in Building Services Engineering Network
- Young Engineers Network

02



Submit

03

MY PREFERENCES

- 01 Tick the box next to “Women in Building Services Engineering Network”
- 02 Scroll down and click “Submit”
- 03 Click on “My Preferences” at the top of the page





# Check your preferences

Click on “My Preferences” at the top of the page.

This is to ensure you receive communication about upcoming events and messages from the committee.

The screenshot shows a web form titled "Communication Methods" and "Communication Preferences". The "Communication Methods" section has a checked box for "Email" and unchecked boxes for "Post", "Phone", and "SMS". The "Communication Preferences" section has a checked box for "Your Groups & Networks" and unchecked boxes for "CIBSE ENewsletter", "CIBSE Journal ENewsletter and webinars", "Your region", "Society of Digital Engineering", "Society of Façade Engineering", "Society of Light & Lighting", "Society of Public Health Engineers", "Institute of Local Exhaust Ventilation Engineers", "National events", "Awards", "Membership upgrades and offers", "Training", "Certification", "Jobs", "Additional CIBSE and CIBSE Services Ltd services and products", and "Journal and Event Partners". A blue arrow points from the "01" instruction to the "Email" checkbox. Another blue arrow points from the "02" instruction to the "Your Groups & Networks" checkbox, which is also circled in blue. A third blue arrow points from the "03" instruction to the "Submit" button at the bottom right, which is also circled in blue.

**01** Ensure that “Email” is ticked

**02** Ensure that “Your Groups & Networks” is ticked

**03** Submit your preferences





# Need any assistance?



Email [inclusivity@cibse.org](mailto:inclusivity@cibse.org)





# Want to join the committee?

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The committee plans the activities of the Women in Building Services Engineering Network.

Email [inclusivity@cibse.org](mailto:inclusivity@cibse.org) to find out more.