

## How to Add Chapter Meetings and Events to the Events Calendar

1. Go to your chapter website.
2. Select “Settings” then “Manage Events”.

The screenshot shows the RIMS website interface. A blue arrow points to the 'SETTINGS' button in the top left navigation bar. Another blue arrow points to the 'Manage Events' option in the dropdown menu that appears below 'SETTINGS'. The page also displays a mission statement, social media icons, and a section for the next event: 'CHARITY AUCTION to Benefit the SOS Children's Village' on Sep 15, 6:00 PM - 9:00 PM (ET) in Fort Lauderdale.

3. Select “Add an Event”.

The screenshot shows the 'MANAGE EVENTS' page. A blue arrow points to the 'ADD AN EVENT' button in the top right corner. The page includes a search filter for 'Show Events Starting' on '8/4/2016' and a 'GO' button. Below the filter is a table of events with columns for Dates, Title, Type, Active & Cancelled Registrations, Paid, and Actions.

Dates	Title	Type	Active & Cancelled Registrations	Paid	Actions
Sep 15, 6:00 PM - 9:00 PM (ET)	<a href="#">CHARITY AUCTION to Benefit the SOS Children's Village</a>	Chapter Meeting - Open to Members and Non-Members	0	0	<a href="#">EDIT</a>
Oct 19, 11:30 AM - 1:30 PM (ET)	<a href="#">Upcoming Meeting: "Surgery Isn't for Everybody... Non-Surgical, Non-Narcotic Pain Management"</a>	Chapter Meeting - Open to Members and Non-Members	0	0	<a href="#">EDIT</a>
Nov 16, 11:30 AM - 1:30 PM (ET)	<a href="#">Upcoming Meeting: "Castellanos and Florida Workers" Comp Attorney Fees - What does it mean?"</a>	Chapter Meeting - Open to Members and Non-Members	0	0	<a href="#">EDIT</a>
Dec 3, 7:00 PM - 10:53 PM (ET)	<a href="#">RIMS, Broward Chapter Holiday Party at the Lauderdale Yacht Club</a>	Chapter Meeting - Open to Members and Non-Members	0	0	<a href="#">EDIT</a>
Dec 3, 7:00 PM - 10:53 PM (ET)	<a href="#">RIMS, Broward Chapter Holiday Party at the Lauderdale Yacht Club</a>	Chapter Meeting - Open to Members and Non-Members	0	0	<a href="#">EDIT</a>
Jan 1, 11:30 AM - 1:30 PM (ET)	<a href="#">Copy - RIMS, Broward Chapter Meeting: "PRESENTATION"</a>	Chapter Meeting - Open to Members and Non-Members	0	0	<a href="#">EDIT</a>
Jan 1, 11:30 AM - 1:30 PM (ET)	<a href="#">Copy - Upcoming Meeting: "NAME"</a>	Chapter Meeting - Open to Members and Non-Members	0	0	<a href="#">EDIT</a>
Jan 1, 11:30 AM - 1:30 PM (ET)	<a href="#">Copy - RIMS, Broward Chapter Meeting: "NAME" FULL REGISTRATION</a>	Chapter Meeting - Open to Members and Non-Members	0	0	<a href="#">EDIT</a>

4. Fill in the event details. Make sure you choose your chapter in the “community” field.

## CREATE/EDIT EVENT

### EVENT DETAILS

Event Title	<input type="text"/>
Event Type	<input type="text"/>
Community (optional)	<input type="text" value="Broward County"/>
Start	<input type="text"/>  <input type="text"/> 
End (optional)	<input type="text"/> 
Time Zone	<input type="text"/>  Time Zone required for download to calendar

### CONTACT INFORMATION

	<input type="button" value="INSERT MY CONTACT INFORMATION"/>
First Name (optional)	<input type="text"/>
Last Name (optional)	<input type="text"/>
Email (optional)	<input type="text"/>
Phone (optional)	<input type="text"/>

### EVENT DESCRIPTION

You can choose between registration options. There is an option to link to an external registration system where you can insert a link to a separate webpage.

## REGISTRATION

What registration process will participants use for this event?

### REGISTER ON AN EXTERNAL WEBPAGE

Participants will follow the below link to a registration webpage to complete this event's registration

Enter the URL to the external registration webpage and instructions

Once complete, your event will appear on your chapter website:

The screenshot displays the Opus website interface. At the top right, there are social media icons for RIMS, Facebook, LinkedIn, Twitter, and Email, along with a user profile picture. The main navigation bar includes links for Home, RIMS Resources, Recommendations, My Communities, and Participate. A search bar is located on the right side of the navigation bar. Below the navigation bar, there are six main content categories: FEATURED CONTENT, EDUCATION, NEWS, EVENTS (highlighted in green), CHAPTERS, and RIMS-CRMP. The EVENTS section is active, showing a list of events for August 2016. The list includes:

- Golden Gate RIMS Golf Tournament**  
When: Aug 4, 8:30 AM - 6:00 PM (PT)  
Where: Presidio Golf Course, 33 Finley Road, San Francisco, CA, US  
Community: Golden Gate  
[Register Now](#)
- RIMS AUGUST MEETING**  
When: Aug 9, 11:15 AM - 1:00 PM (CT)  
Where: Jack Stack Barbeque, 101 W. 22nd Street, Kansas City, MO, US  
Community: Greater Kansas City  
[Register Now](#)
- BCRIMA & BCSOF's 3rd Annual Golf Event | Wednesday, August 10, 2016**  
When: Aug 10  
Where: Riverway Golf Course, 9001 Bill Fox Way, Burnaby  
Community: British Columbia
- Paint-a-thon - Brothers Redevelopment - sponsored by Holmes Murphy and Rocky Mountain RIMS**  
When: Aug 15, 8:00 AM - 11:59 PM (MT)  
Where: not specified  
Community: Rocky Mountain
- Enterprise Risk Management**  
When: Aug 17 - 19, (CT)  
Where: Richardson Centre Limited Conference Centre, One Lombard Place, Salon B, Winnipeg, MB, CA

The events calendar in Opus, the RIMS Information Network:

And your chapter community in Opus:

# Broward County [Settings](#)

Community Home Discussion **6** Library **1** Events **8** Members **90**

## Latest Discussion Posts [Add](#)



### REPLY

By: John Burkholder

Wonderful news! I look forward to see you at RIMS. John



### WELCOME

By: Barry Dillard

Hello Everyone! My name is Barry Dillard and I'm very happy to be your Board Liaison. I look forward to working with your chapter!



### WELCOME

By: Alumine Bellone

Glad to join the team virtually



### REPLY

By: Laurence Glasser

Welcome to Opis, Laura!



### WELCOME

By: Laura Meli

Hi - I have been a Risk Analyst with Citrix Systems for 3 years. Looking forward to meeting, learning and sharing with the group.

[MORE](#)

## Upcoming Events [Add an Event](#)

### CHARITY AUCTION to Benefit the SOS Children's Village

Sep 15, 6:00 PM - 9:00 PM (ET)  
Fort Lauderdale

### Upcoming Meeting: "Surgery Isn't for Everybody... Non-Surgical, Non-Narcotic Pain Management"

Oct 19, 11:30 AM - 1:30 PM (ET)  
Fort Lauderdale, FL, United States

## Announcements [Add](#)

### Website Updates

By: Laurence Glasser, 14 days ago

- > Job Bank 7/21 - new positions and resumes
- > Education-Professional Development 7/20

- \* RIMS Marketplace has been added under the Resources tab!
- \* Special RIMS Member Discounts page has been added under the Education tab!

### Website Updates

By: Laurence Glasser, 15 days ago

- > Job Bank 7/20 - new positions and resumes
- > Education-Professional Development 7/20

- \* RIMS Marketplace has been added under the Resources tab!
- \* Special RIMS Member Discounts page has been added under the Education tab!

## Latest Shared Files [Add](#)



### Link to Chapter Officer Resources

By: Laurence Glasser 10 months ago

[MORE](#)

You can also add events from directly within Opis by selecting the “RIMS Resources” tab, Events, selecting “Add An Event” and then filling out the event form.

The screenshot shows the Opis website interface. At the top right, there are social media icons for RIMS, Facebook, LinkedIn, Twitter, and Email, along with a user profile picture. The main navigation bar includes Home, RIMS Resources (highlighted), Recommendations, My Communities, and Participate. Below the navigation bar, there are icons for Featured Content, Education, News, Events (highlighted), Chapters, and RIMS-CRMP. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a 'Show Filter' button and a '20 per page' dropdown menu. The main content area displays a list of events for August 2016. The first event is the 'Golden Gate RIMS Golf Tournament' with details: When: Aug 4, 8:30 AM - 6:00 PM (PT), Where: Presidio Golf Course, 33 Finley Road, San Francisco, CA, US, and Community: Golden Gate. A 'Register Now' button is visible below the event details. The second event is the 'RIMS AUGUST MEETING' with details: When: Aug 9, 11:15 AM - 1:00 PM (CT), Where: Jack Stack Barbeque, 101 W. 22nd Street, Kansas City, MO, US, and Community: Greater Kansas City. A 'Register Now' button is also visible below this event. A blue arrow points from the text above to the 'Add an Event' button in the top right corner of the main content area.

## Create/Edit Event

### Event Details

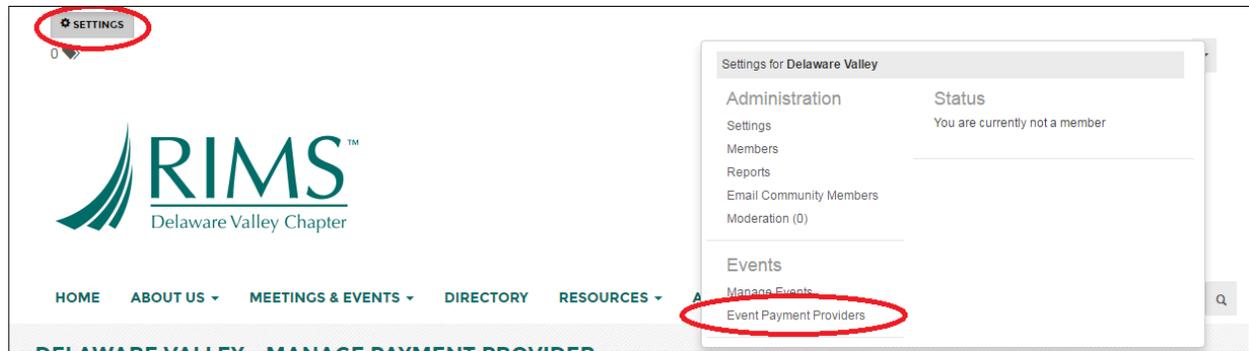
Event Title	<input type="text"/>
Event Type	<input type="text"/>
Community (optional)	<input type="text"/>
Start	<input type="text"/> <input type="button" value="📅"/> <input type="text"/> <input type="button" value="🕒"/>
End (optional)	<input type="text"/> <input type="button" value="🕒"/>
Time Zone	<input type="text"/> <input type="button" value="v"/> Time Zone required for download to calendar

<https://higherlogic desk.com/customer/en/portal/articles/1588639-establishing-payment-providers>

<https://higherlogic desk.com/customer/en/portal/articles/2257315-simple-registration-functionality-and-configuration>

On the Chapter site, click the Settings button in the corner and the site settings popup will appear.

Click the Event Payment Providers under Events.



There are 3 payment options available.

To use Paypal, select PayPal Express Checkout from the Payment Provider dropdown and enter the PayPal account's email address that will receive payment.

The Accept Checks option allows the registrant to pay with a check and therefore bypassing the online payment. In the Registrant Roster, these registrants will show a balance due and the administrator is responsible for updating their payment status. (The individuals that paid online via PayPal will have the status "Paid")

## DELAWARE VALLEY - MANAGE PAYMENT PROVIDER

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### MANAGE PAYMENT PROVIDER

Payment Provider

Note: it is necessary to configure the PayPal accounts used to allow payment with a credit card. This setting, "PayPal Account Optional" is managed in PayPal's Profile and Settings area. Please refer to PayPal documentation to configure as desired. [www.paypal.com](http://www.paypal.com)

PayPal Account  (Email Address)

Accept Checks  On

#### Mail Address

Please enter the mailing address where the invoice should be mailed to with payment.

Text When Choosing Check Payment

To use Stripe, select Stripe Checkout and fill in the following fields, Secret Key and Publishable Key, both of which are found in your Stripe Account.

## DELAWARE VALLEY - MANAGE PAYMENT PROVIDER

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### MANAGE PAYMENT PROVIDER

Payment Provider

Stripe has the easiest interface for processing credit card payments. You can create an account at <https://stripe.com/>. Once you have created your account, the two keys needed can be found by going to your Account Settings in the upper right hand corner of the Stripe screen, and clicking on the API Keys tab. Use the LIVE keys when you are ready to accept real transactions.

Secret Key

Publishable Key

URL To Store Logo

A 128x128px image to be shown in the credit card entry popup

Accept Checks  On

Mail Address

Please enter the mailing address where the invoice should be mailed to with payment.

Text When Choosing Check Payment

**SAVE**

CANCEL

To use CyberSource, select CyberSource Secure Acceptance and fill in the following fields, Profile ID, Access Key, and Secret Key, all of which can be found in your CyberSource Account.

## DELAWARE VALLEY - MANAGE PAYMENT PROVIDER

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### MANAGE PAYMENT PROVIDER

Payment Provider

In order to correctly configure the CyberSource Payment process you will need to specify the following address as BOTH your CyberSource "Transaction Response Page" and "Custom Cancel Response Page" in the CyberSource Profile settings:  
<http://community.rims.org/HigherLogic/Payments/CyberSourceResponse.aspx>

Profile ID

Access Key

Secret Key

Accept Checks  On

Mail Address

Please enter the mailing address where the invoice should be mailed to with payment.

Text When Choosing Check Payment

**SAVE**

CANCEL