

STEP ONE

MIGRATING TO THE NEW WEB EDITOR

- 1. Click on **Communications Tools** tab located under **Membership and Chapters ->Chapter Officer Tools**

MEMBERSHIP AND CHAPTERS

- Benefits
- Discount Programs
- Join RIMS
- Categories and Dues
- Awards Program
- RIMS in Canada
- Chapters
- Chapter Officer Tools**
- My RIMS
- Renew Membership
- Manage Corporate Membership

RIMS » [Membership and Chapters](#) » [Chapter Officer Tools](#)

CHAPTER OFFICER TOOLS

Administrative Tools | **Communications Tools** | Membership Management | Resources

RIMS Web site features numerous tools and resources to help chapter officers manage chapter affairs. Links to these are collected in the links above for the convenience of chapter volunteers and administrative staff. As they are developed, new tools will also become available through this page.

RIMS staff stands ready to assist you with the usage of these features and is interested in your feedback. Appropriate staff members can be reached by phone at 212.655.6041 or through our [online contact form](#). RIMS office hours are 9:00 A.M. to 5:00 P.M Eastern Time.

Thank you for your commitment to RIMS and your chapter.

- 2. Click on **Website Editor (new)** to enter the new web editor.

MEMBERSHIP AND CHAPTERS

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RIMS » [Membership and Chapters](#) » [Chapter Officer Tools](#) » [Communications Tools](#)

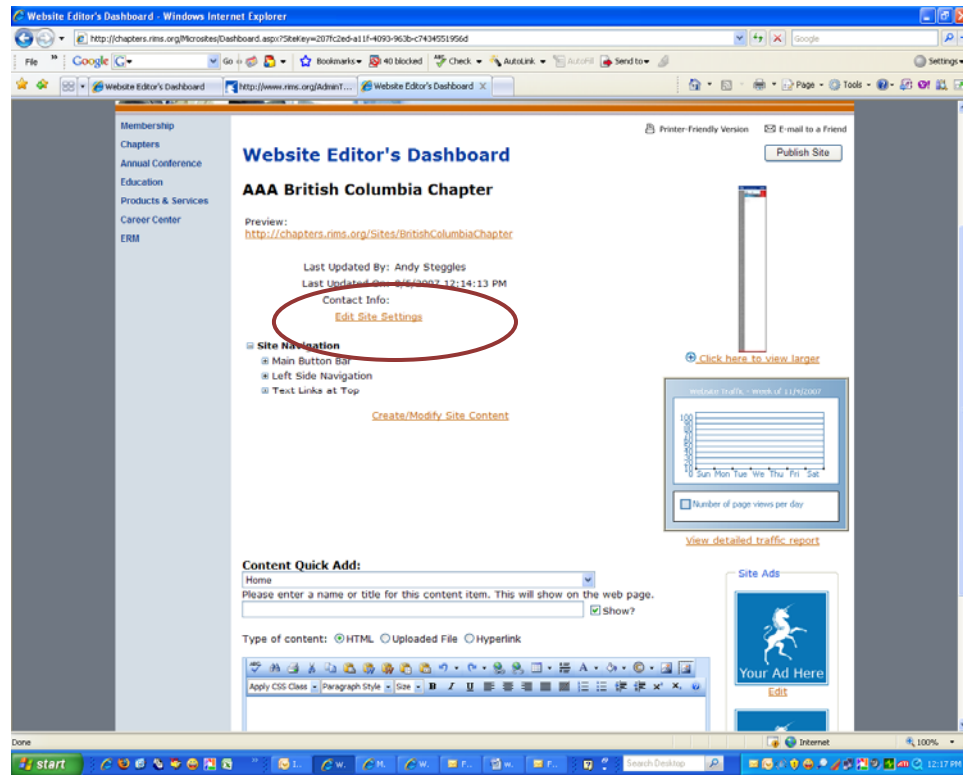
COMMUNICATIONS TOOLS

E-Mail Manager | E-Mail Templates | Contact Manager | Website Editor (legacy) | **Website Editor (new)** | Website Guidelines

Create and send blast emails to your chapter member and create/update your chapter website with these handy features!

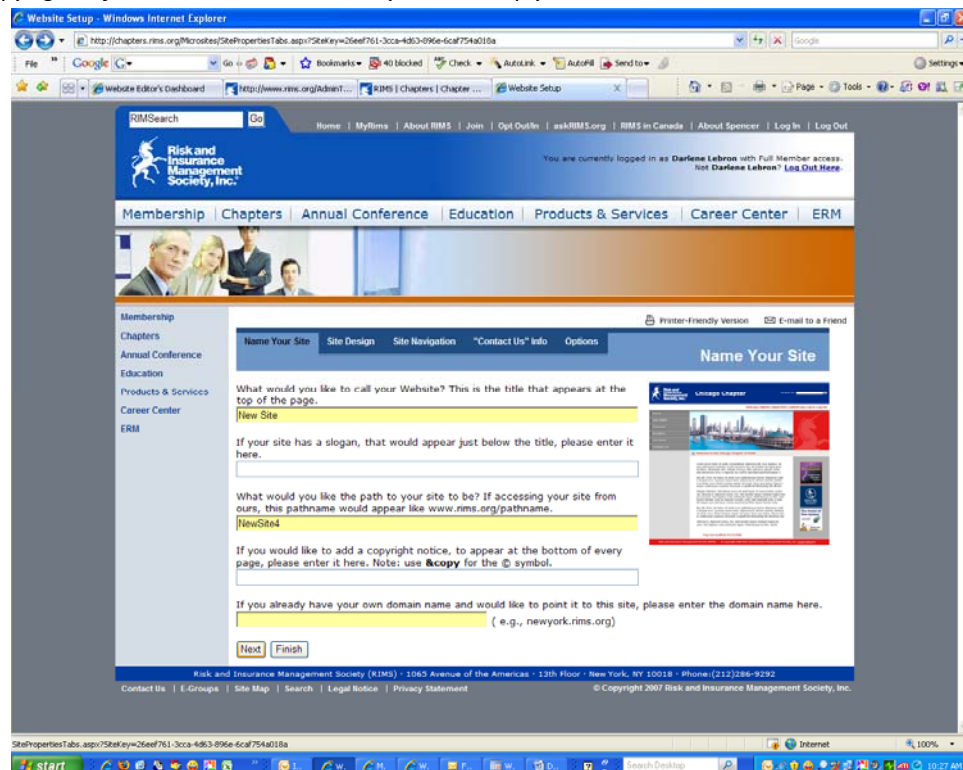
STEP ONE MIGRATING TO THE NEW WEB EDITOR

3. If your chapter has already created a new Web site you will automatically be directed to the following page, otherwise click on **Create New Site**. Once at the Website Editor's Dashboard click on **Edit Site Settings**.



4. Enter your chapter information and then click **NEXT**.

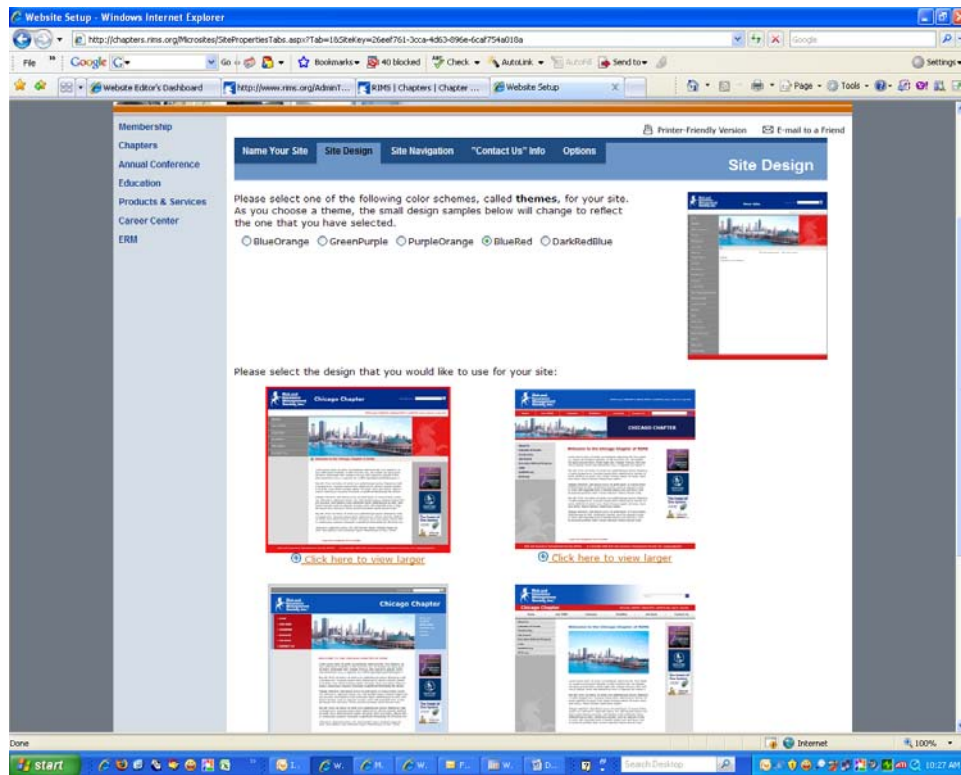
Note: You will be asked to enter your chapter name, path name and domain name. If your chapter does not own a domain name or if the copyright information is not available you can simply leave this area blank.



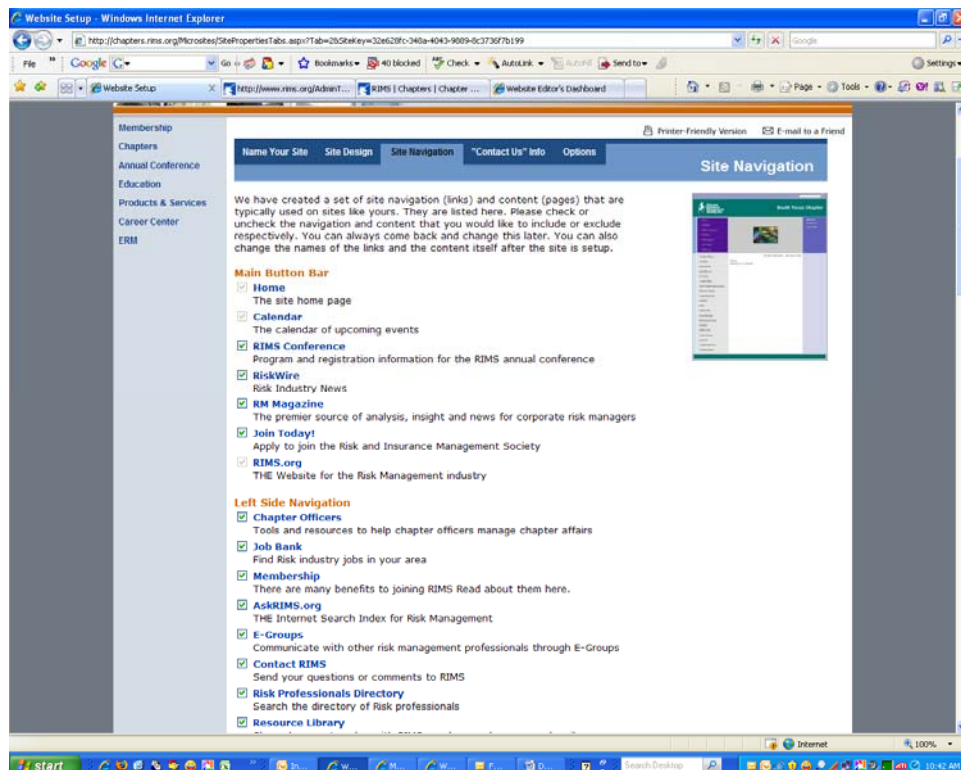
STEP ONE MIGRATING TO THE NEW WEB EDITOR

5. Select the design and color for your site and then click **NEXT**.

Note: There are several templates and color options for the new website. The color and design can be changed at any time by repeating the migration process and changing the selected template/ color.



5. Select the navigation tabs you would like to appear on your Web site. The grayed out tabs must be included on all chapter sites. Once you are done click **NEXT**.



STEP ONE MIGRATING TO THE NEW WEB EDITOR

6. In the **Left Side Navigation** bar RIMS recommends you keep the **Chapter Officers** tab. This is a pre-populated page with the names and photos of chapter officers.

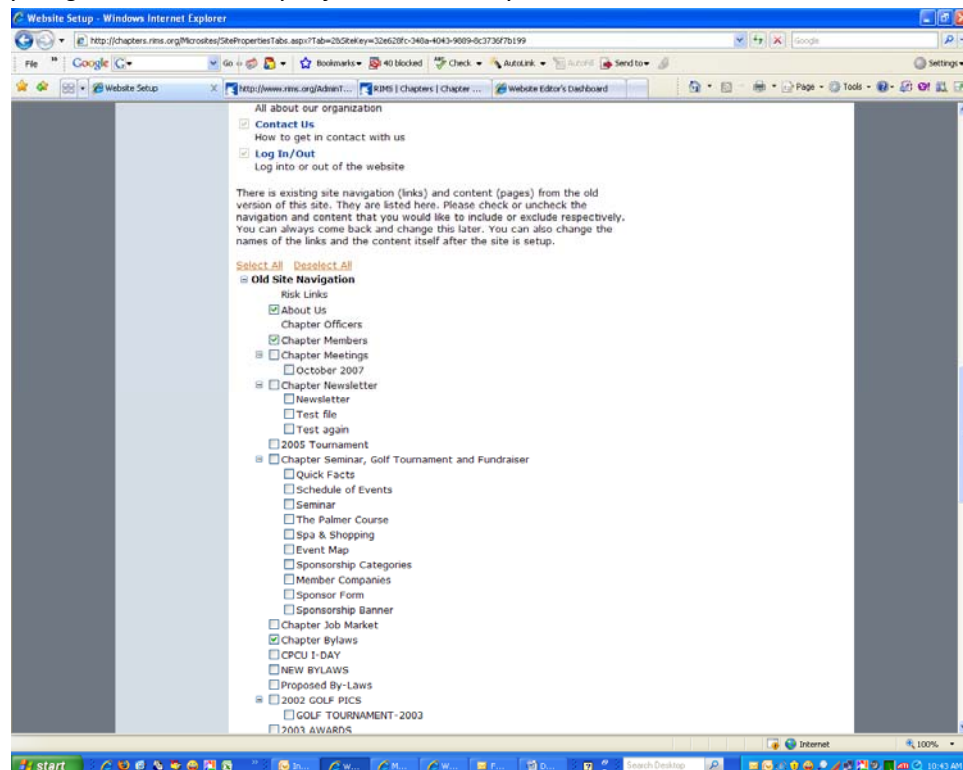
Note: If a chapter officer's record already has a photo, this photo will appear on the web page, if not the webmaster or the chapter officer can send a photo to chapterservices@RIMS.org and the photo will be uploaded onto the page. Chapter officer photos should be 100wx125h pixels. Chapter officer information for this page is generated from the UPDATE OFFICER section of the CHAPTER OFFICERS TOOLS section of the RIMS site.

Left Side Navigation

- Chapter Officers**
Tools and resources to help chapter officers manage chapter affairs
- Job Bank**
Find Risk industry jobs in your area
- Membership**
There are many benefits to joining RIMS Read about them here.
- AskRIMS.org**
THE Internet Search Index for Risk Management

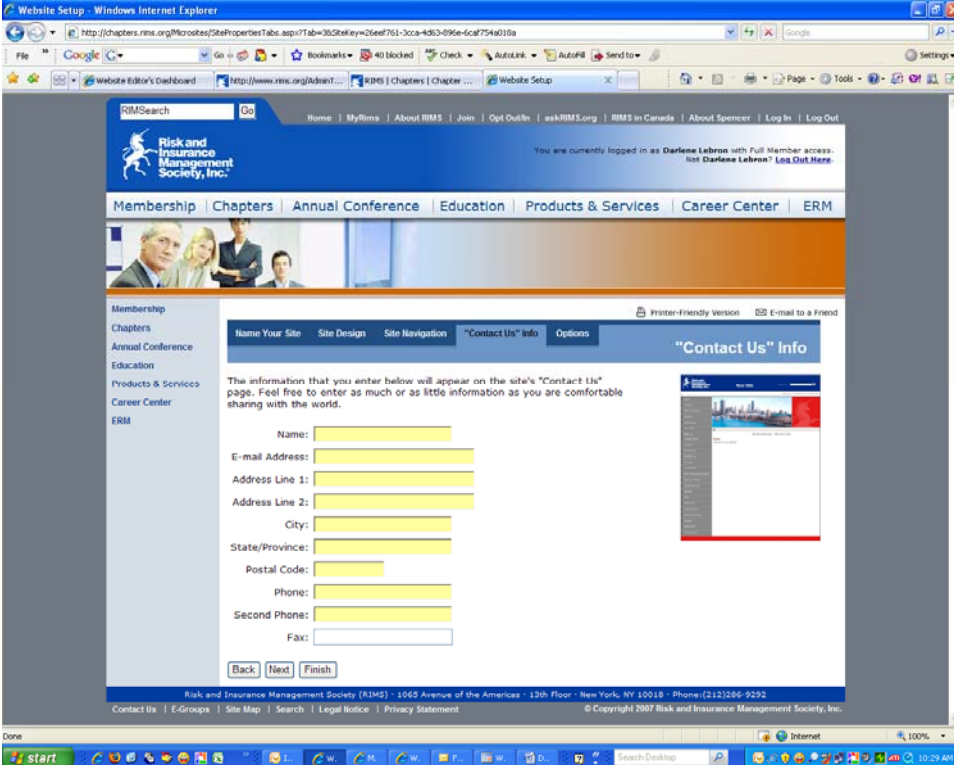
7. Scroll down on the same screen and you will see the navigation tabs from your previous site. Select which navigation tabs you would like migrated over from your site and then click **NEXT**.

Note: This is when the material from your previous website will transfer over to the new site. You can either select all to transfer over everything or select the ones you feel are necessary.



STEP ONE MIGRATING TO THE NEW WEB EDITOR

- Enter the contact information for the individual who will manage your chapter site. This information will appear on the **CONTACT US** Section of the Web site. Once you are done click **NEXT**.

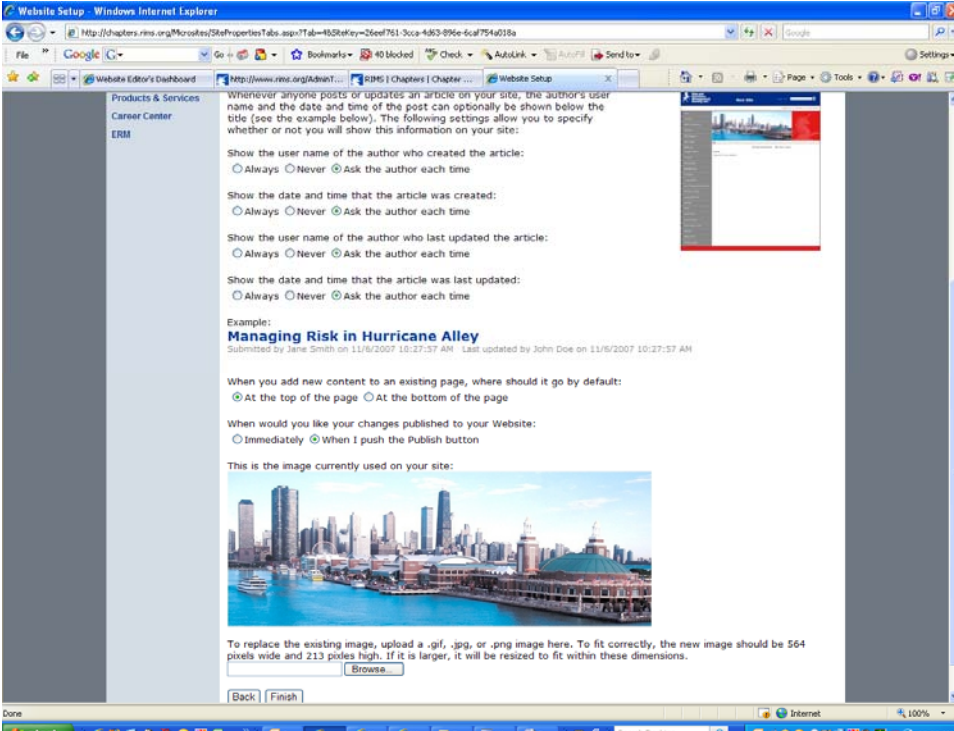


The screenshot shows the 'Contact Us' form in the RIMS website setup interface. The form is titled '"Contact Us" Info' and contains the following fields:

- Name:
- E-mail Address:
- Address Line 1:
- Address Line 2:
- City:
- State/Province:
- Postal Code:
- Phone:
- Second Phone:
- Fax:

At the bottom of the form are three buttons: **Back**, **Next**, and **Finish**. The page also includes a sidebar with navigation links and a top navigation bar with links to Membership, Chapters, Annual Conference, Education, Products & Services, Career Center, and ERM.

- Select your reporting preference and upload the chapter photo that will appear on the main bar of your chapter site. Once you have finished, click **Finish** on the bottom of the screen.




The screenshot shows the reporting preference and image upload section in the RIMS website setup interface. The page contains the following settings and options:

- Whenever anyone posts or updates an article on your site, the author's user name and the date and time of the post can optionally be shown below the title (see the example below). The following settings allow you to specify whether or not you will show this information on your site:
- Show the user name of the author who created the article:
 Always Never Ask the author each time
- Show the date and time that the article was created:
 Always Never Ask the author each time
- Show the user name of the author who last updated the article:
 Always Never Ask the author each time
- Show the date and time that the article was last updated:
 Always Never Ask the author each time

Example:
Managing Risk in Hurricane Alley
Submitted by Jane Smith on 11/6/2007 10:27:57 AM Last updated by John Doe on 11/6/2007 10:27:57 AM

- When you add new content to an existing page, where should it go by default:
 At the top of the page At the bottom of the page
- When would you like your changes published to your Website:
 Immediately When I push the Publish button

This is the image currently used on your site:



To replace the existing image, upload a .gif, .jpg, or .png image here. To fit correctly, the new image should be 564 pixels wide and 213 pixels high. If it is larger, it will be resized to fit within these dimensions.

At the bottom of the page are two buttons: **Back** and **Finish**.

Congratulations!

You have just migrated to the New Web Editor and can move on to Step Two: Website Editor's Dashboard.