

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

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

Settings for Broward County

Contact Us Code of Conduct RIMS.ORG

Administration Status  
Settings You are currently not a member  
Members  
Reports  
Email Community Members  
Moderation (0)

HOME

Events  
Manage Events  
Event Payment Providers

5 - EDUCATION - DIRECTORY -

search

**OUR NEXT EVENT**

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

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

*Our mission is to promote risk management professionals and elevate the risk management industry through education, community involvement, legislative participation and networking among our peers.*

3. Select "Add an Event".

**MANAGE EVENTS**





Show Events Starting 8/4/2016 GO 50

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 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 links for Home, RIMS Resources, Recommendations, My Communities, and Participate. Below this is a search bar and a row of icons for Featured Content, Education, News, Events (highlighted in green), Chapters, and RIMS-CRMP. A 'Show Filter' button and an 'Add an Event' button are also visible. The main content area shows a list of events for August 2016, with 1 to 20 of 63 events displayed. The events listed are:

- 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 Opis, the RIMS Information Network:

And your chapter community in Opis:

# 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', 'Recommendations', 'My Communities', and 'Participate'. Below this is a search bar. The main content area features several icons for 'FEATURED CONTENT', 'EDUCATION', 'NEWS', 'EVENTS', 'CHAPTERS', and 'RIMS-CRMP'. The 'EVENTS' icon is highlighted in green. Below the icons, there is a 'Show Filter' button, a pagination indicator '1 to 20 of 63 events', and a '20 per page' dropdown menu. A green 'Add an Event' button is located on the right side. Below this, a list of events for August 2016 is shown, including 'Golden Gate RIMS Golf Tournament' and 'RIMS AUGUST MEETING', each with a 'Register Now' button.

## Create/Edit Event

### Event Details

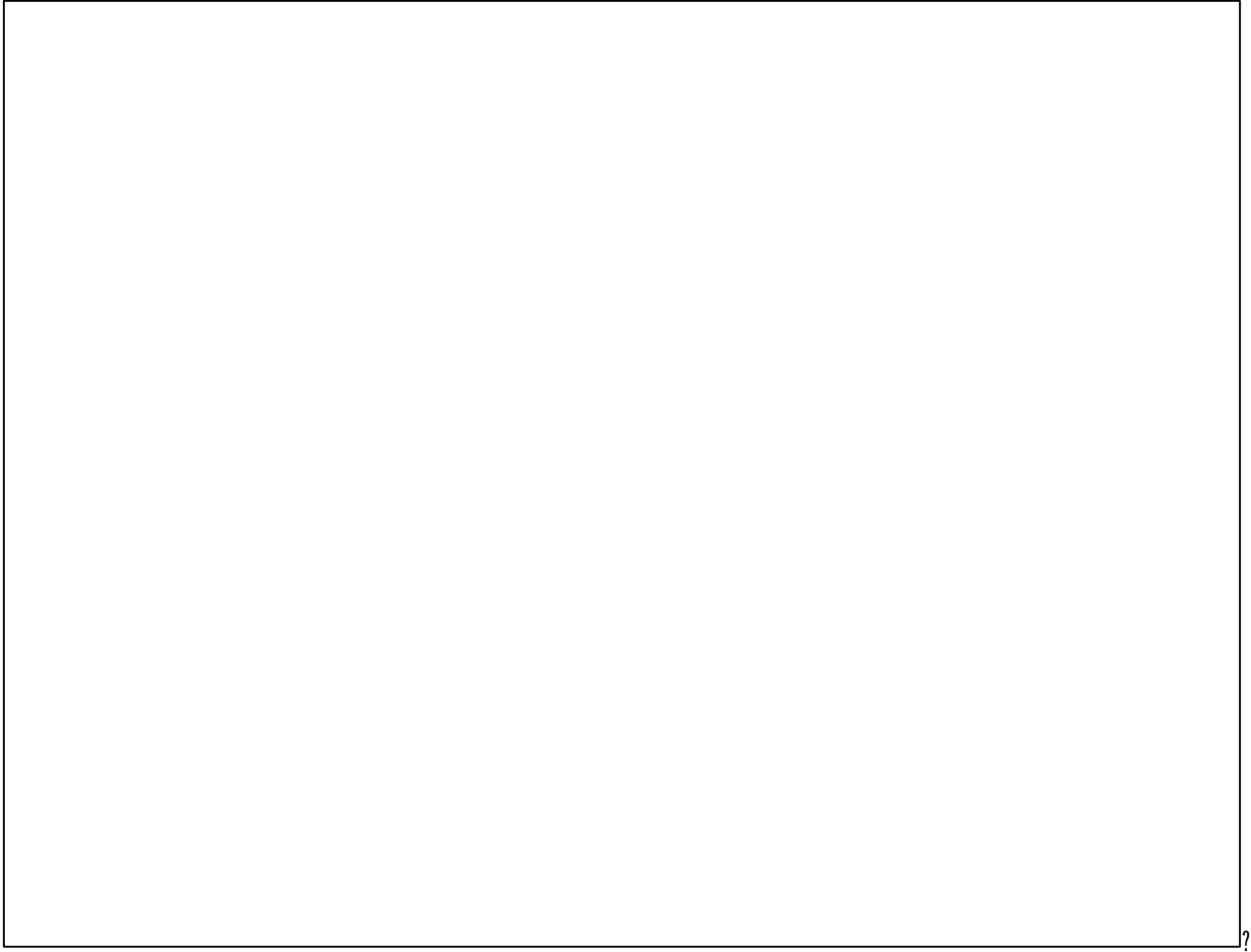
Event Title	<input type="text"/>
Event Type	<input type="text"/>
Community (optional)	<input type="text"/>
Start	<input type="text"/> <input type="button" value="📅"/> <input type="text"/> <input type="button" value="🕒"/>
End (optional)	<input type="text"/> <input type="button" value="🕒"/>
Time Zone	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











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