How to Add Chapter Meetings and Events to the Events Calendar

1. Go to your chapter website.

2. Select “Settings” then “Manage Events”.

3. Select “Add an Event”.

4. Fill in the event details. Make sure you choose your chapter in the “community” field.
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.
Once complete, your event will appear on your chapter website:

The events calendar in Opis, the RIMS Information Network:

And your chapter community in Opis:
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: Alainren Beline
Glad to join the team virtually.

Welcome
By: Laura Mall
Hi, I have been a Risk Analyst with Cubics Systems for 3 years. Looking forward to meeting, learning and sharing with the group.

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
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.
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”)
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.
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.
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:

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