

Meetup Job Aid

District 39 Meetup Group Link:

<https://www.meetup.com/toastmasters-district-39-toastmasters/>

Table of Contents

Meetup Job Aid.....	1
District 39 Meetup Group Link:.....	1
How do I sign up for a Meetup account?.....	2
I didn't receive an account confirmation email.....	2
Request a new account confirmation email	3
Joining a Meetup group	3
Creating an event.....	4
Preparing to schedule an event	5
Filling out event details	5
Publishing your event	6
Creating a repeating event.....	7
Editing a repeating event	8
To edit all events in a series	8
Desktop & Mobile web instructions.....	8
Announcing your events	8
How announcements reach your members	9
Sending the announcement	9
Sending an announcement later	10
Announcements on the app	10
Automatic event reminders	11
Finding an event.....	11
Uploading photos of an event	11
Creating an event photo album	11
Upload a photo to an event album	12

Desktop & Mobile Web.....	12
Android App	12
iOS App	12

How do I sign up for a Meetup account?

You want to join a Meetup group or attend a Meetup event. But first, you need to create a free Meetup account. It's the best way to tell your future communities a little bit about yourself, and it also helps us match you with the groups with which you'd be most interested in meeting up. Creating a Meetup account is quick and easy for anyone, and within a matter of minutes you'll be introduced to a wide range of interesting events happening in your local area. Let's do this. We're excited that you're going to meet up.

To create a Meetup account from your **desktop or mobile web browser**, visit www.meetup.com and click **Sign up** in the upper right-hand corner.

To create a Meetup account from your **Android or iOS device**, download the app, open it, and simply tap **Sign up**. It's as easy to sign up as it is fun to meet up.

And by the way, when creating your account, you have the option to use your email address, or just connect through your Facebook or Google account.

I didn't receive an account confirmation email

After creating your Meetup account, you should receive an email confirmation from us. If you don't get your confirmation email within 5-10 minutes of signing up, there are a few places to look for it:

- Check your Spam or Junk folders. Make sure your spam filter is set to allow incoming emails from Meetup. To be sure, you can add **info@meetup.com** to your address book or contacts list.
- If you registered using Gmail, your confirmation may be in the Social tab of your Inbox.

Request a new account confirmation email

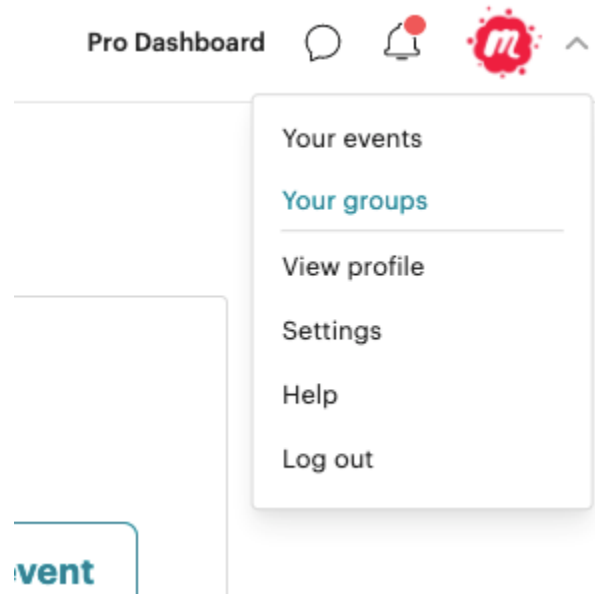
To request a new account confirmation email, please [contact us and let us know you've created an account](#), but have not received an email.

Joining a Meetup group

When you find a group you want to be part of, it's easy to join. Once you do, you can connect with other members in the group, keep up-to-date with what's going on, and attend events on and offline.

To join a group:

1. Log in to your account.
2. Go to the homepage for the group you want to join. (<https://www.meetup.com/toastmasters-district-39-toastmasters/>)
3. Click **Join this group**.
4. Depending on the settings for the group, you will either be added as a new member right away or once the organizer approves your request.

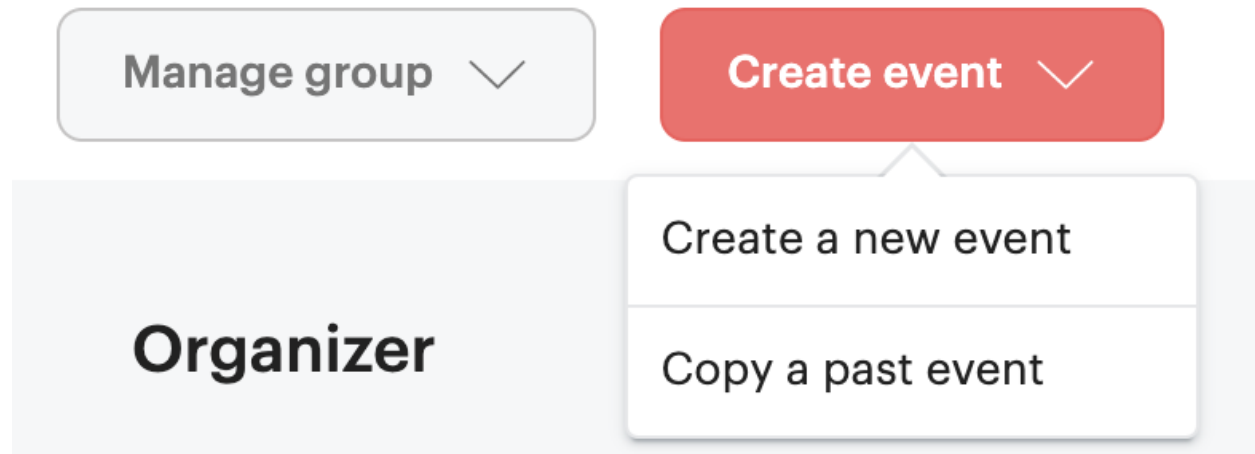


Once you've joined a group, you can always review your groups on the Meetup homepage. You can also click your profile icon in the top righthand corner and select **Your groups** from the dropdown menu.

Creating an event

The most important way to meet your group members is hosting events. Schedule your group's next event in a few simple steps.

To get started, visit your group's homepage and select the red **Schedule** button. (If you've created an event before, the button will say **Create event** instead. Selecting this will open a dropdown menu, where you can create a new event, copy a past event, or edit a saved draft).



Select **Create a new event** to go to the event scheduler form.

Preparing to schedule an event

Making decisions beforehand will help you plan your event. Some things to consider:

1. What is the purpose of this event? (To discuss, to collaborate, to watch, etc?)
2. Will this event be in person, online, or a hybrid of both styles?
3. What resources will you need to host this event? (A venue, [a leadership team](#), etc?)

For more, watch our Community Support specialists walk you through scheduling a repeating event in this video:

Filling out event details

The event scheduler form guides you through each step, including tips on best practices.

You can use the rich text formatting toolbar to make key words and ideas in your event description stand out.

For in-person events, you can toggle on **COVID-19 safety measures**. Let your attendees know if masks and vaccinations are required, and

if the event is indoors or outdoors. These measures won't appear on the published event unless you toggle them on.

COVID-19 safety measures

Help attendees find events where they'll feel comfortable. Indicate if you'll be instituting any of the following safety measures at this event. Note that Meetup is not responsible for, and will not independently verify, that these precautions are followed.

Masks required

COVID-19 vaccination required

Venue type

Indoor

Outdoor

Share additional information about this event's COVID-19 safety measures below.

500

Review your **Optional settings** to manage whether you'd like to [create a recurring event](#), [a waitlist](#), or [set event fees](#), and more.

Publishing your event

Once you've filled out the form, select the **Publish** button at the bottom of the screen.

You can always save a draft of your event to finish later, or [edit an event](#) after it's been published.

Be sure to [announce your event](#) to members, so they know it's time to RSVP. And most importantly, have fun building your community!

Creating a repeating event

Schedule an event to repeat every week, every two weeks, or every month in the “Optional settings” when you [create a new event](#). Repeating events will all appear on your group’s calendar and the information on the events will be identical aside from their date.

You can set an end date for the recurring series or choose for the events to repeat indefinitely. Repeating events can be scheduled on Meetup’s desktop and mobile website.

The screenshot shows the 'Optional settings' section for creating a repeating event. It includes a toggle for 'Repeat event' which is turned on. Below this is a dropdown menu set to 'Every week'. Underneath is a section for 'Select which days' with buttons for Mon, Tue, Wed, Thur, Fri, Sat, and Sun. The 'Sat' button is selected. There is a checked checkbox for 'Set an end date' and a text input field containing 'Sat, Feb 2, 2019'. At the bottom, it says 'Repeat weekly until Feb 2, 2019.' and a reminder to announce each event as it gets closer.

To schedule a repeating event:

1. From your Meetup group’s homepage, select **Create event** and then **Create a new event**.
2. Toggle **Repeat event** under “Optional settings”.
 - Select how often the event will repeat, which days of the week it will repeat on, and set an end date.

Job aid courtesy: Meetup

For more, watch our Community Support specialists walk you through scheduling a repeating event in this video:

You can choose to [announce the first event](#) in the series to members right away or do it later. Future events in the series are automatically shared with members 6 days and 1 day before each event.

Editing a repeating event

You have two options when editing a repeating series of events:

1. [Update one event in the series.](#)
2. Update the entire series.

If you choose to edit one event in a series, it will become its own standalone event separate from the other events in the series. You won't be able to make any further changes to the series by editing that event and any updates you make to the series won't affect that event.

We recommend editing a series of recurring events from a desktop computer or mobile web browser and not the app (Android & iOS).

To edit all events in a series

Desktop & Mobile web instructions

1. From your group's homepage, Select **Events**.
2. Click on the next event in the series.
3. Click on the **Manage** drop-down menu, then **Edit event**.
4. Select **Edit this Meetup series**, then click **Edit**.
5. Make your edits.
6. Confirm your updates by clicking **Save changes**

Announcing your events

When you create an event, you can share it with your members right away, or wait to announce it later. Once published, your event will

appear on your group calendar and homepage, but your members will not receive a notification until you announce the event.

Our Community Support specialists walk you through announcing your events in this video:

How announcements reach your members

Depending on their account settings, members will receive notifications of varying importance and interest. Because of this, your members may not consistently receive your group's event announcements **via email or push notification**.

Every event announcement is *always* visible in a member's on-site notifications. We're continuously testing ways to promote events to members, and to ensure that the notifications we send are the most impactful and relevant they can be.

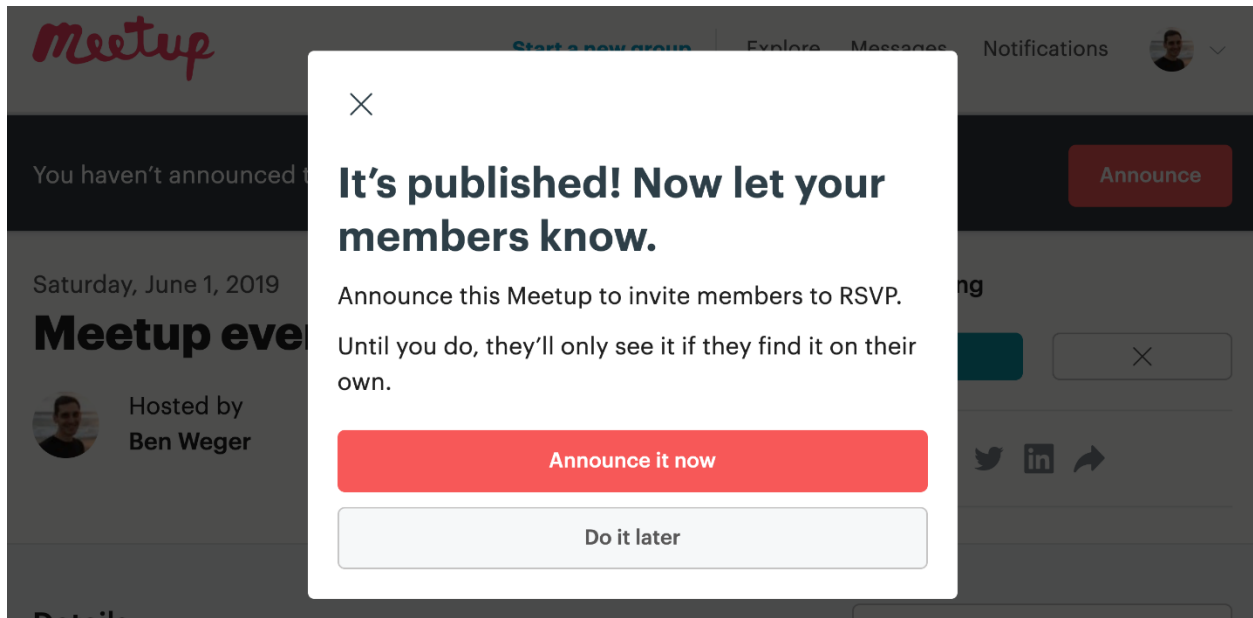
While it may seem counterintuitive to send fewer emails and push notifications to your members, we've learned that fewer and more impactful notifications result in more members RSVPing to your events and fewer members unsubscribing from notifications altogether.

If your members report that they are not receiving event announcements, they may need to [update their email settings](#) or [push notification settings](#). They can also [contact Meetup's Community Support team directly](#).

Sending the announcement

After you publish your event, you'll be prompted to announce it to your members. To send an invitation immediately, select **Announce it now**. Your members will receive a notification on Meetup through various channels like onsite, email, or push.

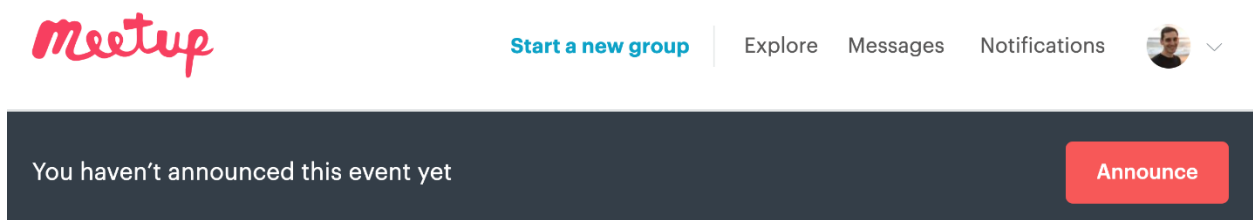
You will receive a confirmation email that the event has been scheduled.



Sending an announcement later

If you've selected **Do it later**, there is an **Announce** button on the event page. This reminder will remain at the top of your event homepage until seven days before the event is scheduled to take place.

If you don't make your announcement within seven days of the event, the Announce button on the event will disappear. We'll automatically send a reminder to your members six days and one day before the event.



Announcements on the app

When you publish your event on the iOS or Android app, the announcement goes out to your members immediately. There is no option to announce it later.

Job aid courtesy: Meetup

Automatic event reminders

Members of your group receive notifications about an upcoming event, in addition to the initial announcement (if you made one).

- **Six days before an event**, we'll send a reminder to members who have RSVPed 'Yes.' We'll also send an invitation to members who haven't RSVPed, encouraging them to do so.
- **One day before an event**, we'll send a reminder to members who have RSVPed 'Yes.'

If your group has scheduled multiple upcoming events, these event reminders may compile each reminder into one notification.

<https://help.meetup.com/hc/en-us/articles/360002864932-Announcing-your-events>

Finding an event

<https://help.meetup.com/hc/en-us/articles/360004186552-Finding-an-event>

Uploading photos of an event

An event photo album is a crowdsourced memory bank for a group. Albums are a great way to share memories with other members and give potential members an idea of what a group's events look like.

Creating an event photo album

When an event is scheduled a photo album is created automatically. Group organizers, co-organizers, and assistant organizers can create new photo albums from the Photos section of the group as well. All members can upload photos to an album but cannot create a new album.

Upload a photo to an event album

All photos should be **under 10MB** in size and in **JPG** or **PNG** format. If an uploaded photo does not appear immediately, please wait a few minutes before trying again.

Desktop & Mobile Web

1. From your Meetup group's homepage, click **Events**.
2. To upload photos of an event you've already attended, click **Past**.
3. Click on the event to which you want to add your photos.
4. Scroll down to **Photos**, and click **Add Photos**.

Android App

1. Navigate to the Meetup group's page.
2. Under the "Meetups" section, tap **See all Meetups**.
3. Select the Meetup event from the **Upcoming** or **Past** tab.
4. Under the "Photos" section, tap **Add Photos**.
5. Select **Take a photo** or **Select photo** from the pop-up menu.
6. Select your photo, add a caption, and tap the **Checkmark icon**.

iOS App

1. Navigate to the Meetup group's page.
2. Under the "Meetups" section, tap **See all**.
3. Select the Meetup event from the **Upcoming** or **Past** tab.
4. Under the "Photos" section, tap **Add Photos**.
5. Select **Take a photo** or **Select photo** from the pop-up menu.
6. Select your photo, add a caption, and tap **Post**.