

Meetup Do's & Don'ts

For Members

- DO:**
1. Check the event comments before leaving home for any last minute cancellation or change of plan (don't rely on emails or notifications, they sometimes arrive late or not at all).
 2. Change your status from "Going" to "Not going" if you can't make it, there may be a waitlist, or the leader may delay departure waiting for you to arrive.
 3. Uninstall and then reinstall the Meetup app if you are having access problems (this usually works, contact a Meetup Organiser if it doesn't).
 4. Change your messaging setting from "Organizers only" to "Members of my groups" so that other attendees can contact you (e.g. to arrange car pooling)
- DON'T:**
1. Bring a guest without posting their name in the event comments, so the leader and other attendees know who is coming (only possible if the leader has allowed guests).
 2. Rely on the pin location in Meetup for GPS navigation to the start point, always check the "how to find us" information for more detail.
 3. Use an unrealistic photo or just your first name in your Meetup profile, this makes it harder for leaders to identify you*.

*Follow our guide "*How to Show Only Our Group Members Your Full Name*" if you want to hide your name from other public Meetup groups you belong to (available on our website).

For Leaders

- DO:**
1. Announce ASAP any cancellation or changes to time & location in the event comments, to ensure attendees get the information.
 2. Use a waitlist to vet attendees for activities requiring specific skills & experience (waitlists should always be used unless the event is open to all club members regardless of ability)
 3. Allow group members to bring a guest where possible (some Club members are not in Meetup but are added as a guest by a partner or friend who is).
 4. Take care when entering the location, if you move the pin using "Edit map pin" the location address does not change, and attendees using GPS navigation will go to the wrong location.
- DON'T:**
1. Forget to take an "*Acknowledgement of Risk Form for Temporary Members*" if you allow guests, some guests may not be Club members (keep one in the glove box just in case).