Publishing an Event Using the Meetup Website

Leaders need to be an Event Organizer to schedule events (activities) in Meetup. If you are not already an Event Organizer please contact a member of the committee.

Create an event
Redland Bushwalkers Meetup Group

Title (required)

INSERT THE TITLE **AND GRADING** – See **NOTE 1** below   80

Date and time

Wed, Aug 4, 2021   07:00 PM   Insert start date and time

Duration

2 hours   Click on down arrow, select "set an end time…" and insert end date & time

NOTE 1: Meetup does not have a specific field for an activity grading, so this must be put in the Title. Example: MT MAROON (MDW T5 F5). It is not prominent enough for members to see if it is located in the description.

Featured photo

upload photo   See **NOTE 2** below

At least 1200 x 675 pixels

NOTE 2: Selecting and uploading a suitable photo makes the activity more visually appealing on the club calendar. Google images can be a useful source of images.

Description

Let your attendees know what to expect, including the agenda, what they need to bring, and how to find the group.

Insert a description of the event including any specific requirements - See **NOTE 3** below

4000

NOTE 3: Specific requirements should be prominent in the description so they are easy for members to see. Common examples are:

- You will be waitlisted until you contact the host (leader) to confirm your place
- Click on the following link to organise car pooling (first you will need to set up a car pool at https://groupcarpool.com to create the link)

Location

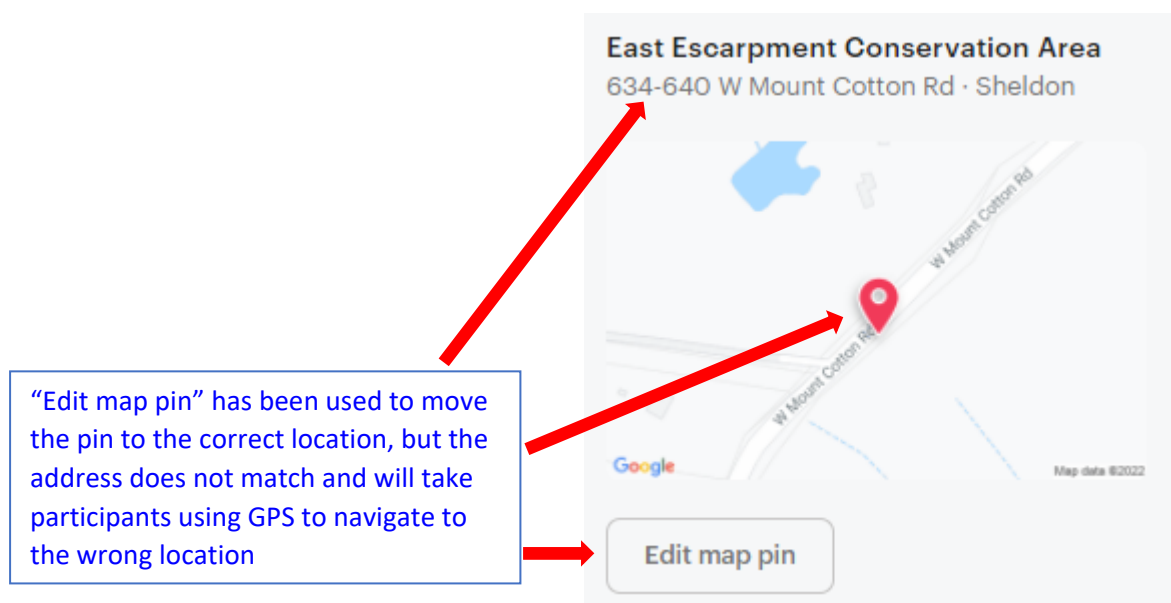☐ Make this an online event   Leave unchecked

Add venue

🔍 Search or add a location   Insert location where the event will start - See **NOTE 4** below

NOTE 4: The location you enter is displayed as a pin in google maps. Use the meet point and not the final destination, as attendees may use it for navigation if unfamiliar with the area. For this reason, care must be taken to ensure the pin location is correct.

IMPORTANT: Meetup provides an "Edit map pin" button below the map which can be used to reposition the pin. However, moving the pin does not change the address associated with the original pin placement. There have been several occasions where this has led to participants going to the wrong start location when using their GPS to navigate.

East Escarpment Conservation Area
634-640 W Mount Cotton Rd · Sheldon

"Edit map pin" has been used to move the pin to the correct location, but the address does not match and will take participants using GPS to navigate to the wrong location
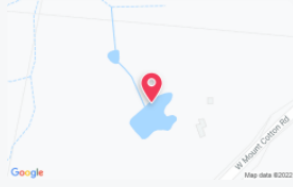
Edit map pin

To avoid this problem:

1. Enter the location as an address using the closest address to the meet point. If you don't know the address you can sometimes find it by clicking on a nearby building in google maps; or
2. Rendezvous at an easy to find meet point, such as Canungra for a walk in Lamington NP.

IMPORTANT: Below the map there is another field called "How to find us", if the start point location is hard to find using GPS (because there is no nearby street address or suitable rendezvous point) then this should be used to provide specific instructions, and attendees should be made aware of this prominently in the description

Add Leader & Co-leader - See **NOTE 5** below

NOTE 5: If you are an Event Organizer you will automatically be assigned as the host. You can add additional hosts as co-leaders, and also remove yourself as host once you have added another host.

This will go to all Group members who request to attend - See **Note 6** below

NOTE 6: If you are using a waitlist to vet attendees use this optional setting to ask attendees "Have you contacted the leader to confirm your place? (Mandatory for this activity)"

There are 2 ways to use this - See **NOTE 7** below

NOTE 7:

(a) Set the attendee limit based on the maximum allowed capacity for the activity. Anyone in the Meetup group will be allowed to attend, so only use this option if no specific skills and experience are required.

(b) Set the attendee limit to 1. Anyone who wants to attend will be placed on a waitlist for vetting. This option should be used if specific skills and experience are required. You can move anyone you know to be capable off the waitlist, and wait for anyone you don't know to contact you.

See **NOTE 8 below**

NOTE 8: You can allow members of the Meetup group to bring 1 or more guests. If the activity is open to members of all abilities, then it is a good idea to turn "Guest limit" on and set it to 1, so that Club members not in Meetup can be signed up by their partners who are.

This also allows Club members to bring a friend or family member who is not a Club member, so if you turn "Guest limit" on you should take an *Acknowledgement of Risk Form for Temporary Members* with you, or leave one in the glove box in case you forget on the day.

NOTE 9: If "RSVP start time" is turned on it should be set to the default (Now) so that members can sign up as soon as the event is published

NOTE 10: If "RSVP close time" is turned on you can set it to "Day of Meetup" for local walks where it is acceptable for group members to nominate right up to the event start time. However, this is not advisable for other events as it may result in some unexpected last minute attendees turning up at the meet point. To prevent this set the "RSVP deadline" to a minimum of "1 day before".

NOTE 11: When you click on "Publish":

- The event will sync with the Club's website after one hour and appear in the Club calendar.
- A communication is sent to group members telling them a new event has been scheduled.
- Reminders will be sent in the lead up to the start of the event.

It is still Club policy that all events are approved by the Activity Officer. However, this process has been streamlined. Event Organisers (approved leaders) can publish without approval, and the Activity Officer will contact them if they have any concerns.