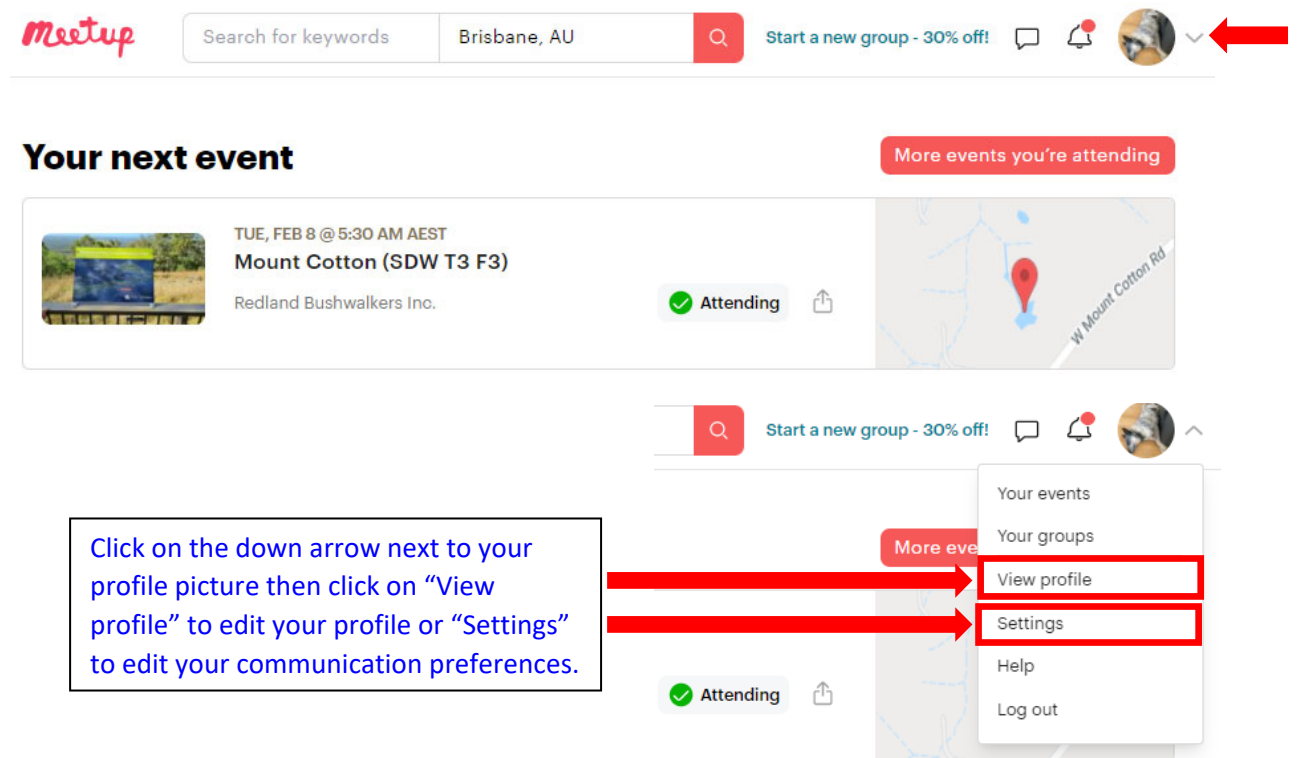


# Updating Your Profile & Communication Preferences on the Meetup Website

## Accessing Your Meetup Profile and Settings

Click on the down arrow next to your profile picture and click on “View Profile” to access your profile (to change your profile picture or profile name) or “Settings” to access your communication preferences (push notification and email update settings):



The screenshot shows the Meetup website interface. At the top, there is a search bar with the text "Search for keywords" and "Brisbane, AU". To the right of the search bar is a red button that says "Start a new group - 30% off!". Further right are icons for a chat bubble, a bell, and a profile picture. A red arrow points to the profile picture. Below the search bar, there is a section titled "Your next event" with a red button that says "More events you're attending". The event card shows a photo of a landscape, the text "TUE, FEB 8 @ 5:30 AM AEST", "Mount Cotton (SDW T3 F3)", and "Redland Bushwalkers Inc.". There is a green checkmark and the word "Attending" next to the event. Below the event card, there is another instance of the navigation menu with a dropdown menu open. The dropdown menu has the following items: "Your events", "Your groups", "View profile", "Settings", "Help", and "Log out". Red boxes highlight "View profile" and "Settings". Red arrows point from a text box to these two items.

Click on the down arrow next to your profile picture then click on “View profile” to edit your profile or “Settings” to edit your communication preferences.

## Changing Your Meetup Profile

Click on “View profile” to open your profile page then click on “Edit profile” to change your profile picture and name (perhaps to add your surname to prevent confusion if you have not already done that).

You can also edit your email address and password used to log in, and change your location if you have moved to a different suburb.



# Tilly

Member since February 2022

Victoria Point

Attended 0 Events

1 Groups 1 Interests

Edit profile



## General

Email Updates

Mobile Notifications

Privacy

Social Media

Organizer Subscription

Payment Methods

Payments made

Apps

## General

Name: Tilly [edit](#)

Click to edit profile name

User ID: user 354682091 [edit](#)

Email address: tilly@gmail.com [edit](#)

Click to edit email

Password: (Hidden) [edit](#)

Location: Victoria Point, Australia [edit](#)

Timezone: System Time (default) [edit](#)  
Your choice will influence how event times are displayed

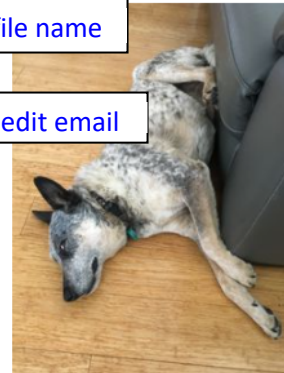
Language: English [edit](#)

Birthday: [set birthday](#)

Gender: [set gender](#)

Hometown: Not entered [edit](#)

Bio: [add](#)



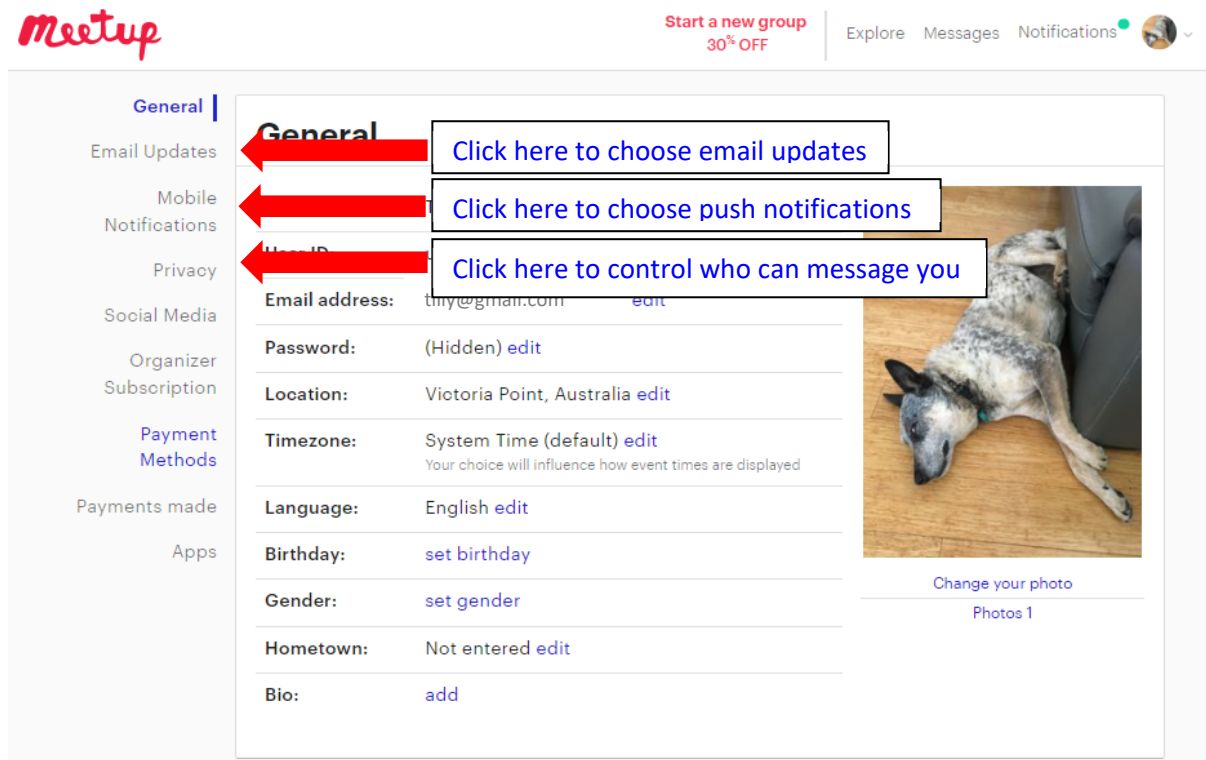
Change your photo

Photos 1

Click to change your profile picture

## Changing your Meetup Settings

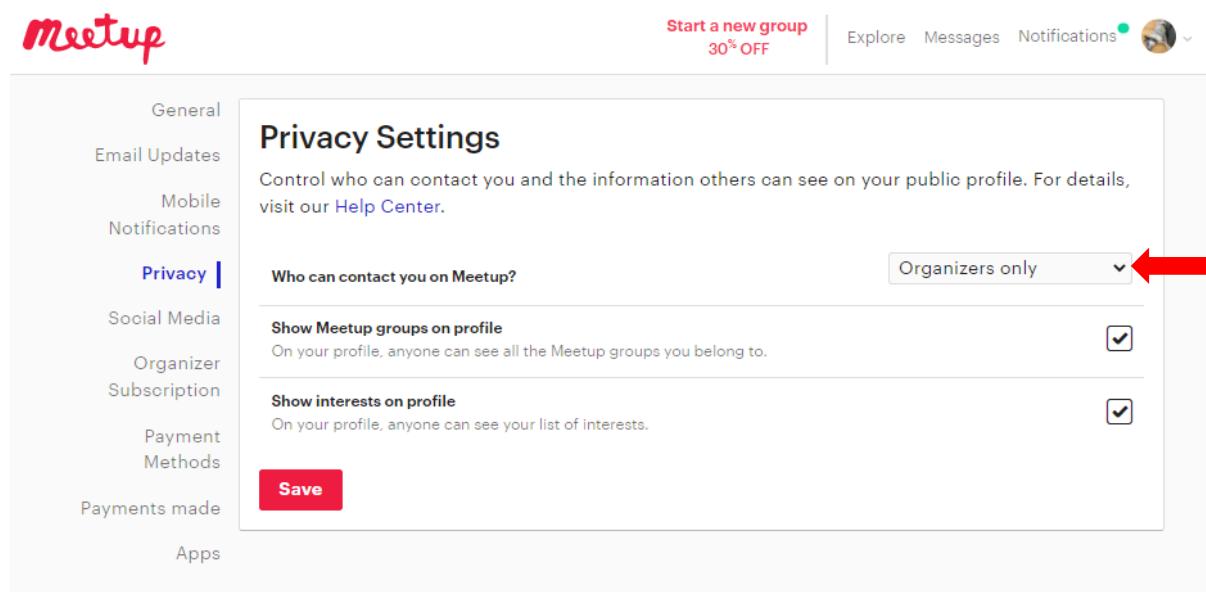
Click on “Settings” to open the “settings” menu. This is where you can choose which notifications and email updates you want to receive from Meetup, and control who can message you directly on Meetup.



The screenshot shows the Meetup website's settings page. The 'General' tab is selected in the left sidebar. The main content area is titled 'General' and contains several fields for profile information, each with an 'edit' link. A red arrow points to the 'Email address' field with the callout 'Click here to choose email updates'. Another red arrow points to the 'Mobile Notifications' field with the callout 'Click here to choose push notifications'. A third red arrow points to the 'Privacy' field with the callout 'Click here to control who can message you'. A photo of a dog is visible on the right side of the settings page.

## Control Who Can Message You

Click on “Privacy” on the settings page. The default is “Organizers only”. This only allows event organizers (leaders) to message you.



The screenshot shows the Meetup website's 'Privacy Settings' page. The 'Privacy' tab is selected in the left sidebar. The main content area is titled 'Privacy Settings' and contains a dropdown menu for 'Who can contact you on Meetup?' set to 'Organizers only'. A red arrow points to this dropdown menu. Below the dropdown are two checkboxes: 'Show Meetup groups on profile' and 'Show interests on profile', both of which are checked. A 'Save' button is located at the bottom left of the settings area.

However, other event attendees may need to contact you (e.g. for carpooling) so it is recommended you change this to “Members of your groups”. Click on the down arrow next to “Organizers only” and select “Members of my groups” and then click “Save”.

NOTE: If you select “Anyone on Meetup” then millions of people can message you!

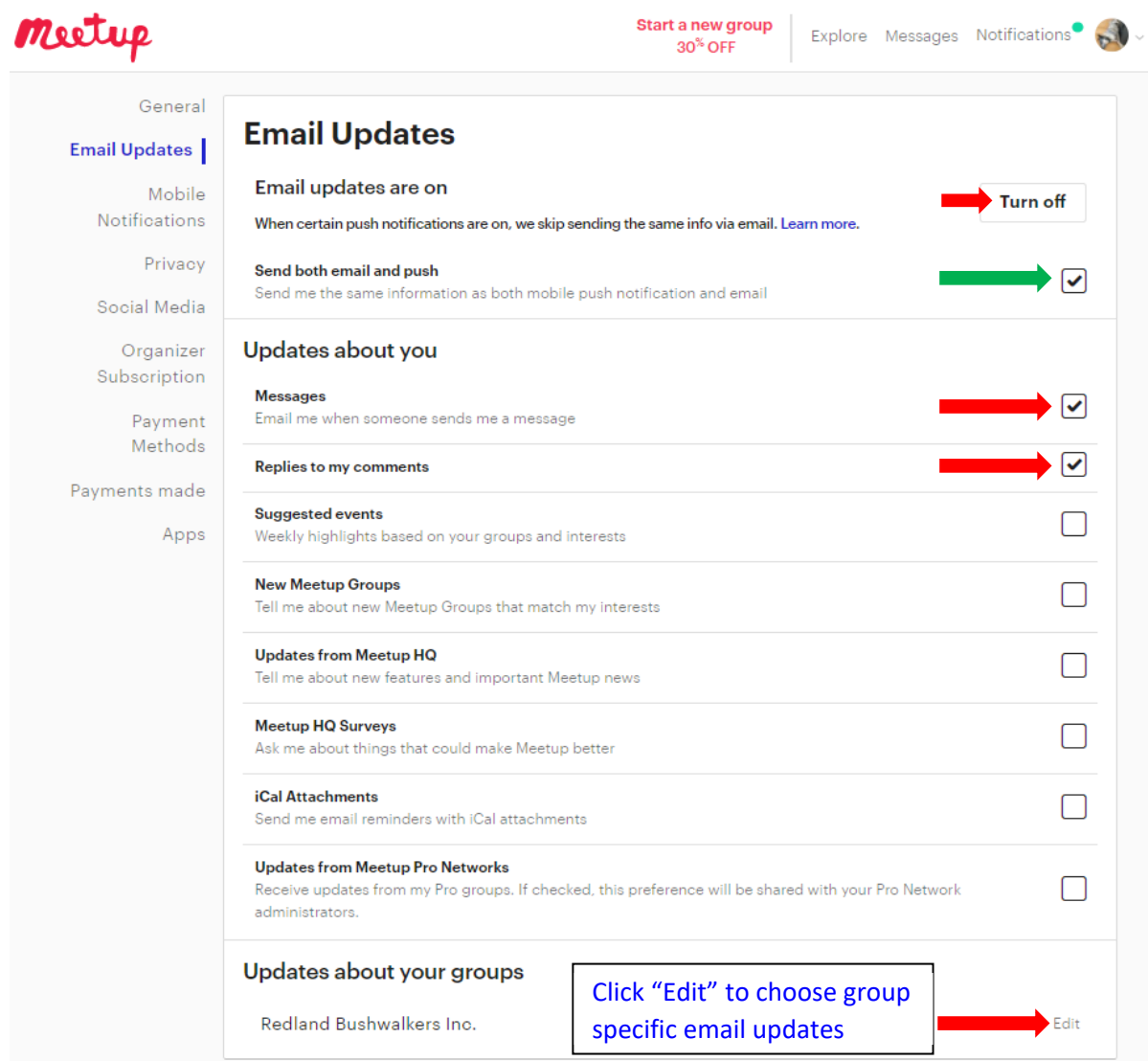
## **Choose Which Push Notifications You Want to Receive**


Click on “Mobile Notifications” on the settings page. You will see the following message telling you that you can manage which push notifications you want to receive in the Meetup app on your mobile device: “Some notifications show up as alerts on your phone or tablet. You can manage these from Notification Settings in the Meetup app on your device.”

## Choose Which Email Updates You Want to Receive

Click on “Email updates” on the settings page. The default setting is all email updates on; the following choices are recommended to reduce the number of emails you receive.

Important (Recommended)  Useful (Not Essential) 



meetup Start a new group 30% OFF | Explore Messages Notifications 

General

**Email Updates**

Mobile

Notifications

Privacy

Social Media

Organizer


Subscription

Payment Methods


Payments made

Apps

### Email Updates


**Email updates are on**  Turn off

When certain push notifications are on, we skip sending the same info via email. [Learn more.](#)


**Send both email and push** 

Send me the same information as both mobile push notification and email

### Updates about you

**Messages** 

Email me when someone sends me a message

**Replies to my comments** 

**Suggested events**

Weekly highlights based on your groups and interests

**New Meetup Groups**

Tell me about new Meetup Groups that match my interests

**Updates from Meetup HQ**

Tell me about new features and important Meetup news

**Meetup HQ Surveys**

Ask me about things that could make Meetup better


**iCal Attachments**

Send me email reminders with iCal attachments

**Updates from Meetup Pro Networks**

Receive updates from my Pro groups. If checked, this preference will be shared with your Pro Network administrators.

### Updates about your groups

Redland Bushwalkers Inc. Click “Edit” to choose group specific email updates  Edit

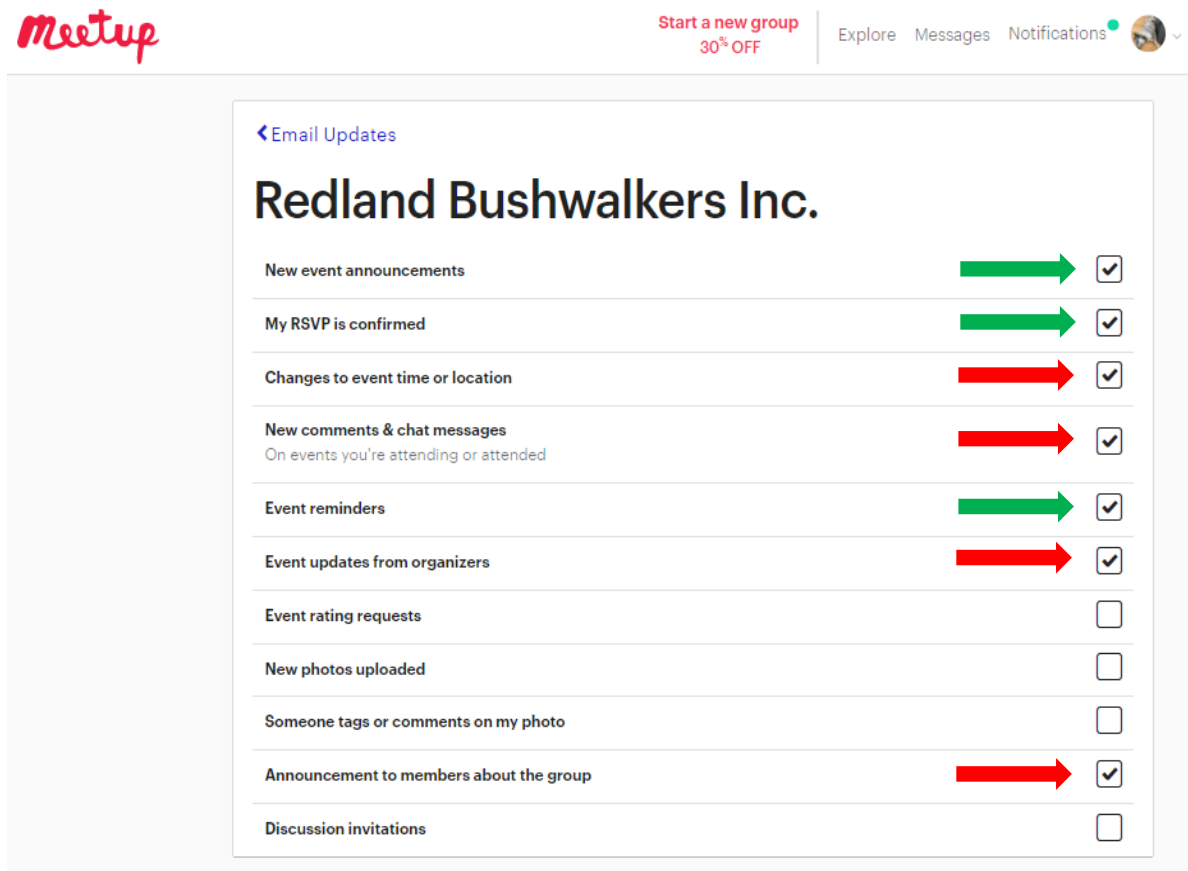
Leave “Email updates” turned on. If you use both notifications and email then turn on “Send both email and push”.

Leave the following on to receive important email updates:

- Messages - the event host or another attendee may be trying to contact you.
- Replies to your comment’s - the event host or another attendee may have answered a question you have asked.

**IMPORTANT:** Don’t rely on emails, they sometimes arrive late or not at all, always check the event comments before leaving home for any last minute cancellation or change of plan.

Next, click on “edit” next to “Redland Bushwalkers Inc.” to choose group specific email updates.



Leave the following on to receive important email updates:

- Changes to event time or location
- New comments & chat messages – may be the leader notifying attendees of a change of plan
- Event updates from organizers (e.g. cancellation)

The following are also useful:

- New event announcements - Useful to find out about new events as soon as they are announced.
- My RSVP is confirmed – Particularly if you have been waitlisted
- Event reminders – These have replaced the “what’s on this week” emails that members used to receive from the Club.