Getting Started Using the Meetup Website

Terminology

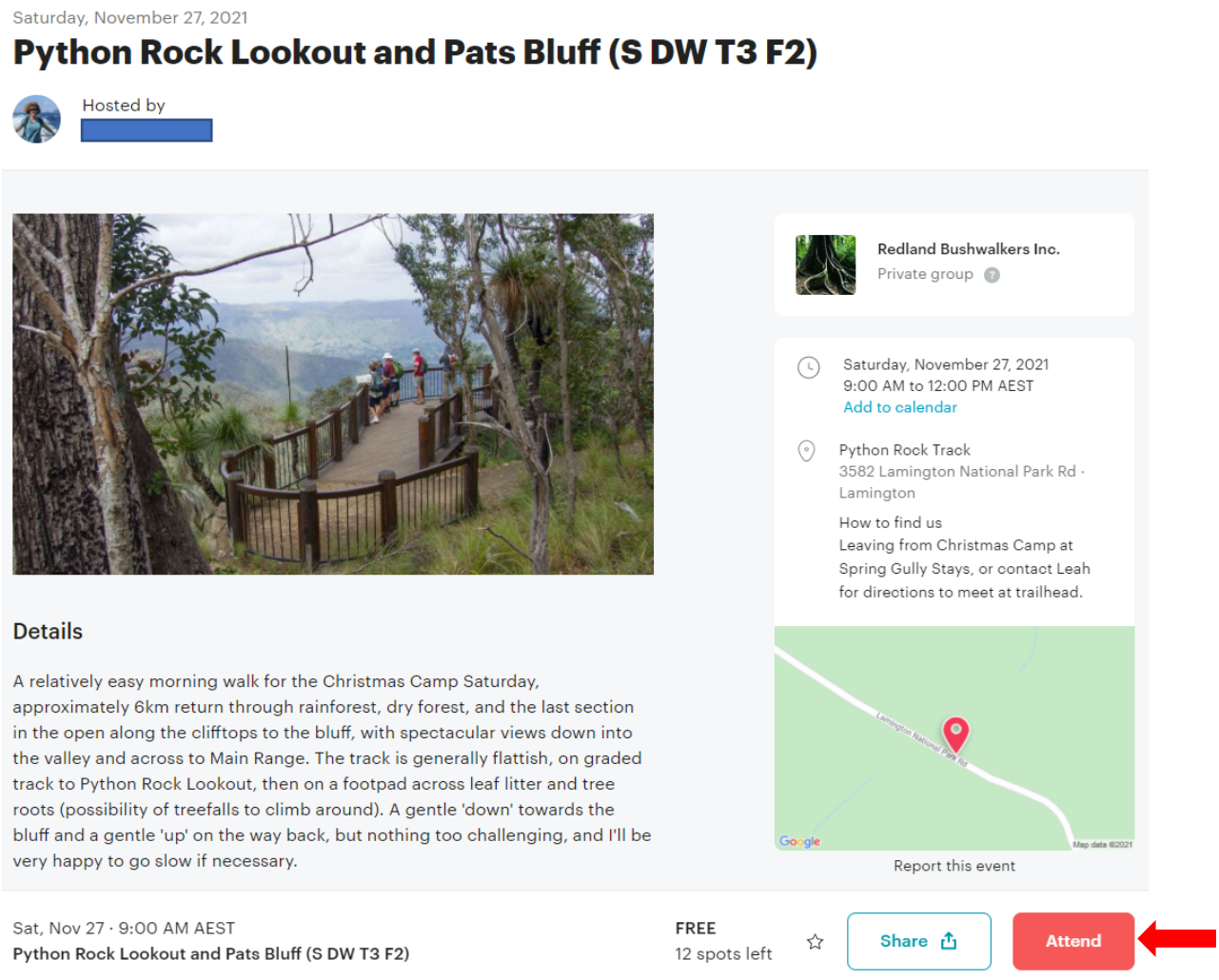
You will notice that Meetup uses different terminology. Below are some of the differences:

- Event = Activity
- Host = Leader
- Event Organiser = Is a Leader who can add events on the calendar
- Attend an Event = Nominate for an activity

If you need help or support, please don't hesitate to contact the Co-organiser Team.

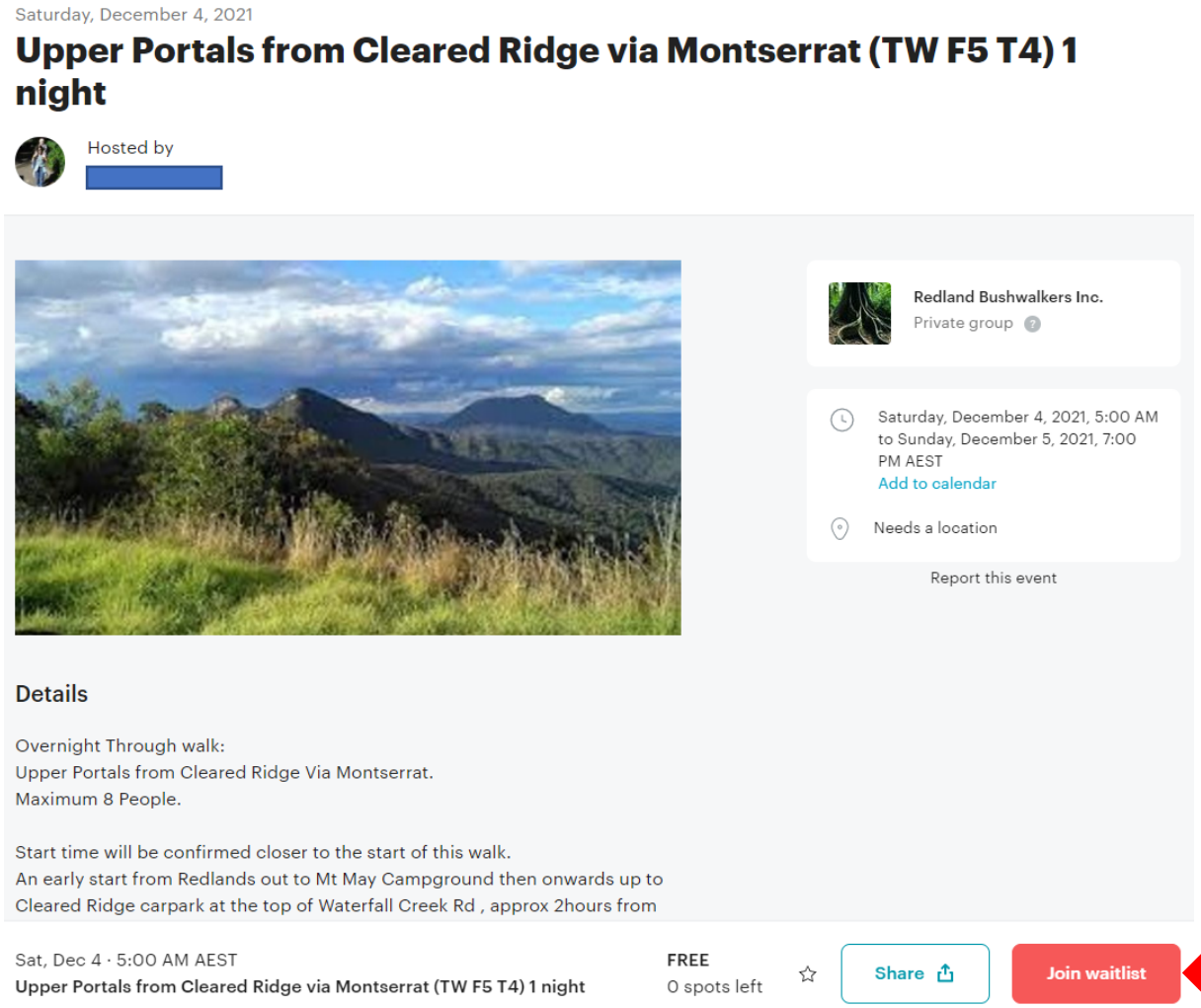
Nominating for an Activity

Click on an event to open it. Check the details and if you want to nominate just click on "Attend". You will be immediately signed up for this event, and depending on your profile settings you may receive a mobile notification and/or an email confirming you are going:



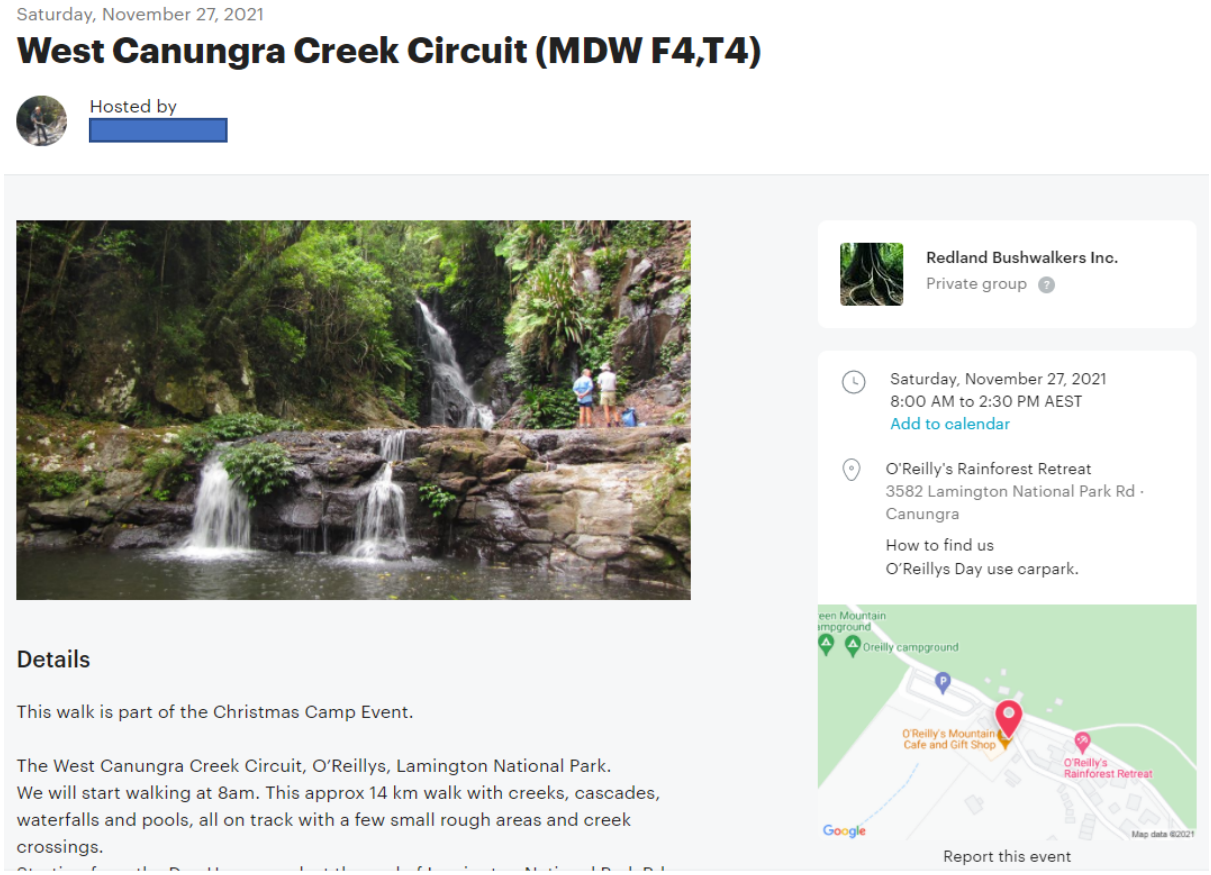
Sometimes the “Attend” button will be replaced by “Join waitlist”. Clicking “Join waitlist” will add you to a waitlist for this event. This can mean 2 things:

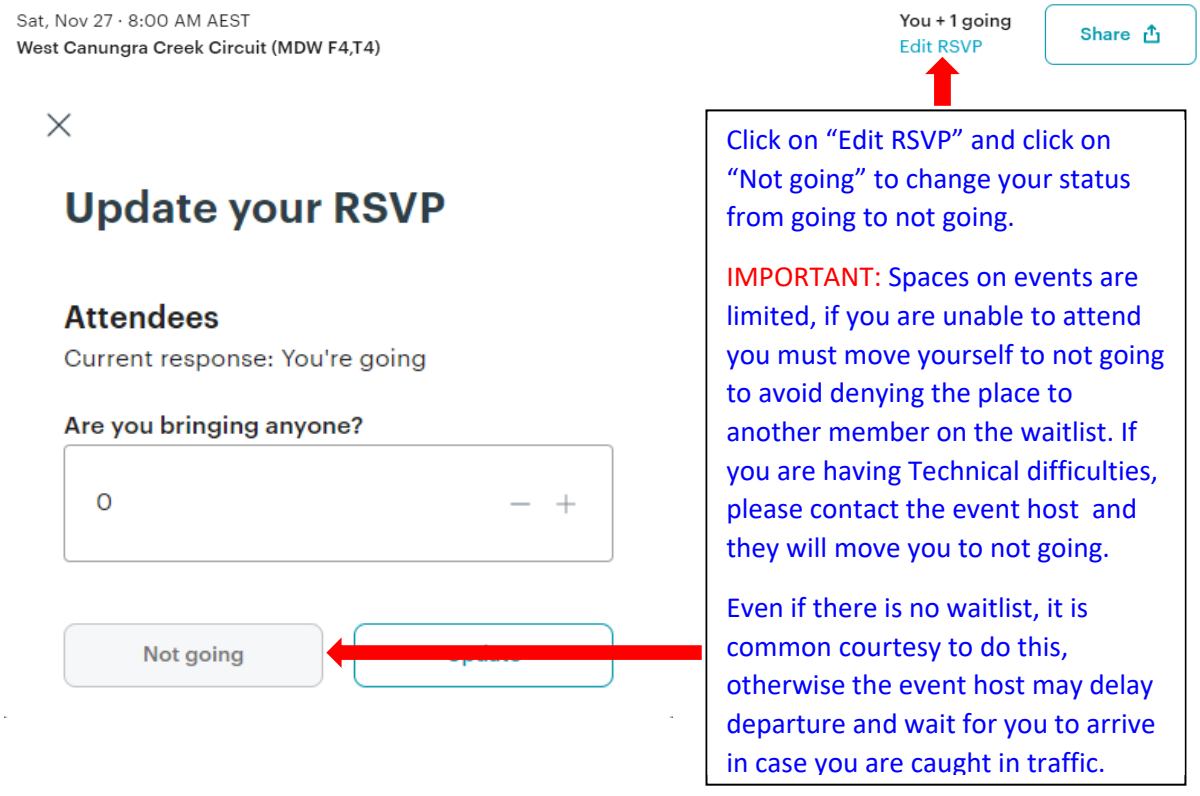
1. The event is full. You will be added to the waitlist and the event host will move you to going if someone drops out and a place becomes available.
2. The event requires specific skills and experience and the event host is using a waitlist to “vet” attendees to ensure they have that skill and experience. For example, you will not be accepted on an abseiling event if you have not completed introductory abseiling training, or on an off track through walk if you have never done a through walk before. You need to start with something easier to gain the required experience.



Cancelling Your Nomination for an Activity

Click on the event you are going to and click on the "Edit RSVP" link at the bottom of the screen, then click on "Not going" to cancel your nomination for the event:





Click on "Edit RSVP" and click on "Not going" to change your status from going to not going.

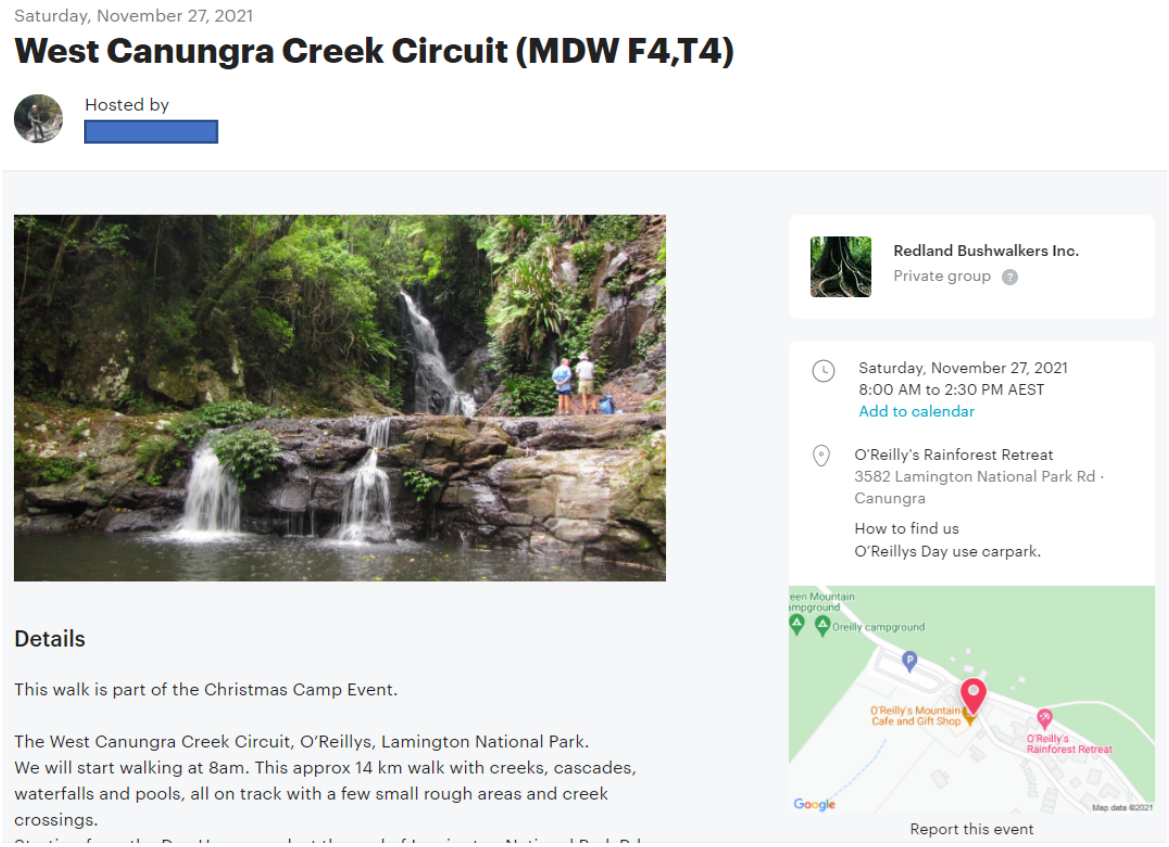
IMPORTANT: Spaces on events are limited, if you are unable to attend you must move yourself to not going to avoid denying the place to another member on the waitlist. If you are having Technical difficulties, please contact the event host and they will move you to not going.

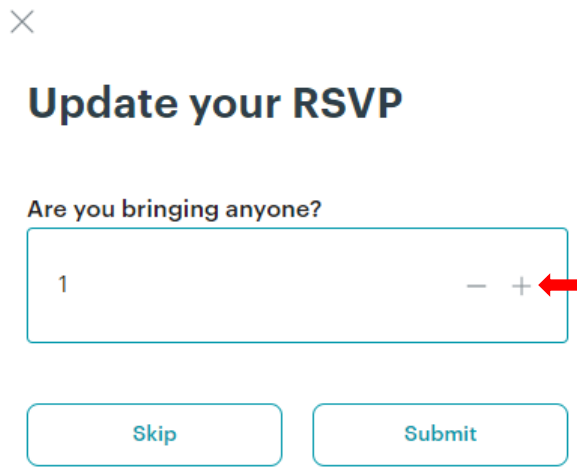
Even if there is no waitlist, it is common courtesy to do this, otherwise the event host may delay departure and wait for you to arrive in case you are caught in traffic.

Bringing a Guest

Bringing guests is an optional setting in Meetup so is only possible if the event host allows it. If the event host has not allowed it, you must contact them directly to ask if they will allow it. Guests are more likely to be allowed on local walks, short and medium track walks and social events (where you might want to bring your partner). The event host may also use this function to add members to the event who are not on Meetup.

To bring a guest, click on the event you are going to and click on the "Edit RSVP" link at the bottom of the screen, then click on + to add a guest (or – to remove them if they can no longer attend):





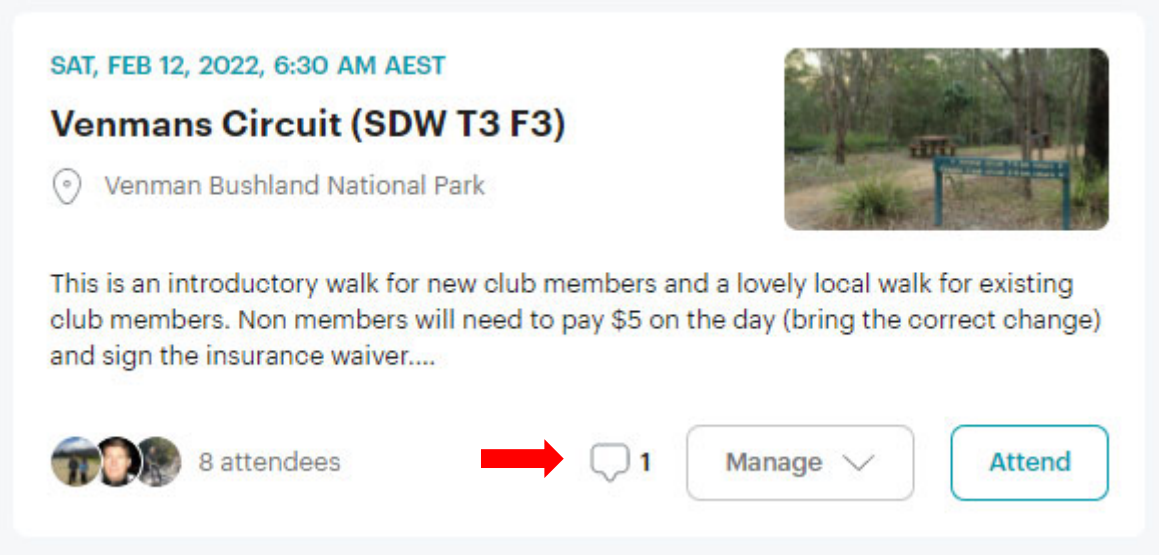
Click on "Edit RSVP" and click on the + sign to add a guest. Click on the – sign to remove a guest if they can no longer attend.

Receiving Important Updates

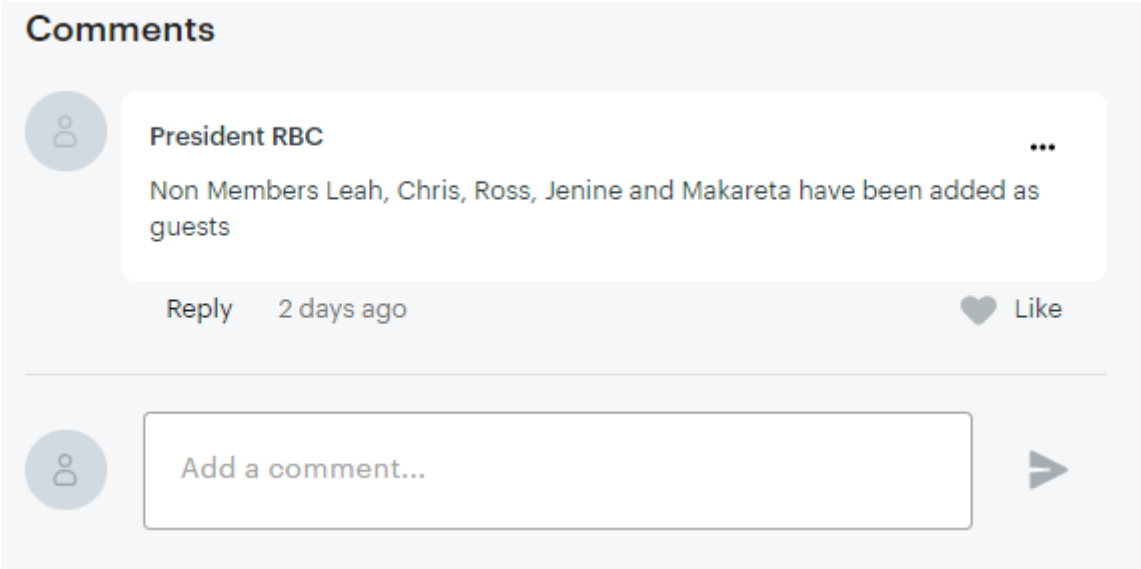
Sometimes the event host has to change the start time or location of an event, or even cancel it, and it is important that you receive these updates.

Experience has shown that relying on email updates from Meetup is unreliable, they can take several hours to arrive and, on occasion, not arrive at all. This means you may be unaware of a last minute cancellation or change of location due to weather.

It has been determined that the most effective way to ensure all attendees receive important updates is the use comments. You can see if a comment has been made in the event list:



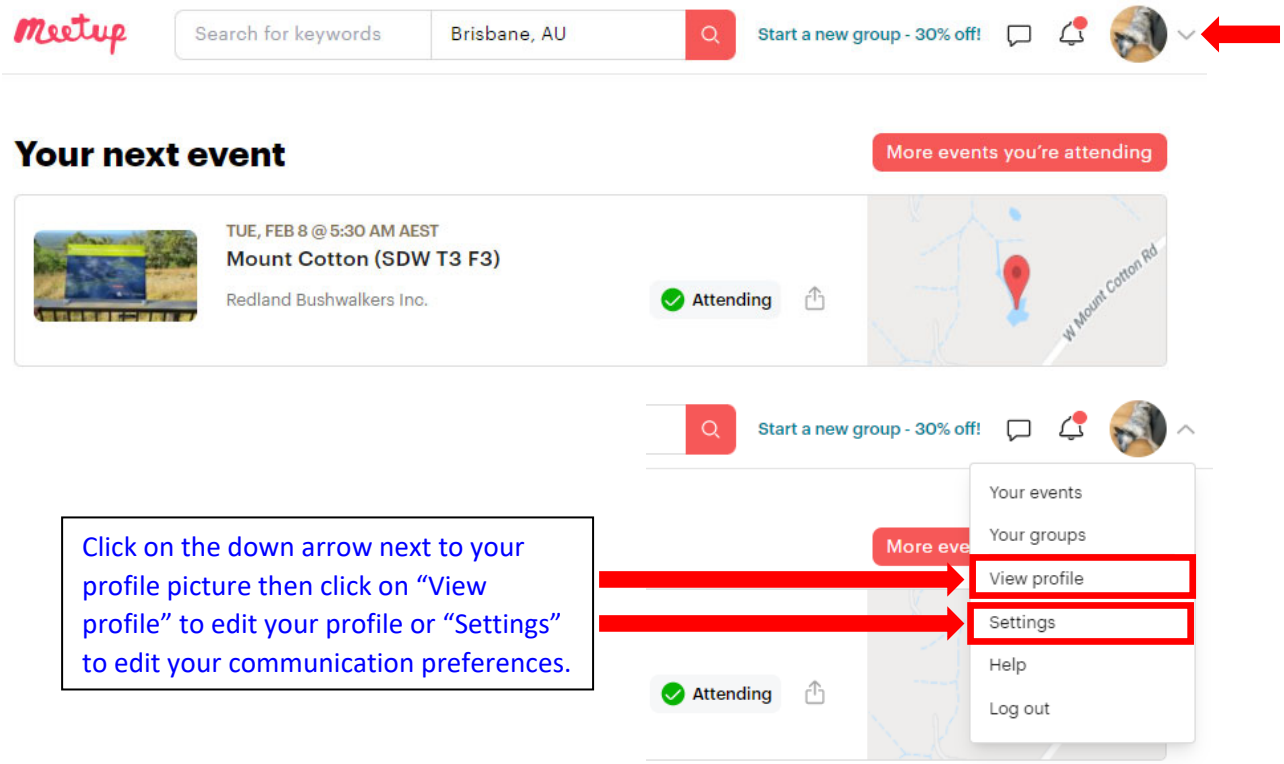
Regardless of whether you receive an email update or not, you must check for comments from the event host the day before the event and before leaving home on the day of the event.



In this example the event host has added some non members as guests, so the event is still going ahead as planned.

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, profile name, email address) or “Settings” to access your communication preferences (push notifications, email updates, messaging):



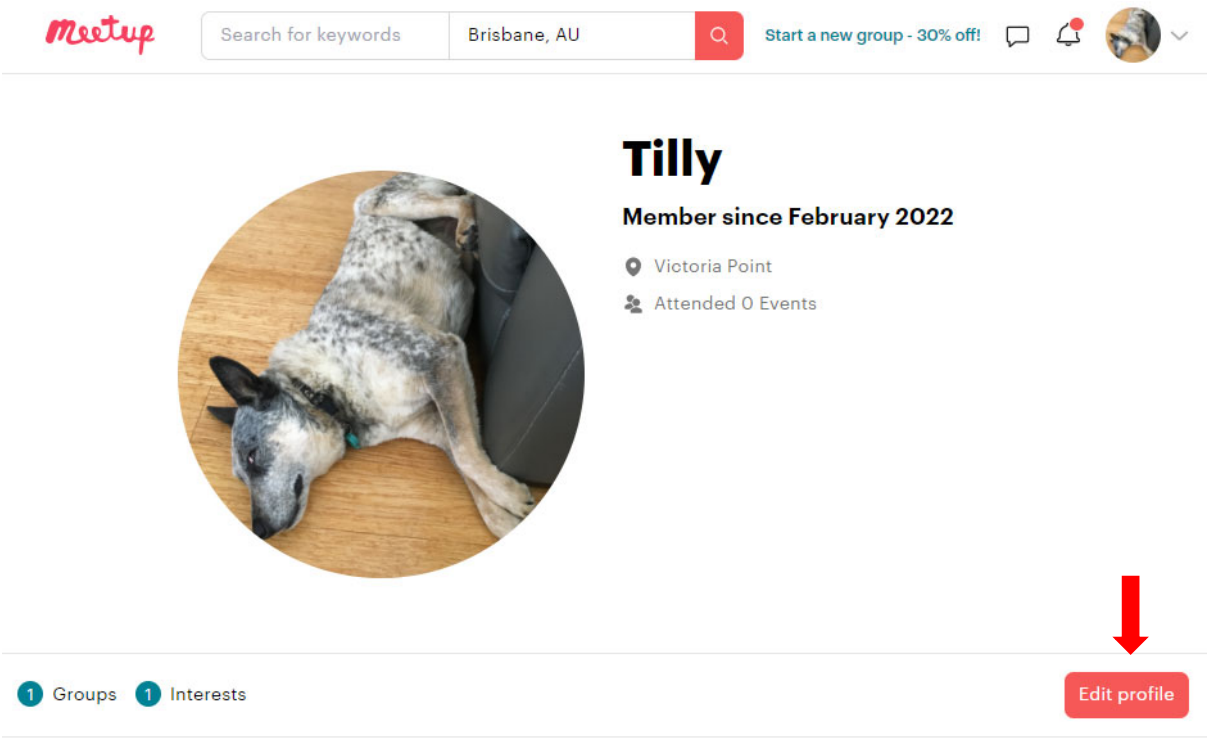
Click on the down arrow next to your profile picture then click on “View profile” to edit your profile or “Settings” to edit your communication preferences.

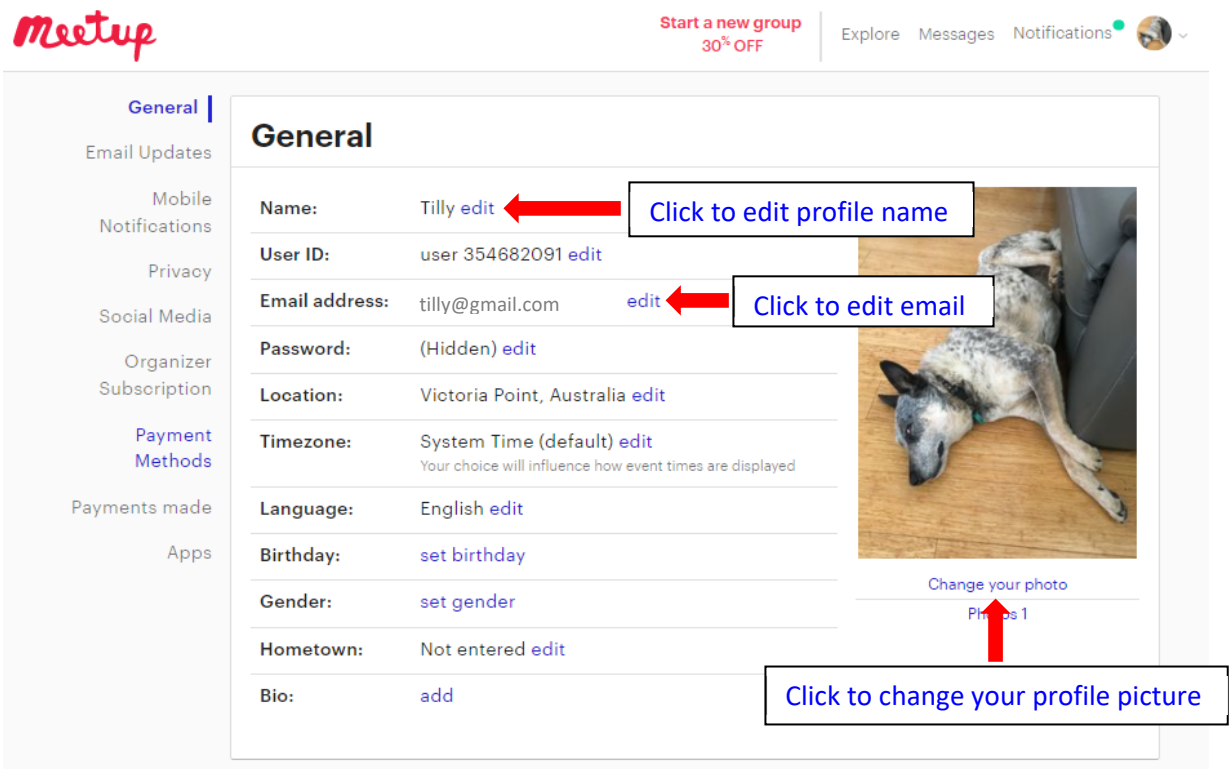
See detailed instructions on following pages.

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).

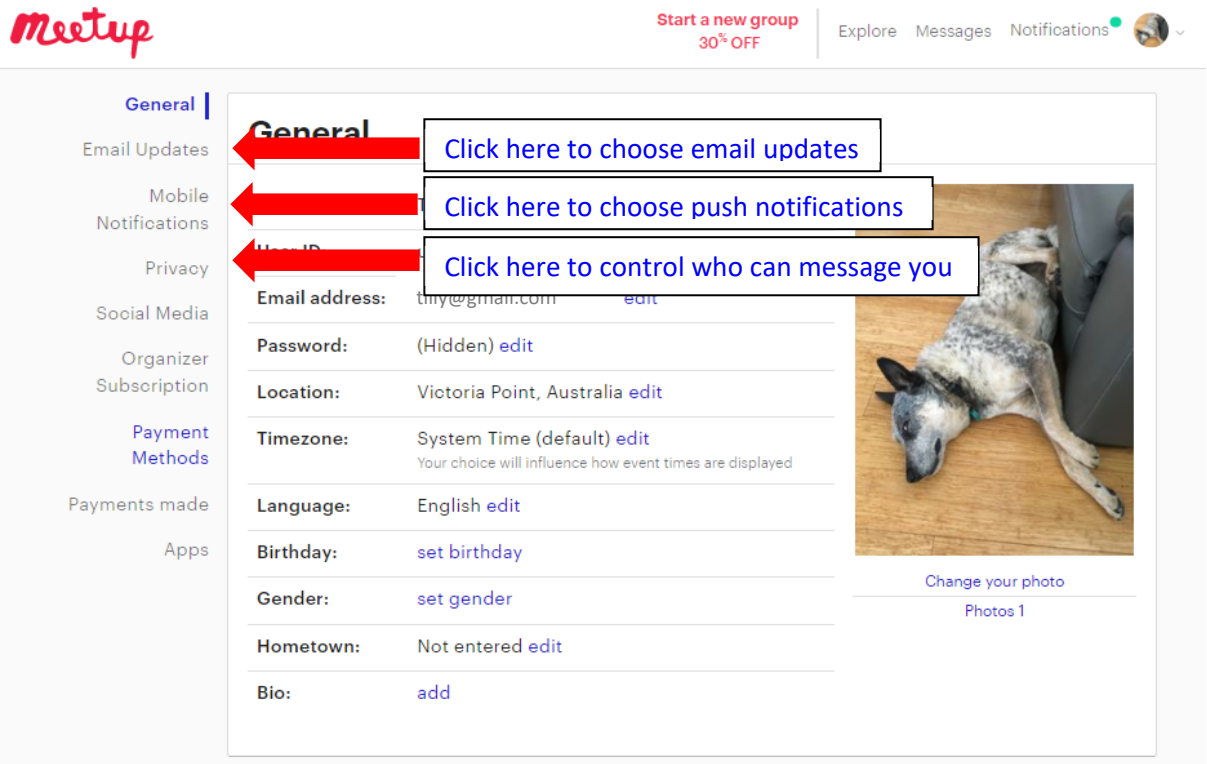
You can also edit your email address and password used to log in, and change your location if you have moved to a different suburb.





Changing your Meetup Settings

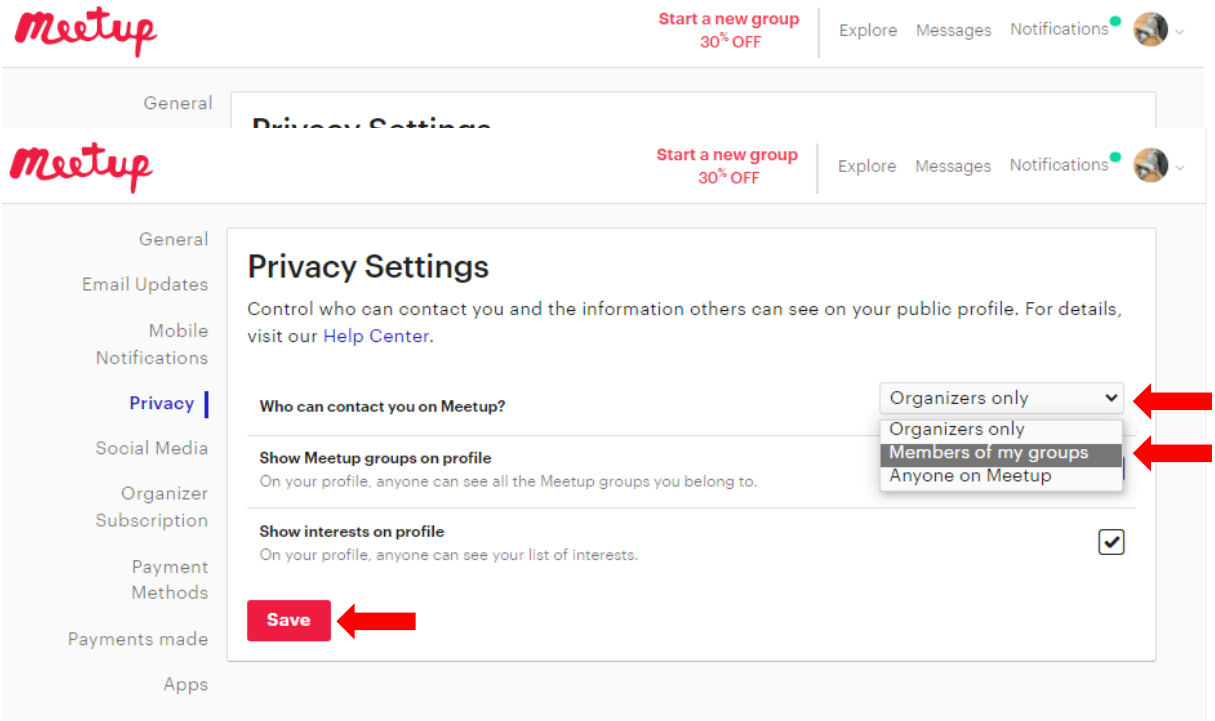
Click on “Settings” to open the “settings” menu. This is where you can choose which notifications and email updates you want to receive from Meetup, and control who can message you directly on Meetup.



IMPORTANT: You can turn email updates and/or mobile notifications off if you want to (some people complain that they receive too many), but remember to check for comments the day before the event and before leaving home on the day of the event.

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.



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!