

# 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:

Saturday, November 27, 2021

### **Python Rock Lookout and Pats Bluff (S DW T3 F2)**



Hosted by



#### Details

A relatively easy morning walk for the Christmas Camp Saturday, approximately 6km return through rainforest, dry forest, and the last section in the open along the clifftops to the bluff, with spectacular views down into the valley and across to Main Range. The track is generally flattish, on graded track to Python Rock Lookout, then on a footpad across leaf litter and tree roots (possibility of treefalls to climb around). A gentle 'down' towards the bluff and a gentle 'up' on the way back, but nothing too challenging, and I'll be very happy to go slow if necessary.

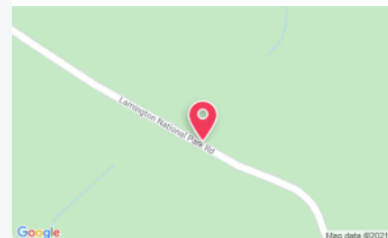


Redland Bushwalkers Inc.  
Private group

Saturday, November 27, 2021  
9:00 AM to 12:00 PM AEST  
[Add to calendar](#)

Python Rock Track  
3582 Lamington National Park Rd ·  
Lamington

How to find us  
Leaving from Christmas Camp at  
Spring Gully Stays, or contact Leah  
for directions to meet at trailhead.



Report this event

Sat, Nov 27 · 9:00 AM AEST

Python Rock Lookout and Pats Bluff (S DW T3 F2)

FREE  
12 spots left



Share

Attend

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.

Saturday, December 4, 2021

## Upper Portals from Cleared Ridge via Montserrat (TW F5 T4) 1 night



Hosted by



Redland Bushwalkers Inc.  
Private group



Saturday, December 4, 2021, 5:00 AM  
to Sunday, December 5, 2021, 7:00  
PM AEST

[Add to calendar](#)



Needs a location

[Report this event](#)

### Details

Overnight Through walk:  
Upper Portals from Cleared Ridge Via Montserrat.  
Maximum 8 People.

Start time will be confirmed closer to the start of this walk.  
An early start from Redlands out to Mt May Campground then onwards up to  
Cleared Ridge carpark at the top of Waterfall Creek Rd , approx 2hours from

Sat, Dec 4 · 5:00 AM AEST

Upper Portals from Cleared Ridge via Montserrat (TW F5 T4) 1 night

FREE

0 spots left



Share



Join waitlist



## Canceling 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:

Saturday, November 27, 2021

### West Canungra Creek Circuit (MDW F4,T4)



Hosted by



#### Details

This walk is part of the Christmas Camp Event.

The West Canungra Creek Circuit, O'Reillys, Lamington National Park. We will start walking at 8am. This approx 14 km walk with creeks, cascades, waterfalls and pools, all on track with a few small rough areas and creek crossings.



Redland Bushwalkers Inc.

Private group



Saturday, November 27, 2021

8:00 AM to 2:30 PM AEST

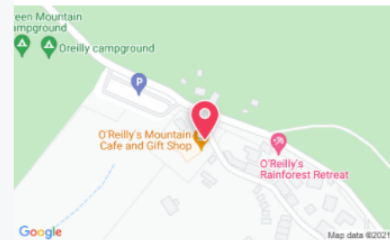
[Add to calendar](#)



O'Reilly's Rainforest Retreat  
3582 Lamington National Park Rd ·  
Canungra

How to find us

O'Reillys Day use carpark.



Report this event

Sat, Nov 27 · 8:00 AM AEST

West Canungra Creek Circuit (MDW F4,T4)

You + 1 going

[Edit RSVP](#)

[Share](#)



## Update your RSVP

### Attendees

Current response: You're going

Are you bringing anyone?

 - +

[Not going](#)

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):

Saturday, November 27, 2021

### West Canungra Creek Circuit (MDW F4,T4)



Hosted by



Redland Bushwalkers Inc.

Private group



Saturday, November 27, 2021

8:00 AM to 2:30 PM AEST

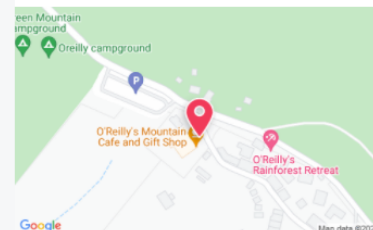
[Add to calendar](#)



O'Reilly's Rainforest Retreat  
3582 Lamington National Park Rd ·  
Canungra

How to find us

O'Reillys Day use carpark.



Report this event

#### Details

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Sat, Nov 27 · 8:00 AM AEST

West Canungra Creek Circuit (MDW F4,T4)

You + 1 going

[Edit RSVP](#)

[Share](#)



## Update your RSVP

Are you bringing anyone?

 - +

[Skip](#)

[Submit](#)

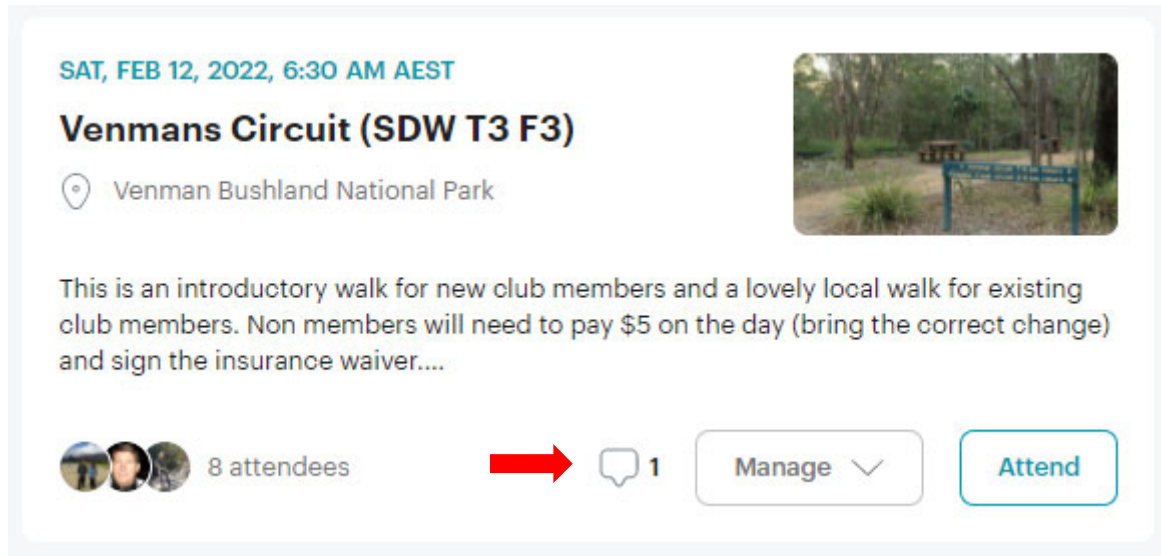
Click on “Edit RSVP” and click on the + sign to add a guest. Click on the – sign to remove a guest if they can no longer attend.

## 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.

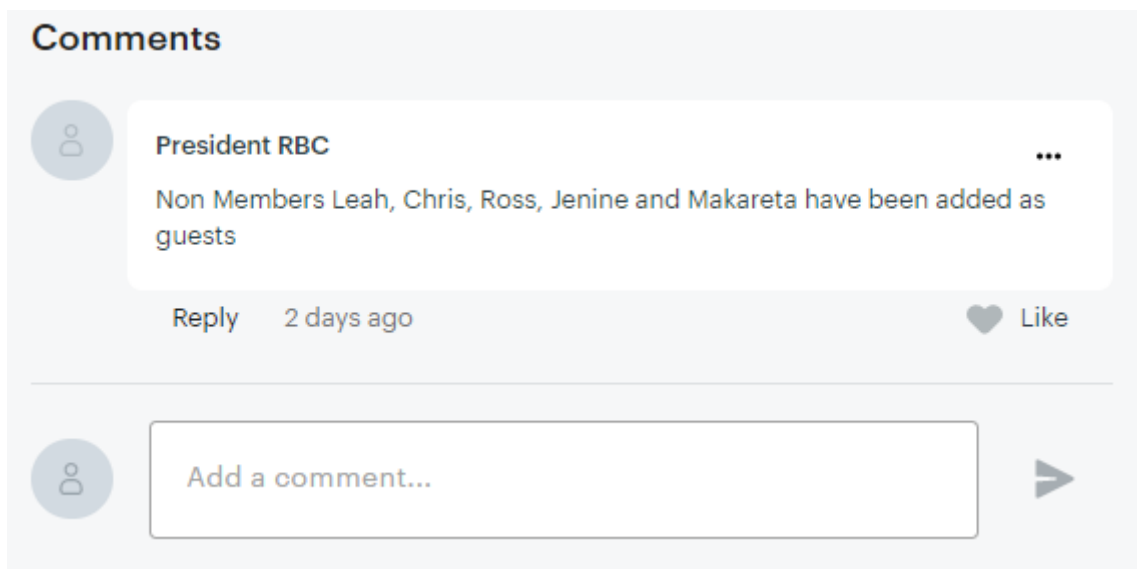
Experience has shown that relying on email updates from Meetup is unreliable, they can take several hours to arrive and, on occasion, not arrive at all. This means you may be unaware of a last minute cancellation or change of location due to weather.

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:



The screenshot shows an event card for "Venmans Circuit (SDW T3 F3)" scheduled for Saturday, February 12, 2022, at 6:30 AM AEST. The location is Venman Bushland National Park. The description states it's an introductory walk for new members and a local walk for existing members, with a \$5 fee for non-members and a requirement to sign an insurance waiver. At the bottom, it shows 8 attendees, a red arrow pointing to a comment icon with the number 1, a "Manage" button with a dropdown arrow, and an "Attend" button.

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.



The screenshot shows the "Comments" section. A comment from "President RBC" states: "Non Members Leah, Chris, Ross, Jenine and Makareta have been added as guests". The comment was made 2 days ago and has a "Like" button. Below the comment is a text input field with the placeholder "Add a comment..." and a send button.

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):

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, there is a red button with a magnifying glass icon and the text "Start a new group - 30% off!". Further right, there are icons for a chat bubble, a bell, and a profile picture with a small downward arrow next to it. A red arrow points to this downward arrow.

Below the navigation bar, there is a section titled "Your next event" with a red button that says "More events you're attending". The event listed is "Mount Cotton (SDW T3 F3)" on "TUE, FEB 8 @ 5:30 AM AEST" by "Redland Bushwalkers Inc.". The event status is "Attending" with a green checkmark and a share icon. A map snippet shows the location "W Mount Cotton Rd".

Below the event card, there is a navigation menu that is open, showing options: "Your events", "Your groups", "View profile", "Settings", "Help", and "Log out". The "View profile" and "Settings" options are highlighted with red boxes. Two red arrows point from a text box to these two options.

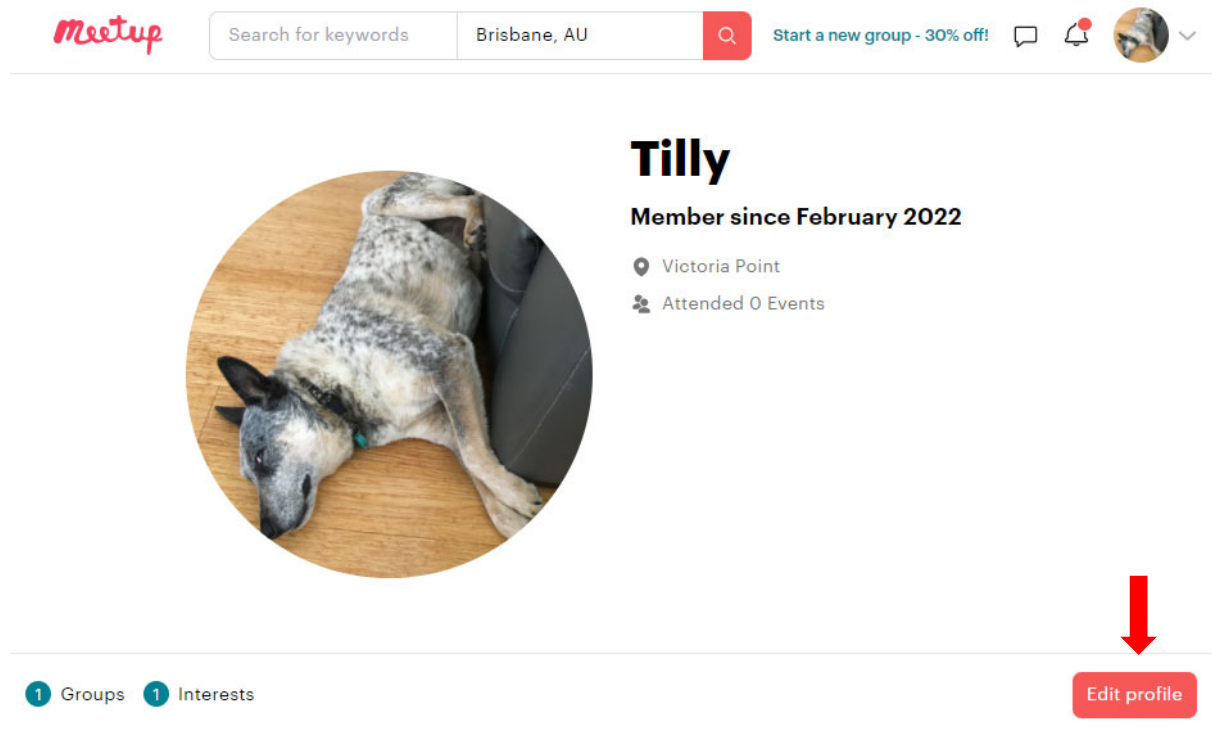
**Click on the down arrow next to your profile picture then click on “View profile” to edit your profile or “Settings” to edit your communication preferences.**

See detailed instructions on following pages.

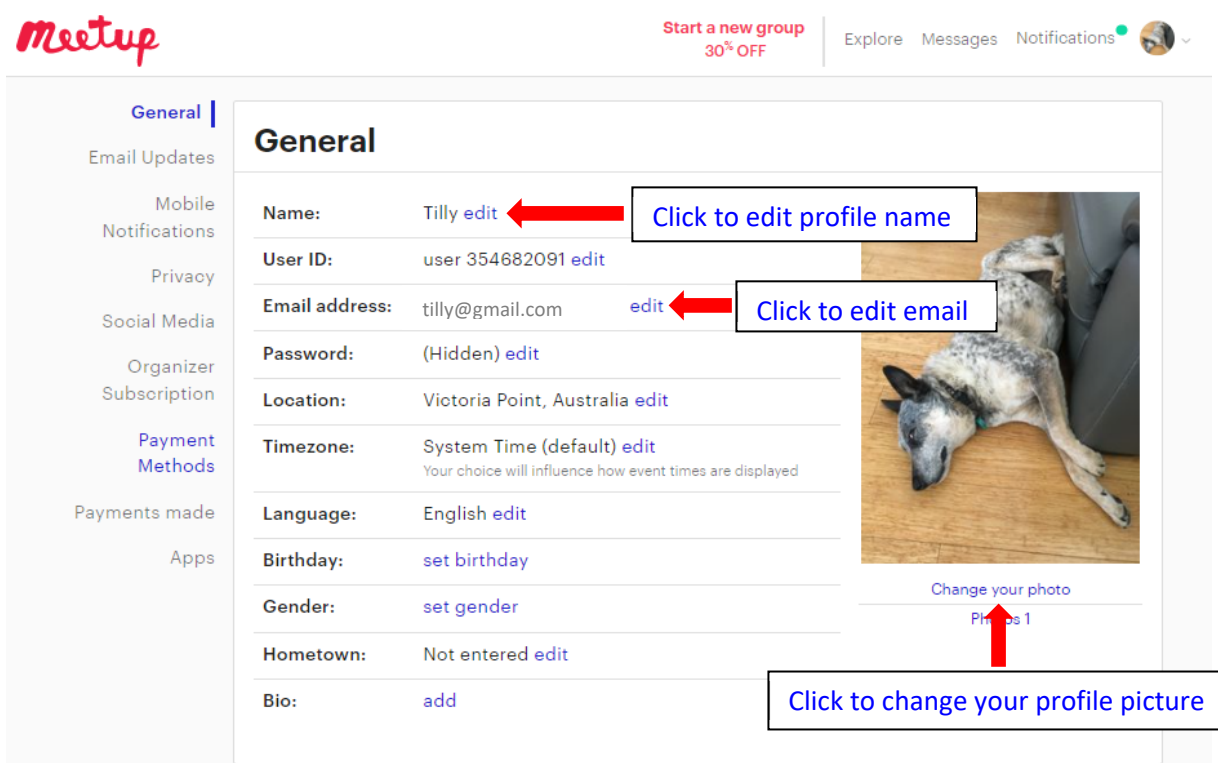
## Changing Your Meetup Profile

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.



The screenshot shows the Meetup profile page for a user named 'Tilly'. At the top, there is a navigation bar with the Meetup logo, a search bar containing 'Brisbane, AU', and a 'Start a new group - 30% off!' button. Below the navigation bar, the profile name 'Tilly' is displayed in large black text, followed by 'Member since February 2022'. A circular profile picture shows a speckled dog lying on a wooden floor. To the right of the profile picture, there are location and event statistics: 'Victoria Point' and 'Attended 0 Events'. At the bottom right of the profile section, there is a red 'Edit profile' button. A red arrow points down from the top right of the profile section towards the 'Edit profile' button. On the left side, there are two circular icons: '1 Groups' and '1 Interests'.

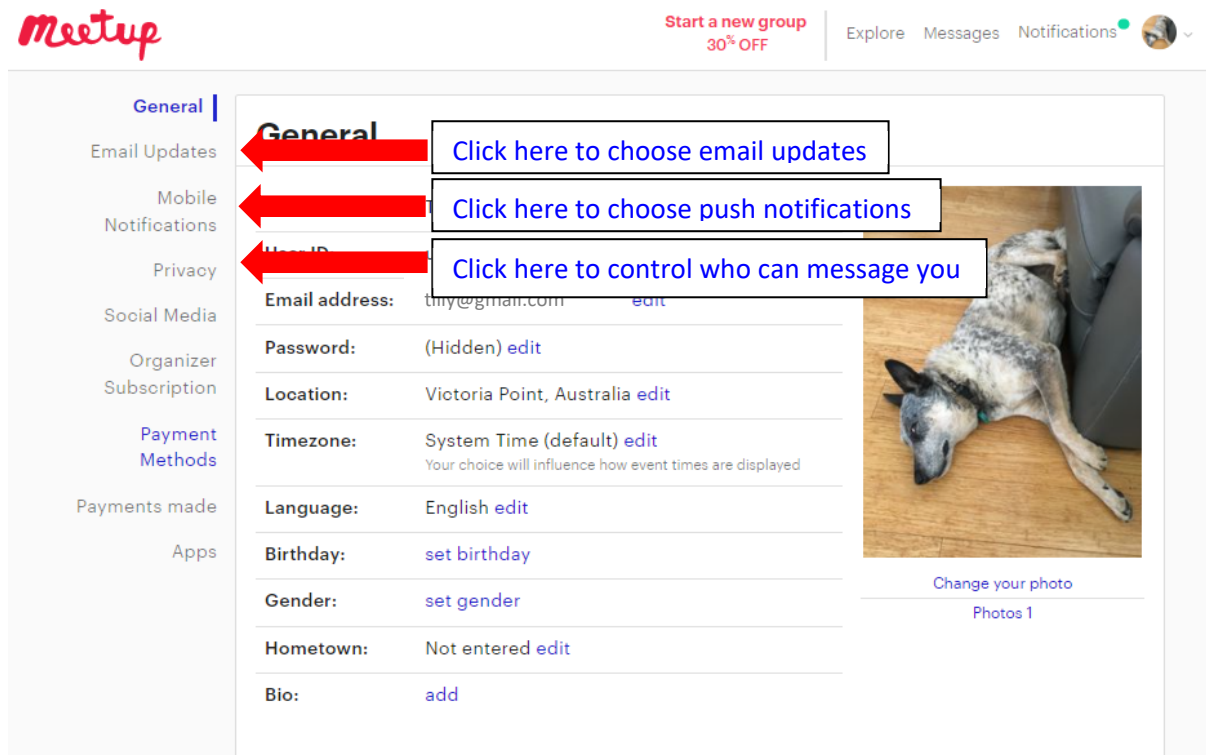


The screenshot shows the 'General' profile settings page on Meetup. The page has a sidebar on the left with various settings categories: General, Email Updates, Mobile Notifications, Privacy, Social Media, Organizer Subscription, Payment Methods, Payments made, and Apps. The main content area is titled 'General' and contains a list of profile information with 'edit' links next to each field. A red arrow points from the 'edit' link next to the name 'Tilly' to a blue box containing the text 'Click to edit profile name'. Another red arrow points from the 'edit' link next to the email address 'tilly@gmail.com' to a blue box containing the text 'Click to edit email'. A third red arrow points from the 'Change your photo' link below the profile picture to a blue box containing the text 'Click to change your profile picture'. The profile picture shows the same speckled dog from the previous screenshot. At the top of the page, there is a navigation bar with the Meetup logo, a 'Start a new group 30% OFF' button, and links for 'Explore', 'Messages', and 'Notifications'.

Field	Value	Action
Name	Tilly	edit
User ID	user 354682091	edit
Email address	tilly@gmail.com	edit
Password	(Hidden)	edit
Location	Victoria Point, Australia	edit
Timezone	System Time (default)	edit
Language	English	edit
Birthday	set birthday	
Gender	set gender	
Hometown	Not entered	edit
Bio	add	

## 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.



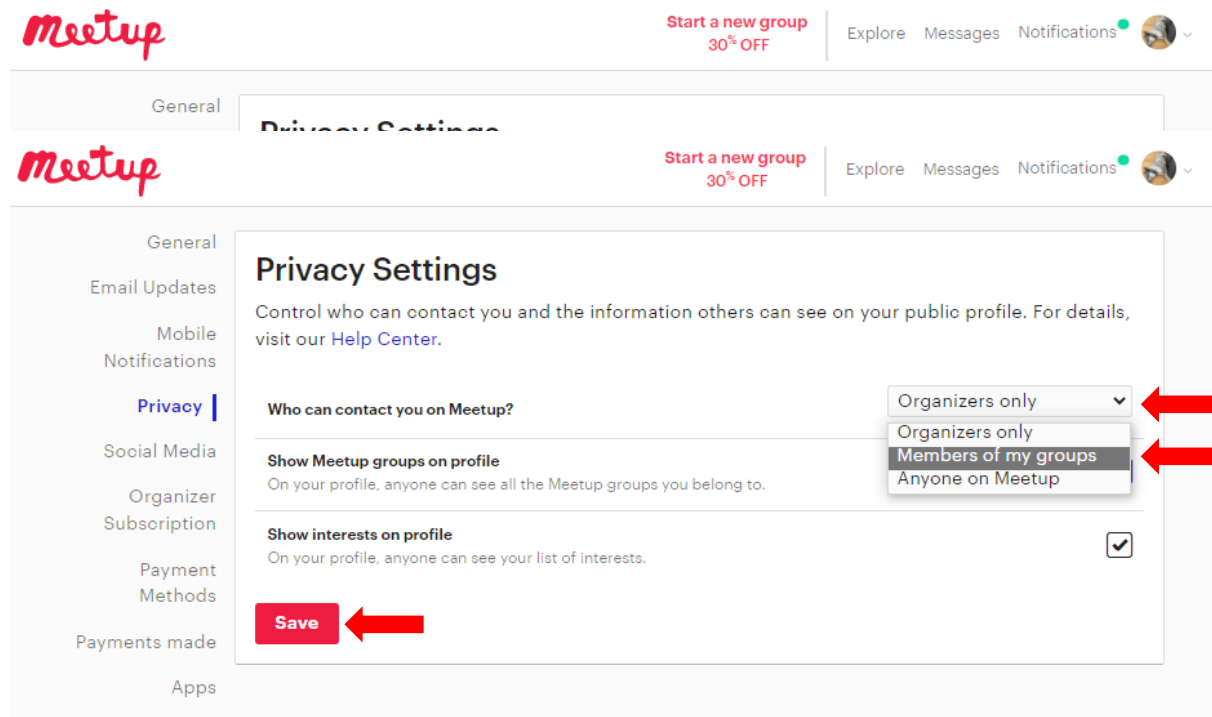
The screenshot shows the Meetup website interface. At the top left is the Meetup logo. At the top right, there is a link to "Start a new group 30% OFF" and navigation links for "Explore", "Messages", and "Notifications". Below the navigation is a user profile picture. The main content area is titled "General" and contains a list of settings. Three red arrows point from the left sidebar to the "General" heading, "Email Updates", and "Mobile Notifications" sections. Three callout boxes with blue text and black borders provide instructions: "Click here to choose email updates" points to the "Email Updates" section, "Click here to choose push notifications" points to the "Mobile Notifications" section, and "Click here to control who can message you" points to the "Who can message you" section. The settings list includes: "Email address: tmy@gmail.com edit", "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", and "Bio: add". To the right of the settings list is a photo of a dog lying on a wooden floor, with a "Change your photo" link and "Photos 1" below it.

**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.



The image shows two screenshots of the Meetup website's Privacy Settings page. The top screenshot shows the page with the 'Who can contact you on Meetup?' dropdown menu set to 'Organizers only'. The bottom screenshot shows the same page with the dropdown menu open, displaying three options: 'Organizers only', 'Members of my groups', and 'Anyone on Meetup'. Red arrows point to the dropdown menu, the 'Members of my groups' option, and the 'Save' button.

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!