

Coffee & Contacts User Help for Meetup.com

These instructions are meant to help our members navigate and use our group's web site more easily. If there's something you want added to this document, just let me know (julietomlinson@nc.rr.com). If you want to add something yourself, please do it, but be sure to send the updated version to our members.

[Log In](#)

[C&C Membership Info](#)

[Edit Your Profile Entry](#)

[Add a Photo of Yourself](#)

[Send an Email to One Person](#)

[Send an Email to Everyone](#)

[Post a Shout!](#)

[Post a Calendar Event](#)

[Add Event Photographs](#)

[Use Our Blog](#)

[Add a File](#) (fancy member profile, user help, etc. documents)

[Promote Our Group](#)

Log In (aka "Sign In")

You need to take these two steps before you can do much of anything:

1. Go to our site: <http://businessnetwork.meetup.com/252/>.
2. Look to see if you're signed in. To do that, go to the small print links at the very top of the page. If you're not signed in, there will be a "Sign In" link. Click it and sign in using your email address and password. (If you are signed in, there will be a "Sign Out" link.)

C&C Membership Info

To review our membership rules & regulations, go here:

<http://businessnetwork.meetup.com/252/about/>. To get to that page on your own, go to our web site and click "About Us" in the left column.

Edit Your Profile Entry

1. Go to our web site and click "Members" in the left column.
2. When this page opens, you can opt to sort the members list by clicking one of these links:
 - Name (alphabetical by first name)
 - Join Date
 - Recent Activity (who has accessed the site most recently)
 - Photo (entries with photos are listed first)
3. Scroll down to your membership listing and click the "Edit your profile" link beside your name.

4. Scroll down to the profile entries and edit them however you want. What you write under the first entry, "Say hello and share a few things about yourself" is what shows up on the C&C page.
 - Be sure to use key words, such as your name, your company, and your location (e.g. Raleigh) to make it more searchable.

Add a New Photograph of Yourself or Change an Existing One

This is for your membership photo. If you want to add photographs of events, babies, etc. go to [Add Event Photographs](#), below.

1. Go to our web site and click "Members" in the left column.
2. Scroll down to your membership listing and click the "Edit your profile" link beside your name.
3. Scroll down to "Add/Edit your photo."
4. Click "Upload a new photo."
5. This opens a browser that you can use to select a photograph from your hard drive. (If you need help with this, contact me: julietomlinson@nc.rr.com).
6. Once uploaded, the photo goes into your meetup photo album. You can post any photo in your album to the C&C site.
7. To choose a different one, select the option "Pick a different photo from your album."
8. Note that you can also opt to not show any photo by selecting "Don't show a photo."

Send an Email to One Person

1. Go to our web site and click "Members" in the left column.
2. Scroll to the membership entry for the person you want to send an email to.
3. Click the envelope icon beside that person's name.
4. Enter your email and click "Send."

Send an Email to Everyone

1. Go to our web site and click "Email Group" in the upper left column.
(Or click the "Messages" in the left column, then click the tab labeled "Email the group.")
2. To filter the list of people that the message goes to, click the "see more options" link beside the "To:" entry. For instance, you can send it only to people who have been active in the last "X" number of months, only those who have been inactive for X number of months, etc.
3. Select who you want the replies to go to. They can go to all recipients or only to you.
4. Enter your email and click "Send."

Post a "Shout!"

1. Go to our web site and click "Members" in the left column.
2. Scroll to the membership entry for the person you want to post a Shout to.
3. Click the speakerphone icon beside that person's name.
4. Enter your Shout info and click "Post."

Post a Calendar Event

There are three types of calendar events: C&C regular meetings, Meetup events, and Notes.

Only Assistant Organizers can post calendar events. If you're not an assistant organizer, contact one of them to help you (feel free to contact me julietomlinson@nc.rr.com).

If you are an Assistant Organizer, follow the steps below.

C&C Regular Meetings:

1. Go to our web site and click "Calendar" in the left column.
2. Go to the Wednesday of your event and click the C&C meeting hyperlink.
3. When that day's page opens, click the "Edit this event" tab near the top of the page.
4. Enter all the information you can. If you don't have all of the info, you can return later and edit it more.
5. Click "Change Details" at the bottom of the page to enter the information.

C&C Meetup Events (not regular meetings, but of interest to our members):

1. Go to our web site and click "Calendar" in the left column.
2. Move your mouse pointer to the day of your event. Two tiny options will appear: "+Meetup" and "+Note."
3. Click the "+Meetup" link. This opens the "Create your event" page.
4. Enter all the information you can. If you don't have all of the info, you can return later and edit it more.
5. Click "Schedule Meetup" at the bottom of the page.

C&C Notes – These are tiny events or reminders of interest to C&C:

1. Go to our web site and click "Calendar" in the left column.
2. Move your mouse pointer to the day of your event. Two tiny options will appear: "+Meetup" and "+Note."
3. Click the "+Note" link. This opens the "Add to calendar" box.
4. Enter the title, description and time, then click "Submit."

Add Event Photographs

Photographs must be in JPG format and be less than 5Mb each.

1. Go to our web site and click "Photos" in the left column.
2. Click the tab labeled "Add photos or create album."
3. Select the album you want to put the photos into, or create a new one. Be sure to enter an album title if you're creating a new one.
4. Upload the photographs from your hard drive one at a time in the spaces provided. If you need help with this, let me know (julietomlinson@nc.rr.com).
5. Click "Submit."

Use Our Blog (aka "Messages")

1. Go to our web site and click "Messages" in the left column.

2. To start a new discussion, click the “Start a new discussion” button at the top of the page, just under the tabs.
3. To continue a discussion, just click on it, read it, scroll to the bottom and click “Add a reply.”

Add a File

Use this tool to upload a document to our site. This is where our elaborate member profiles are uploaded, plus files like this user help info file and a zillion other things.

1. Go to our web site and click “File” in the left column.
2. Click “Add a file.”
3. Upload the file from your hard drive.

Promote our Group

You can use this to make a copy of our logo (aka “Badge”), invite others to our group, post events on Craig’s List, and dabble in all sorts of promotional stuff.

4. Go to our web site and click “Promote!” in the left column.
5. Follow the instructions on the page.