



# Fore Golf !

## Lower Mainland Golf Meetup Group

### ***How to Schedule a New Meetup (Tee Time)***

Contact your preferred golf course.  
Make a Tee Time reservation for a 4-some.  
Contact the group Organizer & request to be made an Assistant Organizer.  
After you received confirmation, update the group webpage.

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**Schedule a Meetup** (button) left menu on the webpage:

*Enter the following details:*

**Title:** ( *I suggest just the golf course name* )  
**Date:** ( *date & tee time* )  
**Where?** ( *add a new place* )  
**Name / Address / City** ( *add course website URL if available* )  
**Is this place available to the general public?** ( *yes* )  
**Add Keywords:** ( *just enter "golf course"* )  
**Only my members can see where this Meetup is happening.** ( *No* )  
**Details:** ( *Course Name / Date / Time / \$ green fees* )  
**Change Meetup image:** ( *pick an image from the album* )  
**Charge members to attend this Meetup?** ( *No* )  
**Is there an attendee limit?** ( *Yes, up to 4* )  
**Would you like a Waiting List?** ( *Automatic* )  
**RSVP until** ( *this date is up to you the Ass't Organizer* )  
**Allow members to RSVP 'Maybe'** ( *No* )  
**Allow members to RSVP for up to** ( *1* ) **guests**  
**Email organizers when members RSVP** ( *Yes* )  
**Email organizers when members comment** ( *Yes* )  
**Send automatic announcements and reminders** ( *Yes* )  
**Optional RSVP questions** ( *No* )

Click on **Schedule a Meetup**  
*Review the Meetup Details to confirm all info is correct*

Click on **Email Members**

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You are finished. When members RSVP, you will receive an email notification.