

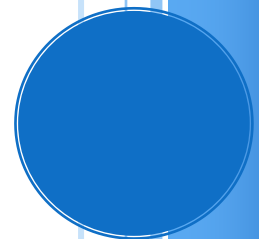
# THE AEHAH COMMUNITY: EASY SETTING UP FOR YOUR MEETUP PRESENTATION

*How to best use our meetup.com tools as an Assistant  
Organizer for your meetup presentations*

Quick ways to let people know about your presentation, create a web  
presence with our community.

Rev. Michael Zarchian

1/30/2011



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6 *meetup presentations*

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46		

## 47 SIMPLE STEPS TO GET THE BEST RESULTS FOR YOUR 48 MEETUP EVENT

### 49 First Join Meetup and our Growing Community

- 50 1) Join Our [www.meetup.com](http://www.meetup.com) Community [Austin Energy Healing And Alternative Health](http://www.meetup.com/Austin-Energy-Healing-And-Alternative-Health-Community)
- 51 [Community](http://www.meetup.com/Austin-Energy-Healing-And-Alternative-Health-Community)
- 52 a) Link -> <http://www.meetup.com/Austin-Life-Changed-Energy-Alternative-Healing/>
- 53 b) Completely fill out your profile as much as you can, our members, your possible
- 54 clients want to know!.

### 55 Become an Assistant or Event Organizer

- 56 2) If you say in your PROFILE that you want to host an event (A meetup, Teleconference,
- 57 Webinar, Etc) then the organizer, Reverend Michael Zarchian Amjoy, will make you an
- 58 Organizer. After this is done you will get an email notifying you.
- 59 3) Or Email the organizer, Reverend Michael Zarchian to become an organizer.
- 60 4) **Assistant Organizer**: Can use our free promotion tools for their event, and create Polls,
- 61 etc.
- 62 5) **Event Organizer**: Can post their events

### 63 Create your own Practitioner Page for our ABOUT US page 64 Practitioner List..

- 65 6) Click on [PAGES]

- 66 7) This will bring you to our [ABOUT US] page.
- 67 8) Below the [ABOUT US] Title you will see
- 68 a) Edit this page.
- 69 b) Past edits
- 70 c) Add a page
- 71 9) Click on **Add a page**
- 72 10) It will bring you to the [CREATE A NEW PAGE} page
- 73 a) Add your information. Special offers for members get more response. Information
- 74 that members want is suggested below. The more the better.. YOU MUST SAVE
- 75 YOUR PAGE!
- 76 b) Page name: Put your PROFILE NAME and if you like your Healing modalities that
- 77 fit
- 78 i) Rev. Michael Zarchian: Reiki-Hypnosis-EFT-Spiritual Coaching-QiGong-Chakra
- 79 Chuckles™, Sacred JoyLaff™,
- 80 c) Page body:
- 81 i) Repeat your Page Name
- 82 ii) Your “HI” introduction to our members.
- 83 iii) Modality Name, Session Price \*Any special offers, FREE introductions for our
- 84 members?
- 85 iv) Modality Name, Session Price. Etc
- 86 v) Telephone(s): 111-222-333
- 87 vi) email(s):
- 88 vii) Websites:
- 89 viii) You tube:
- 90 ix) Facebook:
- 91 x) Flickr:
- 92 xi) LinkedIn:
- 93 xii) Tumblr:
- 94 xiii) Audio – Video Links
- 95 xiv) Anything else you want
- 96 11) Click on [SAVE] at the bottom of this page TO SAVE YOUR PAGE
- 97 12) You will then see: **Your New Page Has Been Created!**
- 98 13) Take a 15 minute or so break to update our site with your new page
- 99 14) Click on [PAGES]
- 100 15) This will bring you to our [ABOUT US] page.
- 101 16) Below the [ABOUT US] Title you will see
- 102 a) Edit this page.
- 103 b) Past edits
- 104 c) Add a page
- 105 17) Click on **Edit this page** : To add ONLY YOUR Page Entry Only. Anything else and you
- 106 will be immediately banned from our community.
- 107 18) You will see **Editing "About The Austin Energy Healing And Alternative Health**
- 108 **Community"**
- 109 19) Scroll down to **[b][u]Click on A Practitioner below, some offer Members Only**
- 110 **Specials![/u]/[b]**

- 111 20) Under this is where you will put YOUR PAGE in alphabetical order by your PROFILE  
112 NAME.
- 113 21) Find where you will put your page link and make an empty line  
114 a) Click on the **[LINK TO...]** Button Above
- 115 22) A list will come up. Find and Click on YOUR PAGE, it should be name your PROFILE  
116 NAME that you put into Page name: Text area.
- 117 23) Click on [OK] to insert YOUR PAGE onto the ABOUT US PAGE
- 118 24) Click on [SAVE] at the bottom of this page TO SAVE the ABOUT US PAGE
- 119 25) You will then see: **Your Changes Have Been Saved!!**

120

121 **Set Your Calendar Date & Time – At Least 1 To 2 Months In**  
122 **Advance**

- 123 1) Atleast 1 to 2 months in advance: The more time in advance the better.  
124 2) So members can plan, and you can spread the word! To let people know about you and  
125 what you offer!  
126 3) **BECOME AN ASSISTANT ORGANIZER** so you can use our free community  
127 promotion-marketing-event tools. **Or an Event Organizer just to post your events.**  
128 4) So you can promote your event to your current clients, and have time to set up yourself  
129 with our meetup community marketing - promotion tools, and your personal marketing -  
130 promotion marketing - promotion tools.

131

## 132 When Posting your Meetup Event On The Calendar

- 133 1) Please **UNcheck** this option in Email Settings in all of your events
- 134 a) Email members automatic reminders
- 135 2) Why?: Members like our wide range of events, but not all of the emails.
- 136 3) When You First Post Your Event
- 137 a) Send one email out when you post the event the first time to all members
- 138 4) Email the members who RSVP Yes at your discretion before, during and After your
- 139 event.

## 140 Your Meetup Location – Members Offer Locations for Barter

- 141 1) **DON'T LET THE HIGH SITE RENTAL RATES STOP YOU FROM OFFERING**
- 142 **YOUR EVENT.**
- 143 2) Members enjoy the opportunity to host an event in exchange for a free event and-or free
- 144 services from YOU, the presenter.
- 145 3) We can connect Presenters and create win-win agreements.
- 146 4) Post your event and make this option known to our community in your event posting.
- 147 5) Post your event and your location can come later.
- 148 6) If you know of any sites that are FREE or low cost can you let the community know?

## 149 Meetup Location Logistics

- 150 1) Never put their full address on your event, let people know that will be emailed to them
- 151 after they RSVP. Check the location option that it is **PRIVATE , only to be seen by**
- 152 **members. Let them know this early on.**
- 153 2) Send out an email to our community requesting a location, barter win-win creation.
- 154 a) Talk on the phone with those interested as soon as convenient.
- 155 b) How many days is your event? How many hours each day? How is parking, what are
- 156 the restaurants around, Are you going to have a volunteer assistant? How early can
- 157 you be there to set up? You will stay to clean up afterwards too.
- 158 3) What is the minimum site preparation you need to put on your event?
- 159 4) What is the ideal maximum site preparation for your event.
- 160 5) What is the least impact you can make on your site and still create a great event?

161

162 THE AEHAH COMMUNITY PERSONALIZED, QUICK,  
163 EASY MARKETING - PROMOTION TOOLS

- 164 • Our meetup group provides easy, quick ways to offer your presentation to many  
165 people interested in your type of topic.
- 166 • Promote – Easy meetup.com promotion tools to invite your friends, clients, colleagues
- 167 • Also, If You Know Of Any Places We Can Post Flyers With Tear Off Numbers  
168 To Promote Our Community; Could You Email Me The Address?
- 169 • Do You Know Of Any Sites On The Internet We Could Promote?

170 Made To Order, Fast, Straightforward Marketing - Promotion  
171 Tools

- 172 1) Click on [MORE][Promote] and you will see this page: **Promote your Meetup Group**  
173 2) **You have multiple ways to promote your event for FREE**

174 Know someone who would like this Meetup Group? Invite them.  
175 Invite other Life-Changed Energetic members!



176

177 Invite friends to this Meetup Group



178

179 Post Meetups on Craigslist

180 It's a free and simple way to publicize your Meetup Group and find new members.

181 Create printed materials



182

183 Name tags

184 Automatically print all the names of your attendees!



185

186 Flyer with tear-off tabs

187 Post them up around town.



188

## 189 Business Cards

190 Keep a few with you at all times.



191

## 192 Postcards

193 Mail them out, pin them to bulletin boards.



194

## 195 Tabletop sign

196 Take these to your Meetups to help members find you!



197

## 198 Meetup logos

199 Use these Meetup logos to create anything else you need.

## 200 More ways to promote your Meetup



201

## 202 Your Meetup Group's shop

203 Get professionally-made t-shirts, hats, and printed materials.

204

205 Files – Post whatever documents you want participants to have  
206 before or after your presentations.

- 207 1) <http://www.meetup.com/Austin-Life-Changed-Energy-Alternative-Healing/files/>  
208 2) <http://www.meetup.com/Austin-Life-Changed-Energy-Alternative-Healing/files/edit/>

209 Ideas – Create Ideas concerning your presentations. Before-After  
210 your presentations.

- 211 1) <http://www.meetup.com/Austin-Life-Changed-Energy-Alternative-Healing/ideas/>

212 Polls – Create Polls to learn what members are interested in  
213 concerning your information. Before-After your presentations.

- 214 1) <http://www.meetup.com/Austin-Life-Changed-Energy-Alternative-Healing/polls/>

215 TELECONFERENCE CALLS – INTRODUCE AND FOLLOW UP  
216 YOUR PRESENTATION WITH CALLS.

217 Free Teleconference Calls – Most people have free weekend calling  
218 times.

- 219 1) Go to this document in our [Files] Section  
220 a) [http://files.meetup.com/382919/How%20to%20easily%20set%20up%20your%20Meetu](http://files.meetup.com/382919/How%20to%20easily%20set%20up%20your%20Meetup%20Teleconference%20Calls.pdf)  
221 [p%20Teleconference%20Calls.pdf](http://files.meetup.com/382919/How%20to%20easily%20set%20up%20your%20Meetup%20Teleconference%20Calls.pdf)  
222

223 Skype – Free internet audio and video calling

- 224 1) Goto <http://www.skype.com/intl/en-us/prices/>

225 See what's free

226 And how much you can do

227 Get Skype and start talking to friends and family around the world

- 228 • Skype-to-Skype calls  
229 • Video calls  
230 • Instant messaging  
231 • Screen sharing

232

## 233 THE AEHAH COMMUNITY FACEBOOK SITES AND BLOGS

234 Facebook – Join our facebook communities, post your events here.

- 235 1) The Austin Energy Healing And Alternative Health Community  
 236 a) <http://www.facebook.com/pages/The-Austin-Energy-Healing-And-Alternative-Health-Community/175025935858984>  
 237  
 238 2) Universal LightPlayer(tm) Energy Healing & Playing Community  
 239 a) <http://www.facebook.com/group.php?gid=334689905536>

240 Flickr – Join our Flickr community, post your video media here.



- 242 1) The Austin Energy Healing And Alternative Health Community  
 243 a) <http://www.flickr.com/groups/austin-life-changed-energy-alternative-healing/>  
 244 2) This is a public group.  
 245 a) View the [group rules](#).  
 246 b) <http://www.flickr.com/groups/austin-life-changed-energy-alternative-healing/rules/>  
 247 3) Accepted media types:  
 248 a) Photos  
 249 b) Video  
 250 4) Accepted content types:  
 251 a) Photos / Videos  
 252 b) Screenshots / Screencasts  
 253 c) Illustration/Art / Animation/CGI  
 254 d) Accepted safety levels: Safe for kids

255 Tumblr – Post on our Tumblr Blog for our community, start  
 256 dialogue your video, images, pics and more here.

257

- 258 1) <http://austin-energy-alternative.tumblr.com/>  
 259 2) Replies  
 260 a) Allow replies from people you follow.  
 261 b) Allow replies from people following you for more than two weeks.  
 262 3) Let people ask questions  
 263 4) Send your audience to /ask to ask you questions.  
 264 a) Ask page title  
 265 b) Allow anonymous questions  
 266 5) Let people submit posts  
 267 a) Post your  
 268 i) Profile  
 269 ii) Events  
 270 iii) Daily energy

271