

Meetup Guide

Meetup, an online social network, is a hub for information about group events happening in the “real” world. The South Metro Chamber of Commerce is leveraging Meetup as the central communication tool about Chamber events. This means you only need **one** place to go for Chamber event information.

1. Go to <http://www.meetup.com>
2. Search for **South Metro Denver Business Meetup Group** and choose the main group or one of the Chamber’s many other groups.





South Metro Denver Business

Meet other local business owners, executives, leaders & entrepreneurs who care about the health of our business community, are willing to help other businesses and give back to the communities we serve. This group is designed for the 100,000 employees of the 1600 businesses of the South Metro Denver Chamber. Visit www.bestchamber.com to see if your company is a member of the Chamber. Non-Chamber members are allowed to attend 2 meetings a year as a guest of the President. Our group (and Chamb ...

less than 1 mile away
in Littleton, CO
2,561 Business Activists

[Business & Career, Small Business Marketing Strategy, Marketing.](#)


3. Click **Join us!** on the right-hand side of the page. If you do not already have a Meetup profile, you will be prompted to make one.
4. It is important to make your profile as complete as possible, including as much information as you are comfortable giving (you may want to look at the Meetup privacy guidelines <http://www.meetup.com/privacy/>).
5. Select an option for receiving group posts via email:
 - a. As they are sent – you will get an email whenever a leader posts to the group.
 - b. In one daily email – you will get an email once a day with all that day’s posts from the group.
 - c. Don't send me mailing list messages – While this is a viable option, it is suggested that you use one of the previous options if you are interested in keeping current with Chamber updates. With this third option, you will not receive any Chamber notifications and will have to check the Meetup group page manually which could have an impact on your ability to participate in activities that come up between visits.
6. You will be offered the opportunity to share your new group membership with your Facebook friends. This is a good idea to help promote you and your connection with the Chamber.

Tell your  Facebook friends that you've joined this Meetup Group 
[Steve Kessler](#)
7. You are now a Meetup member and a member of the Chamber Meetup group. You now have full access to the Meetup website; you can join and participate in any groups that interest you.
8. Note: Some groups are private and require an invitation and approval by a staff member or volunteer business leader prior to participation.

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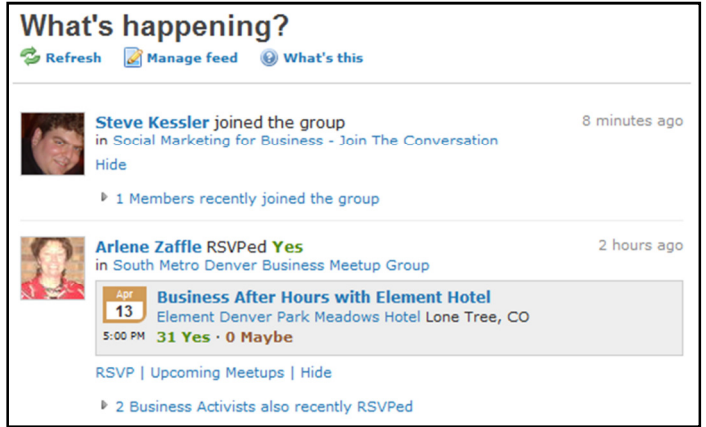
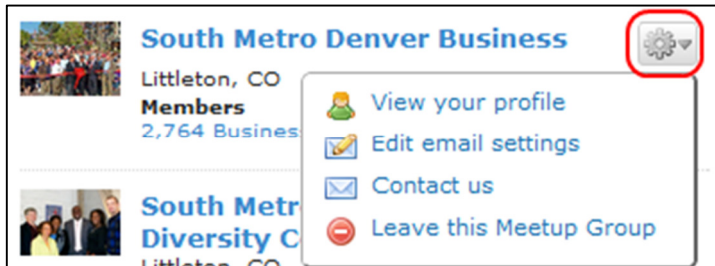
Meetup.com Home Page

Going forward, each time you log in, you can get a bird's eye view of your Meetup groups' activities by clicking


and going to the  home page. The "What's happening?" area shows you what's happening in each of your groups. (See screen shot at right)

You can manage how your feeds work with the


 **Manage feed** button.

You can see on the lower right of the page the groups you are a part of and you can customize settings for

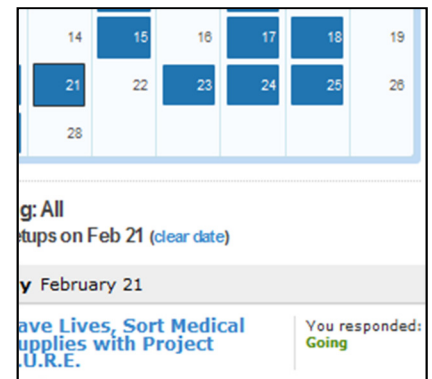
each individual group by using the cog  button.

The "Your Meetup" calendar section in the lower right-hand corner is a very powerful tool because you can see all of your Meetups at a glance. You can customize your calendar to show all events or just those which you are *Going* to or *Not Going* to.

 **Export** calendars from your Meetup groups. (You will need to know how to do this with your particular calendar software.)

When you click on a date from the calendar and it will show you all of the events for that day from all of your Meetup groups. You can click on the event to manage your attendance, i.e. RSVP to an event or change your RSVP status. These are still called RSVP when viewing a calendar.

Make sure you look at the bottom of the page to manage your overall settings for Meetup.



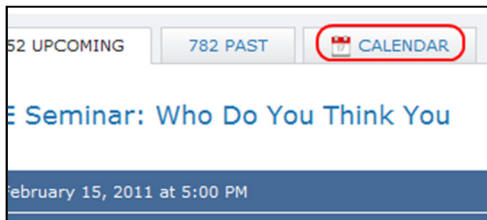
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Group Pages

Each group you join will have its own home page.

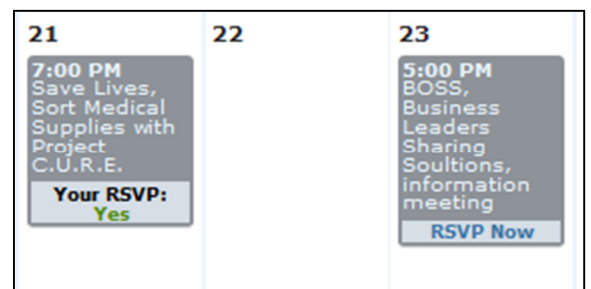
On the left-hand side there is general information about the group and the names of and links to the organizers and sponsors of the group.

In the center you will see *Upcoming* events for the chamber. You can select the *Past* tab at the top to view any previous events from the chamber.



Selecting the *Calendar* tab at the top of the page allows you to view the calendar of events pertaining to the group you are currently viewing.


In the group's "calendar view" you will see gray items (events) and tan items (notes). Tan items (notes) are informational and represent events for which the Chamber does not require RSVPs. You can see what events you are currently attending, not attending, or able to attend. When you click on an event or a note you will be taken to a page with more information about the event.



Tip:

Right clicking on the *Calendar* tab and opening in a new window or new tab (different options depending on what web browser you are using) allows you to view your calendar without losing the chamber Meetup page.


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The  [Add to my calendar](#) button is used for putting an event on your own calendar. As you would do from the Meetup home page, choose a calendar program you use and your calendar will process adding the event. (You will need to know how to do this with your particular calendar software).

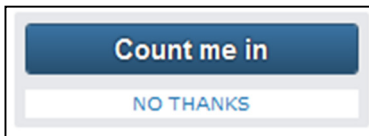
Note:

For users of Outlook 2007: the system will add an extra calendar for the event. Most users do not want this.

[Click here for special instructions for Outlook 2007](#)

By clicking the [Read more about us...](#) button, below the group image, you will find out about how the Chamber is using Meetup. Running your mouse over the [More](#)  tab and then clicking files will get you a list of files pertaining to the group.

Count me in (RSVPing)



A *Count me in* (formerly titled an RSVP) tells event planners if you will attend an event or not. In some places on the site, such as when viewing the calendar, you will find

that it is still called an RSVP.

Professional Tip:

By scanning the event list you can see who is coming and prepare or contact someone you want to catch up with who is also attending.

Professional tip:

Adding a comment under “Count me in because...” when you are attending an event will bring your profile to the top of the list, showing your name and profile image to those looking to see who is coming to an event.

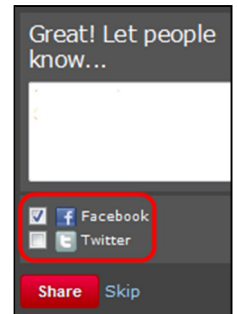
Correct business protocol is to select *Count me in* only if you can solidly commit to being at the event. This shows your respect for the organizer(s) who put considerable time and effort into making your event successful. Organizers generally plan according to attendance.

Once you commit to going to an event you are included on the email update list for additional information about that event, keeping you in the loop.



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Posting your attendance for a group event on Facebook shows your professional activity and Chamber involvement. If you are not also logged into Facebook when you are using Meetup, you will be prompted to provide your Facebook user name and password. You can type a message, select the social media site, and click *Share*. If you do not want to do this click *Skip* then *Close* but you will not be promoting this to a larger audience.



Update Profiles

Building your profile is a prime opportunity to showcase your company/professional brand as you would like to be known at the Chamber. Use a good picture. And since Google likes to index Meetup profiles, including your website address and text about you and your company will benefit your Search Engine Optimization (SEO) so long at the group is not private.

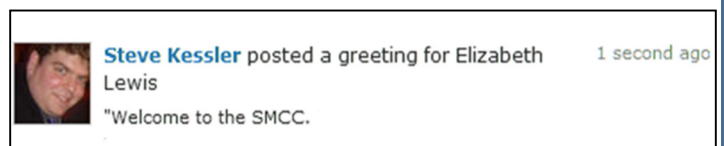
Note:

Your list of friends is visible to others with whom you are connected. Your connections are also Searchable and available to everyone on the Internet; keep that in mind when selecting and accepting friends.

Including full profiles also provides fellow group members valuable information about you and your company. This helps people learn about you and build relationships. From another person's profile you can learn about that person too and initiate and maintain relationships using Meetup.com as your main contact method.

Posting Greetings

By posting a greeting in a group, you share a public message with Meetup members in public groups. You can post a greeting under *Talk about this Meetup* when looking at an event or you can post a greeting to a user's profile. Greetings can be endorsements of an individual (like an organizer), positive feedback about an event, or a welcome message to a new group member. Posting greetings builds group community and shows your commitment to the group and its purpose.





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Searching for Members

If you want to find someone you met at a group event or want to connect with a Chamber member you'll find Meetup's search function a great tool. To start your search just click on the [Members](#) button.

Chamber Meetup Groups

The chamber has many Meetup groups to engage the various needs and interests of the SMCC community. This list changes rapidly and can be found on the *Pages* site for the Meetup.