



Meetup Guide



Meetup is an online social network that provides a hub for information about events that are happening in the “real” world. The South Metro Chamber of Commerce is leveraging Meetup as the central method for sharing events with its members. This means you have **one** place to go for Chamber event information.

This sheet will walk you through signing up for an account and getting started with the main chamber group.

1. Go to <http://www.meetup.com>
2. Click sign-in if you have an account and skip to step 5 or click register
3. Fill in the form with your name, email, password, and zip
4. Click the link in the email that you get from Meetup
 - a. When you click on the link you will be logged in automatically
5. Search for South Metro Denver Business Meetup Group
 - a. You will find that there are many options
 - b. The main group is South Metro Denver Business Meetup Group
 - c. There are also groups for the South Metro Chambers Groups and Committees
6. Click on the name of the group you want to add



South Metro Denver Business Meetup Group	1
Meet other local business owners, executives, leaders & entrepreneurs who care about the health of our business community, are willing to help other businesses	Li

7. Click 
8. Click 
9. Answer the questions to create your profile for the group you are joining
10. Select your mailing list options
 - a. As they are sent – you will get an email every time the group leaders send them
 - b. In one daily email – you will get emails once per-day with all of the emails sent in a day
 - c. Don't send me mailing list messages - Use this function if you do not want to get any email. This is not a good idea because then you have to check the Meetup site for information.
11. You will then be read to use the sites

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Group Pages

Each group you join will have its own home page.

Our Home

- [About Us](#)
- [Calendar](#)
- [Members](#)
- [Photos](#)
- [Mailing List](#)
- [Polls](#)
- [Files](#)
- [Promote!](#)

Organized by 

Welcome, Business Activists!

Location
Littleton, CO

Members
856 Business Activists

Meetup topics
Business Activists,
Entrepreneur, Small Business,
Business Strategy and
Networking

Meetups
201 so far

Rating
★★★★★

Founded
December 8, 2007



Meet other local business owners, executives, leaders & entrepreneurs who about the health of our business community. are willing to help other busines

From the home page you can get information about the group you have joined and also communicate with other members of the group.

If you click the about us button from South Metro Denver Business Meetup Group you will get a list of all of the groups that the South Metro Chamber has on Meetup (see the back page for that list in this document)

The Calendar button will take you to a calendar view with all of the upcoming events for your group.

When you click on an event you will be taken to the information page for a specific event. Following links from email updates and using the calendar is the simplest way to know what is happening in your group.

◀ December 2008 ▶

Sun	Mon	Tue	Wed	Thu	5
	1	2 <div style="background-color: #0070c0; color: white; padding: 2px; font-size: 8px;">3:30 PM Meetup can help you succeed in this economy! Learn how. Your RSVP: Yes</div>	3	4	5
7	8	9 <div style="background-color: #0070c0; color: white; padding: 2px; font-size: 8px;">5:00 PM Business After Hours at Denver Botanic Gardens at Chatfield Trails of Lights. Your RSVP: Yes</div>	10	11	12
	15 <div style="background-color: #0070c0; color: white; padding: 2px; font-size: 8px;">7:00 PM Sort medical supplies, save</div>	16	17 <div style="background-color: #0070c0; color: white; padding: 2px; font-size: 8px;">3:00 PM Holly Creek Grand Opening</div>	18	19 <div style="background-color: #0070c0; color: white; padding: 2px; font-size: 8px;">4:00 Char Unpl</div>

Meetup can help you succeed in this economy! Learn how.

 [Export to a calendar](#)  [Print ticket](#)

Dec

2

Tue 3:30 PM

Location
South Metro Chamber of Commerce
6840 S University Blvd
Littleton, CO 80122
303-795-0142

How to find us
"We will meet in the Conference Center"

Who's coming?
7 Yes / 5 Maybe

Who's organizing?
[Elyse Feldman](#)

The event page has all of the information about a specific event. This includes the ability to RSVP as well as see whom else has already RSVPed for an event.

Social Media is changing the way we do business every day! Don't get lost in the shuffle...join us for our first group Member



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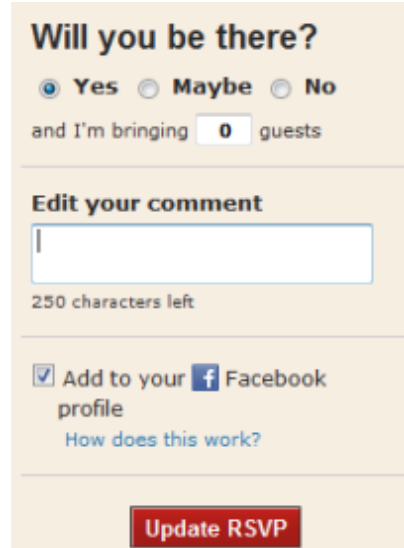
RSVPing

RSVPing lets you tell event planners if you will be an event or not. Please do not RSVP yes if you will not be there.

Adding a comment will bring your RSVP to the top the list so that others will see your name first when looking to see who is coming to an event.

Once you RSVP Yes for an event you get more information and you can get email updates about an event if the planner sends one.


You can see who is coming to an event to prepare or to contact someone you want to catch up with before the event.

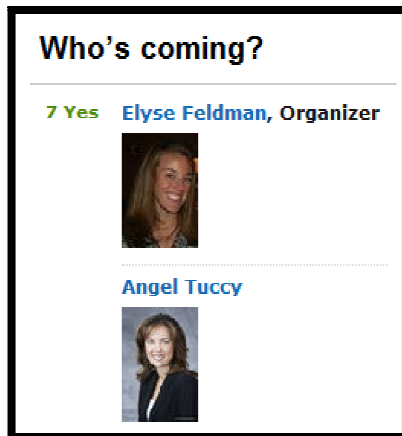


Will you be there?
 Yes Maybe No
 and I'm bringing guests

Edit your comment

 250 characters left

Add to your  Facebook profile
[How does this work?](#)



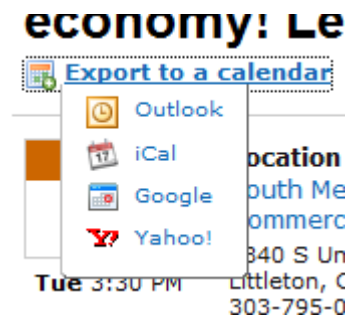
Exporting Events to Your Calendar

Meetup.com has tools to help you add events to your calendar with all of the details so that you do not need to remember to do by hand.

In the top left hand corner of an event page is and



button. Click this and you will be given an option of what type of calendar you want to export



to.

When you open the event in Outlook you will need to save it for it to be added to your calendar. Once you add the event to the calendar it will work just like any other event you have added.

In Outlook 2007 the system will add an extra calendar for the event that most user will not want. [Click here for special instructions for Outlook 2007.](#)

Profiles

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From the Who's coming list or any other time you see a person's name in blue you can click on that person's name to get to their profile.

Mark Van Vleet



From a person's profile you can get more information about them and use Meetup.com to contact that person.

Mark Van Vleet

[Send email](#) [Post a Greeting](#)

Intro

Meetup Groups

Photos

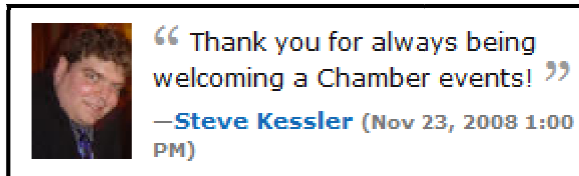
Friends

Greetings

Having a profile that is well filled in not only helps people learn about you and build relationships and it will be indexed (searchable) on Google helping you be found on Google as well!

Posting Greetings

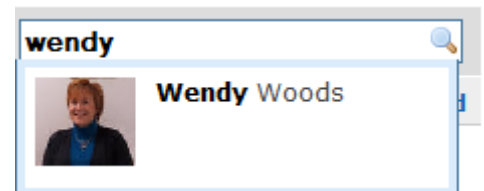
Posting a greeting lets you share a public message with a Meetup user.



Greetings can be endorsements of the individual or just nice messages to share with the community. Make sure that when you put comments that you **know** they are the

Searching for Members

Meetup has added expanded its search function to be able to find individuals whom you may have met at Events or who are Chamber members. To search, click on the [Members](#) button on the left hand side.



Friends

You can become friends with people from the Chamber who you trust and like doing business with. This shows others with whom you are connected. From the users profile, click [Add as friend](#). Your connections are shared with **everyone** on the Internet, so keep that in mind when making friends.



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Chamber Meetup Groups

[Business Leaders for Responsible Government](#) - Advocate the free enterprise system at all levels of our government.

[Cellar Masters](#) - For those business wine enthusiasts!

[Chamber Connection](#) - Our best business ambassadors

[Events and Visitors Bureau South Metro Denver Area](#)

[Greater Littleton Youth Initiative](#) - The Greater Littleton Youth Initiative (GLYI) is a strategic approach to enhance the development of young people and to prevent youth violence.

[Healthcare Policy Taskforce](#) - For those interested in Healthcare Reform

[Helping Young Professionals Excel \(H.Y.P.E.\)](#) - 18 to 42 or young at heart

[International Trade Taskforce](#) - Inform and connect people who care about South Metro Denver's International Influence.

[LEADapalooza](#) - For South Metro Denver Chamber of Commerce members interested in business to business networking and referrals.

[Rocky Mountain Clean Tech Open](#) - a business plan competition for early stage clean tech startups and a thriving community of clean tech entrepreneurship

[South Metro Denver Leadership Education and Development](#)

[South Metro Denver Business MVP's](#) - private group for MVP members

[South Metro Denver Chamber Renewable Energy Taskforce](#) - Renewable, Sustainable, Alternative, & "Green" Initiatives

[South Metro Denver Diversity in Business](#) - Advocacy of Minority owned businesses

[South Metro Chamber Health and Wellness Connections](#)

[South Metro Denver Chamber Investor to Investor](#)

[South Metro Denver Chamber Women in Leadership](#) - Bringing women together to inspire, enrich and support

[South Metro Denver Non-Profit](#) - The South Metro Denver Chamber Non-Profit Committee exists to connect non-profit organizations and businesses in the South Metro Denver region.

[The South Metro Denver Veterans Council](#) - The Veterans Council is a resource network for businesses employing veterans in South Metro Denver.

[Science Technology Engineering & Math-Education Coalition](#) - Connecting education and industry to graduate more students in STEM related fields

Some of the groups will require you to have a password. You will be prompted to send an email to the organizer if your group applies. Only join groups that you want to be a part of. You are making a statement with your membership and you will get information about the group.

Look for more groups to be added soon.