Posting Events to Meetup

A step by step guide for organizers and assistant organizers

I’m assuming that as an organizer, you’re already familiar with the log in process. If you’re not, you’ll want to see my Meetup 101 Guide, available in PDF format for $9.99, with a discount of $9.99 for anyone who is going to save me some effort in the future. If you’re ready to post an event, log into Meetup. Once logged in, you’re going to see a screen like this:

Your screen is going to look a little bit different based on your memberships and your preferences, but the essential layout is going to remain the same. There’s a lot of information here, but you’re looking for the “Schedule a Meetup” option. I’ve circled the location of the option in blue on the next image.

If you’re an Organizer or an Assistant Organizer of a group, you will have this option. Note that for my groups, I have the option to schedule Meetups for the John Moss group and the TLP Group, but not the Dungeons and Dragons group or the Republican Group.

Go ahead and click on the Schedule a Meetup option for the group for which you want to schedule a Meetup. You now see a page that looks something like this:
The majority of the options are self explanatory. You’ll first want to enter a title for your Meetup.

![Create your Meetup](image)

Create your Meetup

* indicates a required field

The basics

* Title

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TLP October Meeting
61 characters left
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Then, choose a **date and a time** for your event. When choosing a time, a good rule is to choose the start time for the event. Some events have a rolling attendance... you can note that in the details field.

![Date](image)

If you’re not sure of the date, but you know that the event is on, say, the first weekend of October, you can click on the little calendar icon, again circled in blue.

![Date](image)

This should pull up a larger calendar...

![Date](image)

...from which you can select a specific date.
The next step in creating an event is to choose the venue. The venue, quite simply, is the location at which you intend to hold the event or, in the case of rallies and marches, the location at which you’re going to meet the other members of your Meetup. You have a few options as far as choosing your venue goes. Your Meetup defaults to the Your Places tab, which lists your previous Meetup locations.

There may be multiple pages to the Your Pages list. Check at the end of the listed locations to see if there are multiple pages. In the case of this Meetup, there are 4 pages. Click on the arrows to navigate between them.

To select a venue, simply click on that venue. The venue will appear as the selected venue.

At this point, you can choose to make the venue visible to anyone or visible to members of the Meetup exclusively. As a general recommendation, it is a good idea to allow public venues to be visible, while
keeping private venues (someone’s home, for example) visible to Meetup members only. To make a venue visible to everyone, uncheck **Only my members can see where this Meetup is happening.**

If you made a mistake and selected the wrong venue, click on **remove venue.** The venue fields should default back to the beginning.

The second way to choose a venue is to choose a venue that other Meetups have shared. To do so, click on the tab at the top of the venue selection that says **Find a Meetup Place.**

At this point, you can either choose a venue from the list of venues (navigating through the pages as you did for **Your Places**) or you can search for a venue by name. The rest of the process is virtually identical to the **Your Places** process.

The third and final way to choose a venue is to enter a brand new venue. Click on the **Add a new place** tab on the venue menu.

The fields in the **Add a new place** form are mostly self explanatory. Fields with a **red asterisk** next to them are required. You'll also need to specify whether the location is a **public location** (and thus available to other Meetups) or a **private location** (restricted to your Meetup.)
If you choose to make a venue public, it will show up when other people search for venues. I’d therefore suggest not listing private residences as public venues.

When you’ve finished choosing a venue via one of the three options, you’ll move on to the **How will members find you at the venue** field. If you’re going to be wearing a certain outfit or the group will be in a certain part of the venue, be sure to note it here.

Next is the **Details** field. This is where the bulk of your information should go... what the event is about, who is speaking, the purpose, agenda, rules, age limits... pretty much anything that needs to be listed for the event that isn’t covered by the other fields will go into this field.

Also note that for those familiar with message board formatting, some limited formatting options are available via the **Details Toolbar** located at the top of the **Details** text field.

After you’ve hashed out the details, you’ll want to select an image for the Meetup. For most Meetups, the default image is fine. If you’d prefer to add an image that better reflects the event in question, however, you can do so. In the **Change Meetup Image** field, you can select one of two options.
To choose an image from the previous images library, select **Pick a different photo from your album** and choose the photo that you’d like to use. If you change your mind, simply click the **cancel** link.

Your other option is to upload a new photo. To upload a new photo, click on the link that says, oddly enough, **Upload a new photo**. You’ll be presented with the option to upload a photo from your local computer.

Your final choice as far as event photos go is to choose not to use a photo at all. To not use a photo, simply select **Don’t show a photo**.

Next, you’re going to select your **organizers**. You can have multiple organizers for an event if you choose to do so. Every organizer you select for an event will be automatically RSVPed as a yes. Your organizers should be, simply, the people in charge of managing the event.

Once your organizers have been selected, select your **attendee** limit. This field can usually be left as is unless an event is held in a venue with limited space.
In the RSVP Options field, there are a number of selections.

**Members can RSVP until** sets a date and time after which no more RSVPs are permitted.

**Allow members to RSVP ‘Maybe’** is a self explanatory field, though its use is not. RSVP maybe is typically used when an organizer requires an absolute count of who will be attending an event, either for planning purposes or for the purposes of meeting a required minimum / absolute maximum attendance.

**Allow members to RSVP for up to # guests** is used to limit the number of non-Meetup members a member may bring.

**Email organizers when members RSVP** will send each organizer an e-mail message through Meetup when someone RSVPs yes, no, or maybe.

**Email organizers when members comment** will send each organizer an e-mail message through Meetup when someone comments on the event.

**Send automatic announcements and reminders** will send out automated messages to members as an event nears.

To select or deselect any of these options, **simply check or uncheck the check box** next to the option.

Next is the **Charge members to attend this Meetup** field. If your Meetup is not set up to take money via Amazon payments, you will have to make arrangements to collect the money from members in some other fashion. To schedule a free event, simply leave the **Yes** option unchecked.

Finally, we have the **Ask your members questions when they RSVP** field. If there’s information you want to have from the members before the event, you can set the event up to ask those questions when members RSVP. To set up questions, you’ll first want to select the **Yes** option.
Once Yes is selected, you’re presented with a field to enter one question.

If you need to enter more than one question, simply select the Add another question link under Question #1. Repeat the process until you have added all of the questions you’d like to ask. The answers to the questions will be available in the event itself once it has been posted.

After you’ve double checked your data, go ahead and click the Schedule Meetup button. If you’ve changed your mind, click Cancel.

At this point, you should be presented with a page verifying that your event has been scheduled, with a summary of your settings for the event.
Of particular interest is the Email your Meetup Group button. To let your Meetup group know about the event you just scheduled, click on the button.

You’re then taken to a final page from which you can edit the e-mail that will be sent out to announce the new event.

From here, you can select a number of options, but the defaults should be fine for almost every event. Simply edit the Message field if need be, select the Also post message on the Meetup Group’s message board if you want to use that option, and click Submit.

Congratulations! Your event has been scheduled. You should be taken to the event’s page after clicking submit. If all is well, you’re finished! Have a coffee.
If you made a mistake, don’t fret. You can edit the event from its event page. To edit your event, find the Edit option, here circled in blue. Choosing the edit option will take you through the process of setting up the event again, giving you the chance to fix any errors.

If you need to Cancel the event, select Cancel from the event’s main screen.

If you want to cancel the event but leave a record of the cancelled event, select Yes, cancel it and keep a record of it on the calendar. If you want to delete all record of the event, select No, cancel it and remove it completely from the calendar. Click Cancel Meetup if you want to cancel it, never mind if you changed your mind.
What if you need to edit an event that you posted a while back? Easy enough. Log into Meetup and click on the Meetup Group in question. Find the Calendar link in the sidebar (circled in blue) and click on it.

You'll be taken to the Calendar page. Here, you can use the arrows to navigate (circled in blue) if the event is more than two months away. When you find the event in question, click on it.

You’re now on the event’s page. Click the edit button and edit as previously discussed!

That’s it! If I’ve missed anything, feel free to e-mail me at chadsmeetup@devmedio.com with comments and/or questions.