

Meetup Event Organizer's Guide



This is a quick overview on how to post an EVENT on our Bennington Green Mountain Club Meetup Site. Meetup makes this process very simple and easy.

1. Log in — Create a New Event

Bennington Section Green Mountain Club

Bennington, VT
22 members · Public group
Organized by Ann Martin and 4 others

Share:   

Manage group  Create event 

Organizers

- Create a new event
- Copy a past event

2. Define the Event

Title (required)

 56

Date and time

Duration

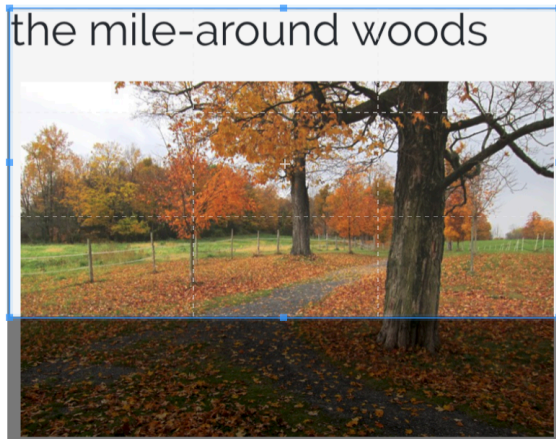
 

3. Add a Photo

Photos are an important part of a participant deciding to attend

Crop your photo

Drag the corners of the box to frame your photo



Mile around woods | 23

Finish

4. Describe your event.

Take some time to really go into some detail, what the participants will see or do. Include distance, elevation gain, difficulty level, what to bring, some background or interesting tidbit, weather related specifics if necessary, and other details as needed.

Description
Let your attendees know what to expect, including the agenda, what they need to bring, and how to find the group.

Describe the event, what to bring, elevation effects, difficulty level, some background or interesting tidbit, where to meet, perhaps phone 3861

Location

Mile around woods

powered by Google

The Mile-Around Woods
Woods Lane, North Bennington, VT, USA

+ New location

Bennington, VT

Select

Be descriptive
A good title immediately gives people an idea of what the event is about.

Get organized
Describe things in a clear order so it's easy to digest. Start with an overall description of the event and include a basic agenda, before you move into really specific details.

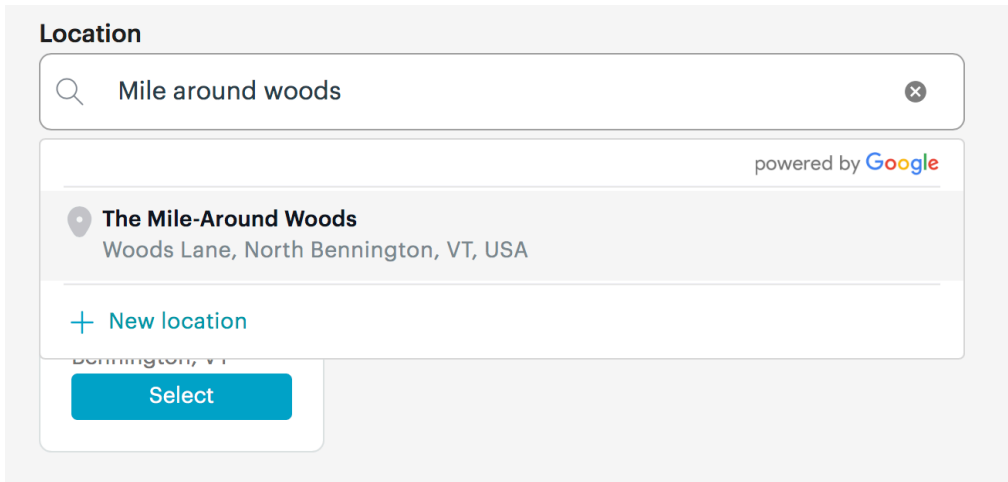
Add an image
Upload a photo or image to give members a better feel for the event.

[Get more tips in the Organizer Guide](#)

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5. Add the Location:

From your choice of location, there will be a Google Map created so that your attendees will know where it is. YOUR MEETUP POINT MAY NOT be where the event takes place. Make certain that this is clear in your DESCRIPTION. This section is for the LOCATION of the event. Place an address in the box and the Map may find the event starting point. Notice that Meetup keeps previous locations for our group. Just choose a previous location if possible



Notice the Map created. If the PIN is not exactly where you want it, then you can EDIT map PIN and put it where you want it
When you EDIT the map, you move the map behind the PIN until the map shows what you want.



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6. Add Hosts as Needed

The **HOSTS** allows you to add another host as necessary. YOUR name will be the Organizer since you are logged in at the time you create the event

IF you are entering an event for someone else in our group for some reason you may ADD A HOST from the drop down menu.

You then can DELETE yourself as the host and the other member will be shown.

You may have more than one HOST and both names will be shown as co hosts of the event.

How to find us

Where is the meeting point 224

Hosts
Event hosts can edit the event details and message all attendees

Ann Martin
Organizer

✕ Remove

Marjorie March
Event organizer

✕ Remove

+ Add a host

7. Optional Settings

Attendee limit

You may want to set an attendance limit. Think through the event and determine what is manageable and safe. What is best for the outcome of the event? You are the trip leader.

Optional settings

Repeat event

Ask members a question

Attendee limit

20-+

Set the total number of attendees for this event. Members will see how many spots are available.

Allow guests


RSVP start and end time

Event fee

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Allow guests

You can decide if you want to allow people to bring a guest. If so, enter how many guests a friend can bring.

Allow guests 

- +

How many friends can members bring? You can allow up to 5 guests per person.

8. You've done it, your event is about to be published.

HOWEVER, it is always good to have someone else check the event before publishing
Use the PREVIEW option to see the entire thing
Think:

Who, What, Where, When, Why and How - the journalism checklist has never failed to produce a well documented article or in this case, an event!

Use the DRAFT option to save and come back to an event you are not quite ready to publish:
like missing some info, picture needs to be taken, address uncertain., etc

When you choose publish, this event will be live on our group site.

Save as draft

Preview

Publish

9. Announce your event.

When you choose to announce your event, a message will be sent to the emails of everyone in the group. Note that you can choose to announce it now or later as you see fit.

×

It's published! Now let your members know.

Announce this event to invite members to RSVP.
Until you do, they'll only see it if they find it on their own.

Announce it now

Do it later

10. After posting your event

Once your Event has been published and announced, frequently check the event on the groups size, see if there are comments that need to be answered, add an update to the description or what ever is needed. As the organizer of the event, you will automatically receive emails of comments participants have posted for the event. Participants also automatically receive all comments posted for the event.

You can even cancel the event as needed.

The key is to communicate with the prospective attendees.

11. AFTER the event:

Post some pictures and comments

How did the event go, what issues were encountered that weren't expected, congratulations for participants.

Well done!

Thanks for leading an event and contributing to the love of the outdoors.



If you have any suggestions for this overview, please let the group organizers know.