

HOW TO SET UP A MEETUP PAGE FOR YOUR CLUB

District 37 now offers free Meetup access. Your club can post events to our shared Meetup group centered in the regional hub nearest you. This can help bring more visitors to your club meetings and saves your club \$180 every year in Meetup subscription fees.

Meetups have been invaluable in spreading the word about Toastmasters and attracting new visitors to clubs around the district.

Setting Up Your Club on Meetup

1. Go to [meetup.com](https://www.meetup.com) and create a free profile
 - a. It's suggested to sign up a free meetup profile for your toastmasters club with the VPPR email (vppr-{Club number}@toastmastersclubs.org) so that there is an easy transition from one executive committee year to the next
 - b. Personal meetup accounts are okay, but will make the yearly (or 6-month) transitioning between executive committees a bit harder
2. Select the closest hub to your club location and join that group on Meetup. These are:
 - a. Asheville and the Mountains Toastmasters Meetup
 - b. Cape Fear Region Toastmasters Meetup (Fayetteville to Wilmington)
 - c. Charlotte Area Toastmasters Meetup
 - d. Coastal Plain Toastmasters Meetup (Eastern North Carolina)
 - e. Greensboro Area Toastmasters Meetup
 - f. Raleigh-Durham-Chapel Hill Toastmasters Meetup
 - g. Winston-Salem Area Toastmasters Meetup
3. Email your Club Growth Director (Ramona Baylor-East or Eric Cable-West) with your:
 - Club name
 - Your role within the club
 - Which District hub you've have joined.
 - Name of the account in which Hub you joined.
 - The District Meetup Administrator will assign permissions to your profile allowing you to set up your club on the Meetup hub.

Creating an Event for your Meetup page

First, you need to set up a one-time event in Meetup.

- Click "Schedule a New Meetup" under the welcome message
- Under "What Should We Do," title your meetup. This should include your club name and welcoming text
- Under "More Details," tell a little about your Toastmasters club and the benefits of joining Toastmasters. Make this unique to your specific club. Be sure to include a link to your club's website
- Under "When" select the date of your next club meeting (instructions for setting up recurring meetings is further below)
- Under "Where" select a place. You'll need to click on "Find a Place" to add your club's location.
- Click on "Schedule This Meetup"
- Creating Recurring Events for your club

Because your club meets regularly, you'll want to edit your first event and set it to repeat. To do this, find your first event by clicking on the Upcoming Meetups link on the left-hand side. Scroll down to find your event posting. Hover your mouse over the header and click the pencil that appears on the right-hand side.

Note:

The system will ask if you wish to edit only this Meetup or all of them. For this step, click on all of them. When you set up your initial event, it may not have logged a start and end time. Be sure to fill both of these on this page

Fill out the "How to Find Us" sections with details on where to park and what door to use for your club's meetings

1. Click on the section for "Automatically repeat this Meetup." Set it up for your club's schedule
2. Leave the default settings on for "Charging for This Meetup," "RSVP Settings," "Email Settings," and "Ask Questions"
3. Click on the red "Change Details" box at the bottom of the page to make your changes

Editing your club's Meetup

1. This is great to do if you'll have a guest speaker at your meeting or for contests.
2. Find the event date you want to change by clicking the "Upcoming Meetups" link on the left-hand side
3. Scroll down to find your posting
4. Hover your mouse over the header and click the pencil on the right-hand side of it
5. The system will ask if you wish to edit only this meetup or all of them. For this step, edit only this meetup
6. Change the title and description as needed for your special event
7. Click on the red "Change Details" box at the bottom of the page to make your changes

If you need further assistance, contact your Club Growth Director.