

HOW TO SET UP A MEETUP PAGE FOR YOUR CLUB

Revised 10/5/21

District 37 offers free Meetup access. Your club can post events to our shared Meetup group centered in the regional hub nearest to your club and this can help bring more visitors to your meetings. This is a savings for your club of \$180 a year in Meetup subscription fees. Meetups have been invaluable in spreading the word about Toastmasters and attracting new visitors to clubs.

Setting up your club on Meetup

1. Go to Meetup.com and create a free profile:
 - a. It's best to set up a free Meetup profile for your Toastmasters club with the club's VP of PR email address (vppr-[Club number]@toastmastersclubs.org) so there is an easy transition from one year to the next.
 - b. Personal Meetup accounts are okay but will make the transition between executive committees a bit harder.
2. Select the closest District Hub to your club location and join that group on Meetup. These are:
 - a. Central NC
 - i. Greensboro
 - ii. Winston-Salem
 - b. Western NC
 - i. Charlotte Metro
 - ii. Asheville/Mountains
3. Email the District 37 PR Manager (prm@d37toastmasters.org) with:
 - i. Club name
 - ii. Your role within the club
 - iii. Which District Hub you've have joined
 - iv. Name of the account you set up to join Meetup
4. The PR Manager will assign permissions to your profile allowing you to set up your club and start organizing your events and send you a notification when you can get started.

Creating an event in Meetup

1. First, you need to set up a one-time event in Meetup.
2. Click "Schedule a New Meetup" under the welcome message.
3. Under "What Should We Do," title your Meetup. This should include your club's name and a welcome message.
4. Under "More Details" tell a little about your Toastmasters club and the benefits of joining Toastmasters. Make this unique to your club. **Be sure to include a link to your club's website.**
5. Under "When" select the date of your next club meeting (instructions for setting up recurring meetings follow below).
6. Under "Where" select a location. You'll need to click on "Find a Place" to add your club's location if you are meeting in person or having a hybrid meeting.

7. **If you are meeting virtually be sure to include your club's Zoom link or instructions to register for a virtual meeting.**
8. 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.

1. Find your first event by clicking on the Upcoming Meetups link on the left side of the page. Scroll down to find your event posting. Hover your mouse over the header and click the pencil that appears on the right side. Note: The system will ask if you wish to edit only this Meetup or all of them. For this step, select all of them.
2. When you set up your initial event, it may not have logged a start and end time. Be sure to add the times on this page.
3. Complete the "How to Find Us" sections with directions to your meeting location if you are meeting in person or information for your virtual meeting.
4. Click on the section for "Automatically repeat this Meetup." Set it up for your club's schedule (weekly, monthly, etc.).
5. Do not change the default settings for "Charging for This Meetup," "RSVP Settings," "Email Settings," and "Ask Questions".
6. Click on the red "Change Details" box at the bottom of the page to save your changes.

Editing your club's Meetup

1. This is important if you have a special event such as 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 side of the page.
3. Scroll down to find your posting.
4. Hover your mouse over the header and click the pencil on the right 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 save your changes.

If you need further assistance, contact the District PR Manager (prm@d37toastmasters.org).