

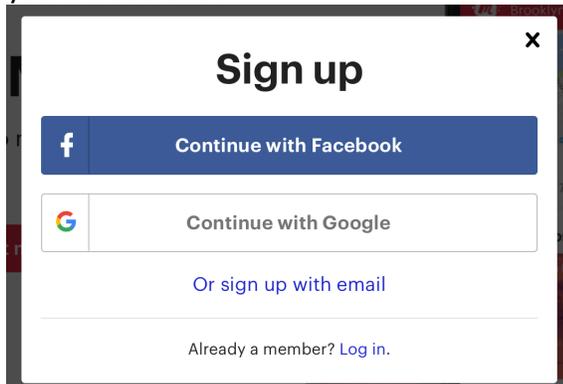
How to Use Meetup.Com

(An unofficial guide, prepared by Larry W.)

Don't worry—you'll need most of these pages only once or twice...Navigating Meetup is very easy and very intuitive. Here are some (hopefully) clear guides to using Meetup.com

1) Sign Up (create a profile): Go to Meetup.com.

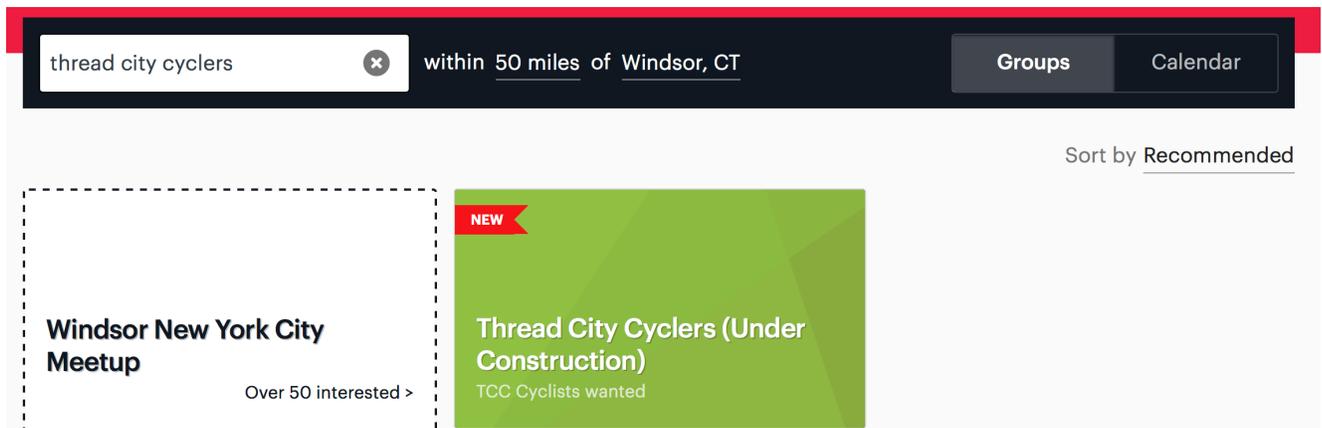
If you don't already have a Meetup profile, click the red "sign up" button (top right of page) and you will see this:



You can sign up with your Facebook or Google account OR "sign up with email."

2) Find Thread City Cyclers and request membership in Meetup group

In the opening page, there should be a search bar, select "groups" on the right.



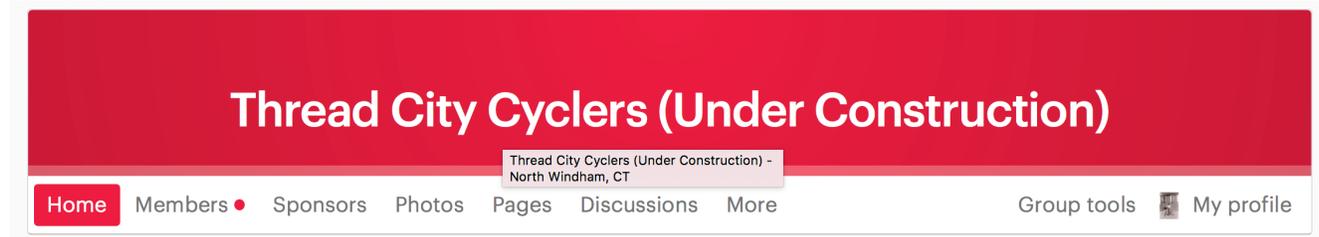
3) Request Membership in Thread City Cyclers

Our Group is "closed" to the public, so we'll have to "approve" your membership in the TCC Group.

You may want to keep your Meetup Profile limited to your first name. If you do so, we may send you a message asking to confirm your full name so that we can ensure you are a member of TCC.

4) Manage your preferences: Set up how Meetup sends you email notifications

There are several ways to access your Profile...the easiest being the link on the upper right of our page.



Note: Your header will not have the “group tools” Link

There is a HELP link at the very bottom of the main group page, in the black footer.

5) Once you’re in your profile, you can click on the “email settings” (see example of profile header, below.)

Unless you change your settings, Meetup wants to send you a lot of emails every day—all sorts of updates and notices of when people add to or post comments on an event. The good news is that YOU have an option to select what types of notices Meetup actually sends to your email box and how often.

Here’s what a profile would look like. Email Settings is second from left:

Larry

Organizer

[Give member a custom title](#)

[Edit profile](#) [Email settings](#) [Step down as Organizer](#) [Leave group](#)



Now you will have a series of check-boxes where you can select the types of email notices that will be sent to you by Meetup. YOU have FULL control over how Meetup reaches out to you, or if you prefer, you can just check Meetup at your convenience.

See next page for a screen-shot view of what you will see.

Notice that I have elected to have only minimal types of emails sent to me, including when a new meetup (event/ride) is scheduled or if there’s a change to a meetup (ride/event) I have RSVP’d to.

This is important, for example, in case a ride gets cancelled at the last minute due to weather.

IT'S YOUR DECISION – to get notices by email or take it upon yourself to check the Meetup Group Pages yourself.

This is the page you will see, with Options for Selecting or Deselecting contact/email notifications:

[← Email Updates](#)

Thread City Cyclers (Under Construction)

Member pays member dues	<input type="checkbox"/>
Member leaves the group	<input type="checkbox"/>
New Meetup scheduled	<input checked="" type="checkbox"/>
My RSVP is confirmed	<input type="checkbox"/>
Member RSVPs to a Meetup I'm hosting	<input type="checkbox"/>
Changes to a Meetup I'm going to	<input checked="" type="checkbox"/>
New comments on a Meetup I'm going to	<input checked="" type="checkbox"/>
Meetup reminders	Never <input type="button" value="v"/>
Announcement about a specific Meetup	<input checked="" type="checkbox"/>
"Stay in touch" after Meetups	<input type="checkbox"/>
Member says "Good to See You"	<input type="checkbox"/>
New photos uploaded	<input type="checkbox"/>
Someone tags or comments on my photo	<input checked="" type="checkbox"/>
Announcement to members about the group	<input checked="" type="checkbox"/>
Another Meetup group changes a venue we're using	<input type="checkbox"/>
Someone requests to join the Meetup group	<input checked="" type="checkbox"/>
???preference.pastmupint.display_name???	<input checked="" type="checkbox"/>

6) **How to Navigate Our TCC Meetup Page:** Here’s what you will see once you’ve got a Meetup profile and have been “approved” into TCC’s pages. You should see the “home” page (see the menu bar?—home, members, sponsors, photos, etc.)

There are four main sections to the Home page: Menu bar on top; Group Navigation on left; What’s New on right; and Scrolling list of Upcoming and Past Meetups.

Thread City Cyclers (Under Construction)

Home Members Sponsors Photos Pages Discussions More Group tools My profile

North Windham, CT
Founded Feb 25, 2017

About us...
Invite friends

TCC Cyclists 4
Upcoming Meetups 4
Our calendar

Help support your Meetup
Chip in

Organizers:
Larry and 1 more...

We're about:
Bicycling

Other nearby Meetups

Welcome!

+ Schedule a new Meetup

Upcoming (4) Calendar

(DRAFT/Dummy) Saturday B- Ride

North Windham School
RT203 (N. Windham Road) / Jordan Ln, North Windham, CT (map)

Sat Mar 18
8:00 AM
I'm going

1 going
2 comments

B- Ride will be the "Hampton Loop with Hills" ride: 32 miles, 2,100 feet climbing, 16 to 17mph pace <https://ridewithgps.com/routes/18077124> [Learn more](#)

Hosted by: Larry (Organizer)

(DRAFT/Dummy) Saturday A- Ride

North Windham School
RT203 (N. Windham Road) / Jordan Ln, North Windham, CT (map)

Sat Mar 18
8:00 AM
Not going

0 going
0 comments

A- Ride will be 45 miles, 3,000 feet climbing, 16 to 17mph pace [Learn more](#)

Hosted by: Larry (Organizer)

(DRAFT/Dummy) Saturday B- Ride

What's new

NEW DISCUSSION REPLY
Fran Storch replied to [Wheels For Sale](#)
2 days ago

NEW DISCUSSION
Larry started [Wheels For Sale](#)
2 days ago

NEW COMMENT
Fran Storch commented on [\(DRAFT/Dummy\) Saturday B- Ride](#)
2 days ago

NEW COMMENT
Larry commented on [\(DRAFT/Dummy\) Saturday B- Ride](#)
2 days ago

NEW RSVP
Larry RSVPed Yes for [\(DRAFT/Dummy\) Saturday B- Ride](#)
2 days ago

NEW RSVP
Fran Storch RSVPed Yes for [\(DRAFT/Dummy\)](#)
2 days ago

Menu bar on top: Links to each of the key pages/areas of our Meetup Group site. Also has a link to your profile. Only “Organizers” (administrators) will have the “group tools” option. More on the different roles later.

Group Navigation on left: The MOST important link in the left-side navigation bar is the link to view Our Calendar. This will provide a scrollable calendar view that shows links to every ride/event.

Scrolling list of Upcoming and Past Meetups (Rides): The center of the page is a list of Upcoming Meetups and, once we've had a few, Past Meetups will be listed. Notice that there are several ways that you can open the Event Page: you can click on the Title of the Meetup "(Draft/Dummy) Saturday Ride", you can click on the "Comments", or you can click on the RSVP box (normally it will say "RSVP", but shows "I'm Going" in the screenshot above).

Once we have completed a Ride/Event, the ride leader can add the Ride Report as a comment, and any riders can comment as well. There's even a way to upload photos that will be connected with the specific Event.

What's New on right: This will show a running list of recent activities by members anywhere in the Meetup Group page.

Just click on an Event and its page will open, showing you the details (date, time, place) and all of the description of the event. You'll also be able to comment or ask questions.

- 7) **RSVPs:** A neat feature of Meetup is the RSVP function—allowing the Event Host (i.e., ride leader) to know who and how many riders to expect. As a club, we'll have to see how this goes.

The case for RSVPs: Let's the ride leader know what to expect, and it lets you know who will be riding with you.

In the case of mid-week or other "pick-up" rides, it may help the leader to know if there are any takers.

- 8) **So, YOU Want to be an Event Host:** A little bit on definitions...You'll want to be an **Event Organizer** if you want to be able to schedule a ride or event directly to the Group Pages.

Organizer: The Organizer has full control over the Meetup Group, including the ability to manage the group calendar and site settings, and all member communication.

Co-Organizer: The Co-Organizer can do everything the Organizer can do.

Assistant Organizer: The Assistant Organizer can manage the group calendar and all member communication, but has some limitation on managing some site settings.

Event Organizer: The Event Organizer has limited control over the Meetup Group, but has full control over the group calendar and can email members.

If YOU want to be an Event Organizer—that is, if you want to have the ability to schedule a recurring or pick-up ride/event, please let Larry Waksman or John Hankins know. We welcome all members who want to host rides/events any day of the week.