



Meetup Tips & Becoming an Event Organizer

1. If you know someone who has a meetup group, you can request to be added as an Event Organizer for the meetup group, to create your own events. You can save money that way.
2. When evaluating a group, see how many members it has, reviews, and where it is located.
3. As an Event Organizer, you can click on the meetup group Calendar to create a meeting Event or click on a past event to copy it (and change to the new dates).
4. When you create the Meeting Event, use the option to allow at least 12 guests! After creating your Event, go to the event and update your RSVP to add that you will bring 10 guests. This is important, since if only 1 person is going – then only 1 or 2 people will RSVP for your event, instead of about 10 or 15 RSVP's. **People will think there is something wrong with an event, if only 1 person is going!**
5. When you announce an Event (after you create it), the meetup will send an email message to people who are subscribed to emails for the meetup group. Try to not announce more than 1 Event per day, as people will get too many emails and unsubscribe or leave your meetup.
6. Members of the meetup group can manage their own email preferences, subscribe or unsubscribe to emails, and change their email address, etc.
7. A Meetup Group Organizer usually does not want to create an Event, for events they do not attend (as members will expect them there) --- it is best for the person hosting the event – to create the event. A Meetup Group Organizer can create an Event with multiple hosts, and then remove their RSVP if desired, however it is best to do this after the other host(s) do confirm attendance. The event will be cancelled if all hosts remove their RSVP.
8. You can create Repeating Events (eg. weekly) on the calendar, however it will show up a bit better create a 1 time event. Repeating events are not announced (emailed) each time, however you can go in and announce them weekly via a computer.
9. Keywords will help people find your group to join it. For Example this Meetup Group below: <https://www.meetup.com/Ann-Arbor-Area-Toastmasters/>

Keywords are: Public Relations · Debate · Intellectual Discussion · Toastmasters · Self-Improvement · Professional Development · Public Speaking · Leadership · Corporate Communications · Professional Networking · Presentations · Business Strategy · Lectures · Entrepreneurship · Communication Skills · Self-Empowerment · Fear of Public Speaking