

## SEM Meetup Guidelines for Trip Leaders

The goal of posting trips on SEM's Meetup site is to expand the chapter's recognition in the southeastern Mass region and to attract new participants who potentially may become chapter members.

**Chapter Meetup Site:** <https://www.meetup.com/AMC-Southeastern-Mass-Chapter/>

### Trip posting criteria

- All trips must be approved and posted on ActDB before posting on Meetup site.
- Posting trips on Meetup site is voluntary.
- Meetup guidelines for trip posting can be found at <https://help.meetup.com/hc/en-us/sections/360004946011-Creating-and-managing-events>.
- The following SEM guidelines are specific to our chapter.

### Why should a leader consider posting trips on Meetup?

- The trip doesn't usually fill.
- The leader would like to include a mix of AMC members and non-members.
- The trip date is approaching and the leader uses Meetup as another vehicle besides SNEL to reach potential participants.
- The leader is posting a trip in a new locale or a different type of trip and wishes to garner as much interest as possible.

### How does a leader post a trip on Meetup?

- After you open your Meetup account (<https://www.meetup.com>), set up a profile. You control what personal information appears on the site. (Suggestions: include a headshot photo and first name only but keep hidden other personal information.)
- Go to the SEM Meetup site (<https://www.meetup.com/AMC-Southeastern-Mass-Chapter/>) and join the group (see <https://>

[help.meetup.com/hc/en-us/articles/360002861412-Joining-a-Meetup-group](https://help.meetup.com/hc/en-us/articles/360002861412-Joining-a-Meetup-group)).

- Email the Organizer (Chair@amcsem.org) requesting permission to post trips on the SEM Meetup site.
- The trip leader is the Event Host. Once you have been granted permission as an Event Host to enter trips, sign in to the SEM chapter Meetup group (<https://www.meetup.com/AMC-Southeastern-Mass-Chapter/>).
- Click on red “Schedule” button to begin trip posting routine.
- Save as draft or “Publish” to post on Meetup site.
- The general procedure for posting a trip can be found at <https://help.meetup.com/hc/en-us/articles/360002881251-Creating-an-event>. The four required entries for a Meetup posting are: Title, Date and time, Description of event, and Event host (the trip leader). Other entries are optional.

### **SEM Guidelines**

- Provide the URL of ActDB and all relevant information. Meetup registrants may not bother to read the ActDB description so provide all relevant information. Copy and paste. Note, use the public URL, not the one you would access when you log in.
- Include statement that all participants are required to sign an AMC Liability Waiver during the registration process.
- Provide Meetup folks with the same info you provide to those who register via ActDB. If you cancel the trip, notify them. If you don't post the specific meeting location on Meetup, you'll need to contact the registrants. Meetup has the capability to send messages.
- Despite CAPS and other instructions, Meetup registrants rarely/ever register on ActDB. Use Meetup as a way to supplement registrations via ActDB. Set a participant limit, knowing you need to adjust how many to accept via ActDB. Accept that as with other registrations, some people will be no-shows.
- Bring the AMC Waiver forms with you and get signatures at the start of the activity. You may want to post on ActDB as “email

registration required” or “no registration”. Because of that, everyone needs to sign a waiver.

- Meetup allows you to enter a screening question for registrants. Meetup does not enforce that the question be answered but you can message participants and you can remove them if they don't answer. Use the appropriate screening for your activity. Don't use Meetup if you're not comfortable trying to screen with it. You won't have the registrants' emails or phone #.

## **Leadership Team**

Organizer Chair@amcsem.org

Co-organizers meetuporg@amcsem.org

Event organizers - Trip Leaders who wish to post trips on Meetup.

Others may be appointed to the team at discretion of the Organizer.

## **Additional information**

For team member authorization levels see the permissions table at <https://help.meetup.com/hc/en-us/articles/360002879411-Managing-a-leadership-team>

All team members must have a personal Meetup member account. Open an account at

<https://www.meetup.com>

Meetup's Help site, Organizing Groups and Events, at <https://help.meetup.com/hc/en-us/categories/360000087812-Organizing-Groups-and-Events>

Three pertinent notes are:

Stepping up as the organizer of a group under Becoming an Organizer and under Group Settings,

- Stepping down as the organizer of a group
- Transferring a group to another organizer

The steps in the process to change the Organizer are:

1. Do this just prior to the end of a paid subscription.
2. Current organizer nominates new organizer and cancel subscription.
3. New Organizer receives a message from Meetup to Accept.
4. New Organizer has two weeks to accept and open an account, i.e., pay the bill.

### Other Information

Meetup guidelines for organizing groups and events can be found at <https://help.meetup.com/hc/en-us/categories/360000087812-Organizing-Groups-and-Events>. The following SEM guidelines tailor the Meetup guidelines to our chapter.

Be sure your browser is up-to-date to avoid incompatibility issues. See <https://help.meetup.com/hc/en-us/articles/360002965711-What-browsers-does-Meetup-support->

DS 9/16/2021