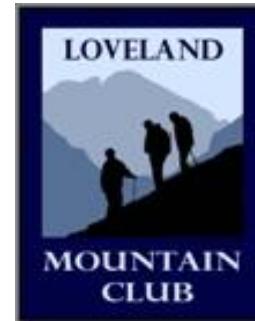
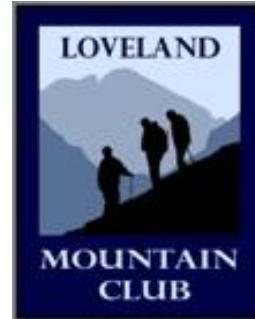
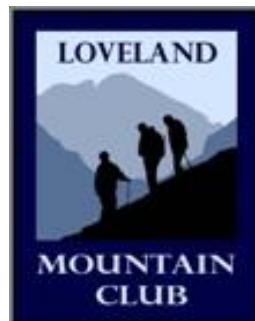


# LOVELAND MOUNTAIN CLUB

MEETUP TRAINING FOR MEMBERS



# WHY IS LMC USING MEETUP?

1. IT'S EASY TO USE
2. IT'S EFFICIENT
3. IT IMPROVES COMMUNICATION
4. IT REDUCES WORK FOR HIKE LEADERS



YOU MUST BE A  
CURRENT MEMBER  
OF LMC TO BE  
ADMITTED TO THE  
LMC MEETUP  
GROUP.



# Terms

**Website:** access Meetup ([www.Meetup.com](http://www.Meetup.com)) from a PC or MAC

**Mobile App:** access Meetup from your cell phone or tablet after installing the App on your device

**Group:** One of many organizations including LMC that use the Meetup App

**Organizer:** Loveland Mountain Club; co-organizer: Melanie

**User:** You

**Event Organizer or Host:** Hike or Event Leader

**Event:** For LMC, and Event will be a hike or a social gathering for LMC

**“Going” or “attending”:** You are signed up for the event

**“Waitlist”:** You are on a waitlist and will automatically be added when someone cancels (in order of when you signed up)

**“Comment”:** a feature that lets you communicate with **other people who are attending the same event you are attending**

**Announcement:** Administrator and Organizers can send info to the entire group

# MEETUP WEBSITE (ON YOUR COMPUTER) VS. APP (ON YOUR PHONE OR TABLET)

**Meetup website:** This is where you will set up your account.

**Meetup App:** download this on your cell phone. It is the easiest way to sign up for hikes and manage your events. If you don't use a cell phone, the website can be used to do everything.

**IF YOU USE BOTH THE WEBSITE AND THE APP, THEY WILL BE LINKED, AND IT IS EASY TO MANAGE IT FROM EITHER DEVICE!**

WHICHEVER YOU CHOOSE TO USE:

- When you set up an account, use your favorite email address, as all notifications will go to this email.
- **DO NOT PAY for an account (i.e. “Meetup Plus”) or sign up for a FREE TRIAL.** These are for folks who want to start their own group. **Choose the free account.**
- Record your UN, PW, and any other identifiers for future reference.

# STEP-BY-STEP INSTRUCTIONS WE WILL COVER:

- USING THE MEETUP WEBSITE
- USING THE MEETUP APP
- CREATING A MEETUP ACCOUNT
- JOINING THE LMC MEETUP GROUP
- FINDING HIKE DETAILS
- SIGNING UP FOR AN EVENT
- CANCELLING OUT OF AN EVENT
- COMMUNICATING WITH HIKE LEADER AND OTHER HIKERS
- CONFIRMATION EMAILS



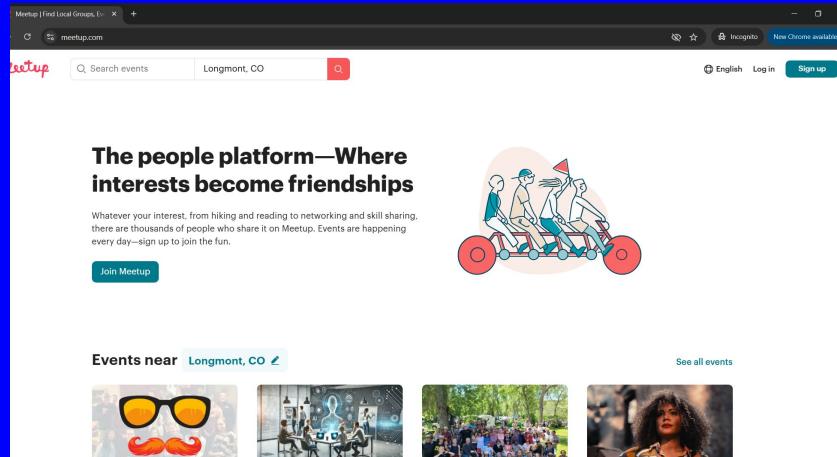
# USING THE MEETUP WEBSITE (list of steps)

1. Using your PC/MAC browser, type in [www.Meetup.com](http://www.Meetup.com)
2. Click on “Join Meetup” if you don’t already have an account. If you already have an account for a different Meetup Group, you DO NOT need to create a new account; you just need to join the Loveland Mountain Club Members Only Group.
3. Follow the prompts to create your FREE account, or sign in if you have an account.
4. **DO NOT SIGN UP FOR THE FREE TRIAL!**
5. You will receive an email/phone/in-app notifications that you have joined.
6. Go to [www.meetup.com/loveland-mountain-c](http://www.meetup.com/loveland-mountain-c) to find our group.
7. OR Search in “Discover Groups” for the Loveland Mountain Club Members Only Group
8. Click “Request to Join”.
9. Your request to join will need to be approved by the Administrator (Melanie or Matt). Only current LMC members will be admitted to the group. You will receive an email confirmation once you have been admitted to the group.
10. Test our group out by clicking on one event and see if you can sign up for it.
11. If the event is not full, you will be registered and you will receive a confirmation email stating that you are GOING. If the event is full, you will be put on a waitlist. If space opens up, you will automatically be moved to the “GOING” list, and you will receive an email that you are now “GOING”, IF you have allowed notifications. You have succeeded!

## Detailed Instructions:

1. Using your PC/MAC browser, type in [www.Meetup.com](http://www.Meetup.com)
2. Click on “Join Meetup” if you don’t already have an account. If you already have an account for a different Meetup Group, you DO NOT need to create a new account; you just need to join the Loveland Mountain Club Members Only Group:

[www.meetup.com/loveland-mountain-c](http://www.meetup.com/loveland-mountain-c)



3. Follow the prompts to create your account, or sign in if you have an account. Use your favorite email.

meetup.com/longmont-pickleball/events/307507279/?response=3&utm\_medium=email&utm\_source=braze\_canvas&utm\_campaign=mmrk\_alleng\_event\_announcement\_prod\_unfiltered\_v7\_...

### Hump Day Pickleball at Clark Centennial Park

Hosted By Robert M.



**Your name**  
Melanie

Your name will be public on your Meetup profile.

**Email address**  
melpenning1010@gmail.com

We'll use your email address to send you updates

**Password**  
.....

At least 10 characters are required

**Location**  
Boulder, US

We'll use your location to show Meetup events near you.

**Age**  
 I am 18 years of age or older.

I'm not a robot

reCAPTCHA Privacy - Terms

**Sign up**

Already a member? [Log in](#)

longmont pickleball

4.8 2168 ratings

Wednesday, April 30, 2025  
10:00 AM to 12:00 PM MDT

Clark Centennial Park  
1100 Lashley St - Longmont, CO



Share  Attend

WED, APR 30 - 10:00 AM MDT  
Hump Day Pickleball at Clark Centennial Park

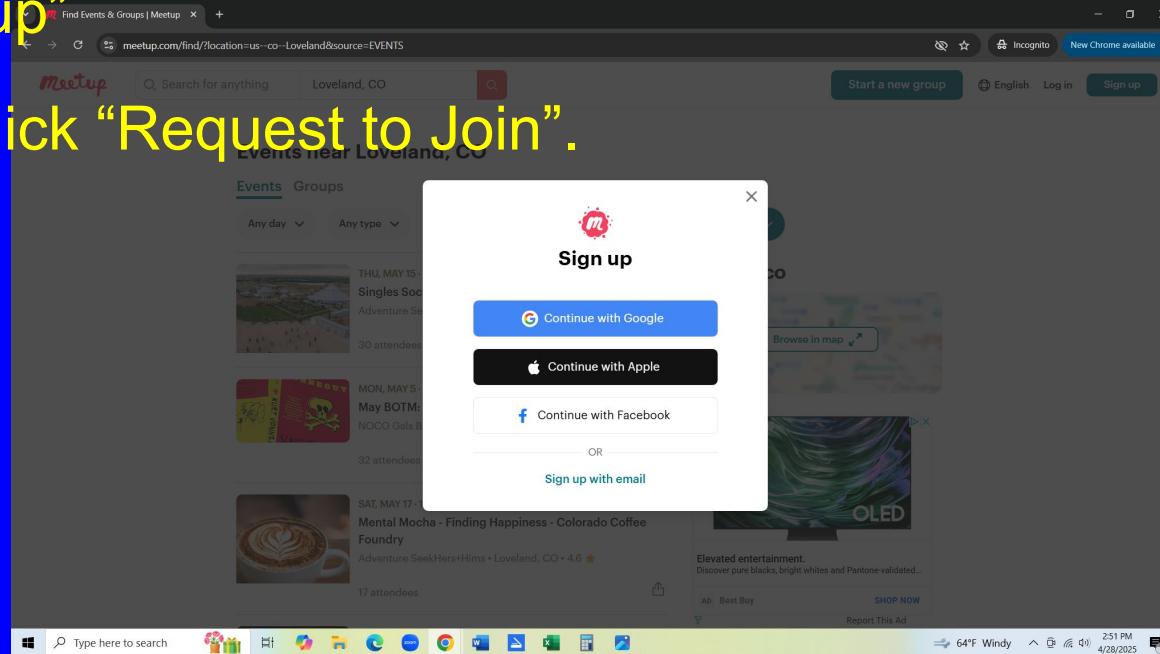
Type here to search  Windows icon  Taskbar icons: File Explorer, Edge, Mail, OneDrive, Word, Excel, Powerpoint, File, Task View, Taskbar search, Taskbar icons.

Risk of global econo... 1:52 PM 4/28/2025

4. For security purposes, do NOT use FB, Apple, or Google accounts to sign in. Create a Meetup account.

5. Search for the “Loveland Mountain Club Members Only Group”

6. Click “Request to Join”.



# VERY IMPORTANT !!!

Your request to join will need to be approved by the Administrator (Melanie). Only current LMC members will be admitted to the group. You will receive an email confirmation once you have been admitted to the group.

IF your Meetup name is not immediately recognizable, please email Melanie and let her know what your Meetup name is and what your icon photo looks like (your dog, a tree, etc.)

1. You will receive an email/phone/in-app notifications that you have joined.
2. Go to home page (Click on the red Meetup logo)

meetup.com/home/

Welcome, Melanie

Events from your groups

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

No upcoming events from your groups

Discover new events

Your next events

View all

Try for free

Connections

Messages

Notifications

64°F Windy 2:53 PM 4/28/2025

# Go to: Loveland Mountain Club Members Only Group.

Once you find it, click on “EVENTS”. Our hikes will appear. Click on one of them.

meetup.com/longmont-pickleball/?eventOrigin=home\_page\_groups\_you\_are\_in

Meetup

Search events Loveland, CO

Start a new group - 30% off!

Try for free Connections Messages Notifications

About Events Members Photos Discussions More Create event Manage group

Upcoming events (4) See all

1. **TGIF Pickleball at Clark Centennial Park Longmont** FRI, MAY 2, 2025, 10:00 AM MDT

Clark Centennial Park, Longmont, CO

There has been some interest in more weekday morning meetups so I am trying Friday mornings. It's a couple days after Hump Day PB and a couple days before Sunday Funday. I will try to make it a weekly event throughout the summer if...

14 attendees Manage Attend

2. **Pickleball and Coffee at Clark Centennial Park Longmont, Sun...** SUN, MAY 4, 2025, 9:30 AM MDT

Clark Centennial Park, Longmont, CO

Another glorious Sunday in the great Colorado outdoors. Recreational players, beginner to intermediate. Four courts at the Clark Centennial Park quad, courts 7, 8, 9, 10. Fellowship afterward at Ziggi's Coffee, 4th Avenue and Main Street....

Pickleball

Report This Ad Remove ads

Organizers Buzz and 38 others Message

Members (1,293) See all

Type here to search

2:58 PM 66°F Mostly cloudy 4/30/2025

Click the “Attend” button

meetup.com/longmont-pickleball/events/307483687/?eventOrigin=home\_page\_upcoming\_events%24all

## TGIF Pickleball at Clark Centennial Park Longmont

Hosted By  
Candee



**Organizer tools**

**Longmont Pickleball** 

**4.8 2158 ratings**

**Friday, May 2, 2025**  
10:00 AM to 12:00 PM MDT  
[Add to calendar](#)

**Clark Centennial Park**  
1100 Lashley St · Longmont, CO  
**How to find us**  
Look on the 6 north pickleball courts first and then west 4 if they are already in use.

**Clark Playground**

**Details**  
There has been some interest in more weekday morning meetups so I am trying Friday mornings. It's a couple days after Hump Day PB and a couple days before Sunday Funday. I will try to make it a weekly event throughout the summer if there is adequate interest. Start time is 10:00 AM and we will transition to an earlier time as the summer

**FRI, MAY 2 · 10:00 AM MDT**  
**TGIF Pickleball at Clark Centennial Park Longmont**

**FREE**  
1 spot left

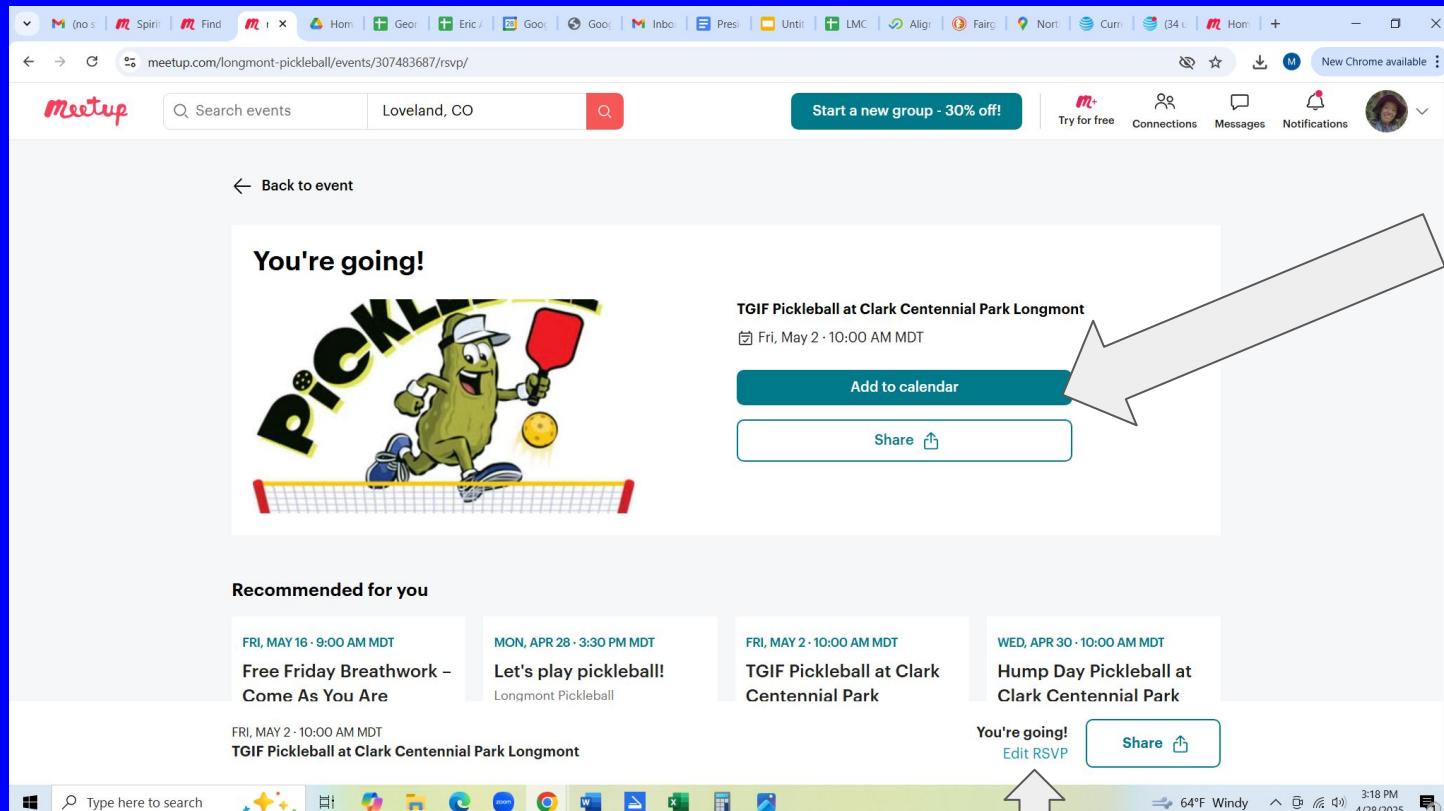
**Share** 

**Attend** 

64°F Windy 3:17 PM 4/28/2025

# You are “Going”!

# Click “Add to Calendar”



You're going!



TGIF Pickleball at Clark Centennial Park Longmont

Fri, May 2 · 10:00 AM MDT

Add to calendar

Share

Recommended for you

FRI, MAY 16 · 9:00 AM MDT	MON, APR 28 · 3:30 PM MDT	FRI, MAY 2 · 10:00 AM MDT	WED, APR 30 · 10:00 AM MDT
Free Friday Breathwork – Come As You Are	Let's play pickleball! Longmont Pickleball	TGIF Pickleball at Clark Centennial Park	Hump Day Pickleball at Clark Centennial Park

FRI, MAY 2 · 10:00 AM MDT

TGIF Pickleball at Clark Centennial Park Longmont

You're going!

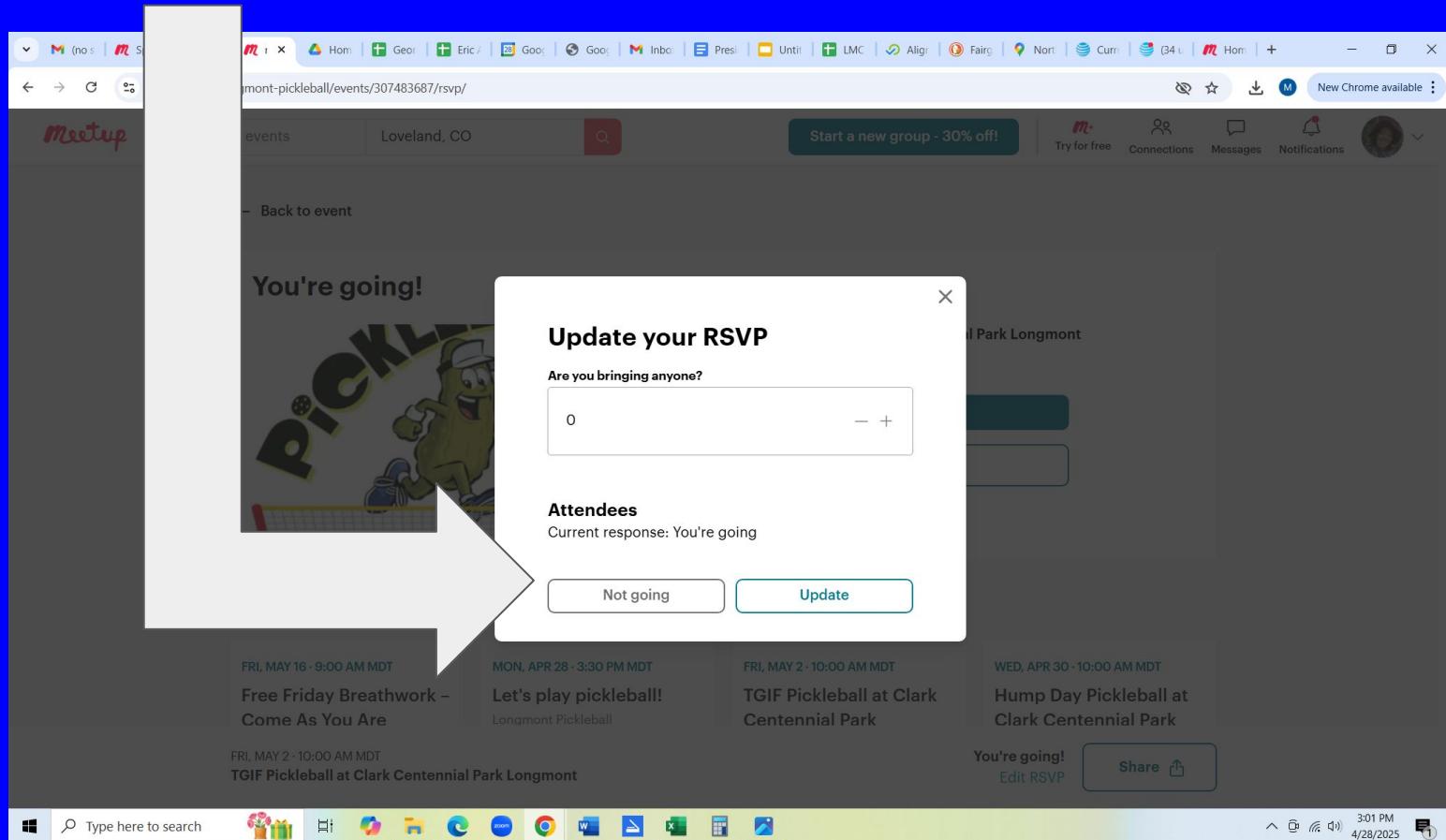
Edit RSVP

Share

64°F Windy 3:18 PM 4/28/2025

# Want to cancel? Click on “Edit RSVP”

## Click on “Not Going”

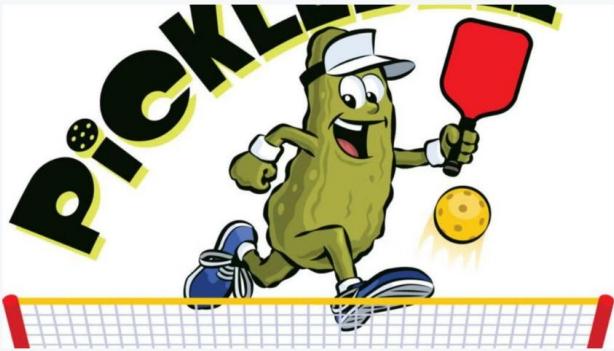


You will no longer be listed as “Going”

meetup.com/longmont-pickleball/events/307483687/?eventOrigin=home\_page\_upcoming\_events%24all

## TGIF Pickleball at Clark Centennial Park Longmont

Hosted By  
Candee



**Details**  
There has been some interest in more weekday morning meetups so I am trying Friday mornings. It's a couple days after Hump Day PB and a couple days before Sunday Funday. I will try to make it a weekly event throughout the summer if there is adequate interest. Start time is 10:00 AM and we will transition to an earlier time as the summer

FRI, MAY 2 · 10:00 AM MDT  
TGIF Pickleball at Clark Centennial Park Longmont

FREE  
1 spot left

Organizer tools

**Longmont Pickleball**



4.8 2158 ratings

Friday, May 2, 2025  
10:00 AM to 12:00 PM MDT  
Add to calendar

Clark Centennial Park  
1100 Lashley St · Longmont, CO

How to find us  
Look on the 6 north pickleball courts first and then west 4 if they are already in use.

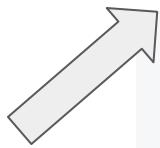
Clark Playground

Share

Attend

64°F Windy 3:17 PM 4/28/2025

# ARE YOU LOST on the WEBSITE? Go to “HOME”!



**CLICK ON  
THE RED  
MEETUP  
ICON**

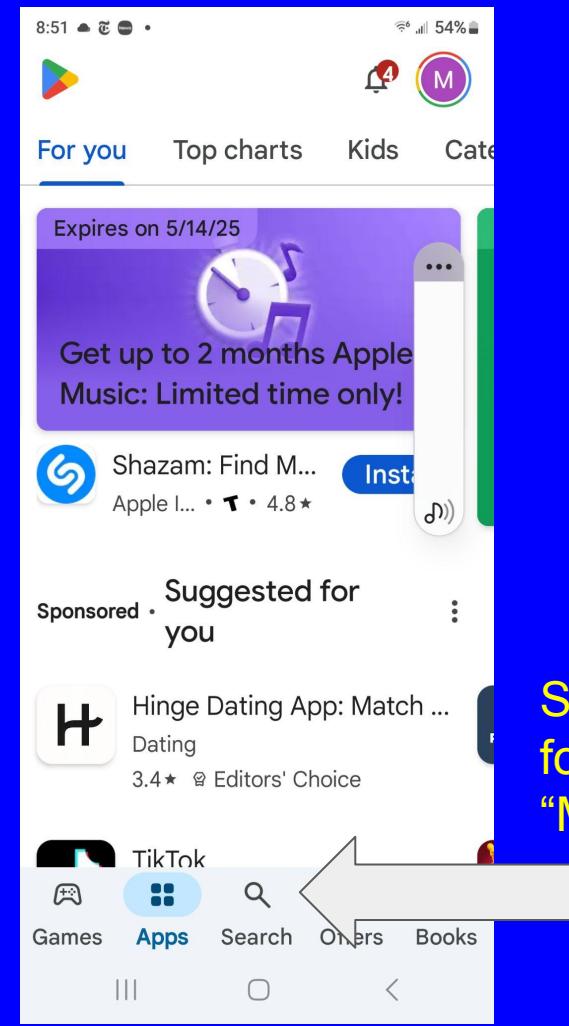
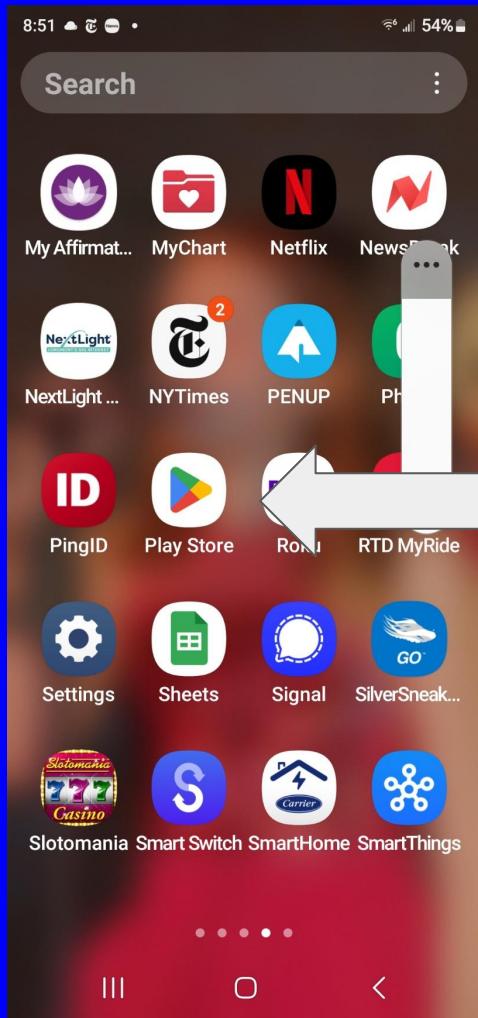
# THE MEETUP MOBILE APP (ON YOUR PHONE)

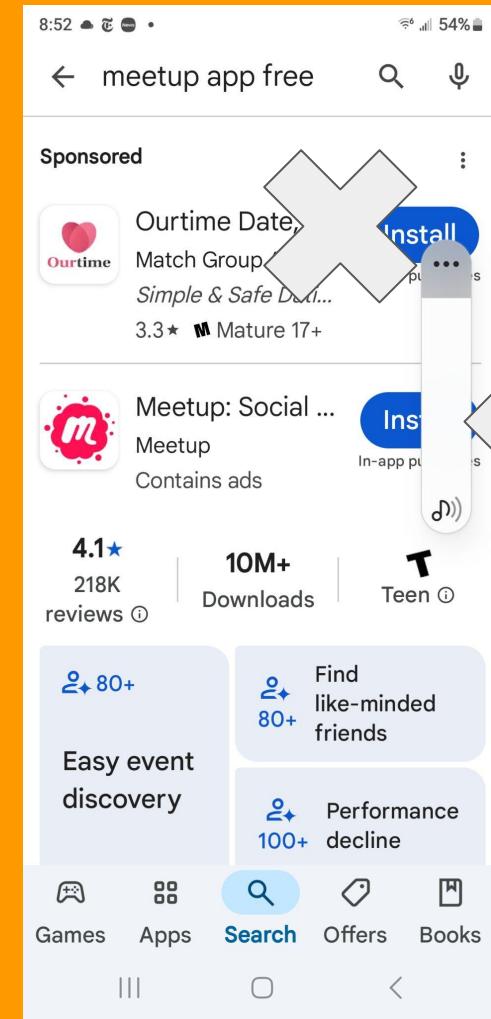
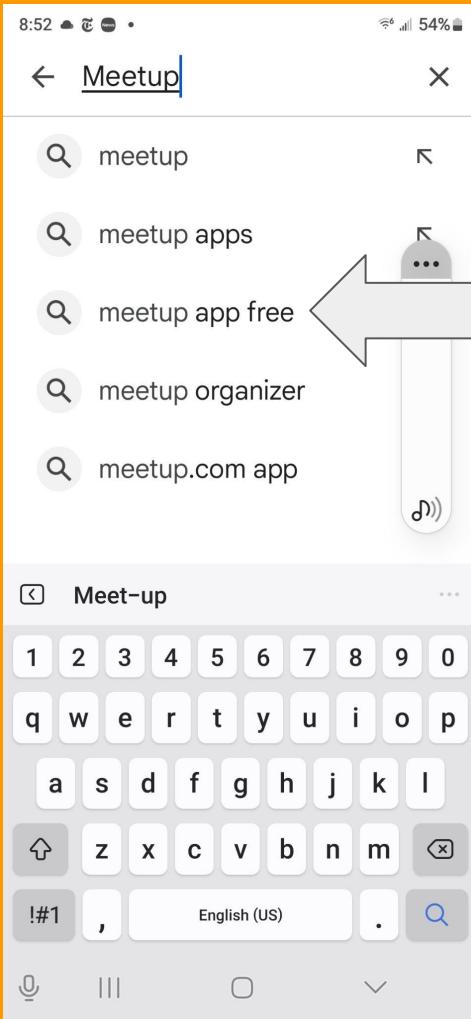
- Download the free Meetup App via Google Play or App Store to your mobile device
  - If you didn't set up an account already, set one up. You DO NOT need a new account if you already set one up on the website, or if you already have one for another Meetup group.
- **DO NOT SIGN UP FOR THE FREE TRIAL! This is for those who want to set up a Group.**
- Use a good email that you check often. You will get notifications about your events via your email.

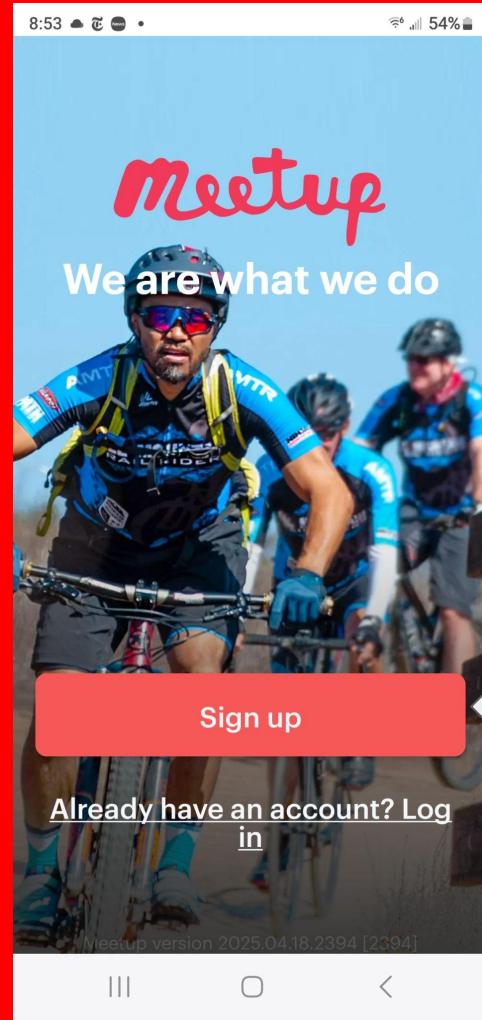
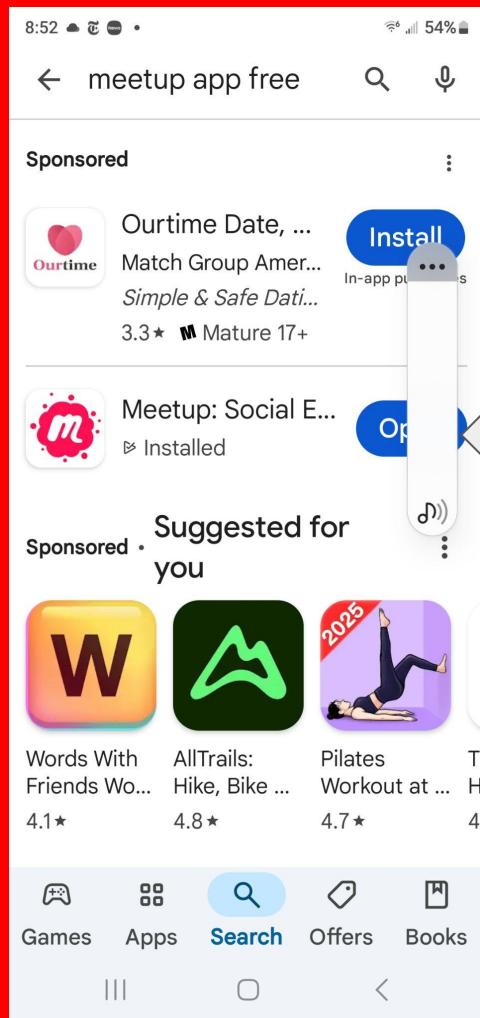


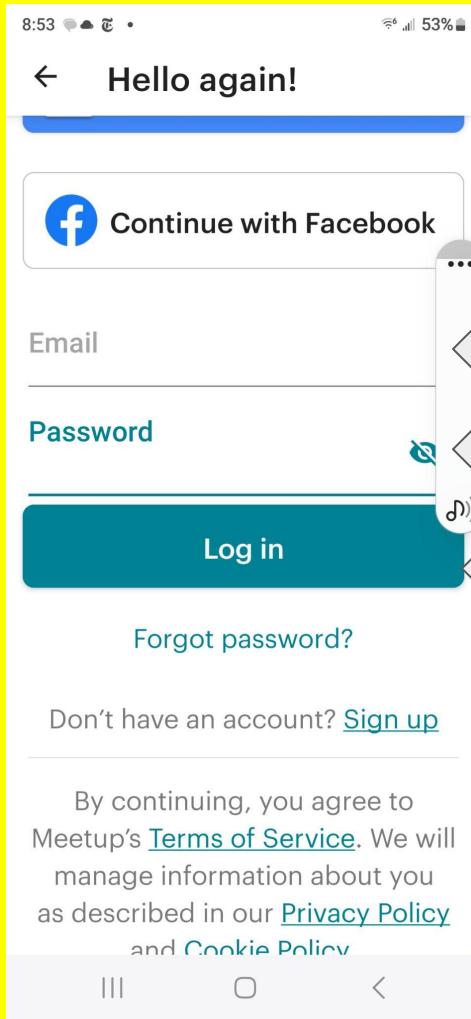
# SETTING UP THE MEETUP MOBILE APP (list of steps)

1. On your phone, open Google Play or App Store
2. Search for Meetup App free and click on Meetup: Social Events and Groups
3. Click “Install” and wait for it to upload to your phone
4. Click “Open”
5. Set up your account if you didn’t set one up on the website (follow the prompts)
6. Go to “HOME” (small house icon on bottom left)
7. Click on “Discover Groups”
8. Type “Loveland Mountain Club Members Only Group” in search box. Several options will appear; click on the Loveland Mountain Club option.
9. Click on the “JOIN” button
10. Your request to join will need to be approved by the Administrator (Melanie). Only current LMC members will be admitted to the group. You will receive an email confirmation once you have been admitted to the group.

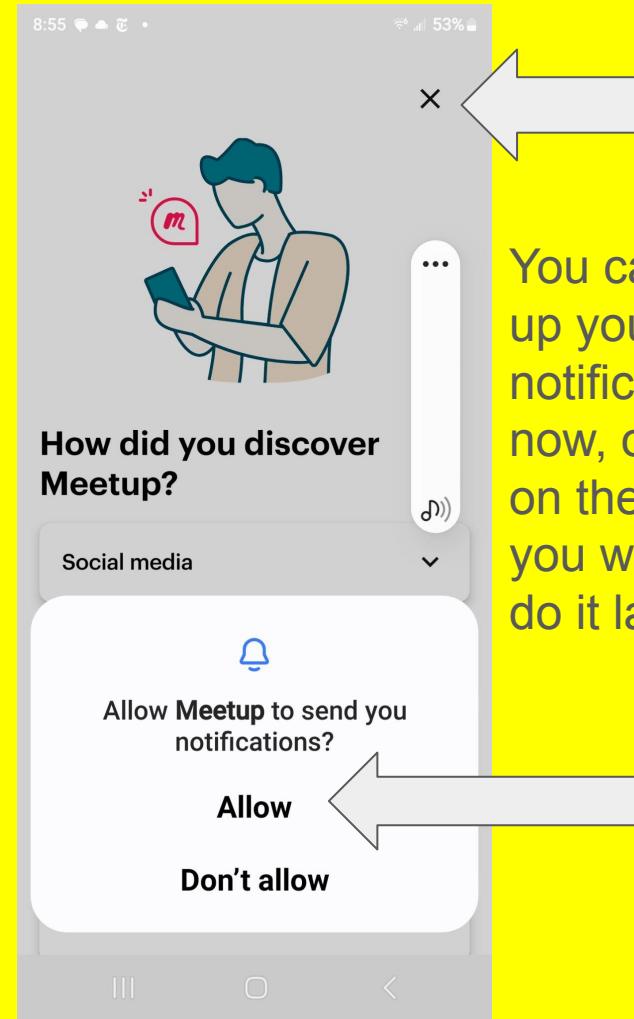
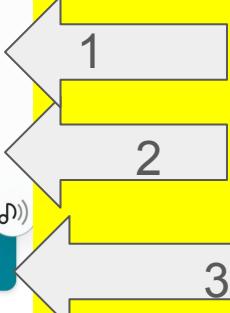




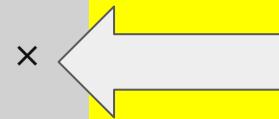




Use your email and password to sign in, if you already have an account



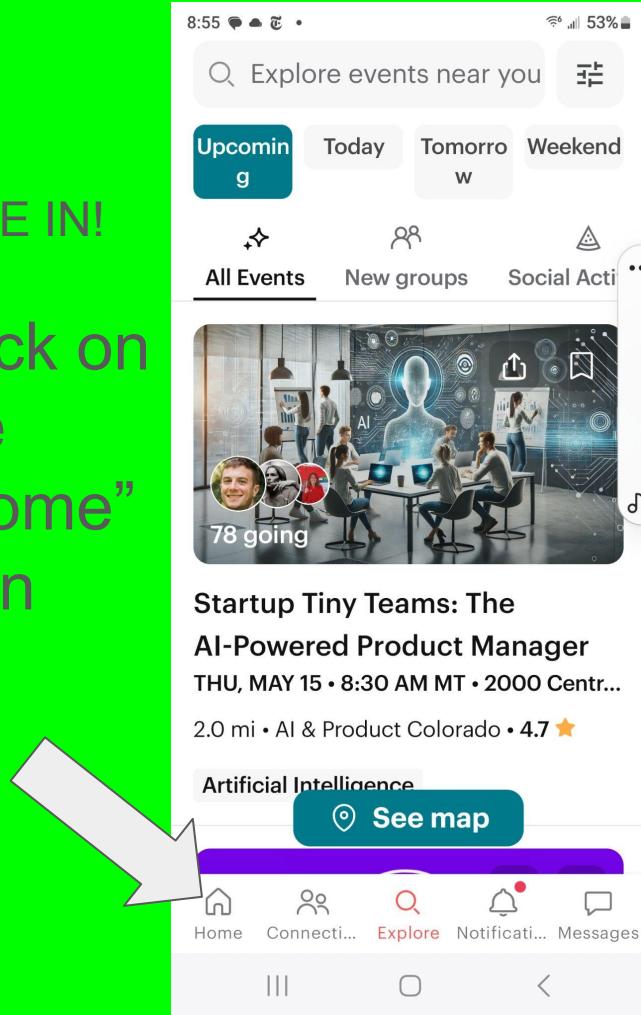
You can set up your notifications now, or click on the X if you want to do it later



If you are creating a new account, follow the prompts and use your email and create a new password to set up your account. Remember your PW for future reference!

YOU ARE IN!

1. Click on the “Home” icon



2. Find the Loveland Mountain Club Members Only Group and click on “Join”

# VERY IMPORTANT!

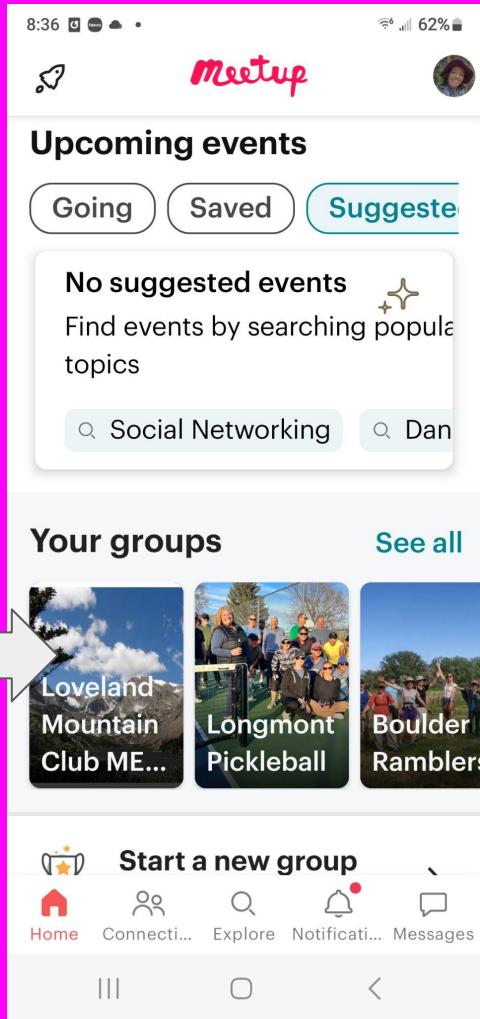
Your request to join will need to be approved by the Administrator (Melanie). Only current LMC members will be admitted to the group. You will receive an email confirmation once you have been admitted to the group.

If your Meetup name is not easily recognizable, please email Melanie and let her know your Meetup name and what your icon photo looks like (you, your car, a pizza?).

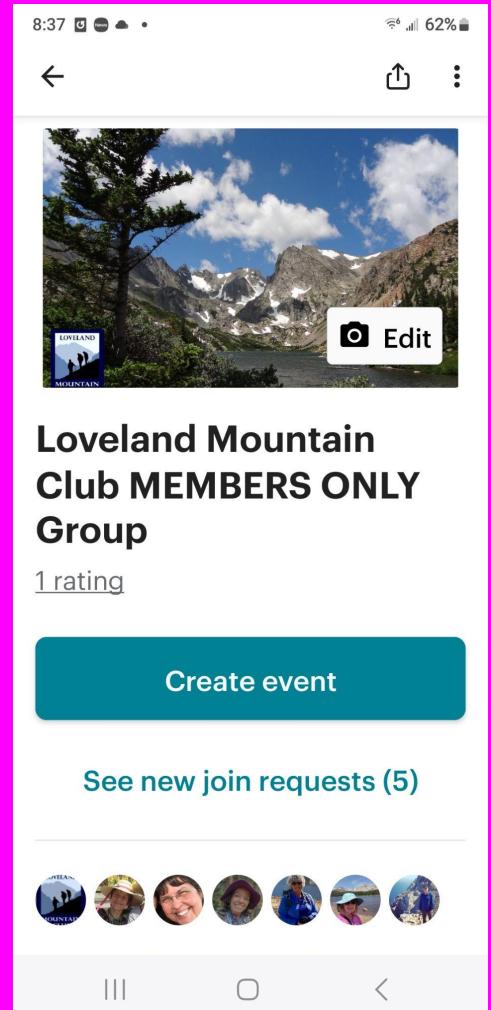
# SIGN UP FOR AN EVENT!

1. Open the Meetup App
2. Click on the LMC Members Only Group
3. Find an event. Check on all the details (date, time, location, hike description, who is hosting (the hike leader), who else has signed up for it, carpool info).
4. Click on “ATTEND”. If you want to bring a guest, click on “Bring a guest”.
5. Answer any questions that the hike leaders has asked.
6. You will then be informed on the App if you are “GOING” or on the waitlist. You will be asked to “Add To Calendar”. This is an easy way to enter the event to your personal calendar, if you set your account up to allow it to happen. As the event date approaches, you will receive email reminders to attend.
7. In the comments section, write a note to the group or the hike leader, just to practice doing it.

Click on  
the  
LMC  
Group



Scroll  
Down



Pick  
an  
event



8:37 62% •

X Loveland Mountain Club  
MEMBERS ONLY Group

**UPCOMING** PAST

May

**LMC Hike Leaders Meetup Training Session**  
Sunday 3:00 PM •High Plains Villa...

 2 ↑ Bookmark

**Canceled**  
~~HIKE TO bOBcat RIDGE~~  
Tue, May 20, 8:00 AM •Cub Lake ...

 2 ↑ Bookmark

||| ○ <

This screenshot shows the 'UPCOMING' tab of a mobile app for the Loveland Mountain Club Members Only Group. It lists two events: 'LMC Hike Leaders Meetup Training Session' on Sunday, May 11, 2025, and a canceled event 'HIKE TO bOBcat RIDGE' on Tuesday, May 20, 2025. Each event card includes a profile picture of two people, a count of 2 attendees, and sharing and bookmarking options. The interface is clean with a white background and blue text for the 'UPCOMING' tab.

8:38 62% •

← Event ↑ Bookmark

  
LOVELAND MOUNTAIN

**LMC Hike Leaders Meetup Training Session**

Calendar icon **Sunday, May 11, 2025** >  
3:00 PM - 5:00 PM MDT ?

Location pin icon **High Plains Village Community Center** >  
1949 Grays Peak Dr, Loveland,

**Free** Attend

23 spots left

||| ○ <

This screenshot shows the details of the 'LMC Hike Leaders Meetup Training Session' event. It includes the date (Sunday, May 11, 2025), time (3:00 PM - 5:00 PM MDT), location (High Plains Village Community Center, 1949 Grays Peak Dr, Loveland), and price (Free). A red 'Attend' button is prominently displayed. The interface includes standard mobile navigation icons at the bottom.

Click on  
“ATTEND”



8:38

61%

## ← Confirmation

**You're going!**

LMC Hike Leaders Meetup  
Training Session  
Sun 11, 03:00 PM

**Add to calendar**

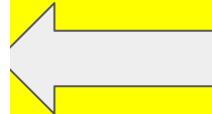
**Forward to a friend**

You're going

 Share



# YOU'RE GOING!!!

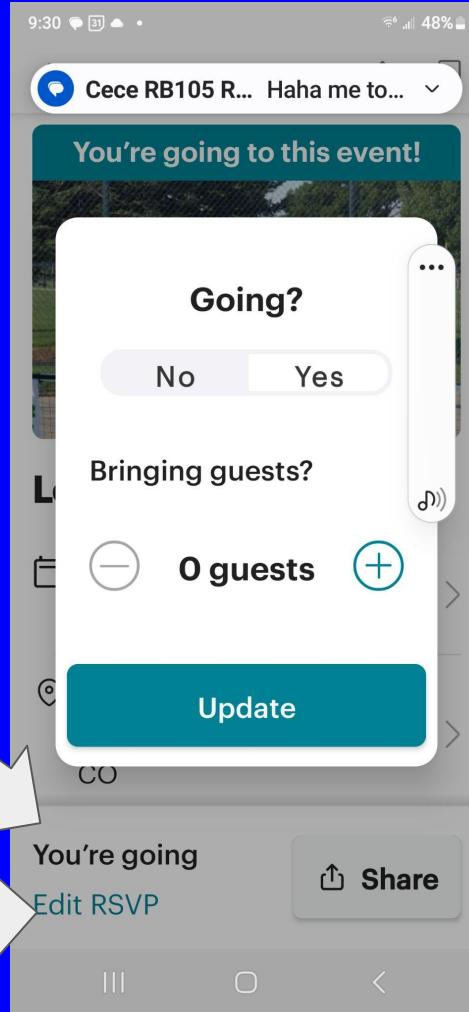


Add to  
Calendar

# HOW TO CANCEL OUT OF AN EVENT (please be courteous and give us AT LEAST 36 hours notice)

1. Open MEETUP on phone or computer
2. Click on the Loveland Mountain Club Members Only Group
3. Click on the event you want to cancel out of
4. On the bottom left, you will see “You’re Going” and underneath it “Edit RSVP”
5. Click on “Edit RSVP”; a screen will open that gives you the choice of “Going”-Yes or No
6. Click on “NO”, then click on “Update”
7. You will no longer see your name on the “Going” list

# HOW TO CANCEL OUT OF AN EVENT



1. Your status
2. Click HERE FIRST to cancel



3. Click "No" to cancel.  
YOU WILL NO LONGER SEE YOUR NAME ON THE "GOING" LIST.



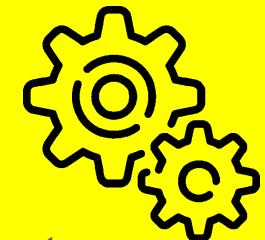
HELP.MEETUP.COM

OR

MELPENN19@GMAIL.COM

All these slides can be found on  
LMC website (click on link in the  
red bar)

# NOTIFICATIONS



To set up notifications on your mobile device, once you have the App set up:

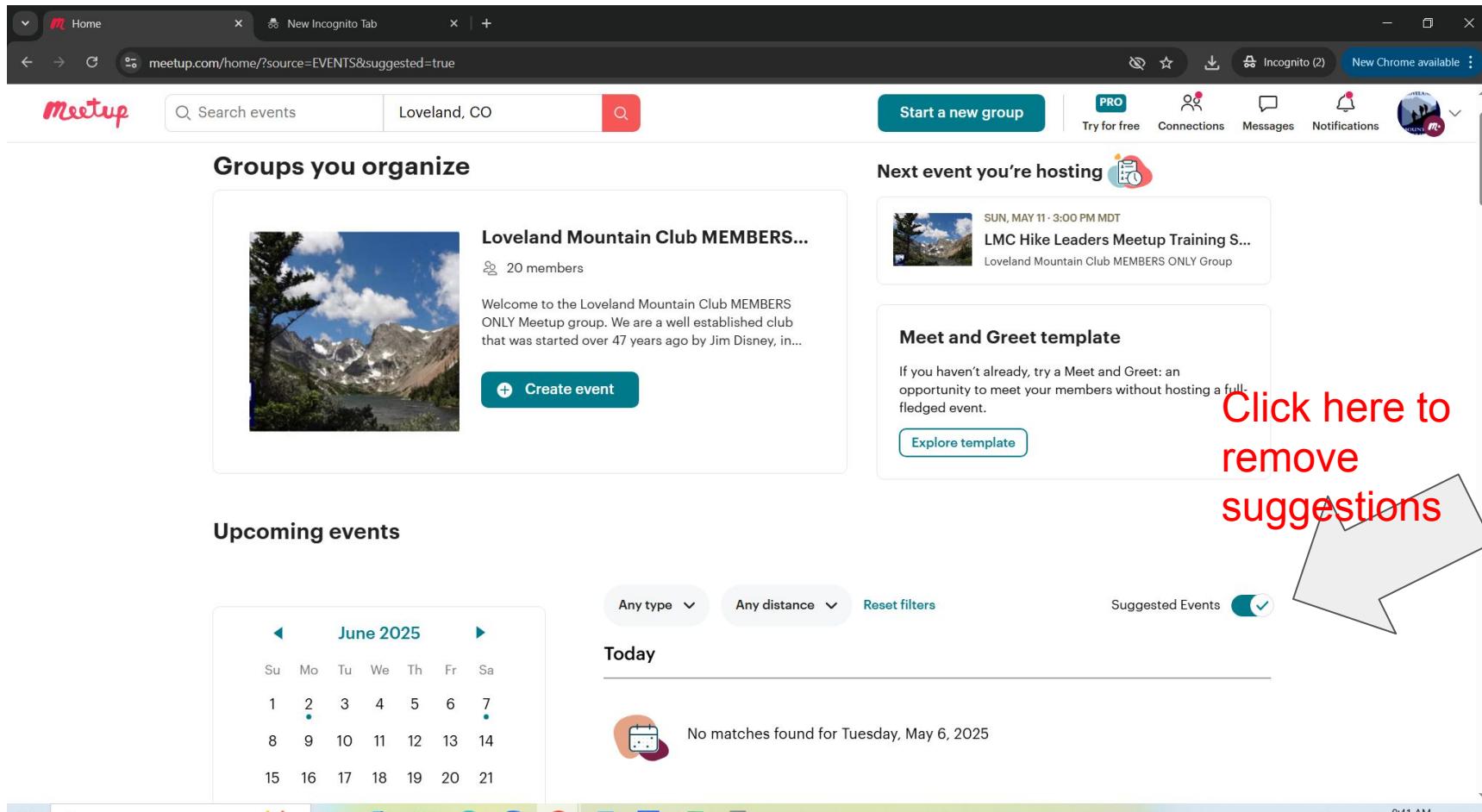
- Go to Settings on your phone or tablet
- Scroll down to Notifications, and click on it
- Click on App Notifications
- Scroll down to Meetup and click on it
- Click on the **Allow notifications** button, also on the **Allow sound and vibration** button.
- You can also click “show content” on Lock Screen Notifications
- You will get:
  - a. **Email updates** your email inbox.
  - b. **Push notifications** appear on your mobile device.
  - c. **On-site notifications** are seen in the notifications tab in the Meetup app or the notifications on the Meetup website.
- You can control notifications by changing your settings at any time.
- Close Settings

## Emails from Meetup

To control the number/type of Emails you get:

1. From the *Home* tab, tap your circular profile icon in the upper right-hand corner
2. Tap the *Gear* icon in the upper right-hand corner
3. Select *Email updates*
4. To disable all emails, toggle the top slider on or off. This is NOT recommended: you want to get these notifications!
5. Otherwise, use the sliders below to select the email types you'd like to receive
6. Tap the *Left arrow* icon to go back when you're finished

# You can REMOVE “Suggested events” on your website account



The screenshot shows the Meetup.com homepage with the URL [meetup.com/home/?source=EVENTS&suggested=true](https://meetup.com/home/?source=EVENTS&suggested=true). The page features a search bar for "Search events" and a location filter for "Loveland, CO". A prominent "Start a new group" button is visible. The main content area includes sections for "Groups you organize" (showing the Loveland Mountain Club MEMBERS group) and "Upcoming events" (a calendar for June 2025). A "Next event you're hosting" section is also present. A red callout box with the text "Click here to remove suggestions" points to the "Suggested Events" toggle switch, which is currently turned on (indicated by a checkmark). The page also includes links for "PRO Try for free", "Connections", "Messages", and "Notifications".

Groups you organize

Loveland Mountain Club MEMBERS...

20 members

Welcome to the Loveland Mountain Club MEMBERS ONLY Meetup group. We are a well established club that was started over 47 years ago by Jim Disney, in...

Create event

Upcoming events

Any type

Any distance

Reset filters

Suggested Events

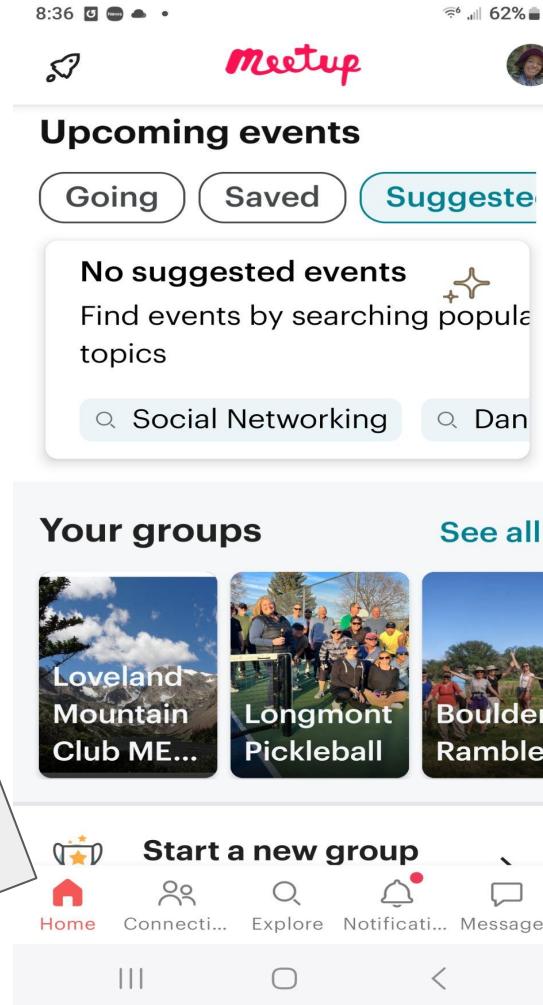
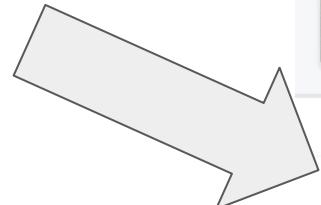
Today

No matches found for Tuesday, May 6, 2025

Click here to remove suggestions

# ARE YOU LOST IN THE APP? Go to “HOME”!

CLICK ON THE  
LITTLE HOUSE  
ICON ON THE  
BOTTOM OF  
YOUR SCREEN



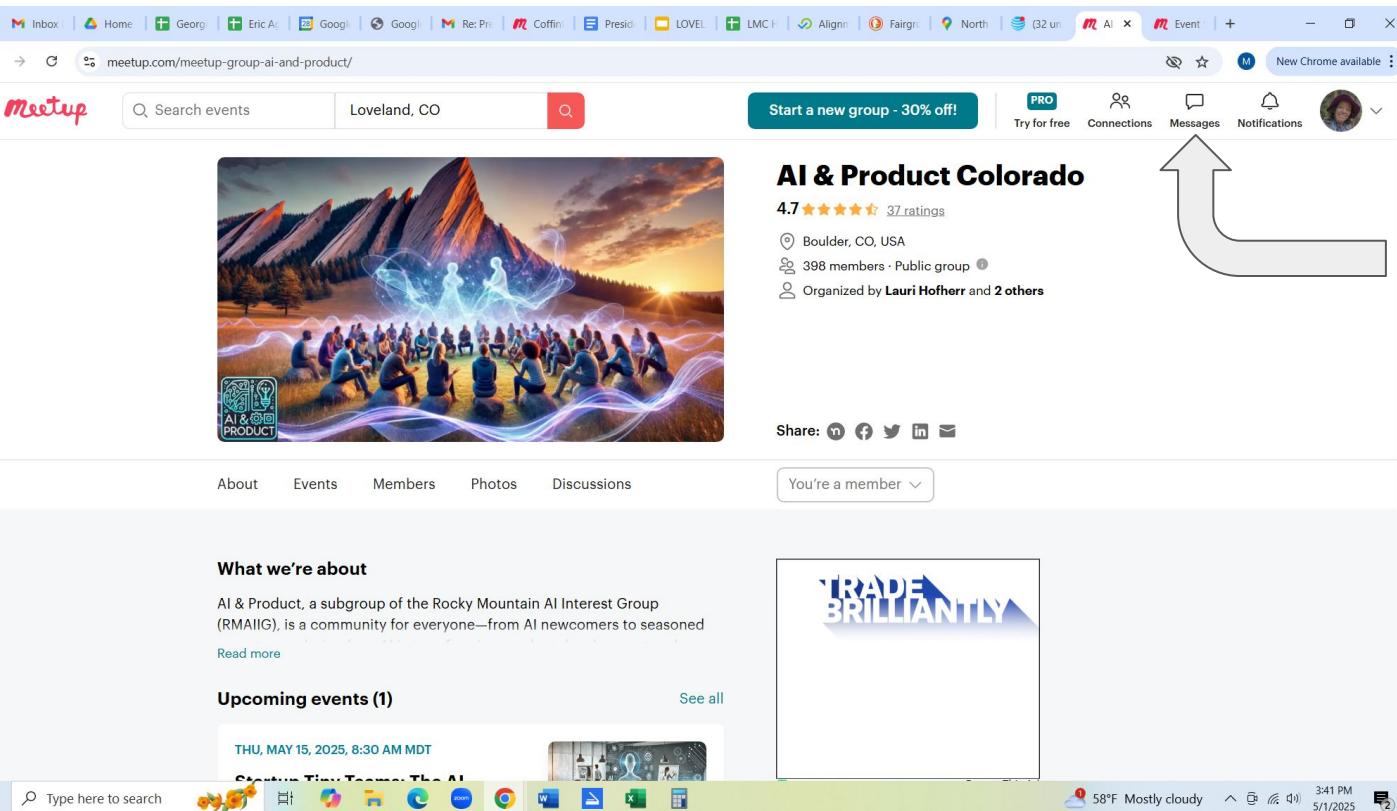


# HIKE LEADERS ONLY:

In the next section of this training, we will learn how to:

1. Become an “Event Organizer”
2. Create an event
3. Publish your event
4. Announce your event
5. Monitor your sign-ups
6. Communicate with your attendees
7. Report on no-shows
8. Copy an event

# Become an event organizer (hike leader)



meetup.com/meetup-group-ai-and-product/

Search events Loveland, CO

Start a new group - 30% off!

PRO Try for free Connections Messages Notifications

**AI & Product Colorado**

4.7 ★★★★★ 37 ratings

Boulder, CO, USA

398 members · Public group

Organized by Lauri Hofherr and 2 others

About Events Members Photos Discussions

Share: [n](#) [f](#) [t](#) [in](#) [e](#)

You're a member

**What we're about**

AI & Product, a subgroup of the Rocky Mountain AI Interest Group (RMAIG), is a community for everyone—from AI newcomers to seasoned

[Read more](#)

**Upcoming events (1)**

THU, MAY 15, 2025, 8:30 AM MDT

See all

TRADE BRILLIANTLY

Type here to search

58°F Mostly cloudy

3:41 PM 5/1/2025

1. Send Melanie a message and let her know you are ready to lead LMC hikes.
2. Melanie will assign you to an “Event organizer” role and you will be able to create hikes and publish them on Meetup.

# Create an Event

meetup.com/longmont-pickleball/?eventOrigin=home\_page\_groups\_you\_are\_in

Start a new group - 30% off!

Try for free

Connections

Messages

Notifications

Longmont Pickleball

4.8 ★★★★★ 2167 ratings

Longmont, CO, USA

1,294 members · Public group

Organized by Buzz and 38 others

Contact members

Share: [n](#) [f](#) [t](#) [l](#) [e](#)

About Events Members Photos Discussions More

Create event

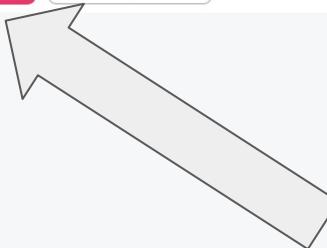
Manage group

What we're about

Pickleball is America's fastest growing sport!

Our purpose is to make it easier to connect with others who want to play

Read more



M (no si) Google Geor Eric A Goog Goog Re: Presi Coffin Presi LOVE LMC Align Fairg North Curre (34 u) Home L + New Chrome available

meetup.com/longmont-pickleball/?eventOrigin=home\_page\_groups\_you\_are\_in

Meetup Search events Loveland, CO  Start a new group - 30% off! Try for free Connections Messages Notifications 



**Longmont Pickleball**  
4.8  2167 ratings  
Longmont, CO, USA  
1,294 members · Public group   
Organized by Buzz and 38 others  
[Contact members](#)

Share: 

About Events Members Photos Discussions More [Create event](#) [Manage group](#)

+ Create a new event  
+ Generate event with AI  
+ Copy a past event  
+ Edit a saved draft



**What we're about**  
Pickleball is America's fastest growing sport!  
Our purpose is to make it easier to connect with others who want to play.  
[Read more](#)



Type here to search   60°F Light rain 4:37 PM 4/30/2025 

 Search events

Loveland, CO

[Start a new group - 30% off!](#)

New Chrome available

## Create an event

Longmont Pickleball

[Generate event with AI](#)[Copy the last event](#)

1

Title (required)

2

Date and time ⓘ

Thu, May 01, 2025



07:00 PM ⓘ



3

Duration

2 hours

4

Featured photo

Cancel

[Edit a draft](#)

11 saved drafts

### Tips for a great event

#### Be descriptive

good title immediately gives people an idea of what the event is about.

#### Get organized

Describe things in a clear order so it's easy to follow. Start with an overall description of the event and include a basic agenda, before you move into really specific details.

Start time is when the carpool leaves

End time is when we are members expected to return to carpool spot. Click on this box to pick a time.

[Save as draft](#)[Preview](#)[Publish](#)

Keep scrolling down

5



Type here to search



58°F Light rain

5:10 PM  
4/30/2025

meetup.com/longmont-pickleball/schedule/ New Chrome available

Search events Loveland, CO

Start a new group - 30% off!

Try for free Connections Messages Notifications

Featured photo

If uploading a photo, you will need good internet connection

Pick photo

Choose from past event albums or upload from your device

Don't have a photo handy? Pick a free image from the [Pexels](#) photo library.

Description (required)

Let your attendees know what to expect, including the agenda, what they need to bring, and how to find the group.

Use the handy HIKE TEMPLATE to create your hike description

Cancel

Save as draft Preview Publish

57°F Cloudy 5:11 PM 4/30/2025

Tips for a great event

Be descriptive

A good title immediately gives people an idea of what the event is about.

Get organized

Describe things in a clear order so it's easy to digest. Start with an overall description of the event and include a basic agenda, before you move into really specific details.

Add an image

Upload a photo or image to give members a better feel for the event.

[Get more tips in the Organizer Guide](#)

[Get help from experienced organizers.](#)

Join the Meetup Organizer Discord Community

Keep scrolling down

meetup.com/longmont-pickleball/schedule/

Search events Loveland, CO

Start a new group - 30% off!

Try for free Connections Messages Notifications

**Topics**  
You can pick up to 5 topics. Topics describe what your Meetup event is about in a word or two. They also help us show your event to members with matching interests. [Learn how to choose the best topics for your event](#)

**How to increase event discovery**  
Selecting a relevant, but wide range of topics that describe your event.

- ✓ Chess • Park Games • Make New Friends • Hanging Out • Lunch
- ✗ Chess • Speed Chess • Chess Enthusiasts • Beginner Chess • Chess Team

You can add 5 topics.

Search topic

Sports and Socials + Recreational Sports + Pickleball +  
Indoor Pickleball + Lessons +

**Location**  
Let your attendees know if this is an online, in person, or hybrid event.

**Cancel** **Save as draft** **Preview** **Publish**

**Tips for a great event**

**Be descriptive**  
A good title immediately gives people an idea of what the event is about.

**Get organized**  
Describe things in a clear order so it's easy to digest. Start with an overall description of the event and include a basic agenda, before you move into really specific details.

**Add an image**  
Upload a photo or image to give members a better feel for the event.

[Get more tips in the Organizer Guide](#)  
[Get help from experienced organizers. Join the Meetup Organizer Discord Community](#)

**Keep scrolling down**



Type here to search



57°F Cloudy



5:11 PM  
4/30/2025



Search events

Loveland, CO



Start a new group - 30% off!



Try for free



Connections



Messages



Notifications



New Chrome available

This will be  
the  
TRAILHEAD  
location

6

Add venue

Search or add a location

Recent locations

Clark Centennial  
Park  
1100 Lashley St  
Longmont

Select

Clark Centennial  
Park  
9th Ave. and Lashley  
Longmont

Select

China Gourmet  
Longmont  
1345 Dry Creek D  
Longmont

Select

If you  
want, add  
a co-host  
(must be  
in the  
Meetup  
Group)

Hosts

Event hosts can edit the event details and message all attendees



Melanie Pennington  
Assistant organizer

Add a host

Cancel

## Tips for a great event

### Be descriptive

A good title immediately gives people an idea of what the event is about.

### Get organized

Describe things in a clear order so it's easy to digest. Start with an overall description of the event and include a basic agenda, before you move into really specific details.

### Add an image

Upload a photo or image to give members a better feel for the event.

[Get more tips in the Organizer Guide](#)

[Get help from experienced organizers.  
Join the Meetup Organizer Discord  
Community](#)

Keep  
scrolling  
down



Save as draft

Preview

Publish



Type here to search



57°F Cloudy



5:11 PM  
4/30/2025

meetup.com/longmont-pickleball/schedule/ New Chrome available

Search events Loveland, CO

Start a new group - 30% off! Try for free Connections Messages Notifications

Event title  This is a paid event

Optional settings

Repeat event  Ask members a question **Yes**  Attendee limit **Yes**  Allow guests **Yes or No**  RSVP open time **ABSOLUTELY**  RSVP close time **Maybe**

Be descriptive  
A good title immediately gives people an idea of what the event is about.

Get organized  
Describe things in a clear order so it's easy to digest. Start with an overall description of the event and include a basic agenda, before you move into really specific details.

Add an image  
Upload a photo or image to give members a better feel for the event.

[Get more tips in the Organizer Guide](#)

[Get help from experienced organizers. Join the Meetup Organizer Discord Community](#)

Cancel Save as draft Preview Publish

Create your own Meetup group. [Get Started](#)

Type here to search

57°F Cloudy 5:11 PM 4/30/2025

## Event parameters for a typical hike:

- Ask Members a Question: Yes: Ask for
  1. Phone number? (You can also look this up on the LMC website)
  2. Do they want to carpool?
  3. If carpooling, can they drive?

Attendee Limit: YES (usually 8 to 12 hikers)

Allow Guests: YES (you can add hikers if they can't use the APP)

RSVP Open Time: YES this will be the 22nd of the preceding month to coincide with the Newsletter publish date.

RSVP Close Time: Not usually but this is up to hike leader

## TWO MORE STEPS: PUBLISH AND ANNOUNCE

meetup.com/longmont-pickleball/schedule/

Search events Loveland, CO Start

Event fee  This is a paid event

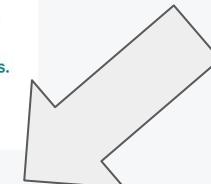
Optional settings

Repeat event  Ask members a question  Attendee limit  Allow guests  RSVP open time  RSVP close time

When done, you can choose to **Save as a draft**, **Preview**, or to **Publish**

Cancel Save as draft Preview Publish

Get help from experienced organizers. Join the Meetup Organizer Discord Community



Type here to search  Earnings upcoming 3:19 PM 5/1/2025

Once you have PUBLISHED your event, it is posted on the App AND IS VISIBLE TO THE GROUP.

You will then get a window asking if you would like to ANNOUNCE your event. Click YES and your event will be announced via in-app notifications, so the Group members are aware that you posted your event. This gives them a heads-up that there is something to sign up for!

# Hike description template

1. **Hike description:**
2. **Hike length, starting elevation, elevation gain:**
3. **Hiker limit:**
4. **Carpool Location** and rideshare amount:
5. **Lateness:** We will wait only 5 minutes for late arrivals at the meetup location. Please allow extra time to get to the meetup location by the stated meetup time.
6. **Hike Pace:** This hike will be at a (**slow, moderate, fast**) pace (\_\_\_\_\_ miles per hour). We hike as a group and will stop at appropriate spots, as needed, along the way for water, snacks, lunch, photos, etc.
7. **Things to Bring:** Water, snacks, lunch, appropriate clothing for the weather, sturdy hiking shoes, sunscreen, sunglasses, hat, hiking poles (if you use them).
8. **Weather Forecast:** See the forecast for the trail area here : <https://forecast.weather.gov> (add location). Any changes to the hike due to weather conditions will be communicated on Meetup.
9. **Cancellation of Hike:** Hikes are always subject to date/time change or cancellation due to weather, trail conditions or closures, or other unforeseen circumstances. You will be notified if the hike is cancelled for any reason.
10. **Required Waiver:** If you have not already done so, you must sign the LMC waiver available on our website (see below) prior to this hike. Copies will be available at the meetup location, or you may print, sign, and bring with you a form available at this link: <https://lovelandmountainclub.org/images/Forms/2024application-renewal-waiver.pdf>. If you choose to sign the waiver on the day of hike, please arrive early so that we can depart for the hike on time. By signing up for this hike you acknowledge that you can perform this hike and that you are solely responsible for your own safety.

# Hike Description Example

Granite Ridge Trail (B)

August 2, 2025

1. **Description:** This is an out-and-back hike that begins at the Elkhorn Creek Trailhead south of Red Feather Lakes Road. We will go north on the Lady Moon trail , then turn right (east) on Granite Ridge Trail. We will continue to the end of Box Hollow Canyon Trail. On the return trip, we will visit Disappointment Falls. This hike should provide nice views and possible wildlife sightings, without many other hikers. This is a B level hike
2. **Length and Elevation:** The hike distance is approximately 10.9 miles, starting at 7,754 feet. The total elevation gain is approximately 2,090 feet.
3. **Limit:** The limit for this hike is 8 hikers, including the leader.
4. **Carpool Location:** The meeting place for this hike will be JJ's Country Corner at 4015 S Taft Hill Rd in Fort Collins. The meetup time will be 7:00 a.m. Drivers to the trailhead will be determined prior to the hike date. Round trip travel to the trailhead is 90 miles, so the rideshare fee will be \$9.
5. **Lateness:** We will wait only 5 minutes for late arrivals at the meetup location. Please allow extra time to get to the meetup location by the stated meetup time.
6. **Hike Pace:** This hike will be at a **moderate** pace (2 to 2.5 miles per hour). We hike as a group and will stop at appropriate spots, as needed, along the way for water, snacks, lunch, photos, etc.
7. **Things to Bring:** Water, snacks, lunch, appropriate clothing for the weather, sturdy hiking shoes, sunscreen, sunglasses, hat, hiking poles (if you use them).
8. **Weather Forecast:** See the forecast for the trail area here (scroll down to the detailed forecast):  
<https://forecast.weather.gov/MapClick.php?lat=40.7462304247757&lon=-105.540157897168>. Any changes to the hike due to weather conditions will be communicated on Meetup.
9. **Cancellation of Hike:** Hikes are always subject to date/time change or cancellation due to weather, trail conditions or closures, or other unforeseen circumstances. You will be notified if the hike is cancelled for any reason.
10. **Required Waiver:** If you have not already done so, you must sign the LMC waiver available on our website (see below) prior to this hike. Copies will be available at the meetup location, or you may print, sign, and bring with you a form available at this link: <https://lovelandmountainclub.org/images/Forms/2024application-renewal-waiver.pdf>. If you choose to sign the waiver on the day of hike, please arrive early so that we can depart for the hike on time. By signing up for this hike you acknowledge that you can perform this hike and that you are solely responsible for your own safety.

You are done! Now simply keep an eye on the App/website for questions from hikers, or contact people in your hike group via the group comments. Check the App occasionally to see who is signing up for your hikes or if you have a waitlist.

