

# 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 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



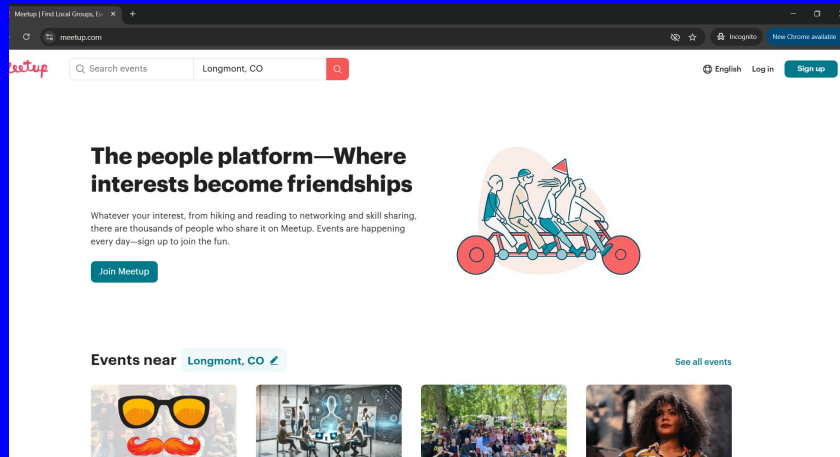
# USING THE MEETUP WEBSITE (list of steps)

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/30750729/?response=3&utm\_medium=email&utm\_source=baze\_canvas&utm\_campaign=mmrk\_alleng\_event\_announcement\_prod\_unfiltered\_v7\_...

### Hump Day Pickleball

Hosted By  
Robert M.



**Details**  
A midweek morning meetup that complies with the rules of pickleball. We are calling it Hump Day Pickleball and will be starting in the summer if there is adequate interest. Start earlier time as the summer heats up. Start...

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


**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.

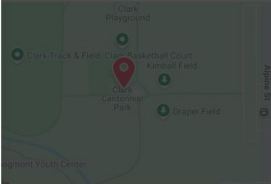
**Age**  
☒ I am 18 years of age or older.

☒ I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Sign up**

Already a member? [Log in](#)

**Longmont Pickleball**  
4.8 2158 ratings  
Wednesday, April 30, 2025  
10:00 AM to 12:00 PM MDT  
Clark Centennial Park  
1100 Lashley St - Longmont, CO

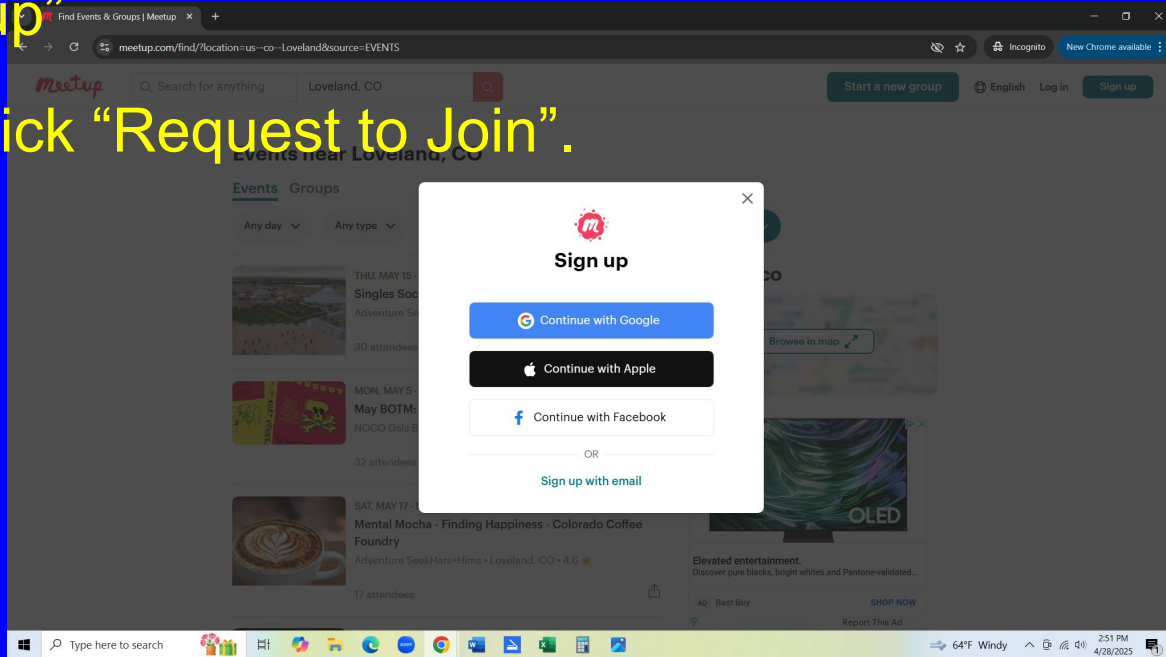


**Share** **Attend**

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”.

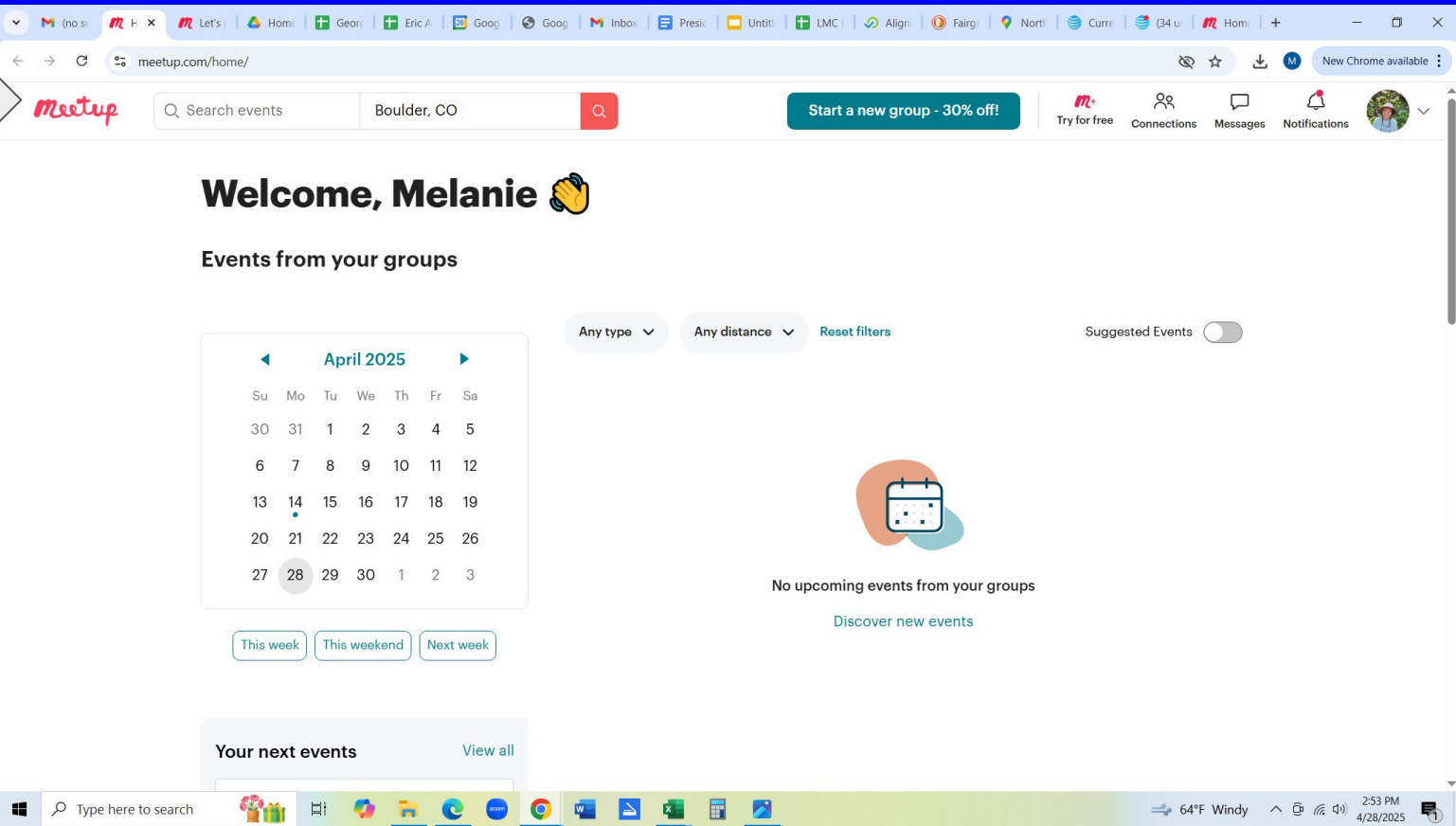


# VERY IMPORTANT !!!

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)



The screenshot displays the Meetup homepage for a user named Melanie. The browser's address bar shows the URL `meetup.com/home/`. The top navigation bar includes the Meetup logo (highlighted by a large grey arrow), a search bar, a location filter set to 'Boulder, CO', a button to 'Start a new group - 30% off!', and links for 'Try for free', 'Connections', 'Messages', 'Notifications', and a profile picture. The main content area features a 'Welcome, Melanie' greeting with a clapping hands emoji. Below this is the 'Events from your groups' section, which includes a calendar for April 2025, filter buttons for 'Any type', 'Any distance', and 'Reset filters', and a 'Suggested Events' toggle. The calendar shows the date 28th as the current day. A message states 'No upcoming events from your groups' with a 'Discover new events' link. At the bottom, there is a 'Your next events' section with a 'View all' link. The Windows taskbar at the very bottom shows the search bar, various application icons, and the system clock indicating 2:53 PM on 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

1. Upcoming events (4) See all

FRI, MAY 2, 2025, 10:00 AM MDT

**TGIF Pickleball at Clark Centennial Park Longmont**

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

SUN, MAY 4, 2025, 9:30 AM MDT

**Pickleball and Coffee at Clark Centennial Park Longmont, Sun...**

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...

Organizers

Buzz and 38 others

Message

Members (1,293) See all

Type here to search

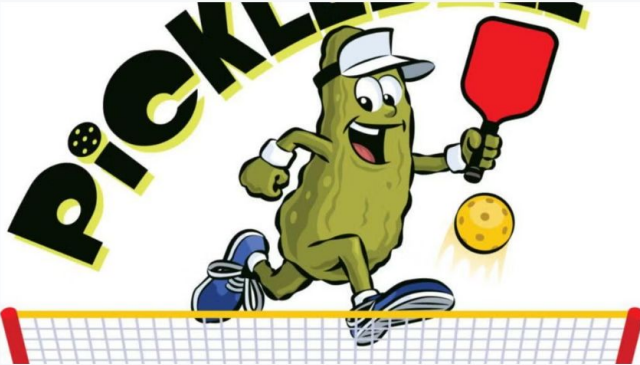
66°F Mostly cloudy 2:58 PM 4/30/2025

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



**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

**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.

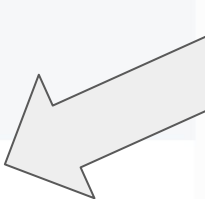
Clark Playground

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

FREE  
1 spot left

[Share](#)

**Attend**



You are “Going”! Click “Add to Calendar”

The screenshot shows a web browser window displaying a Meetup event page. The browser's address bar shows the URL `meetup.com/longmont-pickleball/events/307483687/rsvp/`. The Meetup header includes a search bar, the location 'Loveland, CO', and a 'Start a new group - 30% off!' button. The event title is 'TGIF Pickleball at Clark Centennial Park Longmont' with a date of 'Fri, May 2 · 10:00 AM MDT'. A large grey arrow points to the 'Add to calendar' button. Below it is a 'Share' button. To the left of the event details is a cartoon illustration of a pickle character playing pickleball. Under the 'You're going!' heading, there is a 'Back to event' link. At the bottom of the page, a section titled 'Recommended for you' lists four other events. A second grey arrow points to the 'Edit RSVP' link in the bottom right corner of the event card.

meetup.com/longmont-pickleball/events/307483687/rsvp/

Search events Loveland, CO Start a new group - 30% off!

← Back to event

**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

Want to cancel? Click on “Edit RSVP”

# Click on “Not Going”

The screenshot shows a web browser window with a Meetup page. A modal titled "Update your RSVP" is open, asking "Are you bringing anyone?" with a numeric input set to 0. Below this, it says "Attendees" and "Current response: You're going". At the bottom of the modal are two buttons: "Not going" and "Update". A large white arrow points from the "Not going" button towards the left side of the screen. The background shows event listings for "Free Friday Breathwork - Come As You Are", "Let's play pickleball!", "TGIF Pickleball at Clark Centennial Park", and "Hump Day Pickleball at Clark Centennial Park". The browser's address bar shows the URL "mont-pickleball/events/307483687/rsvp/".

Update your RSVP

Are you bringing anyone?

0

Attendees

Current response: You're going

Not going Update

Free Friday Breathwork - Come As You Are

Let's play pickleball!

TGIF Pickleball at Clark Centennial Park

Hump Day Pickleball at Clark Centennial Park

You're going! Edit RSVP Share

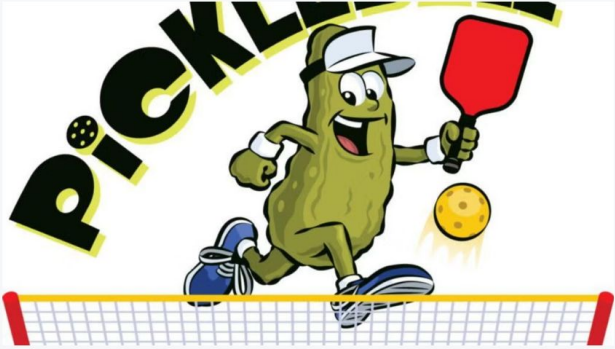


You will no longer be listed as “Going”

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

**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

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

FREE  
1 spot left

[Share](#)

[Attend](#)

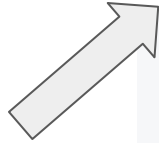
Type here to search

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 screenshot shows a web browser window with the Meetup website. The address bar shows the URL 'meetup.com/longmont-pickleball/schedule/'. The Meetup logo is in the top left corner. A search bar contains 'Loveland, CO'. A teal button says 'Start a new group - 30% off!'. The main content area is titled 'Create an event' for 'Longmont Pickleball'. It has two buttons: 'Generate event with AI' and 'Copy the last event'. Below these is a 'Title (required)' text input field. Then 'Date and time' with a calendar icon, showing 'Thu, May 01, 2025' and '07:00 PM MDT'. Below that is 'Duration' with a dropdown menu set to '2 hours'. At the bottom is a 'Featured photo' section. On the right side, there's a box for 'Edit a draft' with '11 saved drafts', and a 'Tips for a great event' section with advice on being descriptive, organized, and adding an image. At the bottom right are buttons for 'Save as draft', 'Preview', and 'Publish'. The Windows taskbar is visible at the very bottom.

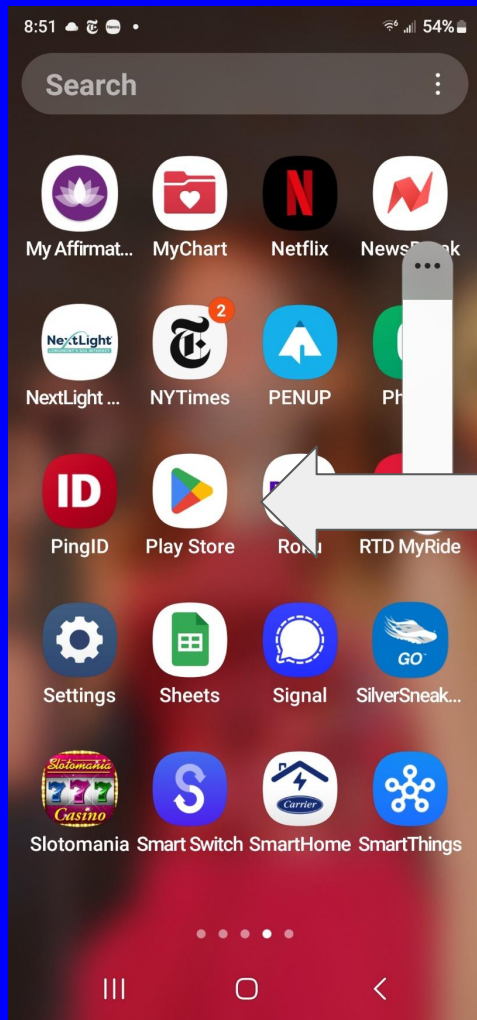
# THE MEETUP **MOBILE APP** (ON YOUR PHONE)

- 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.

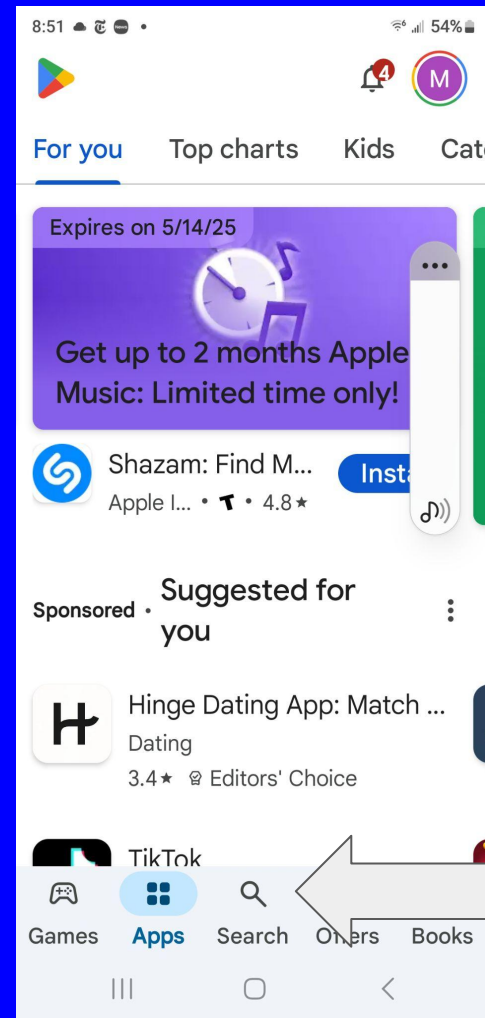


## SETTING UP THE MEETUP MOBILE APP (list of steps)

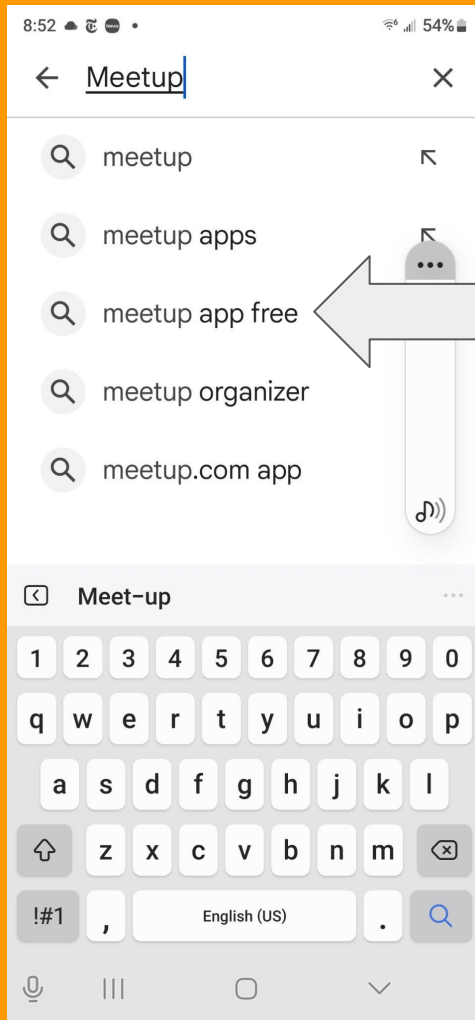
1. On your phone, open Google Play or App Store
2. Search for Meetup App free and click on Meetup: Social Events and Groups
3. Click “Install” and wait for it to upload to your phone
4. Click “Open”
5. Set up your account if you didn’t set one up on the website (follow the prompts)
6. Go to “HOME” (small 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.



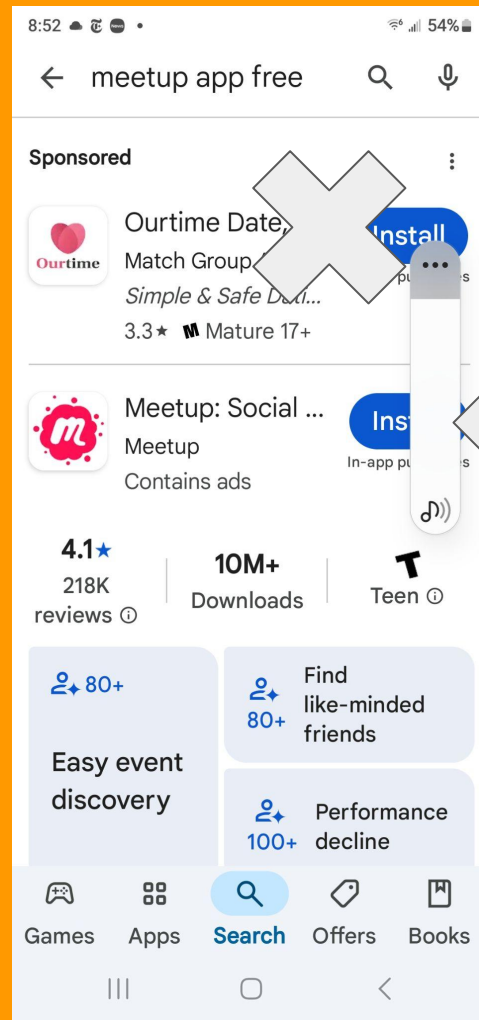
Open Play  
Store or App  
Store



Search  
for  
"Meetup"

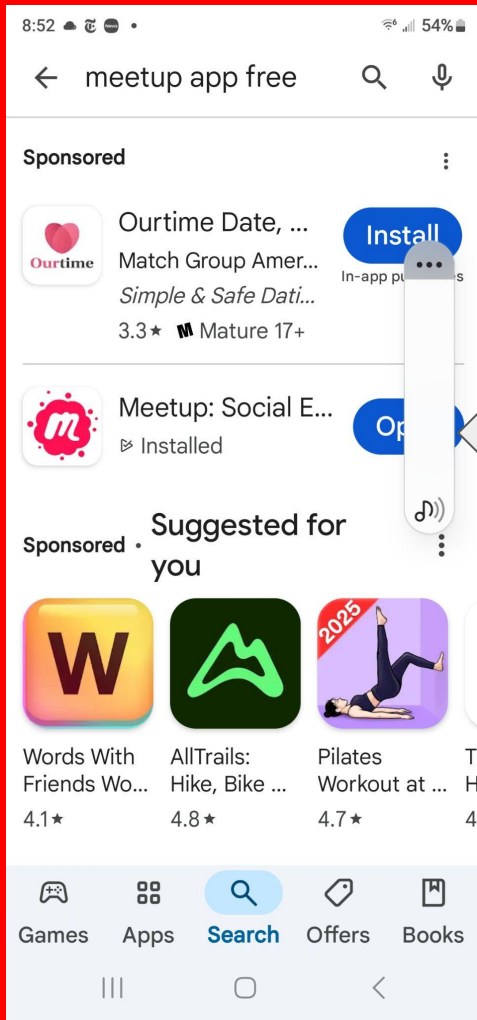


Click on "meetup app free"

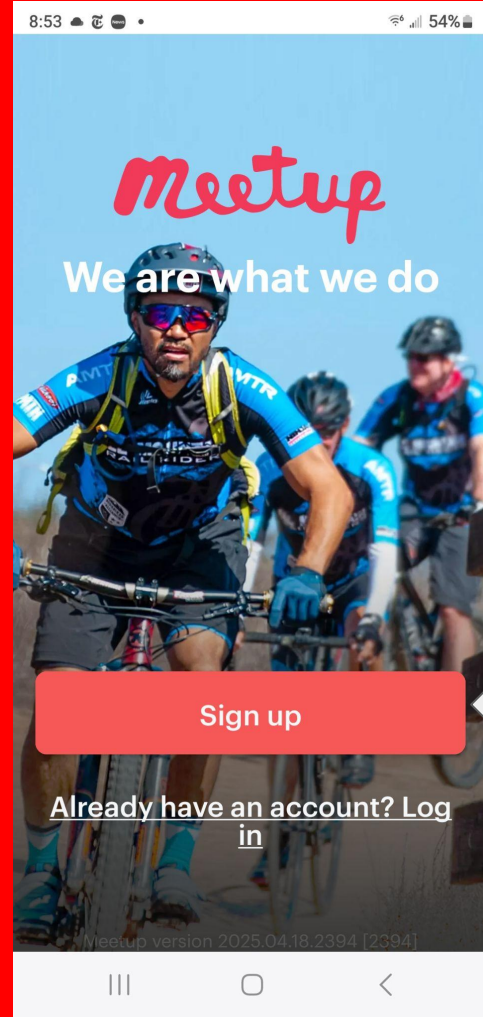


Ignore sponsored Apps!

Click on "Install"



Click on  
"Open"




Sign up if  
you don't  
have an  
account  
already,  
OR  
Sign in

OR

8:53 53%

← Hello again!

 Continue with Facebook

...

Email

Password

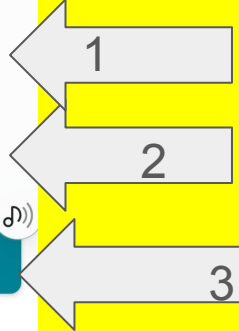
Log in

Forgot password?

Don't have an account? [Sign up](#)


By continuing, you agree to Meetup's [Terms of Service](#). We will manage information about you as described in our [Privacy Policy](#) and [Cookie Policy](#)

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



8:55 53%

×



How did you discover Meetup?

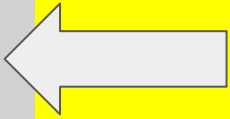
Social media

...

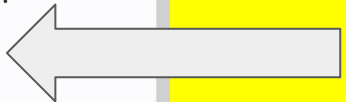
Allow Meetup to send you notifications?

Allow

Don't allow



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

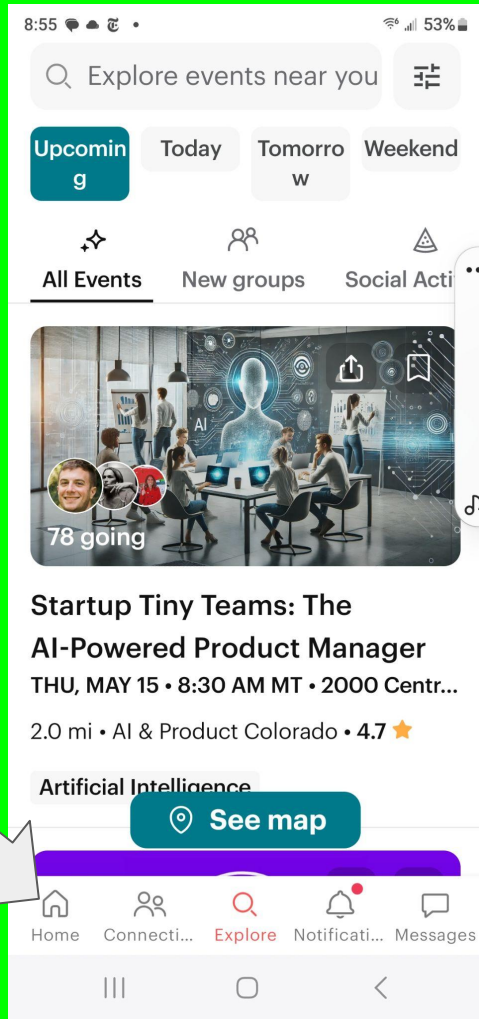




If you are creating a new account, follow the prompts and use your email and create a new password to set up your account. Remember your PW for future reference!

YOU ARE IN!

1. Click on the “Home” icon



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

# VERY IMPORTANT!

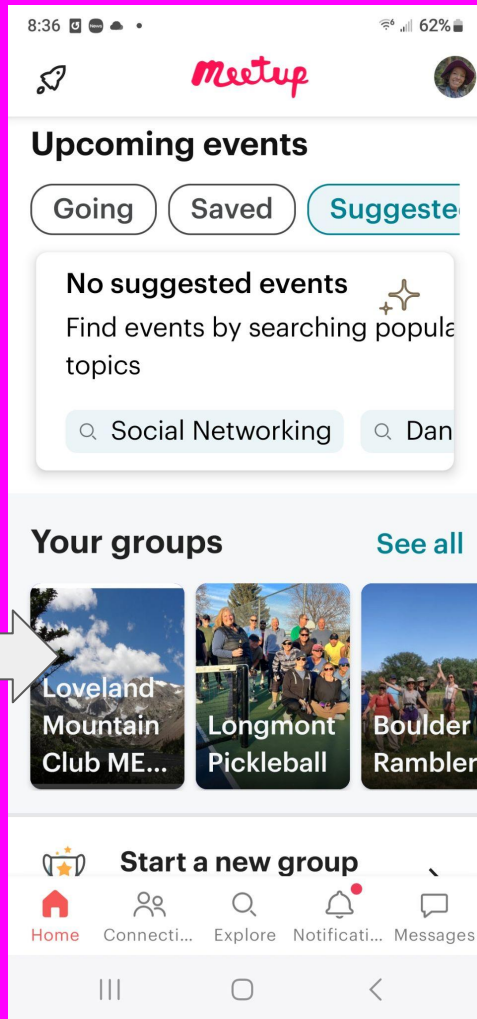
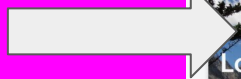
Your request to join will need to be approved by the Administrator (Melanie). Only current LMC members will be admitted to the group. You will receive an email confirmation once you have been admitted to the group.

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?).

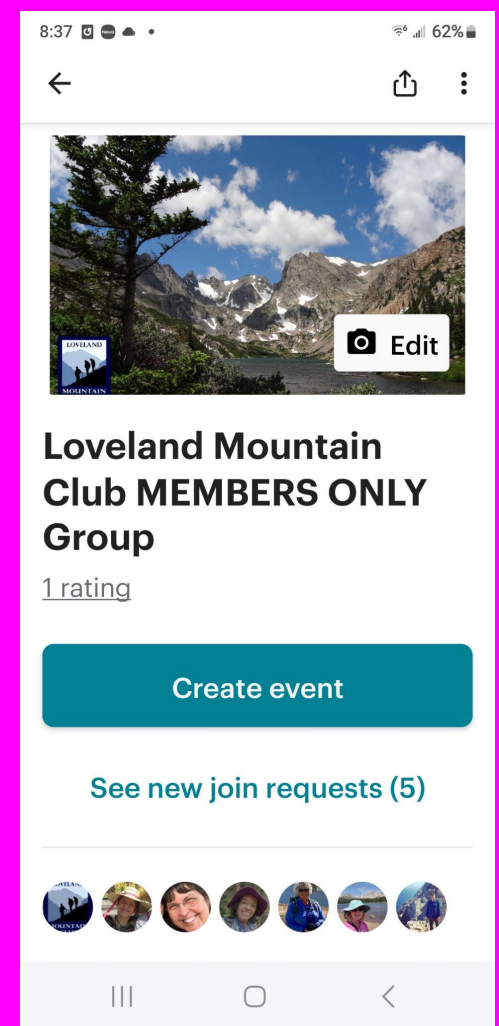
# SIGN UP FOR AN EVENT!

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.

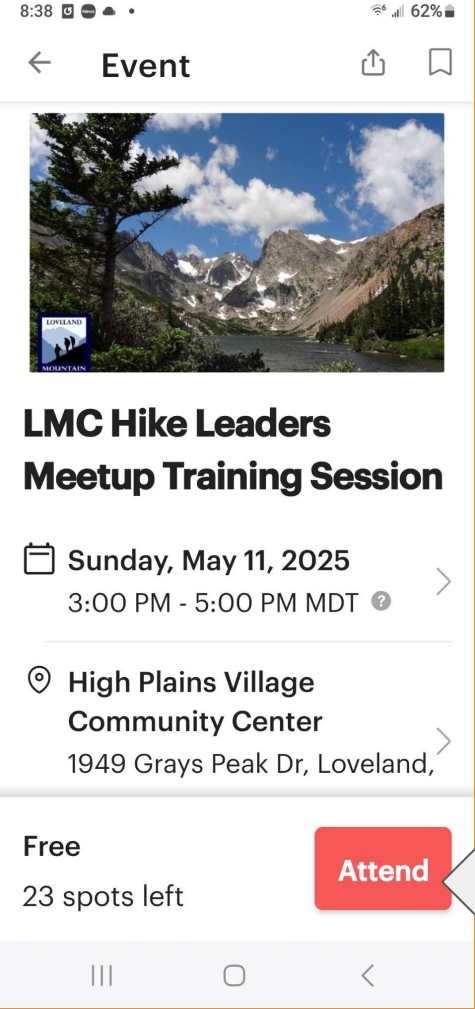
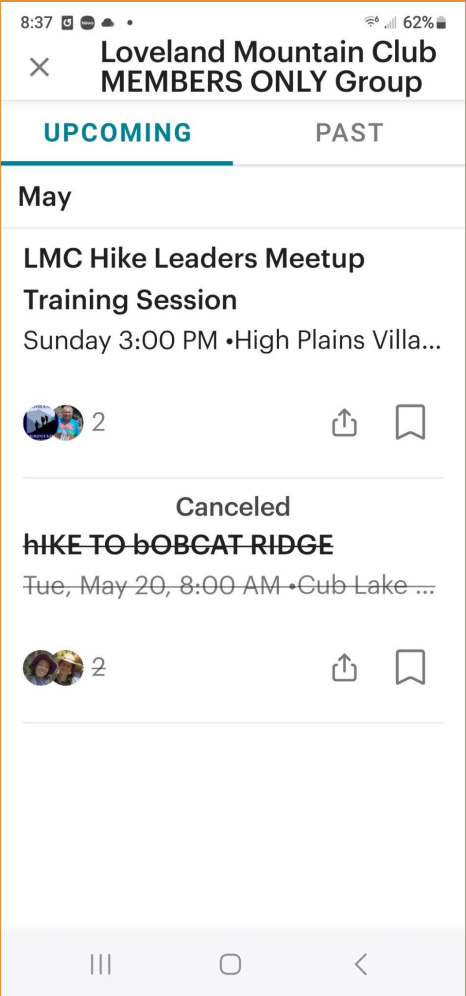
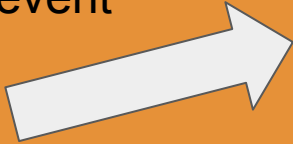
Click on  
the  
LMC  
Group



Scroll  
Down

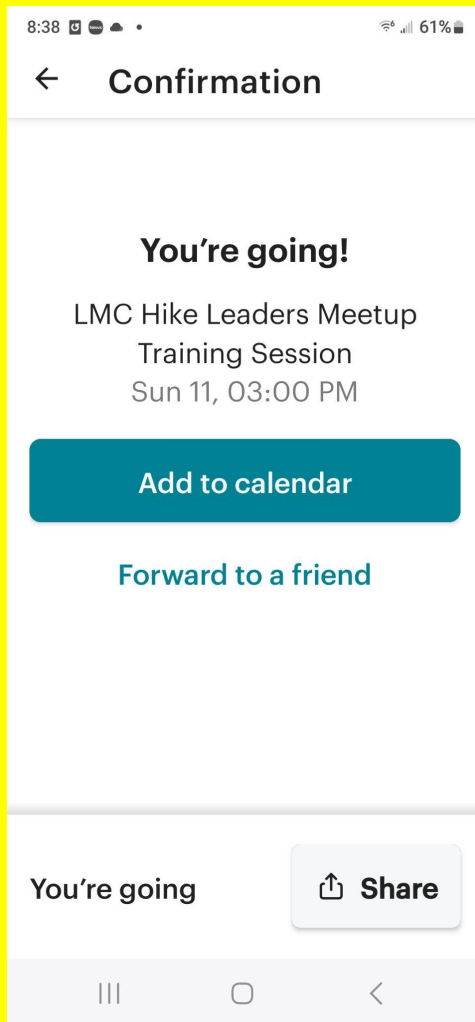


Pick  
an  
event



Click on  
“ATTEND”





# YOU'RE GOING!!!



Add to  
Calendar

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

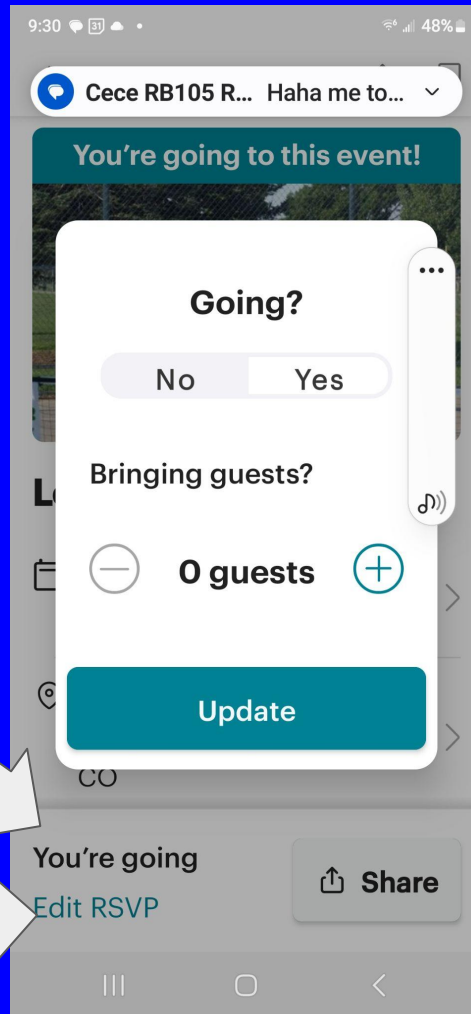
1. Open MEETUP on phone or computer
2. Click on the Loveland Mountain Club Members Only Group
3. Click on the event you want to cancel out of
4. On the bottom left, you will see “You’re Going” and underneath it “Edit RSVP”
5. Click on “Edit RSVP”; a screen will open that gives you the choice of “Going”-Yes 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 website interface. At the top, there's a navigation bar with the Meetup logo, a search bar, and a location dropdown set to 'Loveland, CO'. Below this, the 'Groups you organize' section features a card for 'Loveland Mountain Club MEMBERS...' with a photo of a mountain lake and a 'Create event' button. To the right, the 'Next event you're hosting' section shows an event titled 'LMC Hike Leaders Meetup Training S...' on Sunday, May 11. Below these, the 'Upcoming events' section includes a calendar for June 2025 and a filter bar with options like 'Any type', 'Any distance', and 'Reset filters'. A toggle switch for 'Suggested Events' is visible, currently turned on. A large red arrow points to this toggle switch with the text 'Click here to remove suggestions'.

meetup.com/home/?source=EVENTS&suggested=true

Search events Loveland, CO

Start a new group

PRO Try for free Connections Messages 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

### Next event you're hosting

SUN, MAY 11 · 3:00 PM MDT  
**LMC Hike Leaders Meetup Training S...**  
Loveland Mountain Club MEMBERS ONLY Group

### Meet and Greet template

If you haven't already, try a Meet and Greet: an opportunity to meet your members without hosting a full-fledged event.

Explore template

### Upcoming events

Any type Any distance Reset filters

Suggested Events ☒

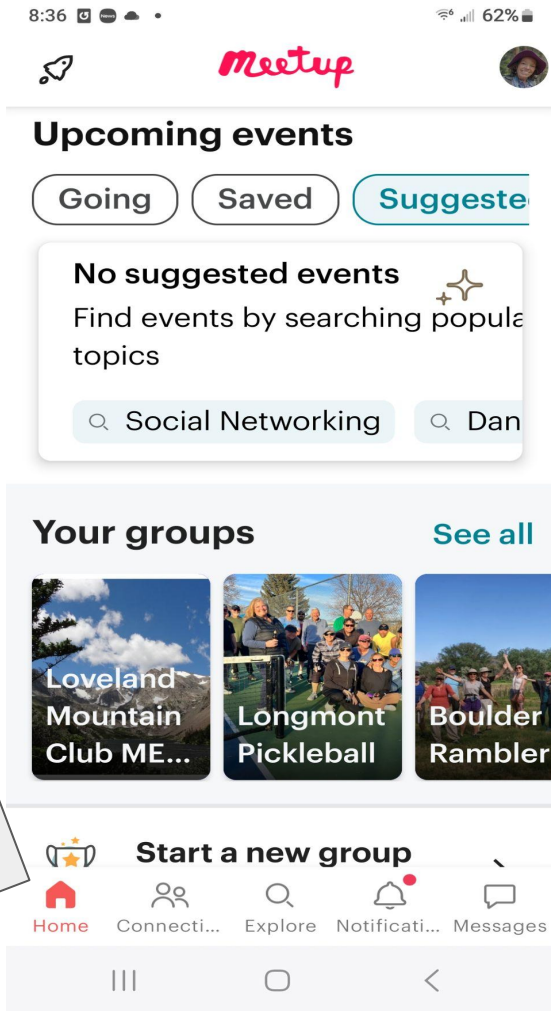
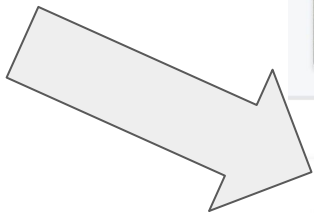
Today

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





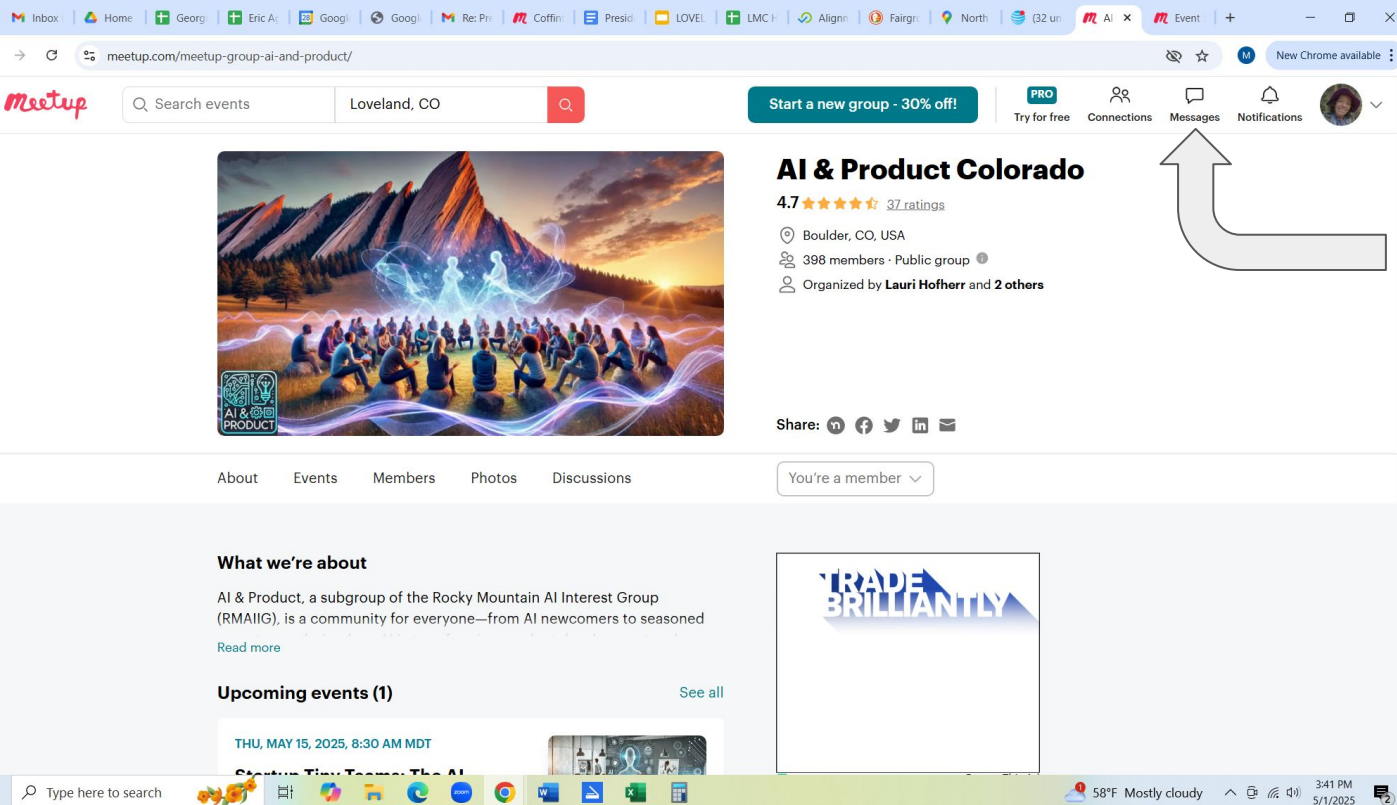
# HIKE LEADERS ONLY:

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)



The screenshot shows the Meetup website interface. At the top, there's a navigation bar with the Meetup logo, a search bar, and a location dropdown set to 'Loveland, CO'. A banner for 'Start a new group - 30% off!' is visible. The main content area features a large image of a group of people sitting in a circle in a field, with a glowing blue energy field around them. To the right of the image, the group name 'AI & Product Colorado' is displayed, along with a 4.7-star rating, 37 ratings, location 'Boulder, CO, USA', 398 members, and organizers 'Lauri Hofherr and 2 others'. A large grey arrow points from the 'Messages' tab in the top navigation bar to the group page. Below the group information, there are social sharing options and a 'You're a member' button. The bottom section of the page includes 'What we're about' and 'Upcoming events (1)'.

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

Share: [social icons]

About Events Members Photos Discussions

You're a member

**What we're about**

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

[Read more](#)

**Upcoming events (1)** [See all](#)

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

Startup Tiny Teams: The AI

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

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: [Facebook] [Twitter] [LinkedIn] [Email]

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](#)



# Longmont Pickleball

4.8 ★★★★★ 2167 ratings

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Contact members

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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](#)



+ Create a new event

Generate event with AI

Copy a past event

Edit a saved draft



# Create an event

Longmont Pickleball

Generate event with AI

Copy the last event

Edit a draft  
11 saved drafts

## 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 follow. Start with an overall description of the event and include a basic agenda, before you move into really specific details.

1 Title (required)

2 Date and time ⓘ

Thu, May 01, 2025

07:00 PM

3 MDT

Duration

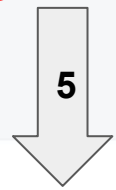
4 2 hours

Featured photo

Start time is when the carpool leaves

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

Keep scrolling down



Cancel

Save as draft

Preview

Publish

meetup.com/longmont-pickleball/schedule/

meetup

Search events

Loveland, CO

Start a new group - 30% off!

Try for free

Connections

Messages

Notifications

Featured photo

Make your event stand out with a cover photo that captures the vibe.

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.

B

I

Use the handy HIKE TEMPLATE to create your hike description

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

Cancel

Save as draft

Preview

Publish

If uploading a photo, you will need good internet connection

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



Upgrade to unlock

☐ This event has a speaker

### 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.

Sports and Socials +

Recreational Sports +

Pickleball +

Indoor Pickleball +

Lessons +

### Location

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

### 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

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

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

Skip  
this  
step if  
you  
want

Keep  
scrolling  
down

Cancel

Save as draft

Preview

Publish

This will be  
the  
TRAILHEAD  
location

6

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

#### 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

#### Hosts

Event hosts can edit the event details and message all attendees



Melanie Pennington  
Assistant organizer

+ Add a host

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

meetup.com/longmont-pickleball/schedule/

meetup

Search events

Loveland, CO

Start a new group - 30% off!

Try for free

Connections

Messages

Notifications

This is a paid event

Optional settings

Repeat event ⓘ

Ask members a question

Attendee limit

Allow guests

RSVP open time

RSVP close time

Yes

Yes

Yes or No

ABSOLUTELY

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

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

Cancel Save as draft Preview Publish

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

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

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.

