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

FIVE STEPS TO STARTING MEETUP APP USE:

HIKE LEADER TRAINING: MANDATORY MEMBERSHIP TRAINING: OPTIONAL

JUNE 22:
JULY HIKES
POSTED ON
MEETUP FOR
ONLINE
SIGNUPS

JULY 1: FIRST HIKE USING NEW SYSTEM AUG. 1: Review and update members

O1

02

03

04

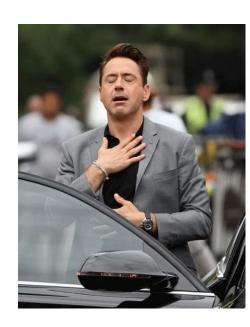
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WHAT IS GOING TO CHANGE?

LOVELAND MOUNTAIN CLUB WILL STILL BE THE SAME GREAT CLUB IT HAS ALWAYS BEEN.

THE ONLY THINGS THAT WILL CHANGE ARE:

- THE METHOD YOU USE FOR SIGNING UP FOR HIKES OR OTHER EVENTS
- THE METHOD YOU USE FOR CANCELLING OUT OF A HIKE OR AN EVENT
- THE METHOD YOU USE FOR COMMUNICATING WITH THE HIKE LEADER. THESE ACTIONS WILL BE COMPLETED ON THE MEETUP APP.



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



CAN I STILL EMAIL THE HIKE LEADER?

PLEASE try to use the Meetup App as much as possible. We will be able to chat online about an event right on the Meetup event page!

If you have difficulty accessing the app, let me or the hike leader know via an email and we will get you signed up for the hike. The goal is to make this a smooth transition and to support everyone in the process.

Terms

Website: access Meetup (www.Meetup.com) from a PC or MAC

Mobile App: access Meetup from your mobile device 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)

Start the Conversation: a feature that lets you communicate with others signed up for a particular Event

Messaging: a feature that lets you communicate with one or two people in the Group

Discussions: a feature that lets you start or take part in a conversation about a related topic, with the whole group

Announcement: Administrator can send info to the entire group

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

You can set up your account and do more complicated things like schedule a hike on the **Meetup** website. The **Meetup App** on your phone is the easiest way to sign up for hikes and manage your events. If you don't use a mobile device, 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+") 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

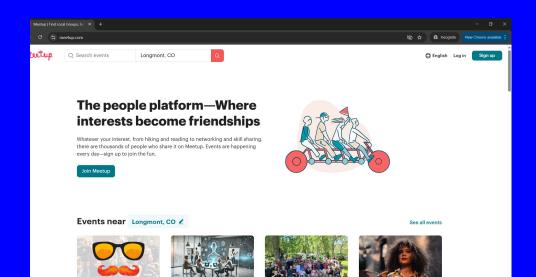
- 1. Using your PC/MAC browser, type in www.Meetup.com
- 2. Click on "Join Meetup" if you don't already have an account. If you already have an account for a different Meetup Group, you DO NOT need to create a new account; you just need to join the Loveland Mountain Club Members Only Group.
- 3. Follow the prompts to create your FREE account, or sign in if you have an account.

4. DO NOT SIGN UP FOR THE FREE TRIAL!

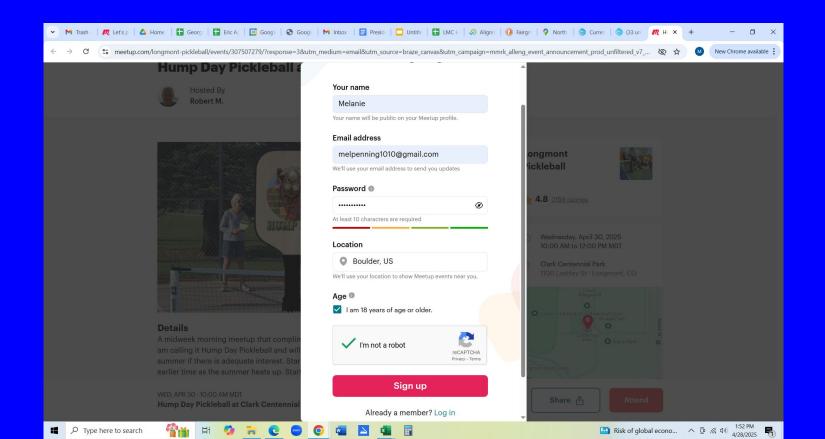
- 5. You will receive an email/phone/in-app notifications that you have joined.
- 6. Go to www.meetup.com/loveland-mountain-c to find our group.
- 7. OR Search in Discover Groups for the Loveland Mountain Club Members Only Group
- 8. Click "Join".
- 9. Your request to join will need to be approved by 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.
- 10. Test our group out by finding our events, then click 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 and will be notified of this. If space opens up, you will automatically be moved to the "GOING" list, and you will receive an email that you are now "GOING". You have succeeded!

- Using your PC/MAC browser, type in <u>www.Meetup.com</u>
- 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

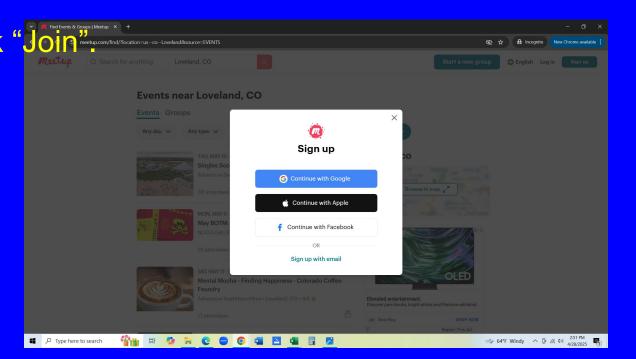


3. Follow the prompts to create your account, or sign in if you have an account. Use your favorite email.



- 4. For security purposes, do not use FB, Apple, or Google accounts to sign in.
- 5. Search for the Loveland Mountain Club Members Only Group

6. Click "

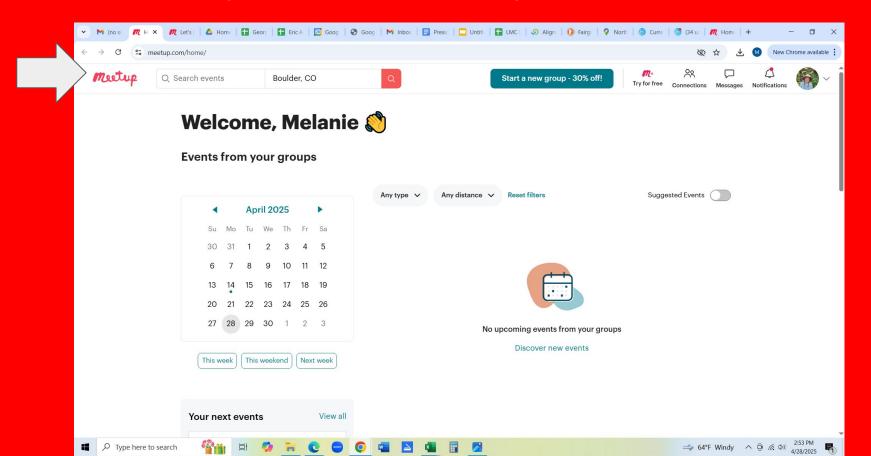


VERY IMPORTANT !!!

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.

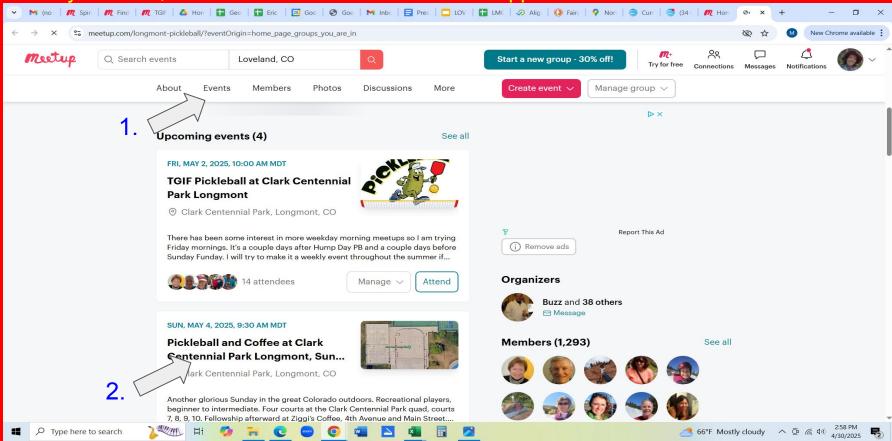
IF your Meetup name is not immediately recognizable, please email Melanie and let her know what your Meetup name is and what your icon photo looks like (your dog, a tree, etc.)

- 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)

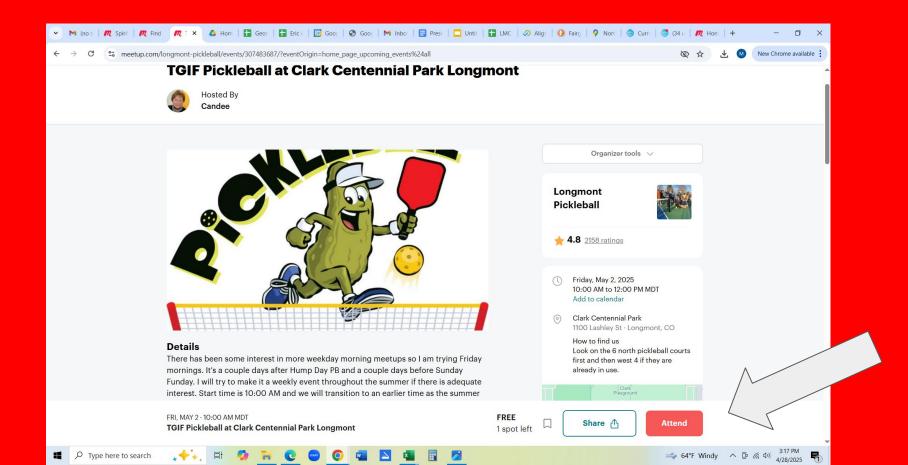


Go to: Loveland Mountain Club Members Only Group.

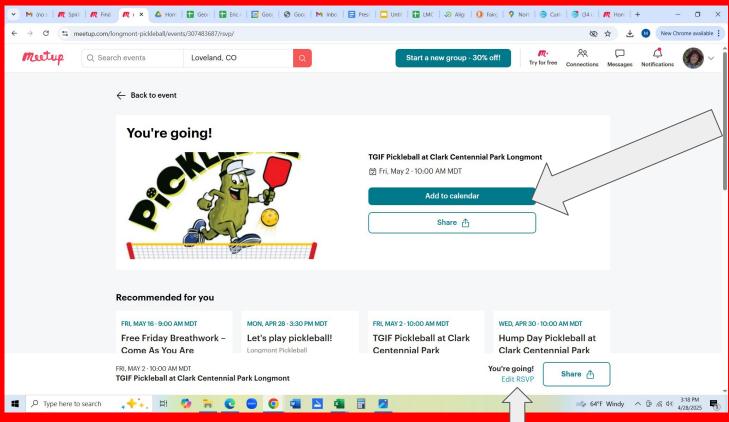
Once you find it, click on "EVENTS". Our hikes will appear. Click on one of them.



Click the "Attend" button

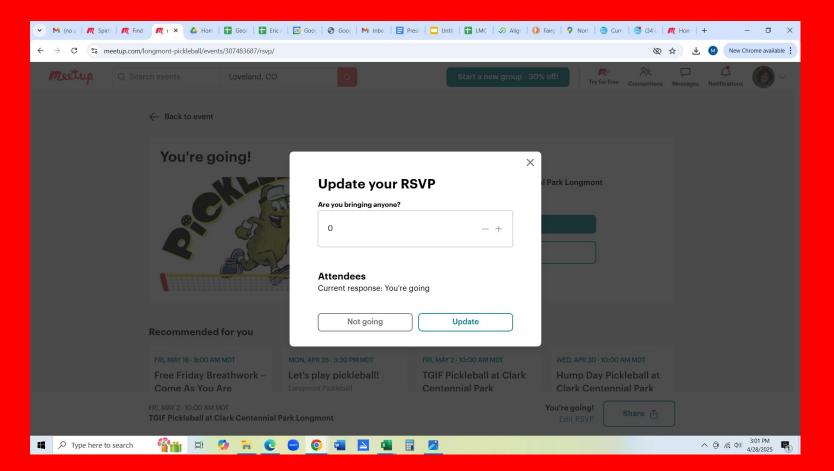


You are "Going"! Click "Add to Calendar"

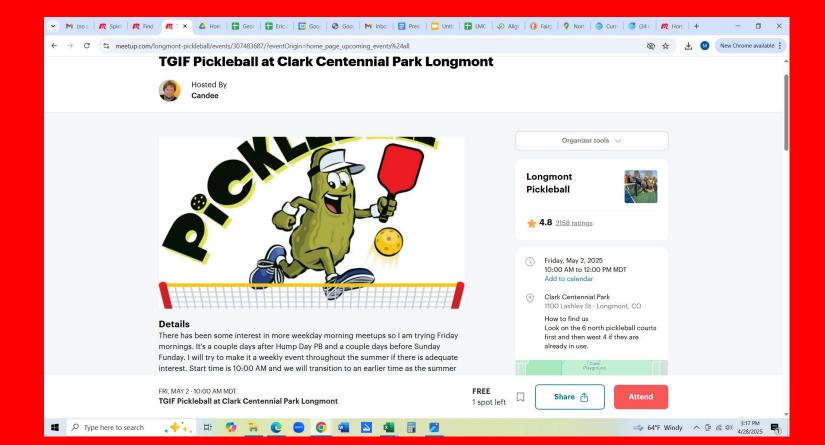


Want to cancel? Click on "Edit RSVP" —

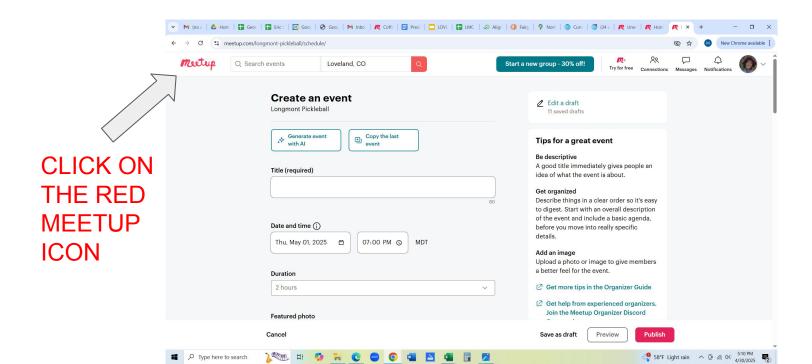
Click on "Not Going"



You will no longer be listed as "Going"



ARE YOU LOST on the WEBSITE? Go to "HOME"!



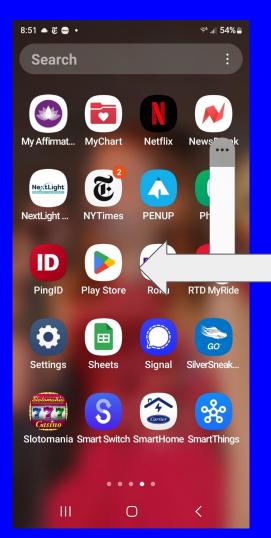
THE MEETUP MOBILE APP (ON YOUR PHONE)

- 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.

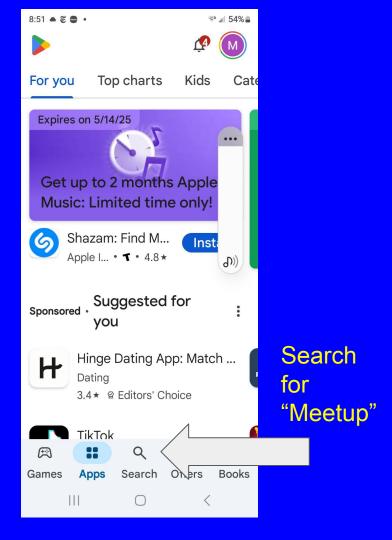
 Use a good email that you check often. You will get notifications about your events via your email.

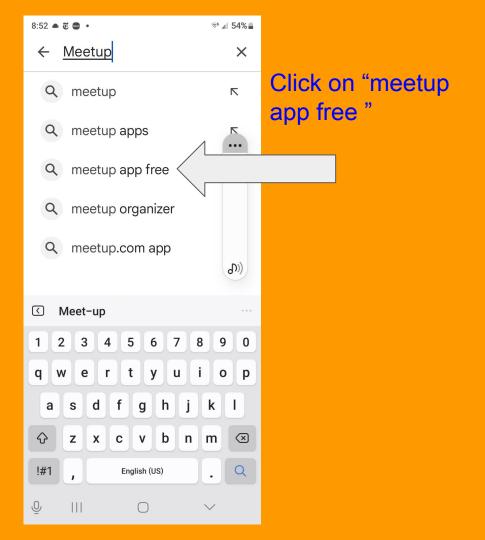
SETTING UP THE MEETUP MOBILE APP

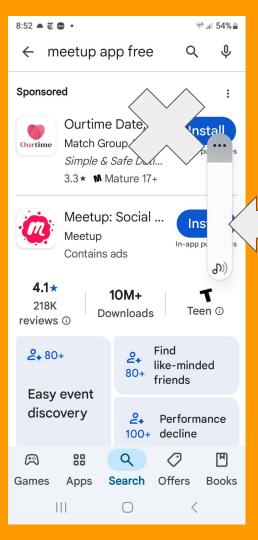
- 1. On your phone, open Google Play or App Store
- 2. Search for Meetup App free and click on Meetup: Social Events and Groups
- 3. Click "Install" and wait for it to upload to your phone
- 4. Click "Open"
- 5. Set up your account if you didn't set one up on the website (follow the prompts)
- 6. Go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

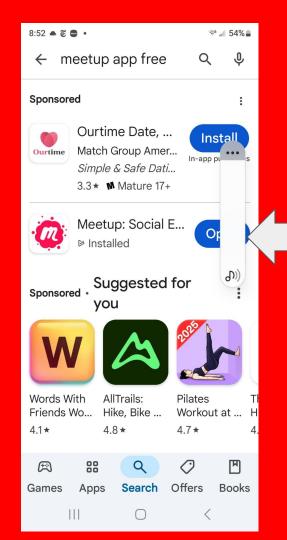






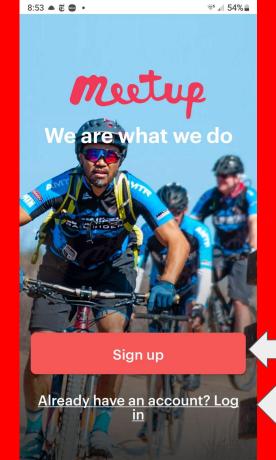
Ignore sponsored Apps!

Click on "Install"



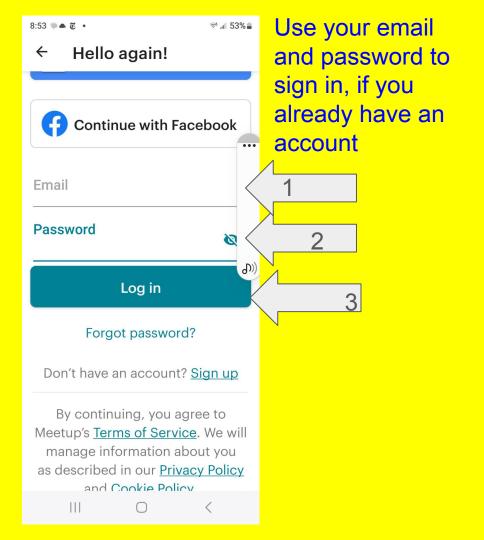
Click on

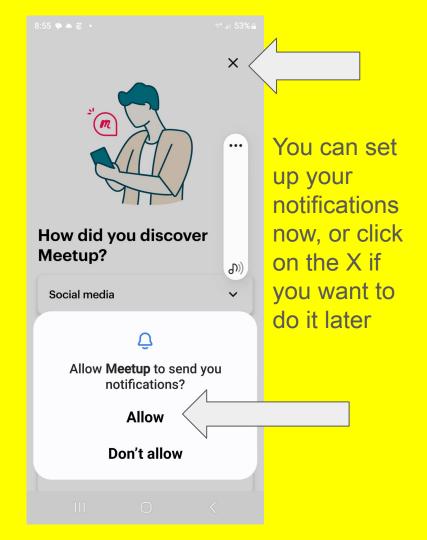
"Open"



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

OR

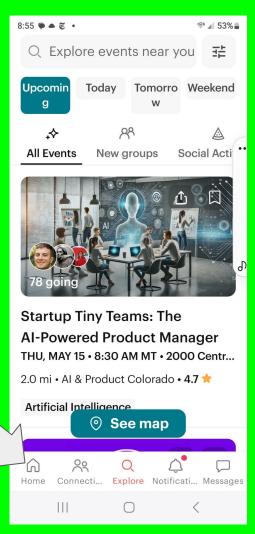




If you are creating a new account, follow the prompts and use your email and create a new password to set up your account. Remember your PW for future reference!

YOU ARE IN!

Click on the "Home" icon



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

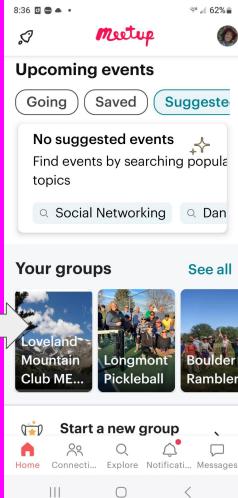
VERY IMPORTANT!

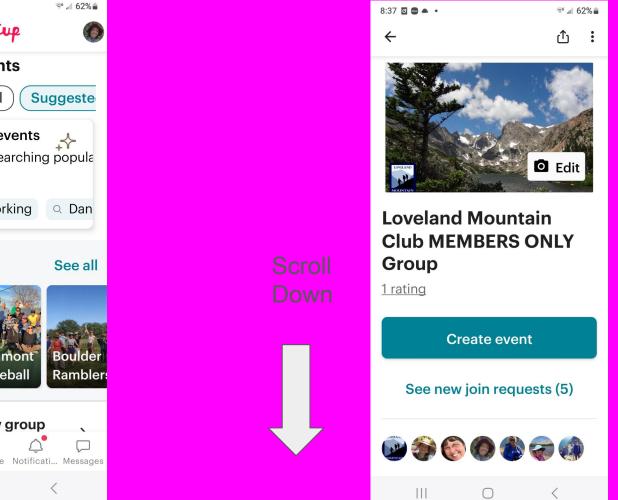
Your request to join will need to be approved by the Administrator (Melanie). Only current LMC members will be admitted to the group. You will receive an email confirmation once you have been admitted to the group.

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?).

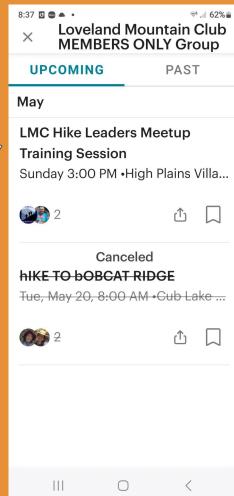
SIGN UP FOR AN EVENT!

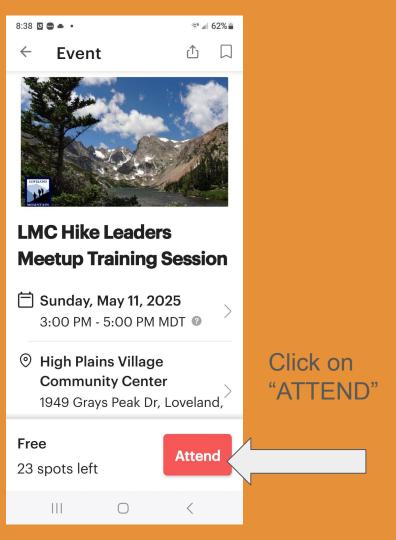
- 1. Open the Meetup App
- 2. Click on the LMC Members Only Group
- 3. Find an event. Check on all the details (date, time, location, hike description, who is hosting (the hike leader), who else has signed up for it, carpool info.
- 4. Click on "ATTEND". If you want to bring a guest, click on "Bring 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.

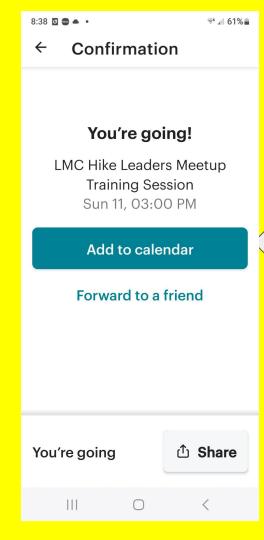












YOU'RE GOING!!!

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, your will see "You're Going" and underneath it "Edit RSVP"
- 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

9:30 🌘 🗊 🔷 🔹 Cece RB105 R... Haha me to... V You're going to this event! Going? Yes No **Bringing guests?** (+)0 guests Update CO You're going **△** Share Edit RSVP

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

1. Your status

2. Click HERE FIRST to cancel



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

Communication via the App

- The Hike Leaders (Hosts) and Coordinators will be entering their own hikes (known as "events" on the app). Please give them some grace as they learn the system!
- The Hike Description will be included, just like it was in the Newsletter, when the hike is first posted.
- Carpool info and full hike details will be added via the hike "Communication" about a
 week before the hike, just like we used to do with emails. Check the Communication
 frequently in the days leading up to the hike, especially if weather is an issue.
- If you have questions for the hike leader, please type them into the event "Comments" and give the hike leader 48 hours to respond. If it is a last-minute kind of thing, go ahead and email them.
- Private "chats" are only possible if you subscribe to MEETUP +.

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 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

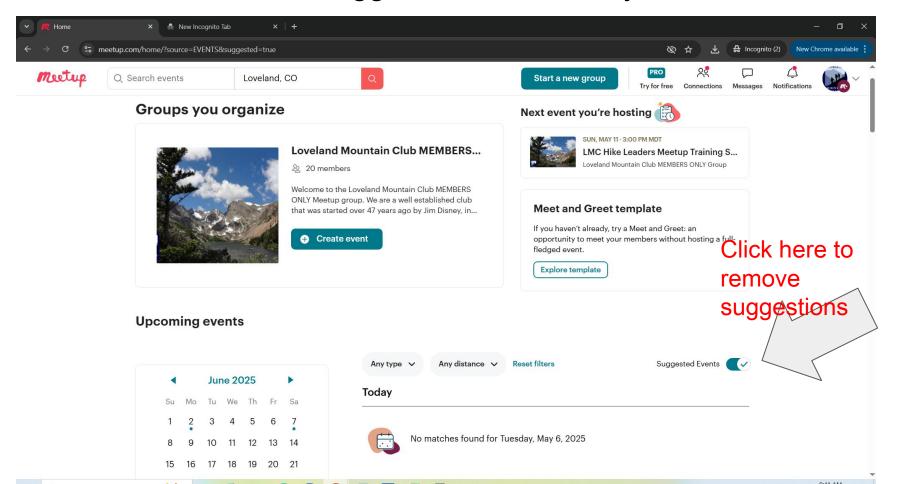


Emails from Meetup

To control the number/type of Emails you get:

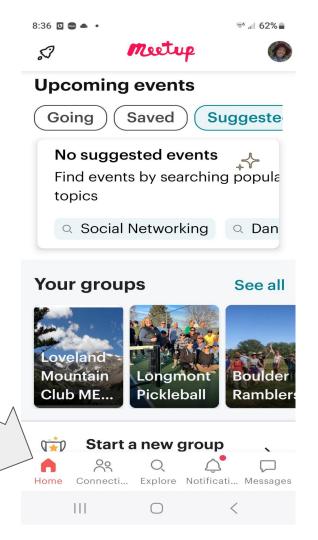
- 1. From the *Home* tab, tap your circular profile icon in the upper right-hand corner
- 2. Tap the Gear icon in the upper right-hand corner
- 3. Select Email updates
- 4. To disable all emails, toggle the top slider on or off
- 5. Otherwise, use the sliders below to select the email types you'd like to receive
- 6. Tap the Left arrow icon to go back when you're finished

You can REMOVE "Suggested events" on your website account



ARE YOU LOST IN THE APP? Go to "HOME"!

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



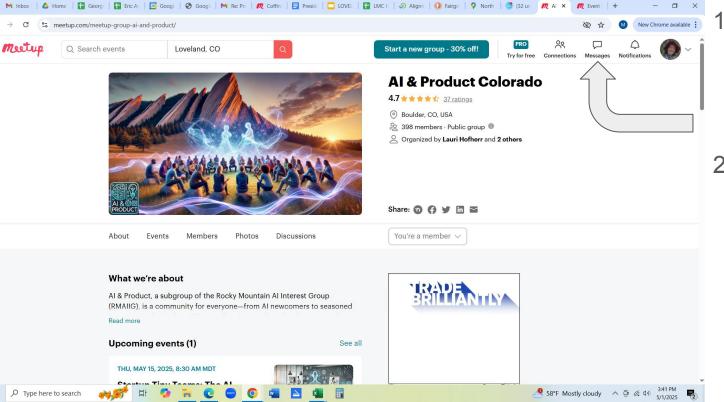


HIKE LEADERS ONLY:

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

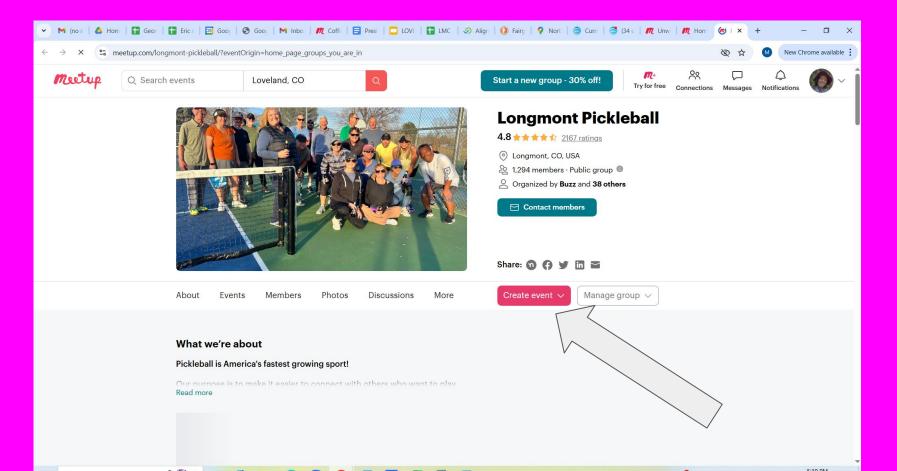
- 1. Become an "Event Organizer"
- 2. Create an event
- 3. Publish your event
- 4. Annonce your event
- 5. Monitor your sign-ups
- 6. Communicate with your attendees
- 7. Report on no-shows
- 8. Copy an event

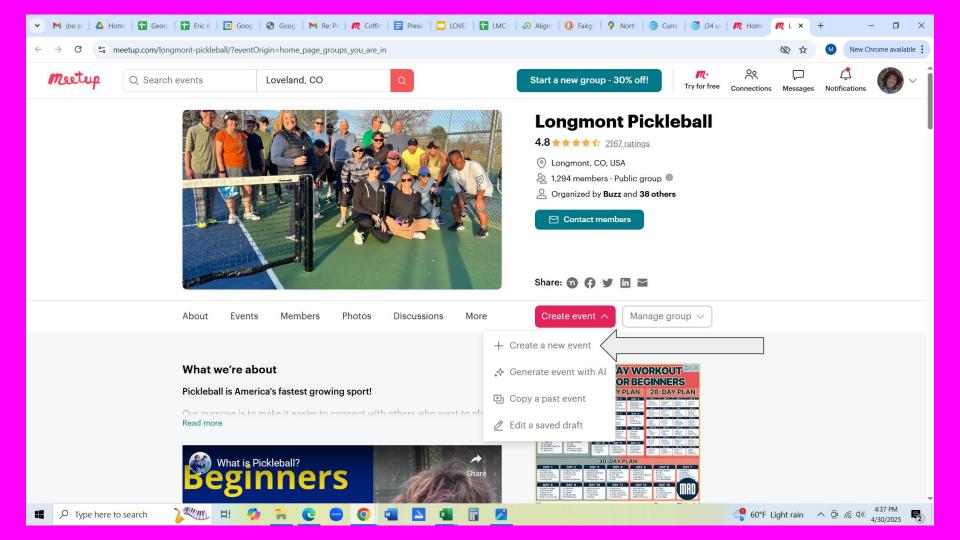
Become an event organizer (hike leader)

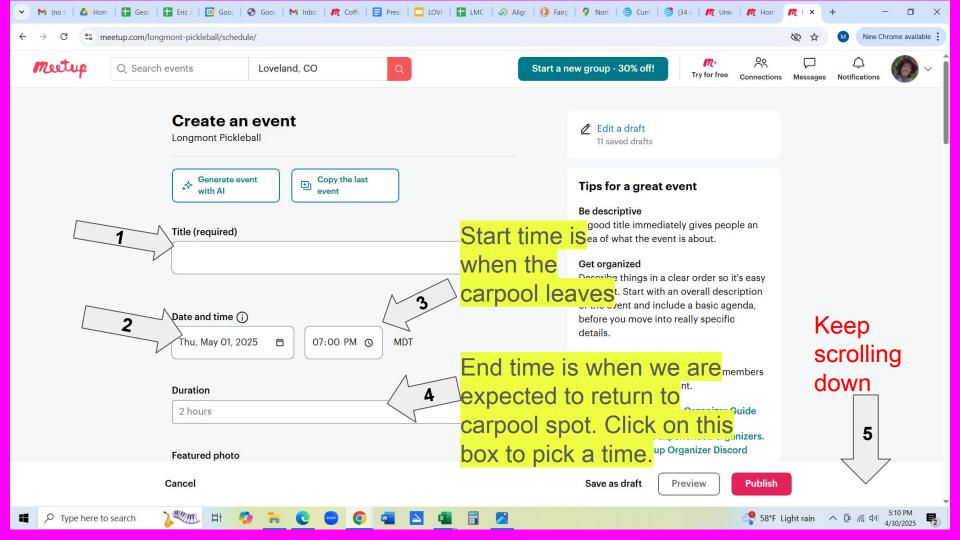


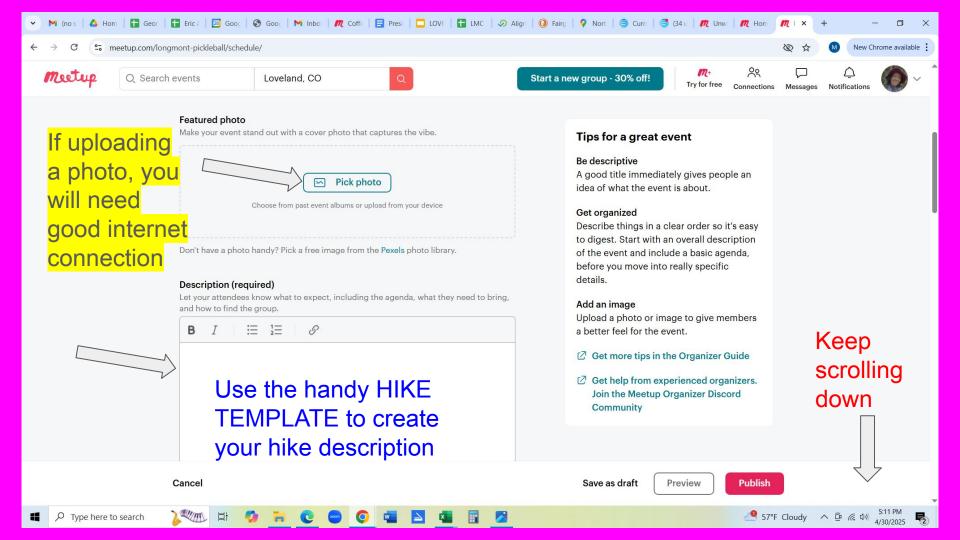
- Send Melanie a message and let her know you are ready to lead LMC hikes.
- Melanie will
 assign you to an
 "Event organizer"
 role and you will
 be able to create
 hikes and publish
 them on Meetup.

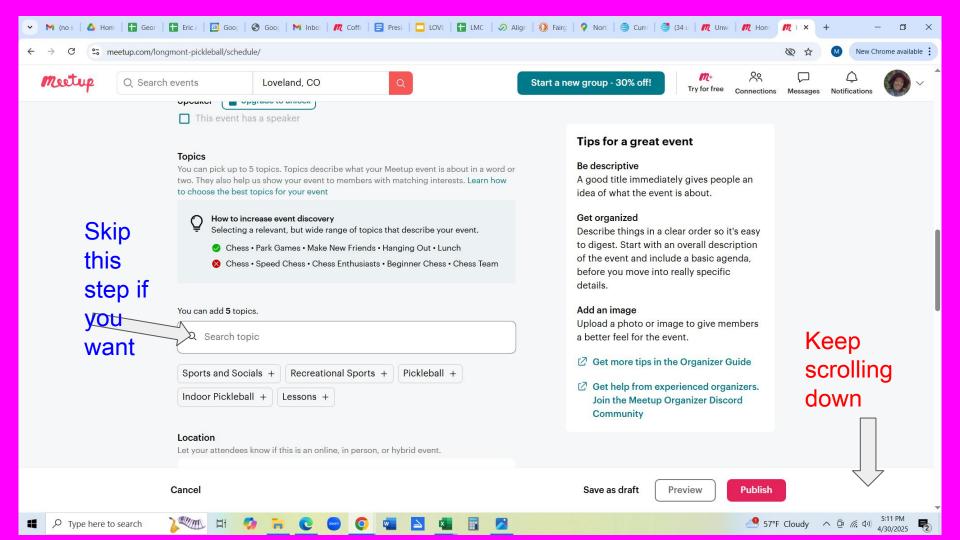
Create an Event

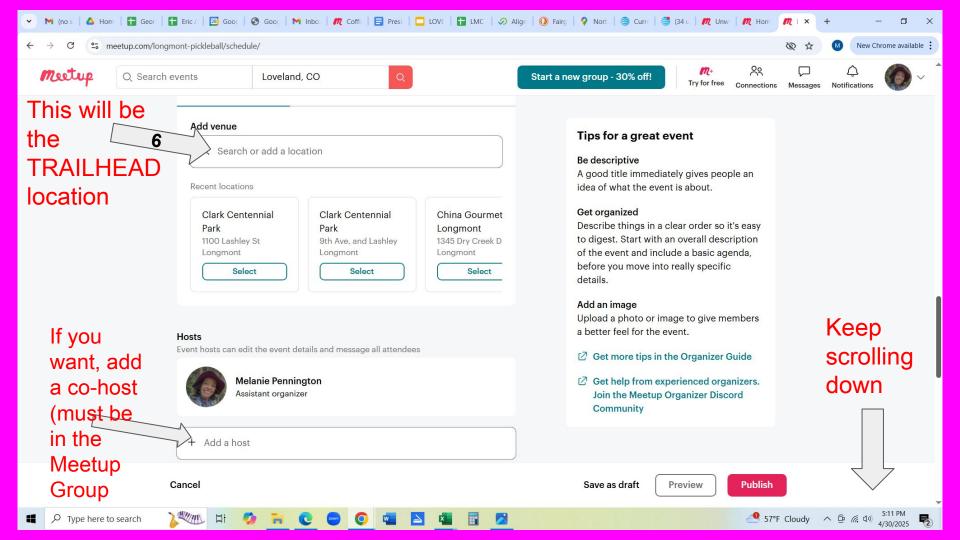


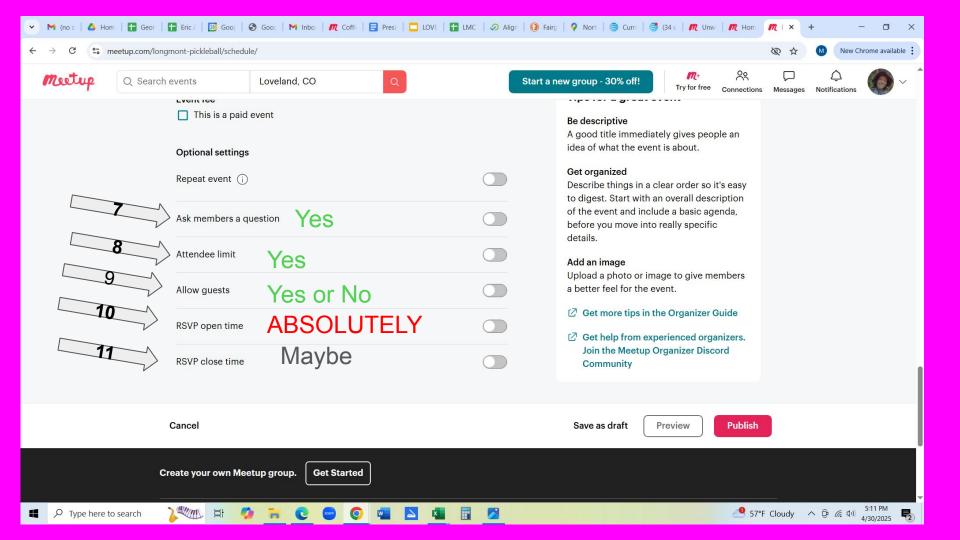












Event parameters for a typical hike:

- 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?

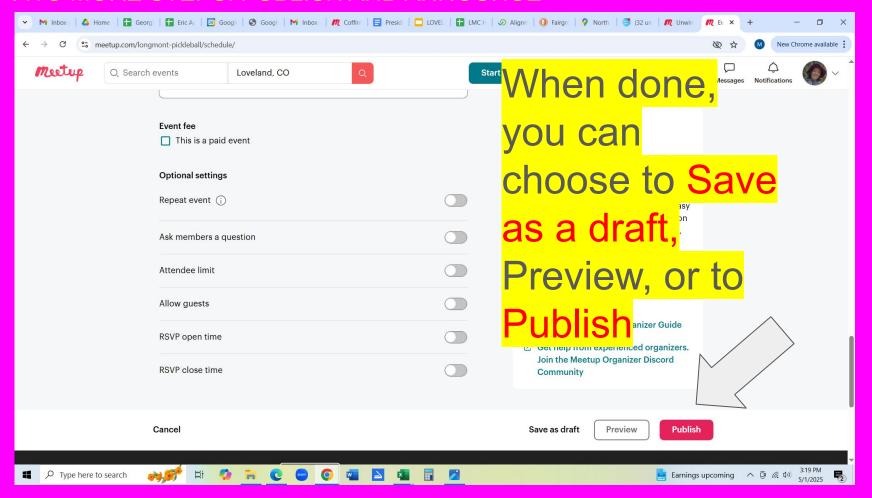
Attendee Limit: YES (usually 8 to 12 hikers)

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



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.
- 11. **Covid Protocol**: Fully Covid vaccinated hikers only for carpooling. At the hike leader's discretion, non-vaccinated hikers may meet at the trailhead. Please contact the hike leader to discuss this matter.

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.
- 11. **Covid Protocol**: Fully Covid vaccinated hikers only for carpooling. At the hike leader's discretion, non-vaccinated hikers may meet at the trailhead. Please contact the hike leader to discuss this matter.

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.



THANK YOU FOR EMBRACING THIS

TECHNOLOGY!

