

Overview

<u>Meetup</u> is a website that will provide a platform for Toastmasters to find and promote Toastmasters club meetings. By creating a personal account, you can find a club meeting to



attend. By adding your club meeting information into a group, other people will be able to find and attend your club meetings.

District 78 is providing this promotional platform free to all clubs. Toastmasters are first encouraged to open a personal account and then work with your club executive members on setting up your club meetings in the appropriate District Groups. District 78 has created one account with six groups based upon our divisions.

- Western Montana Toastmasters District 78 Division A
- Eastern Montana Toastmasters District 78 Division B
- Western North Dakota Toastmasters District 78 Division C
- Eastern North Dakota/Northwest Minnesota Toastmasters District 78 Division D
- Western South Dakota Toastmasters District 78 Division E
- Eastern South Dakota Toastmasters District 78 Division F

You are encouraged to review the Meetup site and familiarize yourself with the platform. Your next step will be to create a free personal account by following the instructions provided below.

Setting up a Personal Account

Enter "www.meetup.com" in the address bar of your web browser of choice.





The home screen for Meetup will open

Celebrating 20 years of real connections on Meetup

Whatever you're looking to do this year, Meetup can help. For 20 years, people have turned to Meetup to meet people, make friends, find support, grow a business, and explore their interests. Thousands of events are happening every day—join the fun.

Click the Sign-Up button at the top right side of the page.





Finish signing up

Your name
Name is required
Email address
example@email.com
We'll use your email address to send you updates
Password 🔍
Ø
Location
Vest Fargo, 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
By signing up, you agree to <u>Terms of Service</u> , <u>Privacy Policy</u> , and <u>Cookie Policy</u> .
Already a member? Log in

Click in the box labeled "Your Name" and type in your name; remember that other users will use this to identify you.

Next, click in the box labeled "Email Address" and type in your email address. Finally, click in the box labeled "Password" and choose a password to protect your account with.

Verify the location marker and check the age and robot verification. When you've entered all this information, click the red Sign-Up button at the bottom of the page.

Verify your email address.

Meetup will immediately send an email to the email address you used to sign up. Open the email from "info@<u>meetup.com</u>" and click the blue link. If this link doesn't work for some reason, copy, and paste the link into your web browser's address bar.



Meetup received a request to create an account for you. To verify your account, please click the following link:

https://www.meetup.com/v/215957339/f4a9c15083ba4b32f52bbc9865867b56ff07628b/1/

After you click the verification link, Meetup will redirect you back to their sign-up page.

د	🤕 og in	Add the email and password just created and click login at the bottom of the page.
Not a mem	ber yet? Sign up	You should automatically be taken to the home page, already signed in.
lechefshelly@gma	il.com	
Password	Forgot password	
	ø	
L	og in	
f Log ir	n with Facebook	
G Log	in with Google	
🔹 Log	in with Apple	
Issues	with log in?	



The screen will open to a home page with the ability to search for an "event" or meeting. This search is triggered by specific keywords.



Search for keywords

Type in the division group in the keyword field and the city in the location field.

- Toastmasters Helena, MT
- Toastmasters Billings, MT
- Toastmasters Bismarck, ND
- Toastmasters Fargo, ND
- Toastmasters Rapid City, SD
- Toastmasters Sioux Falls, SD

Note: The location indicated in this step does not limit the event to that city. It is only used to provide a central location for each division and to locate the correct group. As more club events are created, more city "keywords" will be added to the program and make it easier to search.





The screen will populate with the division group.



Click anywhere on the group notification. The screen will change to the group page.

Click on the button to join the group.

The screen will provide a notification that you are now a member of this group. You will also receive an email notification informing you of the membership. The email will show the following information:

Welcome to Toastmasters International!

Our group empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change.

Our goal is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

We are excited to have you as a member and look forward to your participation in one of our club meetings.



View Examples of Club Meetings on Meetup

- <u>District 4 Toastmasters Public Speaking & Leadership Meetup (San Francisco,</u> <u>CA) | Meetup</u>
- District 101 Toastmasters (San Jose, CA) | Meetup
- District 5 Toastmasters Meetup Group (San Diego, CA) | Meetup
- <u>Eat Your Words Toastmasters October 2021, Wed, Oct 13, 5:00 PM | Meetup</u>
- <u>Goldmine Toastmasters ** Hybrid ** InPerson & Zoom options, Sat, Oct 16, 7:30</u>
 <u>AM | Meetup</u>

Resource

• How To Use Meetup Course – Free tutorials with pictures (techboomers.com)

Setting up a Club Account

It's suggested to sign up a free meetup profile for your toastmaster club with the Your club's name so there is an easy transition from one executive committee year to the next. Your personal email will still be used but will require a yearly (or 6-month) transitioning between executives at the end of the Toastmasters year (June 31).

NOTE: If you have created a personal account, you will need to sign out of it to create the club account.

The sign-up process for the club account will follow the same instructions as the personal account.

Once you have accessed the home page, search for the correct division group for your club.

- Western Montana Toastmasters District 78 Division A
- Eastern Montana Toastmasters District 78 Division B
- Western North Dakota Toastmasters District 78 Division C
- Eastern North Dakota Toastmasters District 78 Division D
- Western South Dakota Toastmasters District 78 Division E
- Eastern South Dakota Toastmasters District 78 Division F

TOASTMASTERS		
Meetup Division D Toastmaster West Fa	argo, ND Q	
Events Groups Division D Toastmaster	s groups near West Fargo, ND	
Any distance V	Any category V Eastern North Dakota Toastmasters - District 78 - Division D FARGO, ND	
	Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, 1 members · Public @)

Click on the Group link

Join the division group

Email the district public relations manager (who is also the Meetup administrator) with the following information

- You Club name
- Your role within the club
- Which District group you have joined
- Name of the email account in which division group you joined

The District PR manager/Meetup Administrator will assign permissions as an event organizer to the meetup profile allowing you to set up your club meetings. You will be notified via email when the account permissions have been assigned.





Creating a Club Meeting Event

Access your division group page and click on "schedule".



Title: Enter club name weekly club meeting Date and time of the meeting Duration: length of time for the meeting

Bold & Blue Toastmasters Weekly Club Meeting		
ate and time 🕕		
Thu, Jan 27, 2022	05:15 PM 🕑 CST	
uration		
Juration		



Photo: Use the Toastmasters international logos under the social header located <u>here</u>. You are also able to add other club photos if preferred. Please review the <u>brand manual</u> to ensure compliance with Toastmasters branding.

Reminder – all club events should use the blue branding, any area/division/district events should use the burgundy colors.



Add a description for the club meeting.

Description

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

Do you want to become a bold, confident public speaker and strong leader? If so, Toastmasters is the place for you! You will find a supportive learn-by-doing environment that allows you to achieve your goals at your own pace. Toastmasters offers a proven, dynamic education program called Pathways Learning Experience. This developmental program is designed to help you build the competencies needed to communicate and lead in a real-world setting. Please contact Lois Bylund at lois.bylund@agilitihealth.com for meeting information and a guest packet.

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The topics section has been started with generic items. Each club/event can add and delete more when necessary.

Toastmasters $ imes$	Self-Help & Self-Improvement	imes Public Speaking $ imes$
Social X	padership $ imes$	
eplace topics to	o best describe your event.	
Q Search top	ic	
uggested topic	'S	
Presentations +	- Motivation & Success +	Personal Development +
Social Anxiety -	+ Young Entrepreneur + C	confidence +
Self-Empowerme	nt +	

If the club is meeting online only, click on "make this an online event" If the club is meeting in person, add the address of the venue

Location	
Make this an online event (i)	
Add venue	
Q Search or add a location	

This program will not allow you to add both so if your club is meeting in a hybrid environment, complete one location here and add additional information into the club description shown earlier.

Click on "repeat event".

Repeat event		
Note: The video link will be re sure the link can be used mu	epeated for each event ir Itiple times or update it b	n the series. Make before each event.
Every week	~	
Select which days Mon Tue Sat Sun	Wed Thur	Fri
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Set the allow guests to 5. This will ensure the meeting link works for all attendees if the information is shared.



Deactivate the registration form

Save as a draft and preview the event listing for accuracy. Draft copies will allow you to return to update the event at another time.

Upcoming	THU, JAN 27, 2022, 5:15 PM CST
Past	Bold & Blue Toastmasters Weekly Club
Drafts	Meeting
	Do you want to become a bold, confident public speaker and strong leader? If so, Toastmasters is the place for you! You will find a supportive learn-by-doing environment that allows you to achieve your goals at your own pace. Toastmasters offers a proven, dynamic education program Manage \checkmark

After review, publish the event. You will receive an email notification once the event has been posted.





YOU'RE GOING!

Bold & Blue Toastmasters Weekly Club Meeting

Your event has been scheduled Eastern North Dakota/Western Minn - District 78 - Division D

- Thursday, February 17, 2022 at 5:15 PM CT
- Online event
 Please join the video call prior to the start of the event.

Editing a Club Meeting Event

Click your picture on the top left of the Meetup page, which will drop down a menu and Select Your events.



On the left-side panel, select Hosting.



Click on the meeting you want to edit.

Click Organizer tools to get a drop-down menu, then click Edit event to edit your event details.

