Slide 1

The Emerald Sea Dive Club is moving primary web operations to Meetup!

Many of you have already made the move to the new ESDC Meetup site.

Many have not, and many more are probably not yet aware of the new service's capabilities.

This tutorial is designed to help you get the most out of your ESDC Meetup experience. While it can't possibly cover everything, it does cover enough to get you up and running, communicating and participating!

**** And here's the thing. We are indeed switching to the new Meetup service fully intent on it being our method of club communication and interaction. If you don't sign up, you <u>will</u> be left out of the loop! ****

Slide 2

Why?

Old ESDC website required:

- Significant development time & effort
- Significant maintenance time & effort
- Certain skill set

Why are we moving?

As good as it has been, the old ESDC website required:

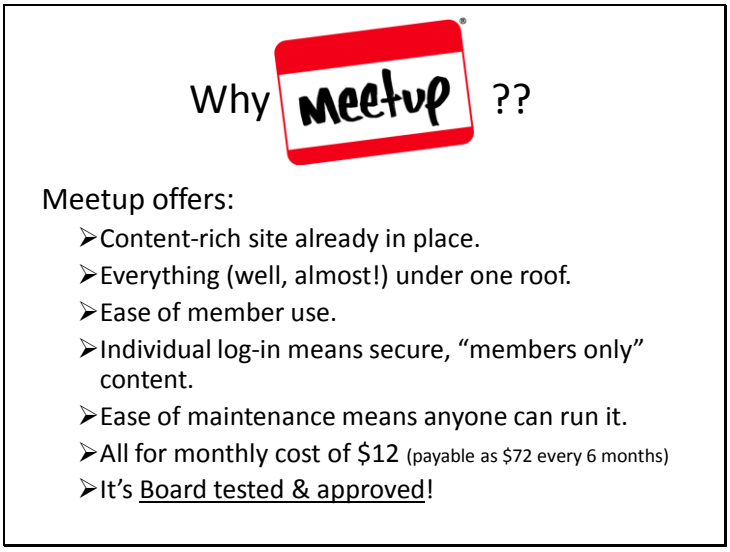
- Significant development time & effort.
- Significant maintenance time & effort.
- A certain skill set to do those things.

…all done on a volunteer basis.

So what happens if the volunteers want to move on to other things? We've got a pretty complex website that not just any member could walk into and operate.

In mid-2009, the Board began looking at other web options based on suggestions and ideas…

Slide 3



Enter Meetup!

First off, what's with the name??

• Events are referred to throughout the service as "Meetups". There's no getting around that as you will notice in much of what you see on the site. Meetup, dive, class, picnic, party or whatever, it's all the same.

Meetup offers us:

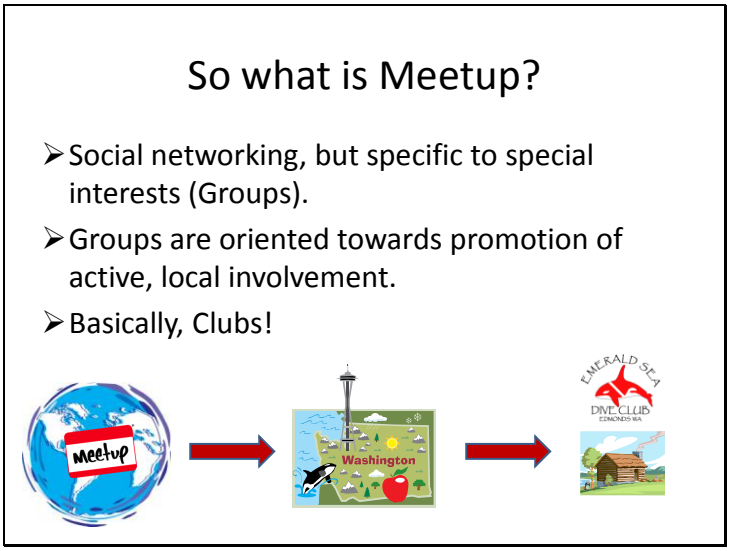
• A content-rich site already in place. No code writing required.
• Everything (well, almost!) under one roof. No separate website, mailing list, fan page, Facebook page, Twitter page, etc.
• Ease of member use. Everything is right at your fingertips.
• Individual log-in means secure, "members only" content. Paid membership comes with the tangible benefit of the Meetup site.
• Ease of maintenance means anyone can run it. No significant special skills required.
• All for a monthly cost of $12 (payable as $72 / 6 months).
• It's Board tested & approved! The Board has been using it since mid-2009 and approval was unanimous.

Like anything, there are features we'd like to see that aren't in Meetup.

Meetup has been in business for several years now and does listen to user feedback.

New features and improvements are rolled out every month, so don’t be surprised if the look or function changes occasionally.

Slide 4



So what is Meetup?

- Meetup is all about social networking, but specific to special interests (Groups).
- These Groups are oriented towards the promotion of active, local involvement.
- Basically, activity clubs just like ESDC.

***** ESDC on Meetup is private and available only to paid members. Membership requires Administrator approval. *****

Slide 5

What does the general public see at ESDC's Meetup site?

Home & About tabs are the only thing visible.

- Home tab – Displays main page with basic ESDC information.
    - Location
    - Member count
    - Topics we're listed under (when someone searches Meetup)
    - How many Meetups we've had (a measurement of how active we are)
    - How our members rate us (on a five star basis)
    - When we were founded (on Meetup anyways!)
    - Membership dues structure
    - "Join" dialog
    - Our Sponsors
    - The Organizer with an e-mail contact link
    - Member comment highlights
    - Other nearby Meetup groups

Slide 6

What else does the general public see at ESDC's Meetup site?

• *The fact that content is private and available only to Members.*

Slide 7

What about advertising the club to the general public on ESDC's Meetup site?

Sure we want to have a private site, but how do we get the word out that ESDC exists? We do want to always be bringing in new members…

• First, our Meetup site is fully discoverable to any of the online search engines. Go ahead, Google Emerald Sea Dive Club.

Then there's our Meetup site itself. As previously mentioned, there is content that's displayed to the general public.

• About tab – Displays just the information we want a potential member to have.
    • Basic description
    • Meeting location information
    • Events contact information (Activities Coordinator)

    ** Everything a person needs to find us and potentially join is all right there! **

Slide 8

Great, so how do I join?

• First, go to Meetup (www.meetup.com) and join the big, wide world.

• You can also join Meetup & the ESDC group through our Meetup page, located at: http://www.meetup.com/EmeraldSeaDiveClub/.

**** We urge you to use your real name in signing up. After all, you did join the club to get to know your fellow divers! How else will people know who you are? ****

Slide 9

Great, so how do I join?

• Next, find ESDC on Meetup and request to join our little club. You can find ESDC through the search feature by looking up Scuba and entering your zip code (you will actually get more than one scuba group for our area!).

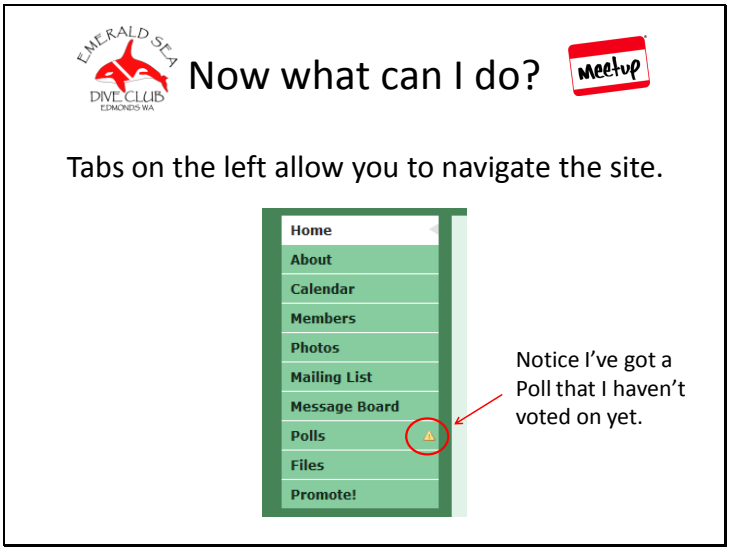
• Once your request for membership has been submitted for approval, ESDC's Administrators will verify that you are indeed a current club member and will approve your request ASAP.

• Upon approval, you will receive a welcome e-mail with further information about our Meetup group. Please take the time to read our Code of Conduct. We expect all members to abide by it in their use of the Meetup site.

** If you go to our page and simply join from there, you will notice that you are basically joining Meetup at the same time and have somewhat back-doored the process. No worries. Either way gets you in. **

That's it. You're in!!

Slide 10

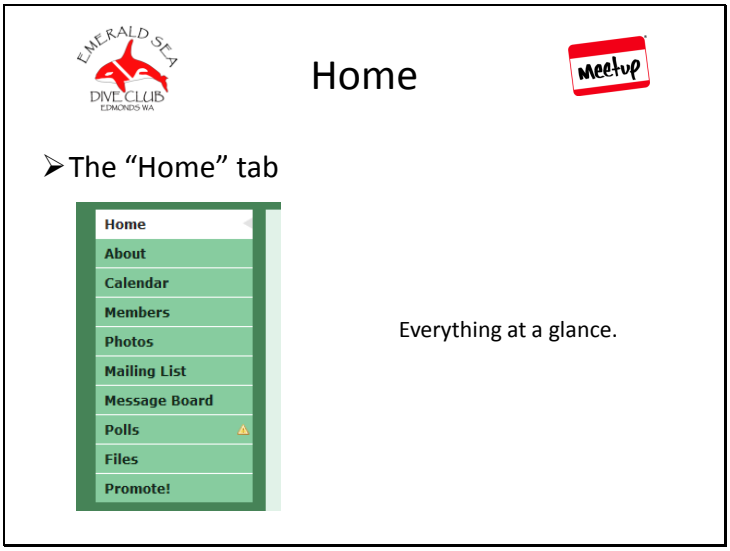


Site Navigation

Tabs on the left side of the page cover anything you will want to do on the ESDC site.

** In the slide example, notice the little exclamation point icon next to "Polls". At a glance, I now know I have a poll or polls that I have not yet voted on. **

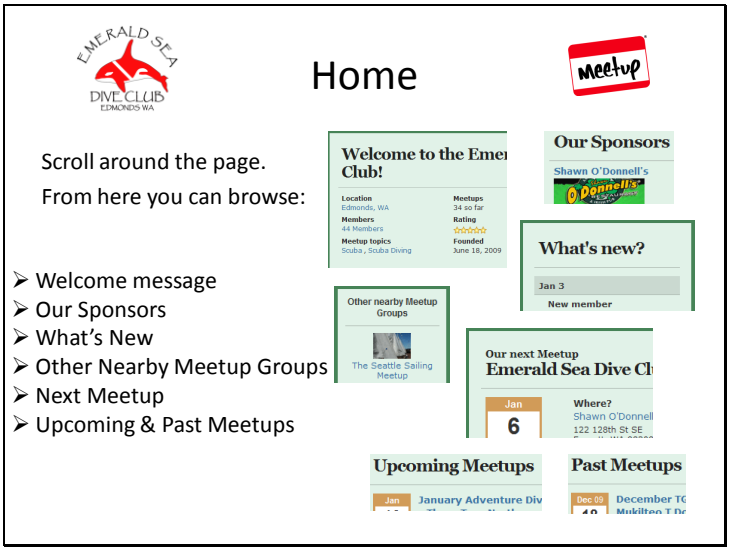
Slide 11



Home

The “Home” tab is basically everything at a glance.

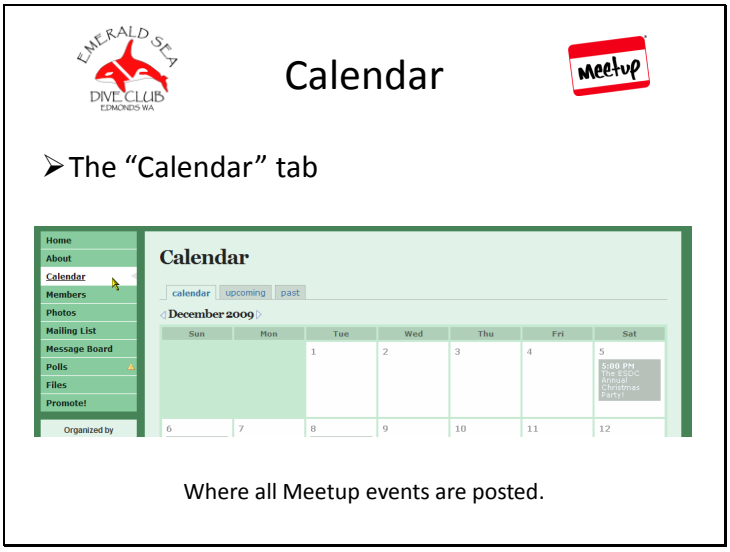
Slide 12



Scroll around the page for all the latest information:

• The Welcome area gives club stats.
• The message area holds any special announcements or any particular message we currently want to convey.
• Our Sponsors shows who's getting a free plug from the club or who's paying us for an advertisement.
• What's New lists recent activity by date, who and what.
• Other Nearby Meetup Groups shows you area groups you may also be interested in.
• Next Meetup information shows the next event being held.
• Upcoming & Past Meetups listings show exactly that.

Slide 13



Calendar

The “Calendar” tab is where you’ll find all Meetups posted.

Whether it’s a dive, class, picnic, party or whatever, our Activities Coordinator keeps it all up to date.

** You can <u>always</u> e-mail the ESDC Activities Coordinator with any calendar questions. **

ActivitiesCoordinator@emeraldseadiveclub.org

Slide 14

How do I use the Calendar?

Any time you see anything in blue, it's a clickable link or a sort field.

Where calendar viewing options are concerned, you have three tabs at the top:

1. Calendar – Current and next month are displayed. Events by date. Displays RSVP status. Click on event for full details.

Slide 15

2. Upcoming – Shows exactly that. A summary list of all upcoming events. Also displays your RSVP status as well as how many others have RSVP'd. Click on any event to see the full details.

3. Past – Also shows exactly that. All events that have passed if you care to review. This is also a way of finding an event you attended in order to add photos, post comments, rate the event, or just to see what you missed.

Slide 16

RSVP's are EASY!

Calendar Events

Click on any calendar event for full details. It's all there.
- Date
- Time
- Location (it's clickable!)
- Who's hosting
- RSVP dialog
- List of who's coming
- Dialog box to discuss the event (questions, comments, etc.)

RSVP's are easy!! And, you can also post your attendance on your Facebook profile.

**** One of the great benefits of our new calendar is the ability for an event host to automate e-mail reminders. No more signing up on sheets and forgetting you've done so! E-mail reminders are mailed out regularly so it's almost impossible to forget what you RSVP'd for. ****

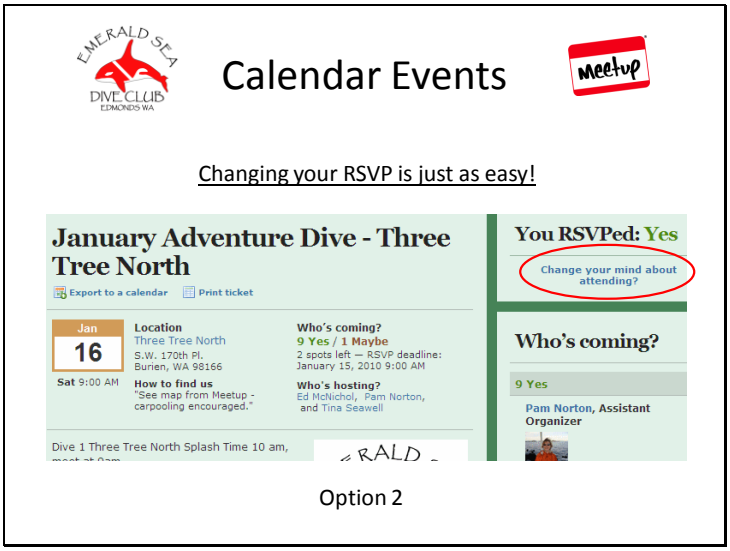
Slide 17

•Changing your RSVP status is just as easy!!

Two options:

1. On the limited description of the Meetup event, click on “Change”.

Slide 18



Option 2

2. If you've clicked in to the larger, full view of a scheduled Meetup, your RSVP status is listed on the right. Just click on "Change your mind about attending?"

Slide 19

Calendar Exporting – One of the best features of our new Meetup service!

There are two ways to add an event or events to your calendar:

- Export a single Meetup event using the link (you can export in multiple ways: Outlook, iCal, Google or Yahoo!)
- Subscribe to a feed of the calendar (you can use Atom, iCal or Outlook to send the whole thing to your calendar).

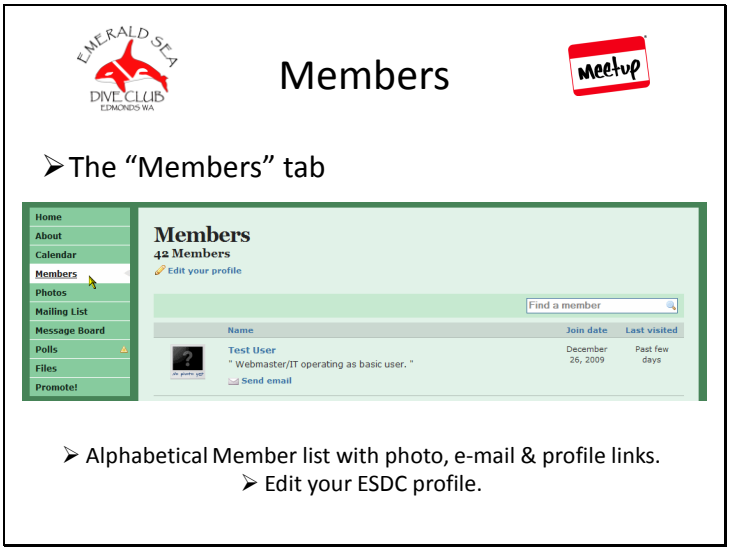
You can also subscribe to just a feed of the calendar into your internet browser (RSS).

**** Showing you exactly how to do this for whatever calendar platform you are using cannot be adequately covered in this tutorial. Please contact:**

Glenn Bulat - Webmaster@emeraldseadiveclub.org
Or Andy Norton - Webmaster2@emeraldseadiveclub.org

We will be happy to help you sync your calendar with the ESDC Meetup calendar. It's a great way to stay up to date! **

Slide 20



Members

The "Members" tab is where you will find a listing of all ESDC Meetup members.

• Note that you can sort members by Name, Join date or Last visited.

• You can find a member by typing their name in the search dialog.

• Click on a member name to visit their profile, or click on the "Send email" to, well, send email!

• You can also edit your ESDC profile from here. This is not where you edit your overall Meetup profile. That comes later.

Slide 21

Editing Your Profile

Keep in mind, you will only be editing your ESDC profile. You're still in the ESDC "clubhouse".

**** Only members of the club see this profile. ****

Slide 22

Want to introduce yourself or add a photo? This is where you do it.

• We would love to see an introduction, and it doesn't have to be why you wanted to join the group. It's free-form, so you can say whatever you would like about yourself. ***Especially if you aren't using your real name***.

• And about that photo of you… Your fellow club members would love to get to know you better. Consider using a recognizable photo!

Slide 23

Profile Photo Upload

Uploading a profile photo is easy.

- Click on the “Browse” button.
- Navigate to where you have the photo stored on your computer. (In the example, I’ve stored my photo in “My Pictures”).
- Click once on your photo to highlight it and then click the “Open” button.

Slide 24

You should see your new photo alongside your other ESDC profile data. This is only your photo for ESDC! You can choose to use a different photo for your Meetup profile. More on that in a bit.

There are all kinds of information on your profile page!

- Photo
- Title (if you're an ESDC Officer)
- Meetup RSVP's
- Links to other photos
- Greetings
- An e-mail link
- A link to your friends
- Your location
- Answers to ESDC's questions
- Your latest activity
- and the list goes on…

Slide 25

Profile Questions

Clearly over time, some of your answers to the questions we asked when you joined will change.

Want to change or update some of the answers you gave when you joined the ESDC Meetup site? This is also where you do that.

Slide 26

E-mail Settings

Spam or no Spam?? We're all concerned with how much e-mail we receive these days. You have total control over that.

Scroll down to Settings and you will see two sections.

- **Mailing list** – This refers to messages generated by members, just like our old Yahoo "One List". You elect how you want to receive them.
    - As they are sent – means you will get each individual e-mail.
    - In one daily email – means you get a daily digest of everything that's been sent.
    - Don't send me mailing list messages – means you won't get a thing. You can always check the ESDC Meetup site Mailing List archives to see what's been sent. You will still receive important messages from the site administrators, but those will be few and far between.

- **Message boards** – This refers to posts to the Message boards (forums). You elect which forums and their discussions you wish to track, if any.
    - Notification of Message board updates comes out once a day, typically in the evening. Meetup has however been somewhat inconsistent with that. You may wish to check the boards more frequently.

** Note in the slide example that I've chosen to receive Mailing list messages in one daily email. I've also elected to only track the General ESDC and Scuba Discussion forum for now. **

Slide 27

Profile Extras

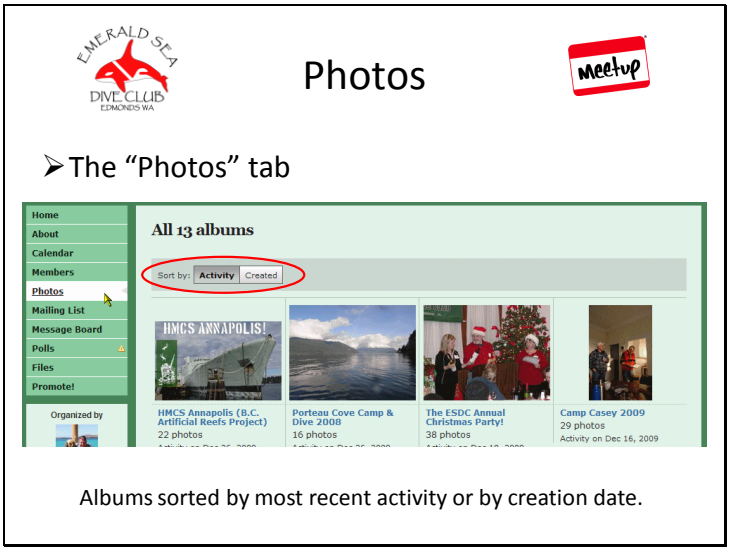
• Are you an instructor with a business website?

• How about a photographer with online albums of your outstanding work?

This is where you can link folks to your own place on the web!

And most importantly, if you make any changes, by all means don't forget to click the "Save" button at the bottom of the page.

Slide 28



Photos

The "Photos" tab represents one of the other great features of our new Meetup site.

• Photos are organized into Albums, which are automatically created any time there's a Meetup event.

• Administrators can also create a custom Album for those times where there was no event, or for something that occurred in the past (pre-Meetup). If you want to upload photos but there's no album, just email the organizer and ask that one be created.

** Note that each Album's name is in blue (clickable link!). **

Album viewing can be sorted by either of the two tabs:
• **Activity** – the most recent date someone posted to them.
• **Created** – the date the Album was created.

Slide 29

Viewing an Album

Just click on the album or title!

• Album will open with the Album cover photo displayed and thumbnails of contents. Depending on the size of the photo and your monitor display, thumbnails may be to the right or down below.

• If anyone has done any tagging, you will see names under the photos. If the name is in blue, it's a clickable link to that person's profile.

• Also shows who added the photo and on what date.

**** Albums can hold up to 500 photos. ****

Slide 30

Saving Photos

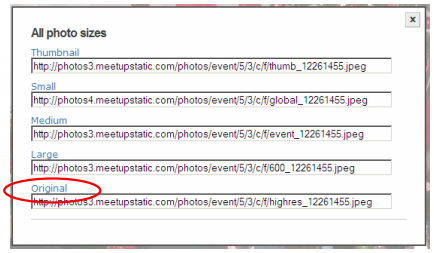
Q: Someone posted a photo of me that I'd like to save. Can I do that??
A: YES!

• Notice the area above the photo that says "ALL SIZES"? Click that.

Slide 31

Photo Albums

➢ Like a photo you want to save?



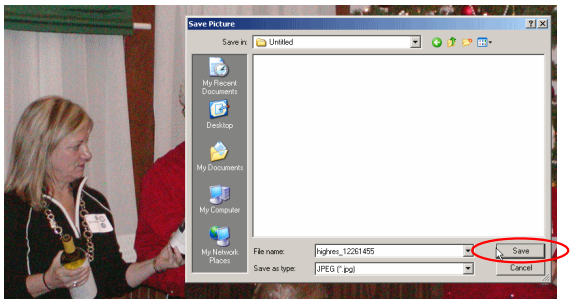
Select the size of the photo you want.

•Now select which size you want. In the slide example, I've chosen the Original size.

Slide 32

Photo Albums

➢ Like a photo you want to save?



Pick where you want to save it and what you want to call it.

•Now pick where you want to save it to and what you want to call it, then click the Save button.

**** Special Note to Photographers: Any image may be downloaded by a member. If this concerns you, please consider placing watermarks on your photos or withholding any photo you would not be willing to share with others. ****

Slide 33

How do I add photos to an Album?

• Once you've clicked on the Album and are actually viewing it, notice the "Add photos" link. Click on that.

Slide 34

The photo uploader is very similar to what you did to upload a profile photo.

• Browse to where the photos you wish to add are located on your computer.

• Select all at once or one by one.

• Use the Add, Add All, Remove, or Remove All buttons to move photos back and forth to the uploader (photos in the lower pane are the ones that will be uploaded).

• Click the “Upload” button and your photos will be added to the album.

• If you’re the person who uploaded the photo, you can also add a caption to it. Otherwise, you are limited to only offering Comments.

• Any member may comment on or tag photos.

Slide 35

Tagging Photos

Tagging photos is a great way to help others get to know who's who! And it's easy.

• Once you've clicked in and are viewing any album, on the photo you wish to tag, click on the "Tag This Photo" button on the lower left.

• Follow the instructions as to how to tag. Just click on the person's face to tag them.

Slide 36

•Once you've clicked on someone's face, a dialogue box will pop up asking you to identify the person.

• Start typing in their name and when you've found the right one, click on it.

• When you're done, click "Done"!

** You can tag multiple people in the same photo at the same time. You don't need to back out and start over for each person. **

**** Special Note: tagging the back of someone's head, even if you recognize them, really doesn't do anyone any good! ☺ ****

Slide 37

Mailing List

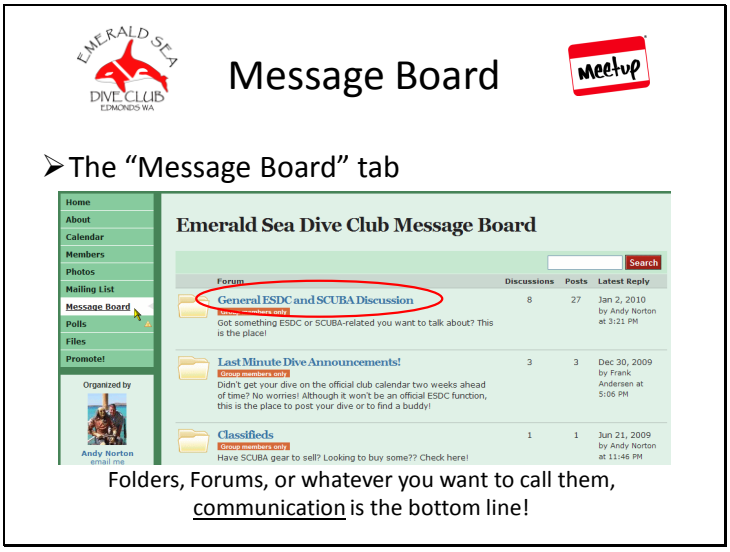
The "Mailing List" tab is basically the same service as our old Yahoo "One List".

• The view you see is the archive of all messages that have been sent. Notice that the Subject is in blue. It's a clickable link that will take you to the full post.

• You can also e-mail the ESDC group from here using the mailing list link. Our mailing list address is: ESDC-list@meetup.com.

**** Messages sent to the mailing list go out via e-mail. They will only be received by those who have elected to receive them in their profile settings. ****

Slide 38

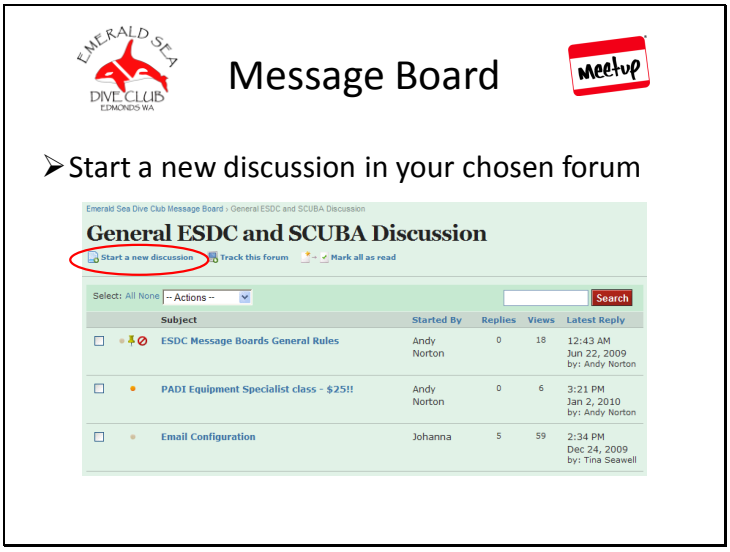


Message Board

The "Message Board" tab is our discussion board, also referred to as forums. This is where we store ongoing discussion threads on varying topics, as well as posting information other club members might find useful.

** For now, we've settled on five (5) general forum categories that seem to fit most of what we'll want to talk about. As time goes on, these may change based on recommendations from members as well as Board discussions. **

Slide 39



Discussion Threads

Open each forum/folder and you will see various discussion threads within that forum.

Once inside a forum, you can choose to:
- Start a new discussion
- Track this forum
- Mark all as read
- Or, just read the various discussion threads

Slide 40

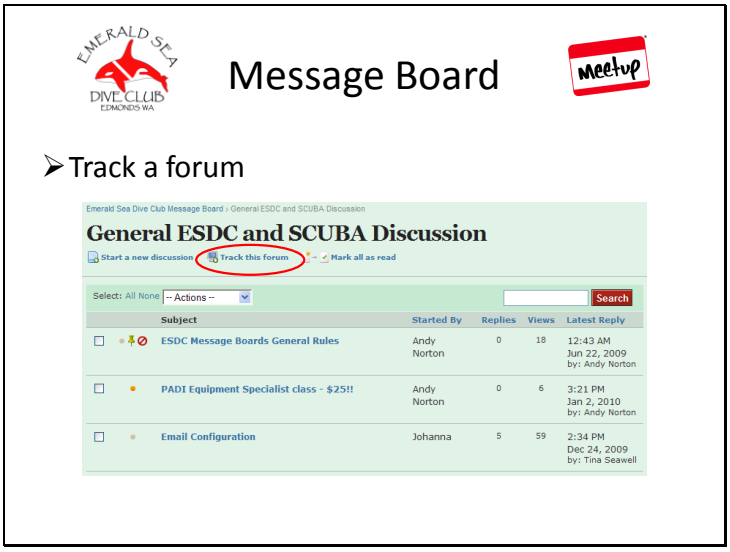
Want to start a new discussion?

First, choose the appropriate forum. Once you're inside, click on "Start a new discussion".

Be descriptive in your subject, and then write your message.

• Click on the "Submit" button to add your new discussion.

Slide 41



Tracking a Forum

You may want to keep up with discussions going down in a particular forum, if not in all forums.

The General ESDC and SCUBA Discussion forum seems to be a good one to track.

• Just click on “Track this forum” to start receiving a daily notification when updates have been made to the forum.

**** You can also elect to narrow your tracking to a specific discussion thread. ****

Slide 42

When you elect to track a forum, you will see a message advising you that you will now receive a daily e-mail summary when that particular message board is updated. As mentioned, the daily summary typically comes out in the evening.

Slide 43

Viewing a Discussion Thread

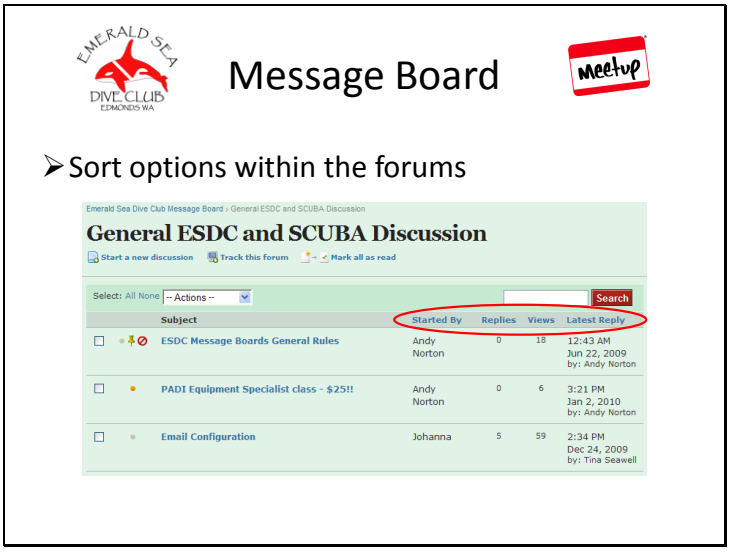
Just click on the discussion thread title to view the thread itself.

• Posting replies is easily done by clicking on “Add a reply”, located under the thread title.

Slide 44

•Once you've added your reply, click on the "Submit" button at the bottom to add your thoughts.

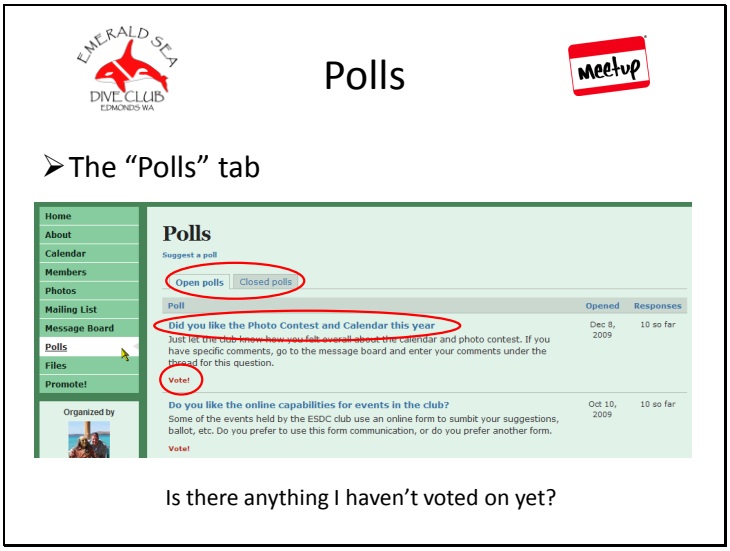
Slide 45



Once inside a forum, you can always sort how you view the discussion threads. Blue font in this case means a sort field:

- Started By
- Replies
- Views
- Latest Reply

Slide 46



Polls

The "Polls" tab is how the club may officially seek member input on ideas or proposals.

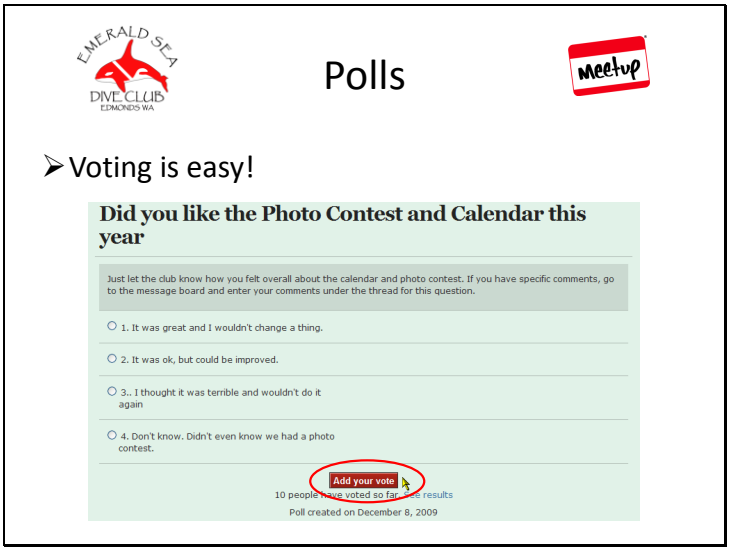
The two tabs allow you to view either:
• Open polls – voting is not yet concluded
• Closed polls – voting has been closed

You can see what polls still require your vote.

• To vote in any open poll where you haven't already done so, click on the specific poll or the "Vote" link.

**** There is no intent to use it at this time for online Officer Nominations, elections, or calendar contest voting, as Meetup does not suit our needs where these areas are concerned. That could change depending on future Meetup improvements. ****

Slide 47

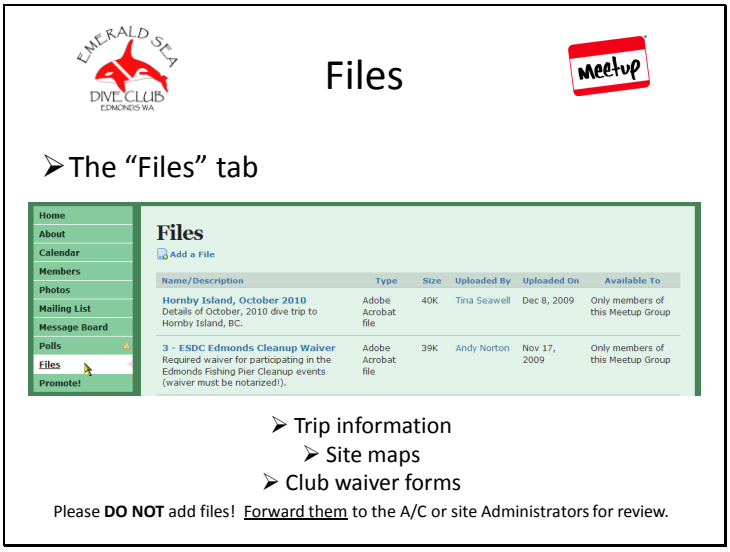


Poll Voting

• Make your selection and click on the “Add your vote” button.

** Notice you can also see results. **

Slide 48



Files

The "Files" tab is the vault where we store any files pertinent to the ESDC. For now, this includes:

- ESDC Meetup Code of Conduct
- ESDC Trip Payment Policy
- ESDC Membership Application & Renewal form
- Dive site maps
- and any flyers related to upcoming events/trips.

**** While members do have the ability to add files, PLEASE do not do so. We ask that you first consult with the Activities Coordinator or site Administrators to determine the appropriateness of your file. After review, we will see to it that your file is posted. ****

Slide 49

Promote

The "Promote" tab is where you can go to help promote the ESDC. From this page, you can:

• Invite other Members (remember, they have to join ESDC first and be a paid member to use our Meetup site)
• Create printed materials
• Add Meetup widgets to another website (perfect for Facebook or any other website you have)
• Create custom apparel – **<u>HOWEVER,</u> both the ESDC name and logo are considered copyrighted material. PLEASE do not create any apparel using either unless you have first consulted with the ESDC Board.**

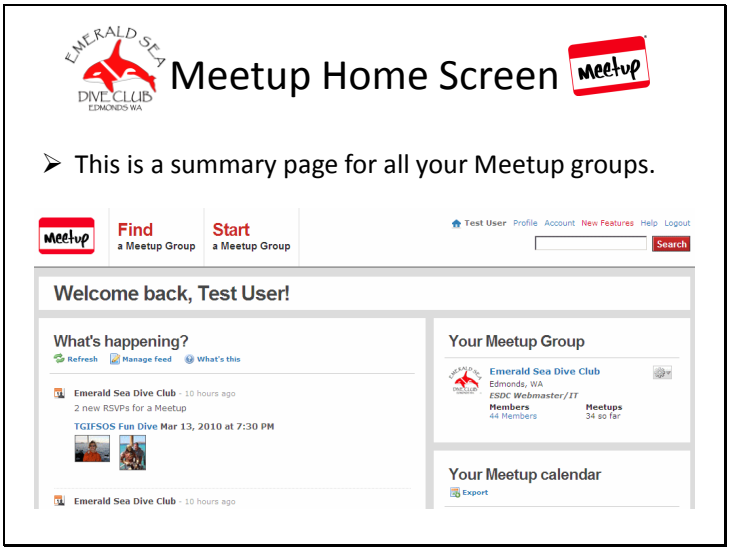
Slide 50

Now that I'm a member, how do I return to the site once I've left it or logged off?

If you logged out or did not check the option to remain logged in, you will need to sign in to Meetup again the next time you come back.

Go to http://www.meetup.com for the login dialog.

Slide 51



Once you log in, you should see a summary page.

All of your Meetup groups will be listed, as well as any updates.

It's the one-stop shopping location for all Meetup groups you are a part of.

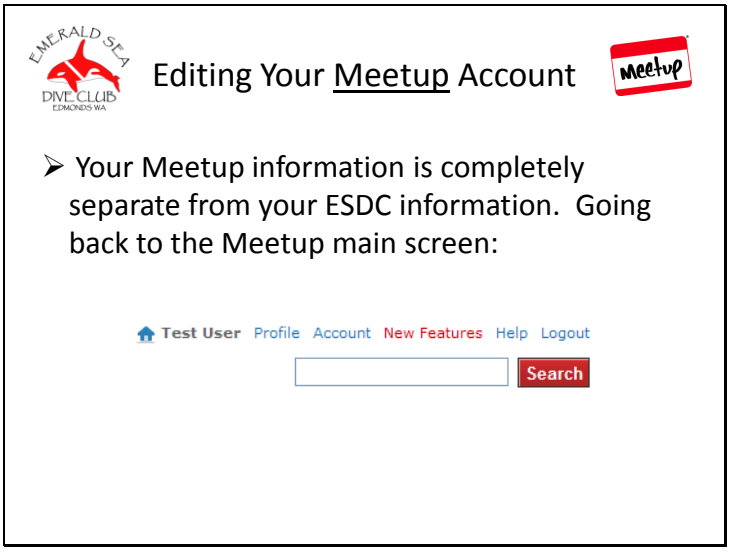
Slide 52

Editing Your Meetup Account

You may actually choose to be involved with several different Meetup groups.

** Remember, the ESDC is simply a local clubhouse in the much bigger world of Meetup. **

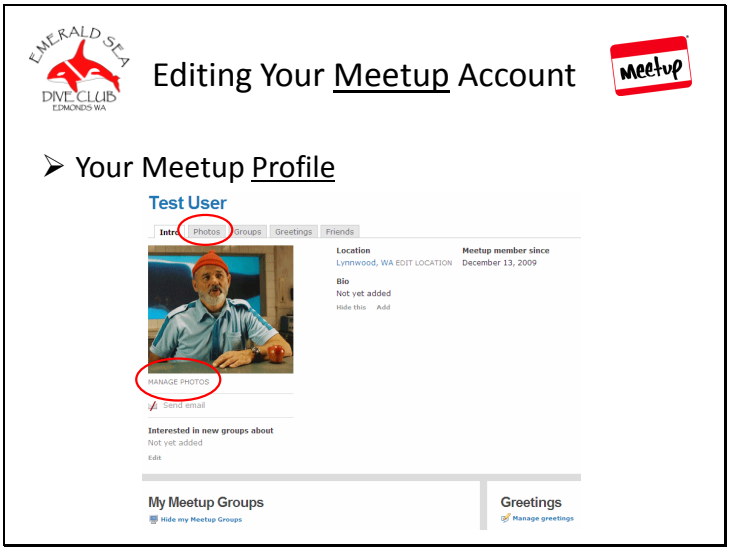
Slide 53



Your ESDC profile information is completely different from your overall Meetup profile and information.

On the main Meetup screen, you can select:
• Profile – takes you to your Meetup profile
• Account – takes you to the information associated with your Meetup account
• New Features – tells you what new features the Meetup team has unveiled
• Help – a place for Meetup help
• Logout – uhhhhhh…..

Slide 54



Viewing and Editing Your Meetup Profile

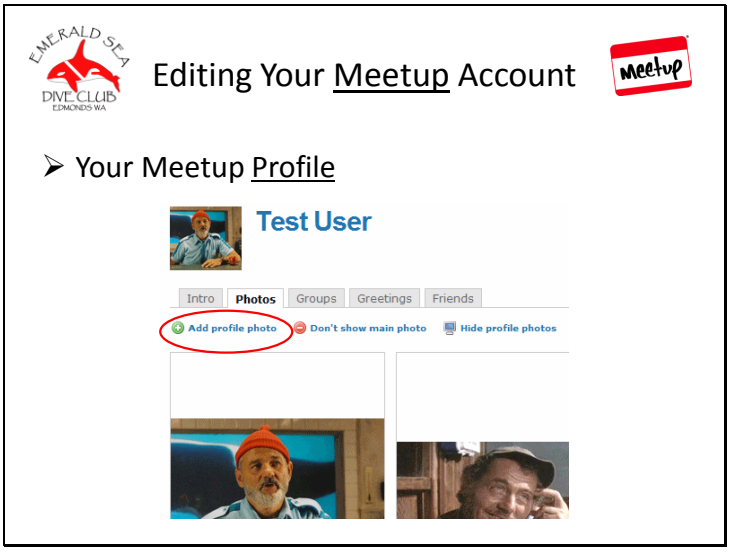
After you've clicked on "Profile" on the main Meetup page, you will see your Meetup profile. There are many options available to you there. Just browse around!

Meetup Profile Photo!

• Manage your photos and upload more by clicking on the Photos tab or "Manage Photos" under your profile photo.

**** You DO NOT have to use the same photo for both your general Meetup profile and your ESDC profile. This is great for those who don't want to be known to the general public but who DO want to be known by fellow ESDC members! ****

Slide 55



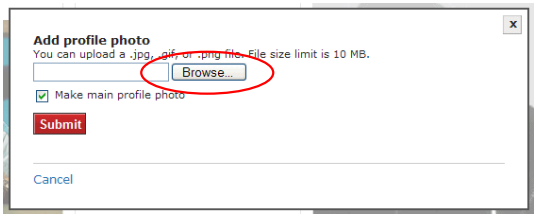
To add new photos to your Meetup profile:

• Just click on the “Add profile photo” link!

Slide 56

Editing Your Meetup Account

➢ Your Meetup Profile



• Now just Browse for the photo on your computer.

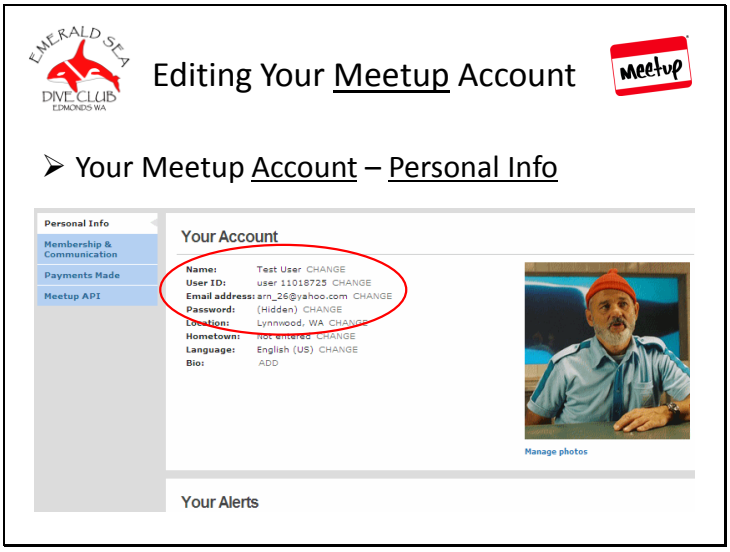
• You can add as many photos as you like for your Meetup profile.

Slide 57

Great! Now you've got a few photos to choose from for your profile. Remember, you can have one for Meetup (or none if you prefer!), and a completely different photo just for your ESDC profile.

• By going back to my ESDC profile, I can now select from the photos I've added.

Slide 58

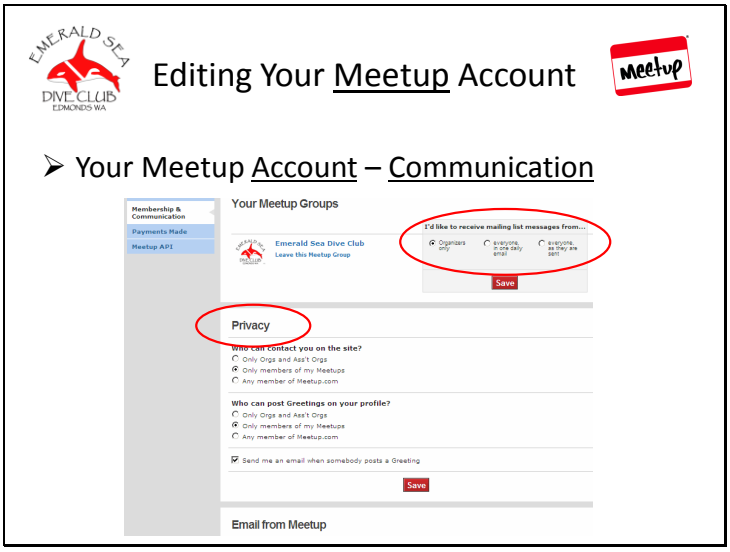


Viewing and Editing Your Meetup Account

After you've clicked on "Account" on the main Meetup page, you will see your Meetup Account info. There are many options available to you.

- The Personal Info tab is one of the most important. This is where you can change your:
    - Name (We'd really appreciate it if you would use your real name. We'd all like to get to know you!)
    - User ID (You don't have to be a number! You will see your User ID when you've made posts.)
    - Email address
    - Password
    - Location
    - Hometown
    - Language
    - Bio

Slide 59



The Membership & Communication tab is also one of the most important. This is where you can change:

- **Mailing list settings** –
    - Receive emails from
        - Organizers only
        - Everyone in one daily email
        - Everyone as they are sent

- **Privacy settings** –
    - Who can contact you on the site?
        - Only Organizers and Assistant Organizers
        - Only members of my Meetups
        - Any member of Meetup.com

      You can also choose what email you wish to receive from the Meetup company itself.

Slide 60

Future of the Old ESDC Website

After March 2010, we will scale back the old ESDC website.

The old website will still be around but will primarily serve as a splash/advertisement page for the ESDC.

We will continue to use the old website where online nominations and the photo contest are concerned. Meetup does not support those features at this time.

Day to day operations and all communication will be conducted via the Meetup site.

**** If you're not on Meetup, you will miss out! ****

Slide 61

Future of the Old Yahoo “One List”

After March 2010, we will be laying the “One List” to rest.

The doors will close and it will no longer be supported.

As a paid member of the ESDC, you will have full access to our site on Meetup, but you have to sign up!

**** If you’re not on Meetup, you will miss out! ****

Slide 62

Questions?

Comments?

Concerns?

Please direct any of the above to your ESDC Webmasters:

Glenn Bulat - Webmaster@emeraldseadiveclub.org
Or Andy Norton - Webmaster2@emeraldseadiveclub.org

Questions?

Comments?

Concerns?

Please direct any of the above to your ESDC Webmasters:

Glenn Bulat - Webmaster@emeraldseadiveclub.org
Or Andy Norton - Webmaster2@emeraldseadiveclub.org

Slide 63

So if you're not on Meetup yet, WHY NOT?

Don't delay. Sign up today so you won't miss out!

**** Like we've said, if you're not on Meetup, you will miss out! ****

We want your participation and input. That's what makes this club great! Please join ASAP so you won't be left out.

And if you've already joined, Thanks! We look forward to seeing you around!!