**How to set up an Event / Walk in Meetup**

* Firstly, I set you up as an organiser or assistant organiser.
* You then go to: <https://www.meetup.com/wayfarers-mid-week-walking-group/>

Graphical user interface, website

Description automatically generated

* Click on the Events button second from the left at the bottom.

Graphical user interface, text, application

Description automatically generated

* Click on Past

Graphical user interface, text, application, email

Description automatically generated

* On the example above you then click on ‘Manage’

Graphical user interface, text, application, chat or text message

Description automatically generated

* On the ‘drop-down’ box click on ‘Copy event’
* Change the details from what you see to what you want the new Event / Walk to be.
* You can leave the picture or change it for one you want from on your PC.
* Most of the information can be gathered from the walk’s schedules on the web site e.g. <https://www.seniorwayfarers.org.uk/thursday8to10.html> or on Google Sheets <https://docs.google.com/spreadsheets/d/10wUH1ozo-Bcdac1R8Kegas5i6Lv0E1_KQihHKLyCX_k/edit#gid=115362351>
* Most of the information can be retained from week to week as it’s the same. Just alter it for the new walk. The rest can be ‘copied, and ‘pasted’.
* Update the What3Words link if you can.
* Don’t forget to alter the ***Post Code*** section and the ***How to find us section.***
* Then ‘Preview’ it, then ‘Publish’ it at the bottom right-hand corner.

Text

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* Once published it should come up with an **Announcement** box to tell everyone about it.