



District 83 Publicity Meet-up for Success

November 13, 2021

Publicity for Your Club

Let's Get Social – \$20 TI



Club Anniversary – \$100 Reimbursement

Club Open House – \$25 TI

Traveling Gavel Award – \$10 TI

Friendly Neighbor Award – Ribbon for Banner

- **Let's Get Social** → Post article + at least 3 photos on [District 83's Facebook](#) 3x before 6/30/22 regarding Club Milestone Anniversaries, Contests, Events & Contests
- **Club Anniversary** → Submit expense report to D83 for refund of up to \$100 & Post article + at least 3 photos on [District 83's Facebook](#)
- **Club Open House** → Submit Prof of promotion, agenda, names of at least 3 new members added within 4 weeks of Open House to D83 Club Growth Director for \$25 TI. Club is eligible for 1 award/yr
- expense report to D83 for refund of up to \$100 & Post article + at least 3 photos on [District 83's Facebook](#)

Toastmasters District 83 Meetup

Toastmasters District 83 Meet-up offers free access

for all clubs...A VPPR's dream! [ARE YOU BEING HEARD? Meetup.com/toastmasters-district-83-meetup-group](#)



Requirements for Meetup Access Program

Toastmasters District 83 Meet-up offers free access for all clubs...A VPPR's dream!

[Meetup.com/toastmasters-district-83-meetup-group](https://www.meetup.com/toastmasters-district-83-meetup-group)



Requirements for Meetup Access Program

- Four of your club officers attend TLI events run by the District.
- Your club meetings consist of the standard Toastmasters meeting components: Speakers, Table Topics, and Evaluations.
- Your meetings have an agenda and begin and end on time.
- Your club members give helpful, quality evaluations.
- Guests are greeted and welcomed warmly when they visit your club.

Meetup Setup for your Club



[Meetup.com/toastmasters-district-83-meetup-group](https://www.meetup.com/toastmasters-district-83-meetup-group)

Setting Up Your Club on Meetup

- Go to [meetup.com](https://www.meetup.com) and create a FREE profile
- Use an email account that will allow for easy succession planning
- Select and join [Meetup.com/toastmasters-district-83-meetup-group](https://www.meetup.com/toastmasters-district-83-meetup-group)
- Email djubarnes.tmd83prm@gmail.com with your club name and your role within the club. The District Meetup Administrator will assign permissions to your profile allowing you to setup your club on the Meetup hub.

Creating an Event

[Meetup.com/toastmasters-district-83-meetup-group](https://www.meetup.com/toastmasters-district-83-meetup-group)



First, you need to set up a one-time event in Meetup.

- Go to [meetup.com](https://www.meetup.com) and create a FREE profile
- Click “Schedule a New Meetup” under the welcome message.
- Under “What Should We Do,” title your meetup. This should include your club name and welcoming text.
- Under “More Details,” tell a little about your Toastmasters club and the benefits of joining Toastmasters. Make this unique to your specific club. Be sure to include a link to your club’s website.
- Under “When,” select the date of your next club meeting (instructions for setting up recurring meetings is further below).
- Under “Where,” select a place. You’ll need to click on “Find a Place” to add your club’s location.
- Click on “Schedule This Meetup”.

Creating Recurring Events



[Meetup.com/toastmasters-district-83-meetup-group](https://www.meetup.com/toastmasters-district-83-meetup-group)

Since your club meets regularly, you'll want to edit your first event and set it to repeat.

- Find your first event by clicking on the Upcoming Meetups link on the left side. Scroll down to find your posting. Hover your mouse over the header and click on the pencil that appears on the right side of it.
- The system will ask if you wish to edit only this Meetup or all of them. For this step, click on all of them.
- When you setup your initial event, it may not have logged a start and end time. Be sure to fill both of these out on this page
- Fill out the "How to Find Us" sections with details on where to park and what door to use for your club's meetings.
- Click on the section for "Automatically repeat this Meetup." Set it up for your club's schedule.
- Leave the default settings on for "Charging for This Meetup," "RSVP Settings," "Email Settings," and "Ask Questions".
- Click on the red "Change Details" box at the bottom of the page to make your changes.
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Editing Your Meetup



[Meetup.com/toastmasters-district-83-meetup-group](https://www.meetup.com/toastmasters-district-83-meetup-group)

This is great to do if you'll have a guest speaker at your meeting or for contests.

- Find the event date you wish to change by clicking on the “Upcoming Meetups” link on the left side. Scroll down to find your posting. Hover your mouse over the header and click on the pencil that appears on the right-hand side of it.
- The system will ask if you wish to edit only this Meetup or all of them. For this step, edit only this Meetup.
- Change the title and description as needed for your special event.
- Click on the red “Change Details” box at the bottom of the page to make your changes..
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If you need further assistance, contact the Meetup Administrator at djubarnes.tmd83prm@gmail.com.