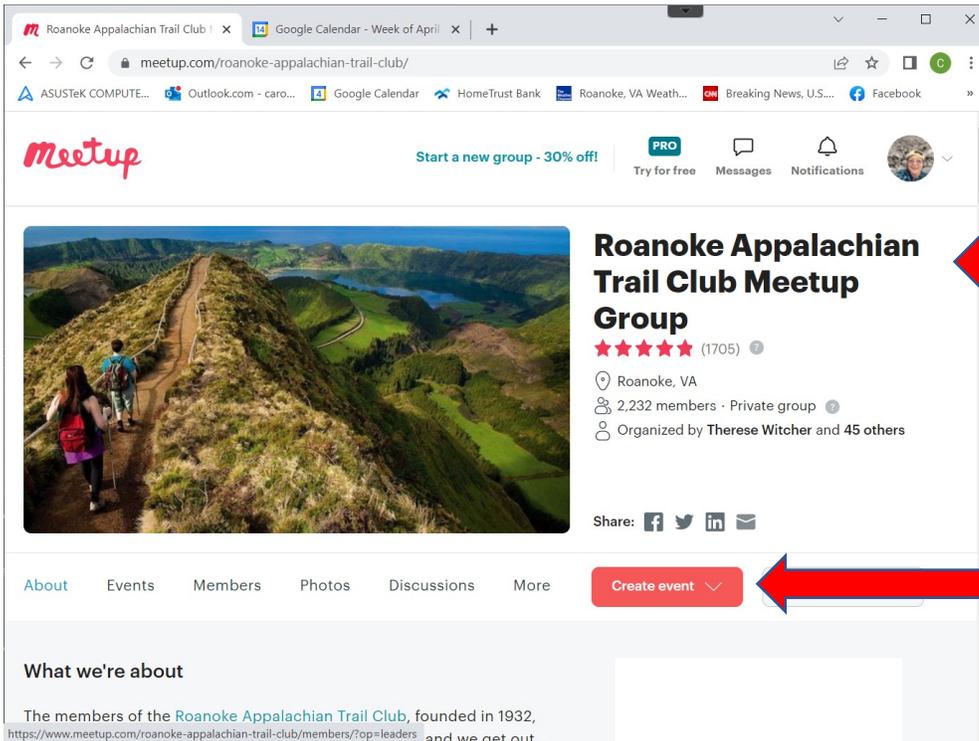
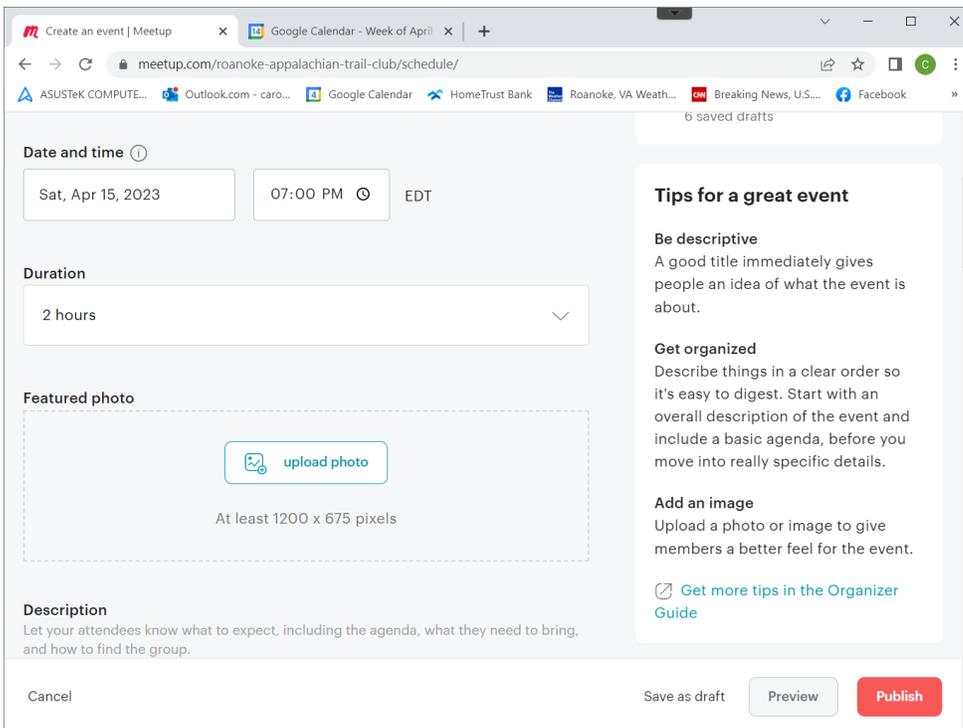


# Posting a RATC Hike in Meetup

1. Pull up Meetup. Navigate to the RATC Meetup Group page.
2. Click on "Create event".



3. **NOTE** that it may bring up the new event in the middle of the page! Scroll back up to the top.



4. Enter the basic information – descriptive title, date, time, duration, etc. Overestimate the duration a little – people will be happier getting off the trail a little early rather than risk running late for something else.

The screenshot shows the 'Create an event' page on Meetup. The page title is 'Create an event' and the group is 'Roanoke Appalachian Trail Club Meetup Group'. The form fields are:

- Title (required):** A text input field with a character count of 80. A red arrow points to this field.
- Date and time:** A date picker set to 'Sat, Apr 15, 2023' and a time picker set to '07:00 PM EDT'. A red arrow points to the date field.
- Duration:** A dropdown menu set to '2 hours'. A red arrow points to this field.

On the right side, there are several tips and options:

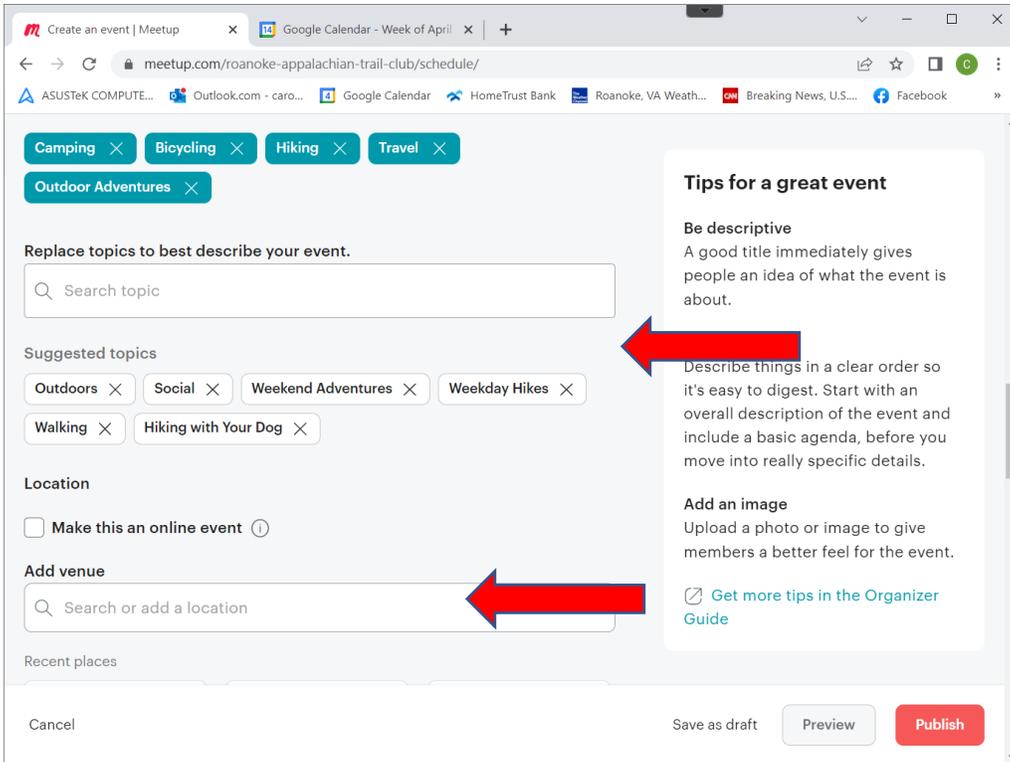
- Check out a Meet and Greet event template:** A link to a template event.
- Copy the last event:** A link to 'Lick Run Greenway'.
- Edit a draft:** A link to '6 saved drafts'.
- Tips for a great event:** A section with the heading 'Be descriptive' and the text 'A good title immediately gives people an idea of what the event is about.'

At the bottom, there are buttons for 'Cancel', 'Save as draft', 'Preview', and 'Publish'.

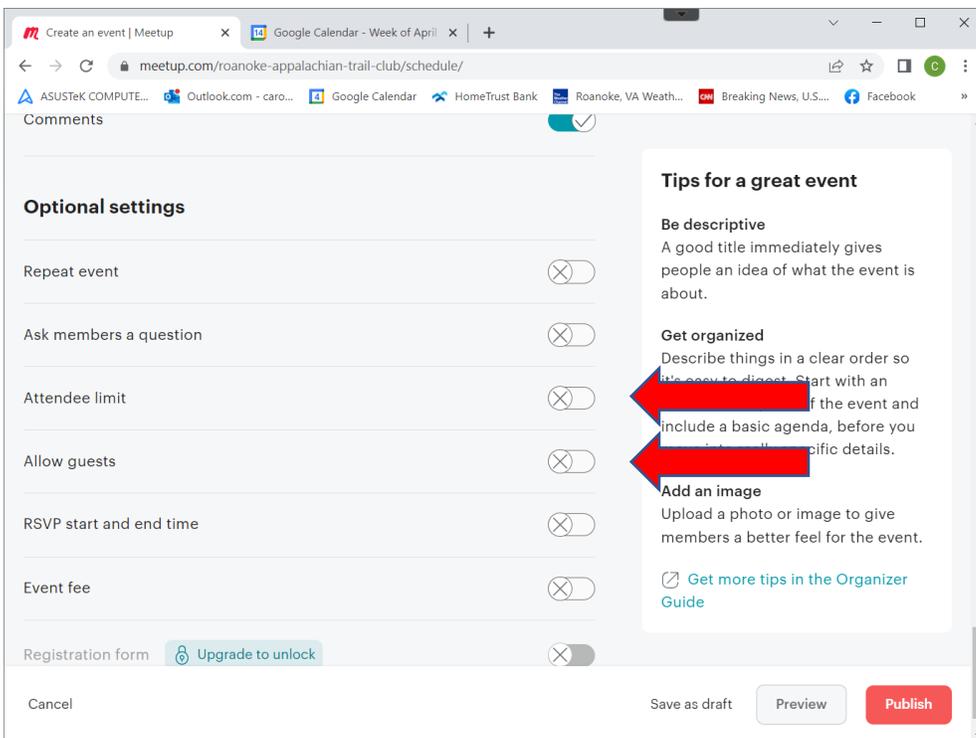
5. Scroll down and enter a description for your hike. Include the length, difficulty, type of terrain, and anything special about this hike such as creek crossings or shuttle arrangements. It's also helpful if you specify whether leashed dogs are welcome on this hike.

The screenshot shows the 'Description' section of the 'Create an event' page. The text reads: 'Let your attendees know what to expect, including the agenda, what they need to bring, and how to find the group.' Below this is a rich text editor with a red border and a red arrow pointing to it. The editor has a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, and link. Below the editor, it says 'This field is required'. To the right, there are 'Tips for a great event' including 'Be descriptive', 'Get organized', and 'Add an image'. At the bottom, there are buttons for 'Cancel', 'Save as draft', 'Preview', and 'Publish'.

6. Scroll down a bit more. Select appropriate topics. Add the meeting place for your hike as the venue. **Double-check** that the meeting place pulls up correctly in Google Maps.



7. Scroll down to the Optional Settings. **Toggle on** the Attendee Limit and specify the maximum for the group. **Toggle on** to Allow Guests and select 1 guest.



8. **DOUBLE CHECK EVERYTHING**. It's much, much easier to fix before you publish the hike!

9. **Publish** the hike and allow Meetup to notify members.

10. **PUT THE HIKE ON YOUR CALENDAR**. Meetup will add the hike to other attendees' calendars, but not to yours!