

Meetup Group Guidelines

Listing a Walk on Feet First Walks Meetup

1. Log in to Meetup and select “Feet First Walks” from the drop down menu accessed from your Meetup profile picture.
2. Click Schedule this Meetup below the “Come walk with us!” headline, which will give you a scheduling interface.
3. Complete the title of the walk under “What should we do?” and the description under “More details:”.
4. Set a Meetup date and start time, along with an approximate end time.
5. Set a Meetup location:
 - a. Search for places by typing into the box that says “Ex. Joe’s Pizzeria”
 - b. A list of places will appear with the same name or a similar name may appear if in the Meetup database; choose the location you’re looking for if it does appear
 - c. If the location doesn’t appear, fill in the address information, starting with the name of the location on the “Ex. Joe’s Pizzeria” line.
6. Click “Schedule Meetup” when all the details are set.
7. A window will open asking you to “Announce now”. If no details need to be changed upon review, click the button and all members of the Feet First Walks Meetup group will receive an email informing them about the walk.
8. If you want to make any changes, such as adding pictures, website hyperlinks, videos, or bold/italicized text, select “Announce later”. This option will give you an editable view of the Meetup event.
9. Click the “Edit” tool on the toolbar to edit the Meetup details and select “Announce Meetup” when ready.
 - a. If you need to cancel the Meetup, select the “Cancel” tool, which will give you a prompt to delete the listing.
 - b. If you want to copy the Meetup and use the existing template to create another event, select “Copy”.

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Writing Meetup Description

1. What should attendees expect the walk to be like? Identify who is leading the walk.
2. Describe the walks and points of interest.
3. Estimate the length of the walk, both time and distance
4. Describe the pace of the walk (casual, moderate, brisk). Is this a social walk, with many stops, or more of a brisk, exercise walk with few pauses?
5. Highlight the meet up location and what transit options are available to participants. Please include the King County Metro trip planner link: <http://tripplanner.kingcounty.gov/>.
6. Explain if there are any conditions that may affect the walk, and inform participants that they are welcome regardless of RSVP.
7. Indicate if the walk is dog friendly, kid friendly, or ADA/stroller accessible.
8. Add other information you feel is important (e.g. John wears yellow!).

Meetup Description Example:

Join John for a 6 mile brisk walk around industrial Harbor Island

Meet Neighborhood Walking Ambassador John Reardon at 9:00am at Uptown Espresso, 3845 Delridge Way SW, Seattle, WA 98106, which is serviced by Metro bus routes 50 and 120. You can plan your trip at <http://tripplanner.kingcounty.gov/>. We will take a two-hour long tour of the Harbor Island industrial landscape (considered by many to be an alternate universe). This artificial island, mostly built in 1909, is 397 acres and was formed from over 24 million cubic yards of fill from the Jackson and Denny regrade projects and dredging from the Duwamish River. It a great site for photographers. All are welcome, dogs included, even if you do not RSVP. John wears yellow!