# Stony Brook Camera Club Meetup Group

In a nutshell

***YOU*** can create an event.

Select a location.

Describe the Meetup

Determine maximum attendees.

Make sure “allow guests” is ***not*** selected.

Done!

Follow the Detailed How-To…

# Steps To Schedule an Event

Start a new group | Explore | Messages

Change photo

# Stony Brook Camera Club Meetup Group

Franklin, MA

37 members · Private group

Organized by **Silvana Della Camera** and **36 others**

Share:

Click on "Schedule"

About | Events | Members 3 | Photos | Discussions | More

Manage group | Schedule

List | Calendar

# Create an event

Stony Brook Camera Club Meetup Group

Add a title (location is ideal)

**Title (required)**

Arnold Arboretum Photo Walk 53

**Date and time**

Add date and start time.

Wed, May 19, 2021 10:00 AM

**Duration**

Duration defaults to 2 hrs and can be changed.

2 hours

## Tips for a great event

**Be descriptive**

A good title immediately gives people an idea of what the event is about.

**Get organized**

Describe things in a clear order so it's easy to digest. Start with an overall description of the event and include a basic agenda, before you move into really specific details.

**Add an image**

Upload a photo or image to give members a better feel for the event.

Get more tips in the Organizer Guide

Add a photo

Featured photo

Upload photo

At least 1200 x 675 pixels

Add a good description.

Description

Let your attendees know what to expect, including the agenda, what they need to bring, and how to find the group.

Arnold Arboretum has 265 acres of beautiful trees, paths, ponds and wildlife. Let's explore this city oasis! Bring your wide and telephoto lenses, filters and tripod (optional). Parking is available on the Arborway and Bussey Street. Carpooling is recommended.

3740

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Location

Make this an online event

Remove checkmark.

Add venue

arnold

Start typing a name and a drop down appears. Select location.

powered by Google

**Arnold Arboretum of Harvard University**
Arborway, Boston, MA, USA

**Arnold Arboretum - Walter Street Gate**
Walter Street, Boston, MA, USA

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## Location

☐ Make this an online event

**Arnold Arboretum of Harvard University** Change
125 Arborway · Boston, MA

Edit map pin

Add details on where to meet. Google Maps helps pin point coordinates. Find a point on Google maps, right click on the spot and copy the GPS coordinates.

**How to find us**

Meet us by the gate on Bussey Street at 10 AM. Copy these GPS coordinates into Google maps 42.296504176989735, -71.12855430794096

171

## Optional settings

Repeat event

Ask members a question

Attendee limit

10 − +

Set the total number of attendees for this event. Members will see how many spots are available.

Allow guests

RSVP start and end time

Event fee

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Set a limit on attendees. Important if parking is an issue.

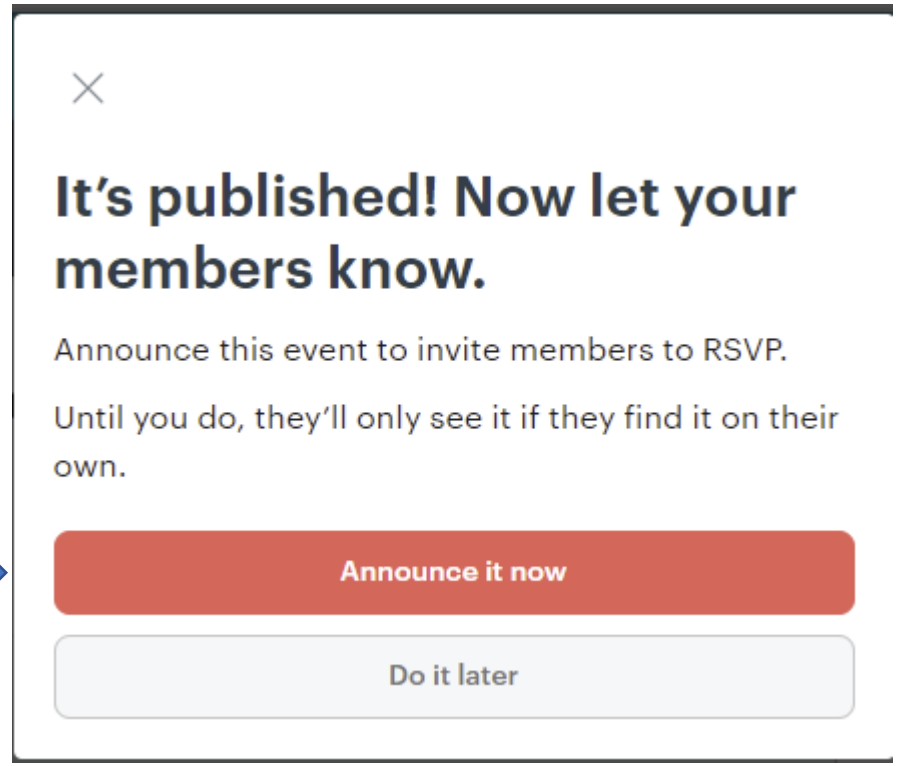
Preview and see how it looks.

Publish it!

Cancel

Save as draft | Preview | Publish

Once it has been published, make sure to announce it so members receive an email about the event.



If the weather impedes the event, simply cancel it and Meetup will alert the attendees that have signed up for the event.