



CAMERA CLUB of RICHMOND



Group

Goals, Procedures and Communications

Revised by:

Karen Taylor Davis, Publicity Director

May 7, 2019



CCR: MeetUp Goals



- **Goal # 1**
Encourage and train all CCR Members interested in Club Activities or Education to join our CCR Meetup Group.
- **Goal # 2**
Communicate all CCR Activities and Educational Events to MeetUp members.
- **Goal # 3**
Manage RSVP's, communication and attendance for all CCR Activities and Events.
- **Goal # 4**
Welcome all non-CCR members to the CCR MeetUp group to help them learn more about the club.




CCR: MeetUp Procedures




- Go to www.MeetUp.com.
 - If you are not a current MeetUp member, click
 - You will see this screen:



Sign up

 Continue with Facebook

 Continue with Google


Your name (this is public)

Email address

Can't be empty

Password

Can't be empty

 Mechanicsville (change)

Sign up

- Complete the fields.
- Click “Sign up” to create your account.



CCR: MeetUp Procedures



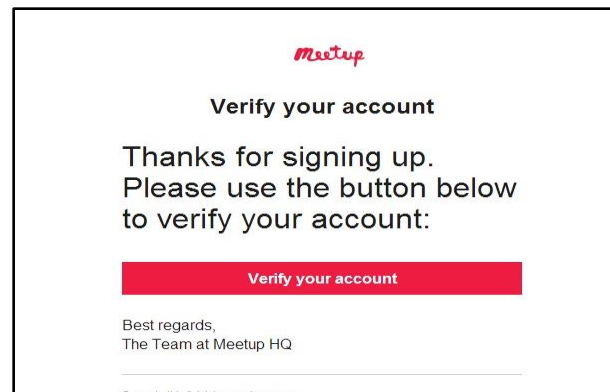
- You will see this screen:

You're almost there!

A confirmation email has been sent to <Your Email Address>
confirmation link in the email to activate your account.

Click on the

- Go to your In Box and find an email from MeetUp:



- Click the “Verify Your Account” button.



CCR: MeetUp Procedures



- You will be prompted to add a photo. *(Please do so we can recognize you when you attend our events!)*

Welcome

Add a photo so other members know who you are.



Upload a photo

OR



Connect to Facebook

[Skip for now](#)

- Proceed to the next page and select your “Interests”.



CCR: MeetUp Procedures



- Make sure you click the “Photography” choice:



Photography

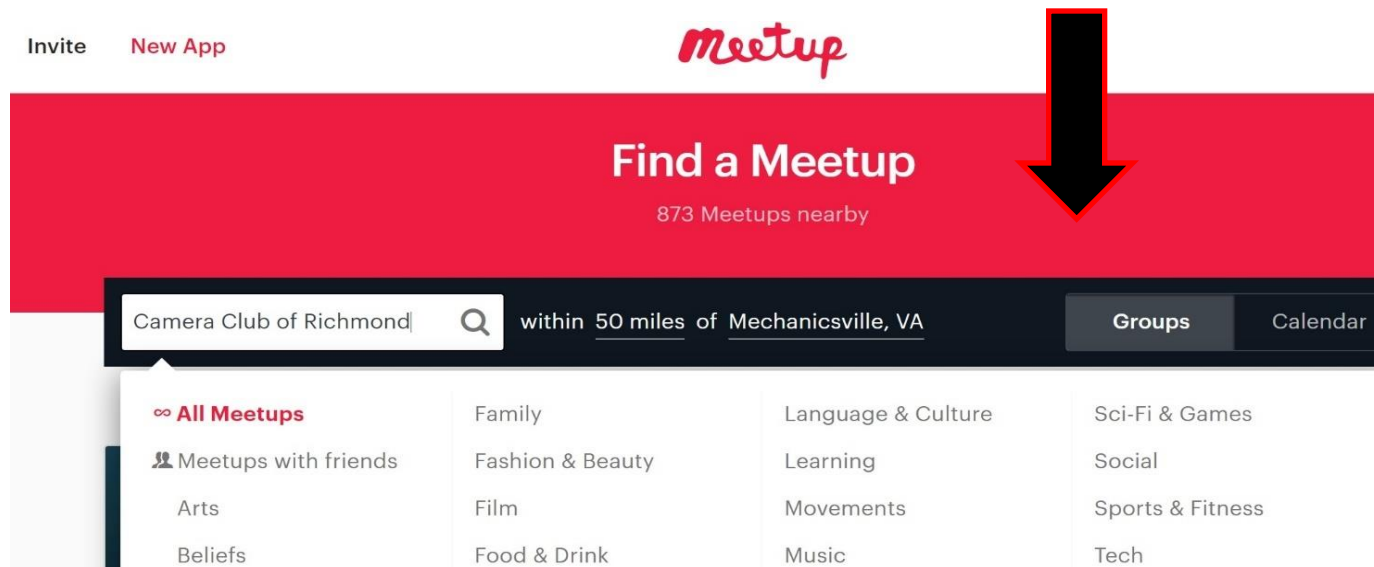
- Then, select the types of photography that interest you.
- You will see many clubs from which you can choose. If you don't see CCR, don't worry, you can find it later.
- Click “Next” at the top of your screen to complete setup of your MeetUp account.



CCR: MeetUp Procedures



- You will see this screen:



- Type “Camera Club of Richmond” into the Search box and make sure to select the “Groups” tab.
- Press Enter.



CCR: MeetUp Procedures



- You will see this screen:



- Click the “Join Us” button.
- You will receive an email with a link to our group and a Welcome Letter with more information bout us.
- Click the link and finish your account setup.



CCR: MeetUp Communications



- You will receive emails notifying you each time CCR schedules an event.
- Attendees are accepted on a First-Come-First-Served basis.
- Participation in some events may be limited to a specific number of attendees, so you should RSVP as soon as possible to reserve your spot.
- MeetUp has a built-in “Wait List” capability. You will be added to this list if the event is full, then contacted if a spot becomes available.
- Once you sign up for an activity, you will automatically be sent reminders and updates for that activity.
- You may post comments/questions to the Organizer or other participants (great for arranging car pools!)
- Afterwards, please post your pictures to the Event Photo Album!



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If you have questions, please contact:

Publicity Director, Camera Club of Richmond

Publicity.CCRVA@gmail.com

or

Membership Director

Membership@CCRVA@gmail.com