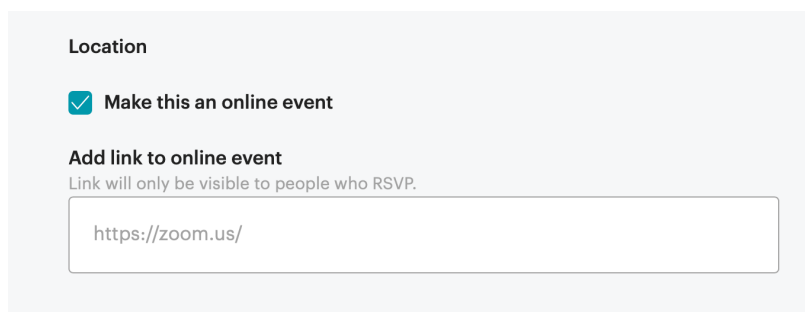**SENDING VIDEO CONFERENCE LINKS TO ATTENDEES FROM MEETUP**

There are two ways to send Video Conference links to Attendees from Meetup

AUTOMATICALLY

When you set up a new event in Meetup you can have the link sent to people who RSVP "Yes." Check the box labeled "Make this an online event" and then add in the video conference link:

Location

☑ Make this an online event

Add link to online event
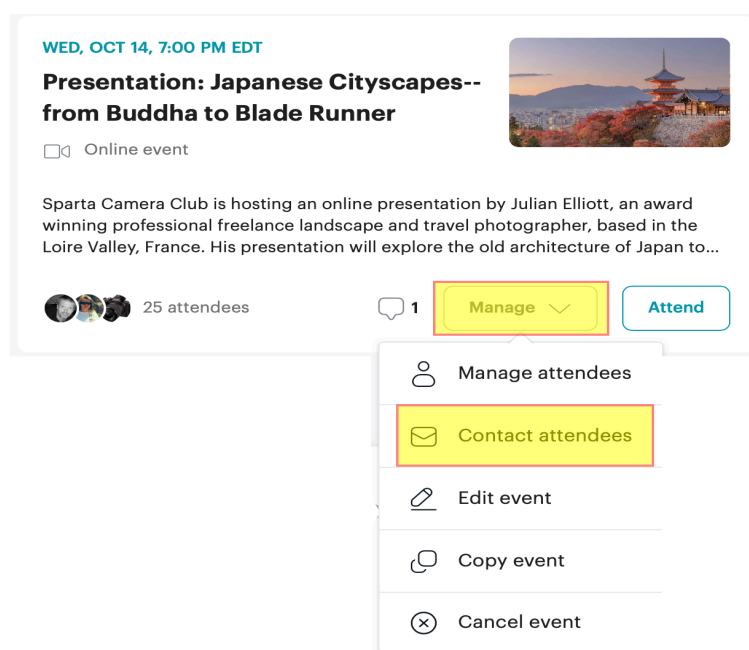Link will only be visible to people who RSVP.

https://zoom.us/

**Please note the automatic link will not be sent to people who end up on the waiting list. You must send those links manually as space opens up in your event.

MANUALLY

Video links can be sent manually to people who RSVP "Yes" and to people on your waiting list. In addition, if your waiting list has 20 names and you only 10 open spots, the waiting list can be sorted by "response date/time" and you can add selected people from your Waitlist to the Going list.

    A.   Sending a manual video link to all people who RSVP "Yes" and/or the full Waiting List.

WED, OCT 14, 7:00 PM EDT

Presentation: Japanese Cityscapes--from Buddha to Blade Runner

▢◁ Online event

Sparta Camera Club is hosting an online presentation by Julian Elliott, an award winning professional freelance landscape and travel photographer, based in the Loire Valley, France. His presentation will explore the old architecture of Japan to...

25 attendees   💬 1   Manage ∨   Attend

    👤 Manage attendees

    ✉ Contact attendees

    ✏ Edit event

    🗩 Copy event

    ⊗ Cancel event

Click on the box labeled (yellow): "Manage." From the dropdown box select (yellow) "Contact Attendees"

This will take you to the Contact Members page. First make your selections. Select the event for your response (purple circle). Then select who receives the response - RSVP'd YES, Waitlist, etc. (Note: this will send the email to everyone on the list you select).
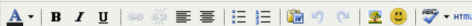
Once your selections have been made write your email. Enter the subject and copy & paste the login information for the video link into the message section.

Meetup provides an opportunity for you to preview your message. It's very helpful to use this feature. (at bottom of Contact Members page, not shown in image.)

B. To add individual Attendees from the Waitlist to the Going list to send your video link message.

Click on the box labeled (yellow): "Manage." From the dropdown box select (green) "Manage Attendees"
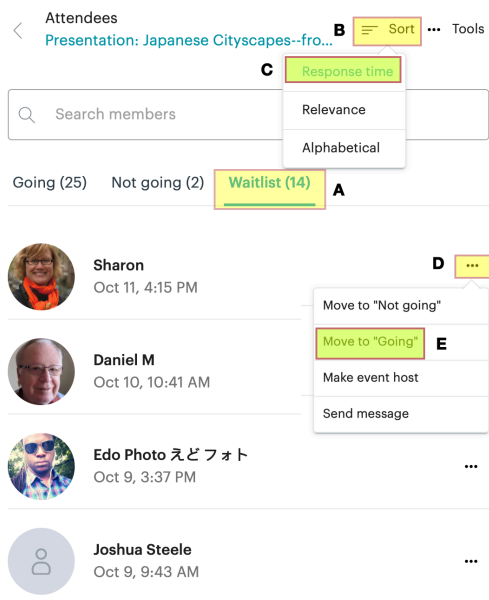
The Attendee listing will appear. It is divided into 3 sections – Going, Not Going and Waitlist.

Select (A) Waitlist.

Then select (B) Sort at the top right of the page. Most times you will want to sort your Waitlist by (C) Response time.

Finally select (D) the dots … next to the name you want to move to Going and (E) select "Move to Going"

The names you select will be moved individually to the Going list. Return to the instructions in Section A