

# **AGency Hub – Why join and how to join**

## **What is the AGENCY Hub meetup group?**

The AGENCY Hub Meetup Group is an online platform for organising and advertising events put on by members. The group is open to anyone.

## **What is Meetup?**

It's a world-wide online service which allows anyone to set up and communicate events. There are thousands of meetup groups in Sydney alone. It's free for you to join (we have paid a membership fee to use it) and has privacy settings so that you get as many or as few email or text notifications as you want.

## **Why did the AGENCY Hub transition to Meetup and not just keep using email?**

The organisers of the events needed to manage complex data lists of emails and mistakes happened. Ask Vince and Vincent.

Meetup is a much easier way for us all to organise an event and make sure the details are complete. There's even a map of where to meet and we can communicate with everyone, for example if the weather is bad and we have a walk booked, we can message everyone who has accepted the event to cancel or postpone.

You can also see who else is attending and send a message, e.g. "I'm catching the 442 at 12.30pm" or "Would you like a lift?".

## **What if I get spammed?**

None of us have experienced spam as a result of joining Meetup. Also, you can set your privacy settings to only get messages from the AGENCY Hub Meetup Group. If you want, you can be informed of all the events run by and other Meetup groups you might also join or have joined. It's totally up to you. Meetup will use your email address to send you updates about new events or changes to events you've RSVPed for, and your location to find Meetups near you

You can easily leave Meetup if you don't like it at any time.

## **What if I just want to stay as we were and just get emails?**

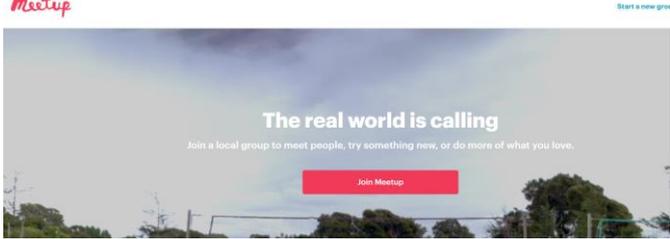
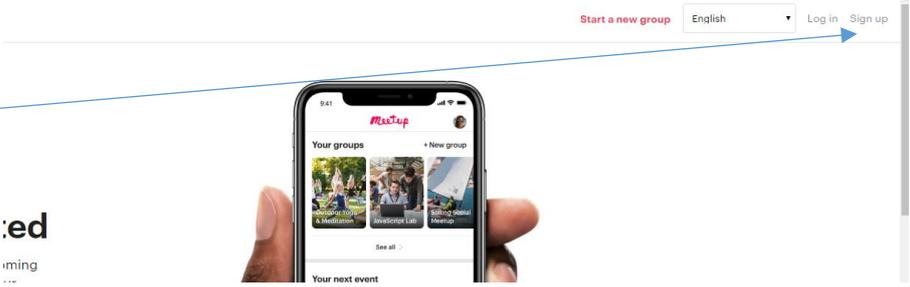
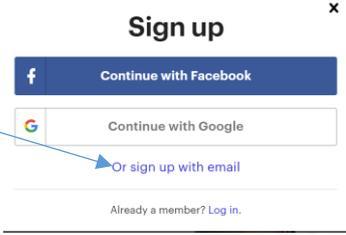
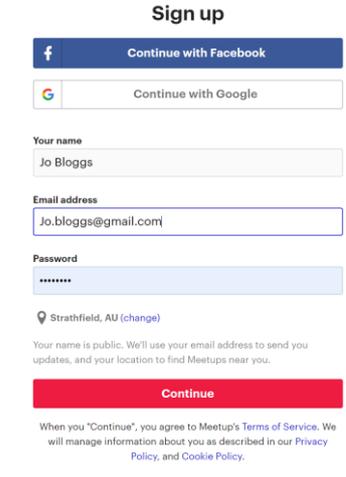
Sorry but we can't offer this anymore. If so, your best bet is to buddy up with another Hub member who is in Meetup and see if they can let you know what's happening.

## **But I joined Meetup and I don't get messages.**

It's a two-step process. Meetup has many groups. The AGENCY Hub is one of them so ensure you have completed stage 2 (see below) to join the AGENCY Hub Meetup group.

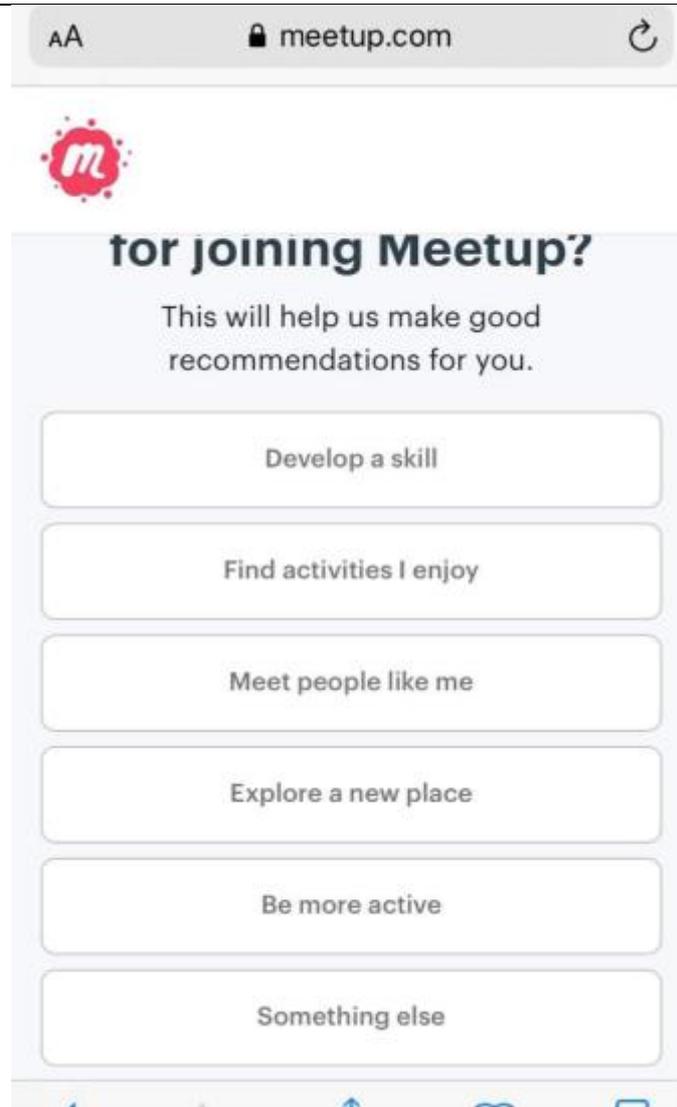
## Okay; how do I start?

Follow the instructions below. These are designed to be followed on a computer. This is the easiest way to start. You can then download the app for the phone or tablet. The process should take you 10 minutes.

1	<p><a href="http://www.meetup.com">www.meetup.com</a></p> <p><b>Go to Meetup</b></p>	 <p>The screenshot shows the Meetup homepage with the headline "The real world is calling" and a red "Join Meetup" button. A small "Start a new group" link is visible in the top right corner.</p>
2	<p><b>Click on sign up</b></p>	 <p>The screenshot shows the sign-up page with a blue arrow pointing to the "Sign up" link in the top right corner. A smartphone is shown in the foreground displaying the Meetup app interface.</p>
3	<p><b>Choose email sign-up option</b></p>	 <p>The screenshot shows the "Sign up" options with a blue arrow pointing to the "Or sign up with email" link.</p>
4.	<p><b>Fill in your details</b></p> <p>Your name is public but your email address isn't.</p>	 <p>The screenshot shows the sign-up form with fields for "Your name" (Jo Bloggs), "Email address" (Jo.bloggs@gmail.com), and "Password". A red "Continue" button is at the bottom. A note states: "Your name is public. We'll use your email address to send you updates, and your location to find Meetups near you."</p>

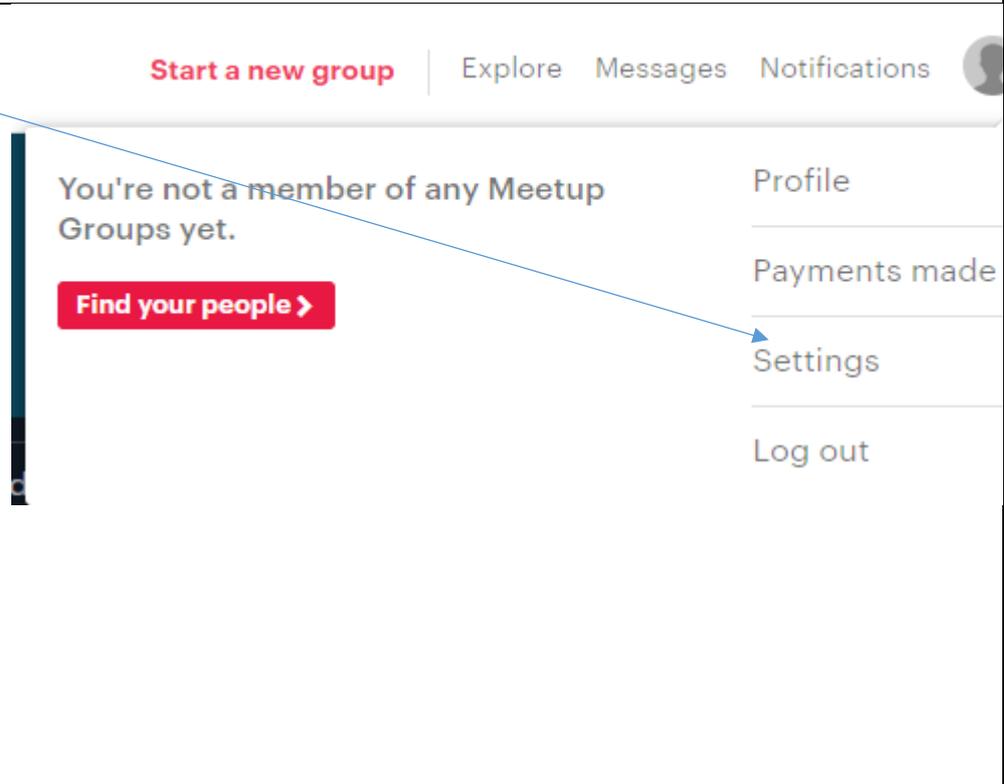
5 Go to your emails and click on the link they send you

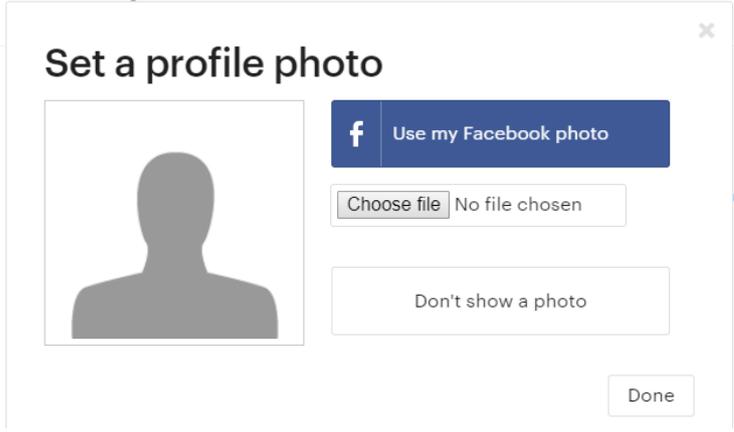
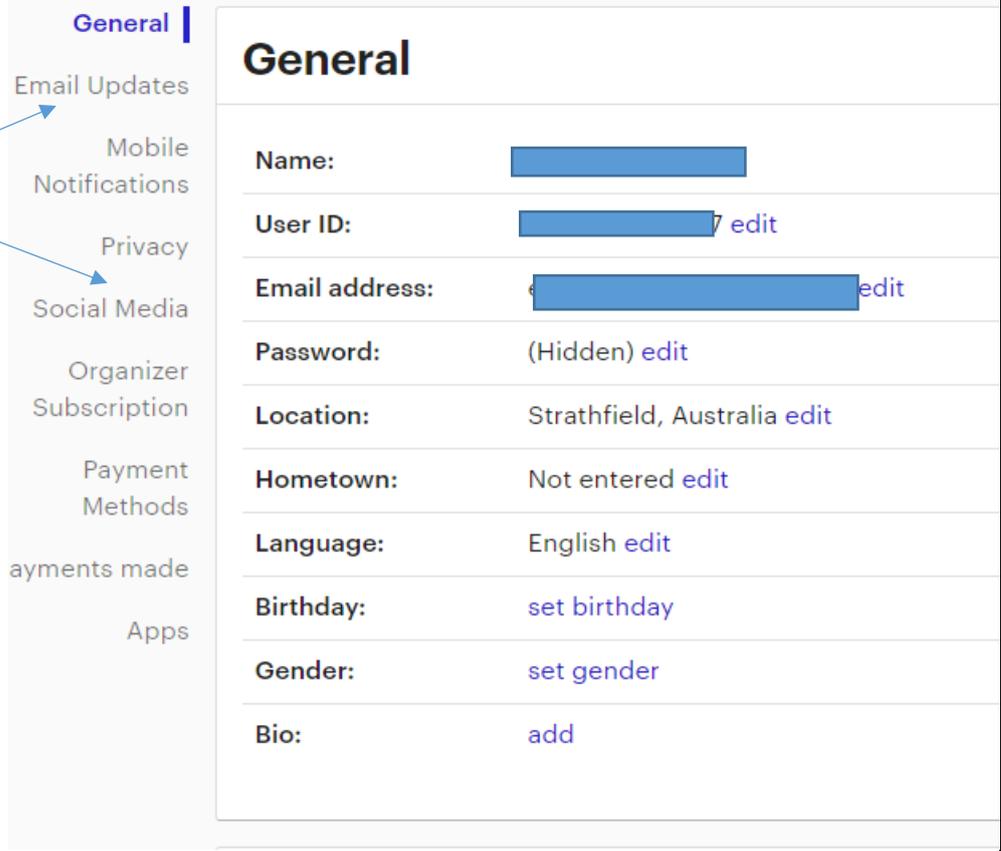
If you just want to join the AGENCY Hub Meetup then you don't need to list all your interests



6 On the next page click on settings

It is helpful for you to put a photograph as when we organise Meetups it's good to be reminded of who is coming (and faces are easier to remember!)



<p><b>7</b></p>	<p><b>To upload photo</b> click on choose file and you will be directed to your pictures folder on the computer</p> <p>Double click the one you want and clip to size</p>	
<p><b>8</b></p>	<p><b>Set your email preferences and privacy</b> (see next boxes for how)</p> <p>You don't need to do anything else on this page</p>	

**9**

**Choose your email updates: to only hear from AGENCY and not general Meetup announcements choose the boxes ticked**

General

**Email Updates**

Mobile Notifications

Privacy

Social Media

Organizer Subscription

Payment Methods

Payments made

Apps

**Email Updates**

Email updates are on Turn off

When certain push notifications are on, we skip sending the same info via email. [Learn more.](#)

**Updates about you**

**Messages**  
Email me when someone sends me a message

**Replies to my comments**

**Suggested events**  
Weekly highlights based on your groups and interests

**New Meetup Groups**  
Tell me about new Meetup Groups that match my interests

**Updates from Meetup HQ**  
Tell me about new features and important Meetup news

**Meetup HQ Surveys**  
Ask me about things that could make Meetup better

**iCal Attachments**  
[Send me email reminders with iCal attachments](#)

**Meetup Pro Administrators**  
Get updates about networks of groups - [Learn more](#)

**Updates from Meetup Experiences**  
Emails about Meetup Experiences

**10**

**Highlight Privacy and only tick first option**

**Don't forget to press save**

General

Email Updates

Mobile Notifications

**Privacy**

Social Media

Organizer Subscription

Payment Methods

Payments made

**Privacy Settings**

Control who can contact you and the information others can see on your public profile. For details, visit our [Help Center](#).

**Who can contact you on Meetup?** Members of my groups

**Show Meetup groups on profile**  
On your profile, anyone can see all the Meetup groups you belong to.

**Show interests on profile**  
On your profile, anyone can see your list of interests.

**Save**

**11**

**Now find the AGENCY Hub Meetup**

**Click on this**

**Find your next event**

1,832 events near you

The AGENCY Hub Meetup x within 10 miles of Strathfield, AU Groups Calendar

Sort by Recommended

**AGENCY Hub Meetup**  
85 Members

**START THIS GROUP**  
**Strathfield Advertising Agency Meetup Group**  
12 interested >

**PDF Accessibility Sydney**  
56 Digital Accessibility Creatives

**Take your next step with Meetup**  
Start a group to find the people you're looking for.

12 Request to join

**AGency Hub Meetup**  
Sydney, Australia  
85 members · Public group  
Organized by The AGENCY Hub and 15 others

Share:

About Events Members Photos Discussions More **Request to join**

13 Answer the three questions and wait for one of us to accept you. You can now rsvp to any of our events.

×

### Join this group

Why do you want to join the AGENCY Hub Meetup group?

Would you be interested in organising an event. If so what would it be?

Are you already a member of The AGENCY Project?

If not, do you know that after two free events you will need to be a member of the AGENCY Project at a cost of \$20 a year?  
<https://the-agency-project.com/become-a-member/>

Your answers to these [profile questions](#) will