Configure an event and check its settings

Status: Current product help

An authorized manager can edit the exact event's date, time, timezone, venue, capacity, registration and presentation settings through its editor or event setup workspace. Read-only or page/track-limited roles may not change every setting. Save the relevant card and verify the result rather than assuming every tool shares one autosave action.

Create a draft or clone an existing event

On the chapter site, open **Settings > Meetups > Events** and use **New Event** when your role has creation permission. Describe the date, timezone, venue, format and other event details requested by the creation flow. Check the resulting draft before publishing, especially generated dates, registration links, sponsor names and images.

To reuse an event, open that existing event's management menu and choose **Clone Event…**. Describe what should change. Cloning creates a new draft through the generation flow; it does not publish or email the new event. You receive a notification when the draft is ready. Because cloning also uses generation, it is not a guaranteed workaround for an AI-generation failure.

If creation fails, keep the exact error and chapter/event link and contact support. If a draft already exists, open and edit that draft rather than creating more copies. An attendee-only view can indicate a signed-in-account or event-scope problem; use Organizer access to check it.

Publish and check visibility

Review the event in its editor and use its available publish or scheduling controls. A scheduled page can be visible in organizer preview before its public release time. Check the date, timezone and publication state, then open the public link while signed out to verify what visitors see.

A hidden/unlisted event can remain accessible by direct link while being excluded from listings. That is different from a draft, a disabled event or a private event. Use the intended visibility controls rather than assuming that one preview proves every visitor can register.

Publishing a page and sending an announcement are separate actions. Follow Event announcements to review copy, audience and timing before delivery.

Registration, capacity and privacy

Choose the available registration/screening configuration and actual capacity. Public registration, application review, attending approval, waitlisting and physical check-in are different states. A profile score is not a universal admission promise. See Registration and approval and How counts work.

Under **Configure Event > Registration Form**, review **Required Profile Fields** and add any event-specific **Event questions**. Save the questions using their own **Save questions** control. For incomplete-profile reminders, assessment warnings and approval decisions, see Registration review.

Use the event's location visibility controls for the intended audience. Viewing a page does not grant access to a private address or virtual join link. For a venue's attendee-contact requirement, use Attendee lists and permitted sharing.

Speaker proposals, event boards and reminders

Enable supported speaker proposals and configure the event-specific submission text when appropriate. Future acceptance-note customization uses the separate Speaker preparation card and its own save action.

For direct speaker entry, CSV imports and lineup changes, use Organizer speaker management.

For an ordinary meetup, a Chapter Lead can enable **Private event message board** in **Event Settings**. Hackathons, dinners and private event types already have dedicated boards. See Event message boards.

The reminder setting enables the applicable automated reminder flows; it does not guarantee a fixed 24-hour-and-two-hour pair for every event. Current reminder families include five-day, 24-hour, day-of/three-hour and virtual starting-now messages, each with its own timing, attendance and delivery gates. Confirm actual mail activity before saying a message arrived. Calendar attachments depend on calendar delivery mode.

Surveys, sponsor presentation and lifecycle changes

Post-event questions use **Post-event survey questions** in the management menu. Live questions and sponsor slide credits use Run of Show settings. Report access is separately authorized.

For door operations, use Print & Scan. Review ordinary meetup publicity through Automatic recap email controls.

To change, postpone, cancel or finish an event, follow Event lifecycle help. Publishing a page, closing registration, cancellation, notification and deletion have different effects.