Review, edit or skip an automatic meetup recap email

Status: Current product help

Eligible public city meetups can automatically send a recap email after the event. The recap brings together the event’s available photos, talks and other material. An organizer does not have to manually start every send.

This workflow is for ordinary public meetups. Private events, VIP dinners and hackathons have different eligibility and communications. Availability and event content also affect whether a city recap qualifies, so a recap email is not guaranteed for every event.

For organizers

When a recap qualifies, the platform prepares a preview and emails organizers a review link and scheduled send time. Delivery waits for at least a 24-hour review period after the organizer notice is actually sent. Use the specific time in the notice and recap controls rather than assuming every recap sends a fixed number of days after an event.

Open the event’s recap page and expand **Edit or skip this recap email**. Before the displayed send time, you can edit:

- Email subject.
- Recap headline.
- Recap introduction.
- Email summary.

Complete the text fields and select **Save changes**. Saving updates the recap preferences; it does not send the email immediately. If the preview looks good, no action is needed to let the scheduled email proceed.

To stop the email for that event, select **Skip the email for this event** and save. Skipping stops remaining deliveries and leaves the recap page available. It cannot recall emails already sent. After the text-editing deadline, the skip control can still stop remaining deliveries.

If the event should not be publicized, address the email before its send time and review the underlying page and media visibility separately. Hiding an unrelated draft page is not a substitute for this recap’s skip control.

For attendees and speakers

A recap email is a summary of an event, not a new registration or a promise that every recording is ready. The recap page may gain more material as editing finishes. If a name, talk description or media item

needs correction, give the organizer the event link and identify the exact item.

For recording or caption corrections, use Video correction help. For finding edited talks, see Recording upload and processing.