



Evergreen Virtual Calendar Events 101

How to Host & Join Engaging Online Meetups Via EvergreenMTB.org

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The Evergreen Mountain Bike Alliance is excited to offer a new Evergreen Events Calendar category, “Virtual”, a space for mountain bikers to gather and connect online!

While nothing beats meeting up for a group ride or work party, we see Virtual as a tool that can be used during this time of stay-at-home orders, physical distancing, and general weirdness to keep the stoke alive for Washington’s mountain bikers. Use Virtual calendar events to share slideshows of your favorite trails, bike trips, tech tips, and skill building techniques. Or, create a weekly happy hour to chill out and enjoy a cold one with your Evergreen brothers and sisters.

Best Practices for Hosting a Virtual Calendar Event:

1. Pick Your Topic!

- We recommend focused Virtual events that hone in on specific topics or tips.
- Stick to mountain bike related topics that fellow Evergreen Members will love!

2. Decide on an audio or video conference call service.

- Set up a video or audio conference using your favorite online conference tool. We recommend [Google Hangouts](#) (Google has increased capacity through July 1st to allow anyone with an account to host a call with up to 250 people), but whatever you choose, make sure your meeting will be publicly available by simply clicking the link in the invite. Take that link and include it in your event description when you create your Virtual event on Evergreen’s calendar page.

3. Test your internet connection before your Virtual event:

- Typically, a download speed of at least 8Mbps is needed to have a decent video call.

4. Create your Evergreen Virtual calendar event.

- Visit the [Evergreen Calendar page](#) and click on the “New Event” button. Select “Virtual”, in the categories section, on the New Event page.
- Plan a timeframe. For more detailed presentations, an hour works well, for shorter presentations, 20-30 minutes can suffice.
- Remember to set expectations in your event description. (i.e., “I plan to cover x topic and I’ll leave the last 20 minutes open for questions” or “chime in whenever you’d like with questions or comments!”)
- Give a preview in your event description. Make sure to clearly lay out what you plan to cover in your Virtual hangout. If you’re presenting a slideshow, provide a few sample images in the event description to give folks an idea of what they’ll see and learn.
- Be sure to start right on time. Have fun and virtually spread the stoke!