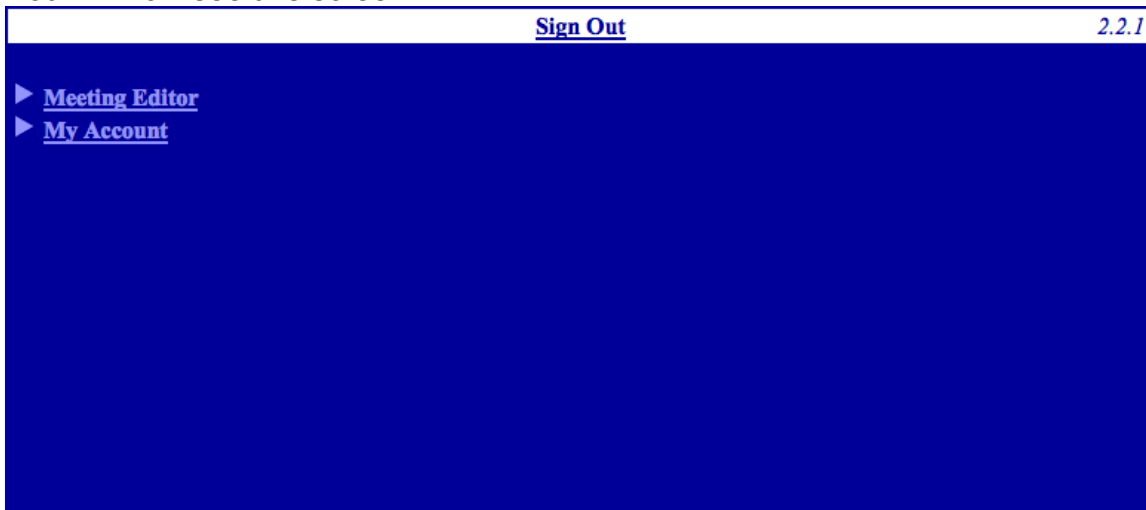


1. Go to http://crna.org/main_server
2. You should see:



3. Use your UserLogin (ex: yourareainitials_asc)
4. Use the password you have
5. You will now see this screen:



6. Click on Meeting Editor and you will see this screen:

[Sign Out](#) 2.2.1

Meeting Editor

Search For Meetings
Edit Meetings

Search For Text:

This is a Location or PostCode

Search For Selected Weekdays:

All
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Search By Meeting Start Time:
 Any Time
 Morning
 Afternoon
 Evening

Look For:

7. Select the weekday and if needed check Meeting Time and depress Search For Meetings button
8. You will see a list of meetings on that day:

[Sign Out](#) 2.2.1

Meeting Editor

Search For Meetings
Edit Meetings

9 Meetings Found

Sunday	9:00 AM	Courage to Change Group, 661 N Spring Street, Winston-Salem, NC, (Forsyth)
Sunday	10:30 AM	Free and Serene Group, 1834 Wake Forest Rd, Winston-Salem, NC, (Forsyth)
Sunday	3:00 PM	Freedom on the Inside, 1400 Thomason St., Lexington, NC, (Davidson)
Sunday	4:00 PM	Never Lonely Again Group, 657 W Fifth St, Winston-Salem, NC, (Forsyth)
Sunday	6:00 PM	Against All Odds Group, 390 N Main St, Mocksville, NC, (Davie)
Sunday	6:00 PM	Alternative Group, 1533 South Main St., Winston-Salem, NC, (Forsyth)
Sunday	7:00 PM	Hanging Tough, 657 W. Fifth St., Winston-Salem, NC, (Forsyth)
Sunday	8:00 PM	Alive & Kickin Group, 214 South Crutchfield Street, Dobson, NC, (Surry)
Sunday	8:00 PM	Waughtown Recovery, 1024 Waughtown St., Winston-Salem, NC, (Forsyth)

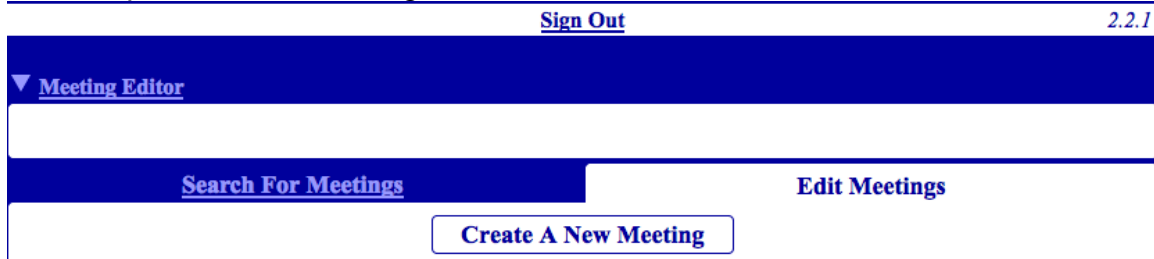
9. Click on meeting you want to edit and you will be able to change Meeting Name, Weekday, Start Time, Duration, World Committee Code (if you have one) and optional email contact. When Finished make sure to use the button.

Adding A New Meeting

Once you've logged in steps 1-5



1. At the top of the Edit Meetings Tab



there is a button for Create A New Meeting – depress the button

The screenshot shows the 'Create A New Meeting' form. It has a dark blue header with 'Search For Meetings' and 'Edit Meetings'. The form itself is titled 'Create A New Meeting' and has a dark blue tabbed interface with 'Basic' selected. The form contains the following fields and options:

- Meeting is Published
- Meeting Name:
- Weekday:
- Meeting Start Time: : : AM PM
- Duration: :
- World Committee Code:
- Meeting Email Contact:
This is never displayed in normal meeting searches.

At the bottom of the form are two buttons: 'Save This As A New Meeting' and 'Cancel'.

Fill out all the fields and Save This As A New Meeting.

For further assistance email webteam.chair@crna.org

Carolina Region of Narcotics Anonymous ®

Kevin C | Website Chair