How to Add or Update Area Meeting Listings in the BMLT

1. Go to https://bmlt.sezf.org/main_server/

2. You should see:

3. Use your UserLogin (supplied by the Webteam - ex: crna_yourareainitials_asc)

4. Use the password you have been assigned

5. Select Log In button and you will now see this screen:

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

▼ Meeting Editor

Search For Meetings	Edit Meetings

Search For Text: Free

☐ 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: All Meetings ↕

Search For Meetings

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

Create A New Meeting

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). Use NC or SC **ONLY**, otherwise your meeting will not display properly on the Meetings in NC or SC pages.

Below are the fields for a meeting in the BMLT(please fill out all fields):

Basic Tab

a. **Meeting Name** - This is simply the name of the meeting.

b. **Weekday** -This is selector that allows you to choose which day of the week the meeting gathers. (if the meeting meets on more than one day , you need to create new meeting on subsequent day(s) or select Save This Meeting As A Copy and change the day of the copied meeting listing.

c. **Meeting Start Time** - This allows you to select the time of the day at which the meeting begins.

d. **Duration-**This allows you to select the duration of the meeting.

e. T**he World Committee Code** - This code is the code that is provided by NA World Services This code will be updated by NAWS, you don't need to put anything in this field.

f. **Venue Type**: select the one that is appropriate for your meeting venue type. Virtual or hybrid will display as such

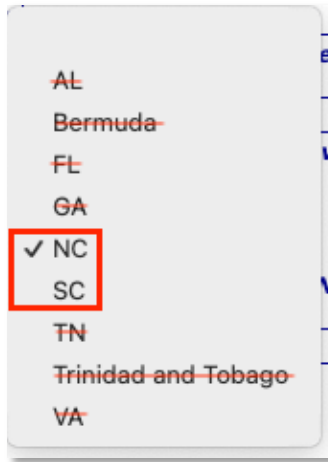# Location Tab

g. **The Location Edit Tab** - In the "Location" tab, you enter the information that specified the meeting location. This is things like the address information, location name, as well as extra location information.

h. **Location-** This is the name of the location (for example: "Bethany Methodist Church" or "Parkway Community Center").

i. **Extra Info** - This is any extra helpful information, like "Cafeteria" or "Enter Behind the Rectory." *Directions to find meeting rooms is especially helpful*.

j. **Street Address** - This is the street number (like "123 Main Street").

k. **Neighborhood** - Optional. In some towns, neighborhood information is useful, like "Cambridge," or "Brownsville."

l. **Borough/City** Subsection -This is a legal city subsection, like "Brooklyn" or "Shinagawa."

m. **City/Town** -This is the main municipality name. For example, "New York City" or "Denver"

n. **County/Sub-Province** - This is the county, such as "Montgomery," or "Suffolk."

o. **State/Province** - Select either NC or SC

p. **Zip Code/Postal Code** - The zip code or postal code <u>for the location</u>.

q. **Nation** - This is set upon save

r. **Lat and Long –** this is set upon save but can be changed using the location map

Saving Changes

If you have made any changes, the "Save The Changes to This Meeting" button will become enabled. Clicking on it will immediately apply the changes. If you close the editor while this button is active, you will get an alert, asking if you are sure that you want to lose the changes. *Saying "No" will simply cancel the editor close.*
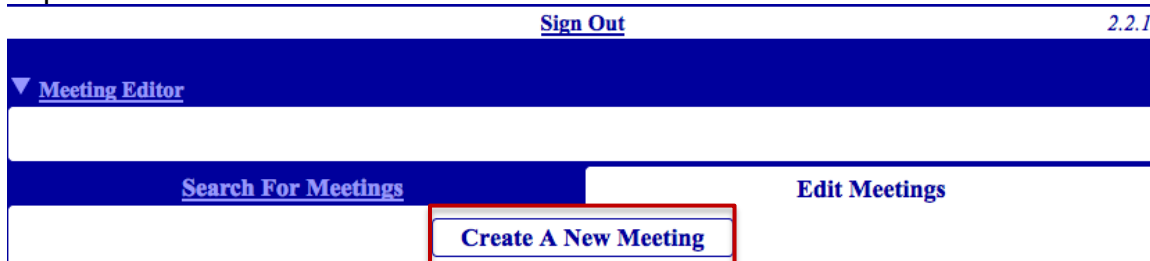
When Finished make sure to use the [Save the Changes to This Meeting] button.

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

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

For further assistance email webteam.chair@crna.org or webteam.vchair@crna.org

Carolina Region of Narcotics Anonymous ®

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