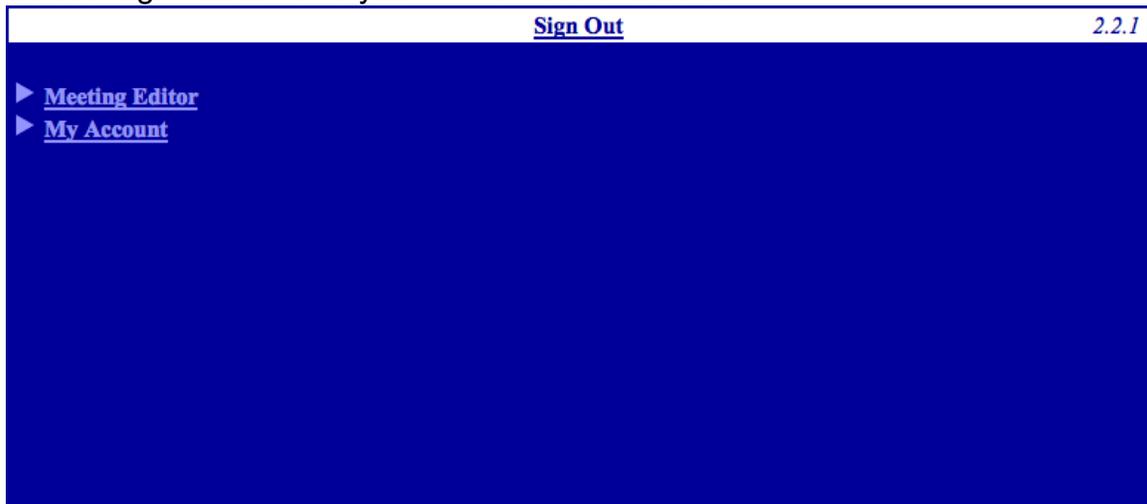


## How to Add or Update Area Meeting Listings in the BMLT

1. Go to [http://crna.org/main\\_server](http://crna.org/main_server)
2. You should see:



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

[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**

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

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 ):

- 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.

- 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. **The World Committee Code** - This code is the code that is provided by [NA World Services](#) to correlate the meeting to the one in their database. It is very important for coordinating your database with theirs. You must get this code from NAWS.
- f. **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.
- g. **Location**- This is the name of the location (for example: "Bethany Methodist Church" or "Parkway Community Center").
- h. **Extra Info** - This is any extra helpful information, like "Cafeteria" or "Enter Behind the Rectory." *Directions to find meeting rooms is especially helpful.*
- i. **Street Address** - This is the street number (like "123 Main Street").
- j. **Neighborhood** - Optional. In some towns, neighborhood information is useful, like "Cambridge," or "Brownsville."
- k. **Borough/City Subsection** -This is a legal city subsection, like "Brooklyn" or "Shinagawa."
- l. **City/Town** -This is the main municipality name. For example, "New York City" or "Denver"
- m. **County/Sub-Province** - This is the county, such as "Montgomery," or "Suffolk."
- n. **State/Province** -This is the state, or province. You should always use the appropriate "shorthand" version, like "NC" instead of "North Carolina," or "SC" instead of "South Carolina."
- o. **Zip Code/Postal Code** - The zip code or postal code for the location.
- p. **Nation** - You should always use the "shorthand" code, **"USA"**
- q. **MAKE SURE YOU select the long and lat button ANYTIME you make an address change.**

**Set Longitude and Latitude to Address**

## 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.*

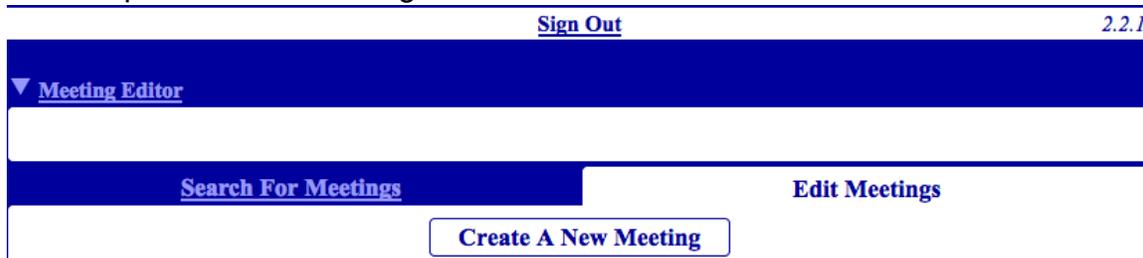
When Finished make sure to use the  button.

## 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

**Search For Meetings** **Edit Meetings**

**Create A New Meeting**

**Basic** **Location** **Format** **Other**

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.*

**Save This As A New Meeting** **Cancel**

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

For further assistance email [webteam.chair@crna.org](mailto:webteam.chair@crna.org) or [webteam.vchair@crna.org](mailto:webteam.vchair@crna.org)

### Carolina Region of **Narcotics Anonymous** ®

Kevin C | Webteam Chair  
Patrick J | Webteam VChair