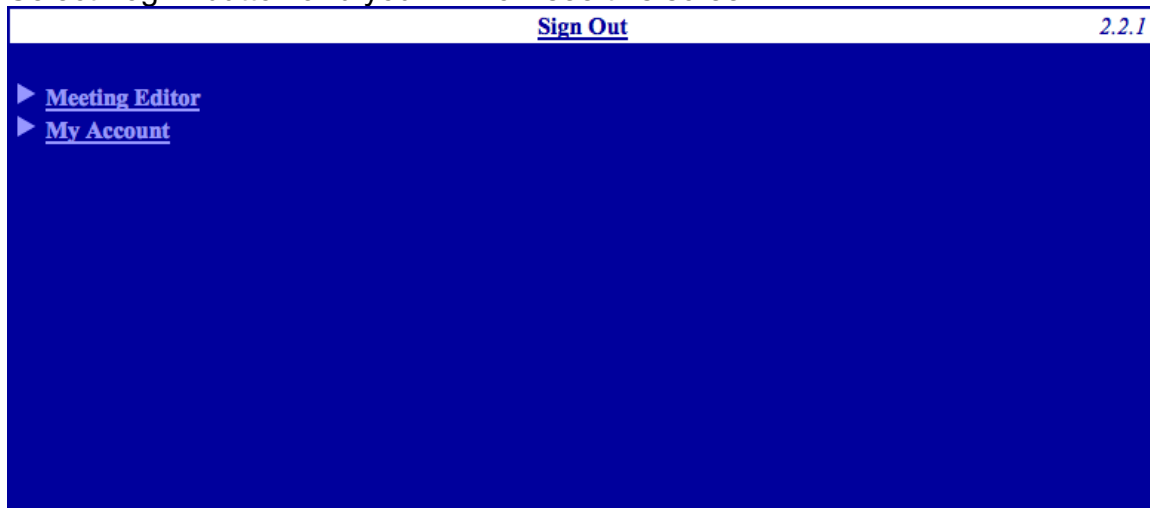


How to Add or Update Area Meeting Listings in the BMLT

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:



- 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:

- Select the weekday and if needed check Meeting Time and depress Search For Meetings button
- 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)

- 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	Location	Format	Other	History
<input checked="" type="checkbox"/> Meeting is Published				
Meeting ID: 14042				
Meeting Name: <input type="text" value="Lost and Found"/> <small>Enter A Meeting Name</small>				
Weekday: <input type="text" value="Monday"/>				
Meeting Start Time: <input type="text" value="6"/> : <input type="text" value="30"/> <input type="radio"/> AM <input checked="" type="radio"/> PM				
Duration: <input type="text" value="1"/> : <input type="text" value="00"/>				
World Committee Code: <input type="text"/>				<small>Normally leave this field alone (see documentation).</small>
Service Body: <input type="text" value="Twin City Area"/>				
Meeting Email Contact: <input type="text"/>				<small>This is never displayed in normal meeting searches.</small>
<small>Enter An Email For A Contact Specific Only to This Meeting</small>				

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. **The World Committee Code** - This code is the code that is provided by [NA World Services](#) This code will be updated by NAWWS, 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.

Venue Type: **In-Person**
 Virtual
 Virtual (temporarily replacing an in-person)
 Hybrid (both in-person and virtual)

Longitude: Automatically calculated on save.
Enter A Longitude

Latitude: Automatically calculated on save.
Enter A Latitude

Location: Enter A Location Name (Like a Building Name)

Extra Info: Enter Any Additional Location Information

Street Address: Enter A Street Address

Neighborhood: Enter A Neighborhood (Not Borough or City Subsection)

Borough/City Subsection: Enter A Borough or City Subsection (Not Neighborhood)

City/Town: Enter A City or Town Name (Not County or Borough)

County/Sub-Province: Automatically calculated on save.
Enter A County or Sub-Province Name

State/Province: Enter A State or Province Name

Zip Code/Postal Code: Automatically calculated on save.
Enter A Postal Code

Nation: Enter The Nation Name

Phone Meeting Dial-in Number: Enter the dial-in number for a phone or virtual meeting

Virtual Meeting Link: Enter the link for a virtual meeting

Virtual Meeting Additional Information: Enter any additional information for joining the virtual meeting.


- 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 for the location.

- q. **Nation** - You should always use the “shorthand” code, “**US**”
- 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.*

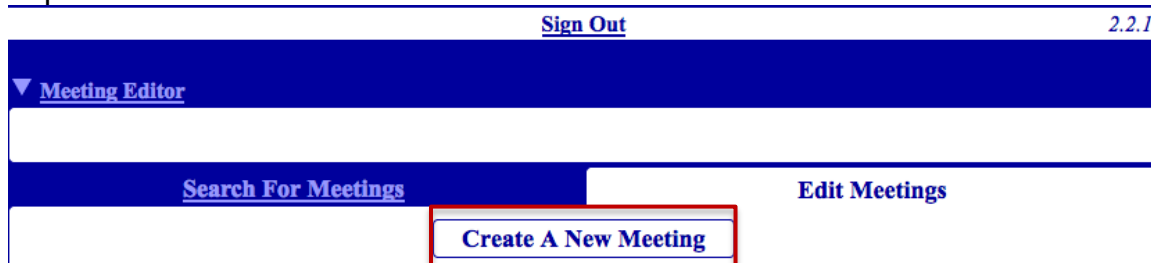
When Finished make sure to use the  button.

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 <u>Location</u> <u>Format</u> <u>Other</u>	
<input type="checkbox"/> Meeting is Published	
Meeting Name: <input type="text" value="Enter A Meeting Name"/>	
Weekday: <input type="text" value="Monday"/>	
Meeting Start Time: <input type="text" value="8"/> : <input type="text" value="30"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	
Duration: <input type="text" value="1"/> : <input type="text" value="30"/>	
World Committee Code: <input type="text" value="Enter A World Committee Code"/>	
Meeting Email Contact: <input type="text" value="Enter An Email for A Contact Specific Only to This Meeting"/> <small>This is never displayed in normal meeting searches.</small>	
<input type="button" value="Save This As A New Meeting"/>	<input type="button" value="Cancel"/>

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 ®

Kevin C | Webteam Chair
 Patrick J | Webteam VChair