

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

1. Go to [https://bmlt.sezf.org/main\\_server/](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**

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**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**

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**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>

- 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 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

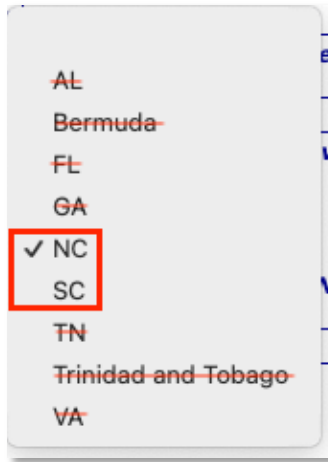
## Location Tab

- 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.

The screenshot shows a web-based form for editing a location. The form is organized into sections with labels and input fields. The 'Venue Type' section has three radio buttons: 'In-Person' (selected), 'Virtual', and 'Hybrid (both in-person and virtual)'. The 'Longitude' and 'Latitude' fields have text boxes with values and instructions to 'Enter A Longitude' and 'Enter A Latitude'. The 'Location' field has a text box with the value 'Augsburg Community Church/ Center' and the instruction 'Enter A Location Name (Like a Building Name)'. The 'Extra Info' field has a text box with the instruction 'Enter Any Additional Location Information'. The 'Street Address' field has a text box with the value '502 Broad St' and the instruction 'Enter A Street Address'. The 'Neighborhood' field has a text box with the instruction 'Enter A Neighborhood (Not Borough or City Subsection)'. The 'Borough/City Subsection' field has a text box with the instruction 'Enter A Borough or City Subsection (Not Neighborhood)'. The 'City/Town' field has a text box with the value 'Winston-Salem' and the instruction 'Enter A City or Town Name (Not County or Borough)'. The 'County/Sub-Province' field has a text box with the value 'Forsyth' and the instruction 'Enter A County or Sub-Province Name'. The 'State/Province' field has a dropdown menu with the value 'NC' and the instruction 'Enter A State or Province Name'. The 'Zip Code/Postal Code' field has a text box with the value '27101' and the instruction 'Enter A Postal Code'. The 'Nation' field has a text box with the instruction 'Enter The Nation Name'. There are also fields for 'Phone Meeting Dial-in Number', 'Virtual Meeting Link', and 'Virtual Meeting Additional Information' with instructions for each.

- 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** - 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.*



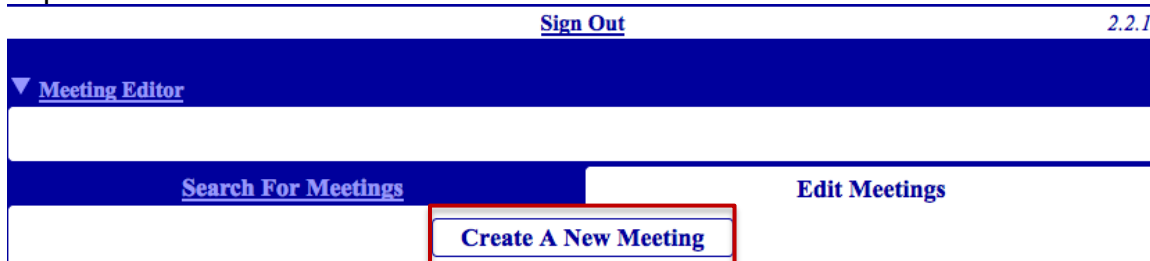
When Finished make sure to use the button.

## 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



<b>Search For Meetings</b>	<b>Edit Meetings</b>
<b>Create A New Meeting</b>	
<b>Basic</b> <u>Location</u> <u>Format</u> <u>Other</u>	
<input type="checkbox"/> Meeting is Published	
<b>Meeting Name:</b> <input style="width: 80%;" type="text" value="Enter A Meeting Name"/>	
<b>Weekday:</b> <input style="width: 50%;" type="text" value="Monday"/>	
<b>Meeting Start Time:</b> <input style="width: 20%;" type="text" value="8"/> : <input style="width: 20%;" type="text" value="30"/> <input type="radio"/> AM <input checked="" type="radio"/> PM	
<b>Duration:</b> <input style="width: 20%;" type="text" value="1"/> : <input style="width: 20%;" type="text" value="30"/>	
<b>World Committee Code:</b> <input style="width: 80%;" type="text" value="Enter A World Committee Code"/>	
<b>Meeting Email Contact:</b> <input style="width: 80%;" 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 style="width: 100%; height: 20px;" type="button" value="Save This As A New Meeting"/>	<input style="width: 100%; height: 20px;" type="button" value="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 ®**

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