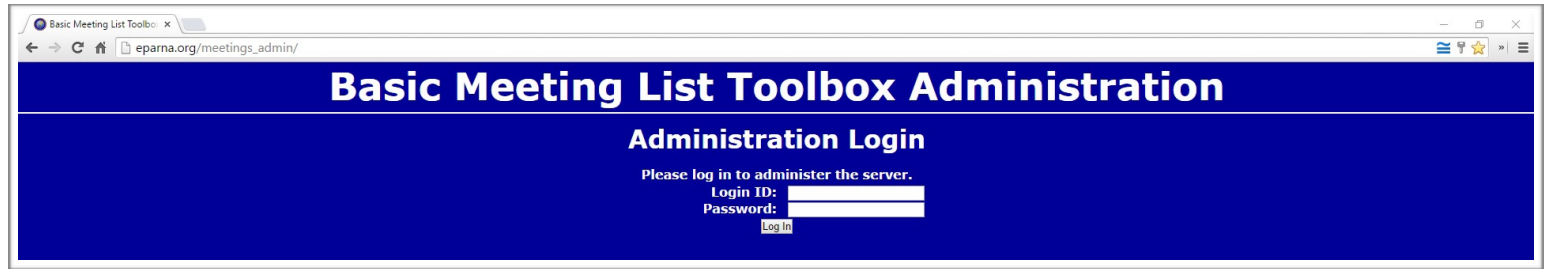


Entering Meetings into the BMLT Root Server

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Logging In

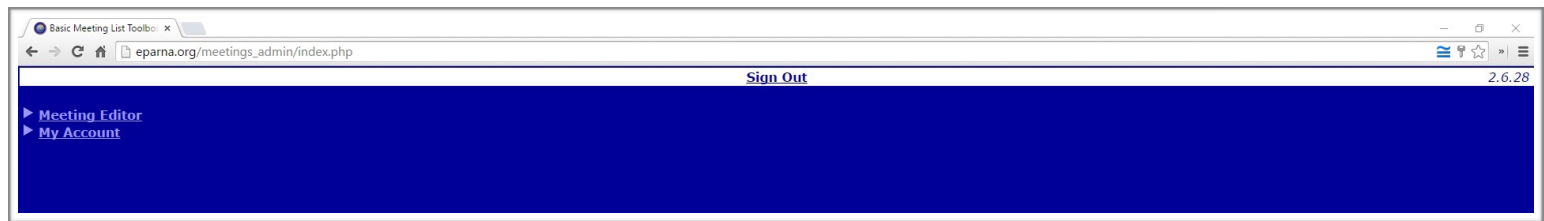
Go To <http://meetings.naworks.org>
Enter your **Login ID / Password**



The screenshot shows a web browser window with the address bar displaying "eparna.org/meetings_admin/". The page has a dark blue header with the text "Basic Meeting List Toolbox Administration" in white. Below the header, the text "Administration Login" is centered. Underneath, it says "Please log in to administer the server." followed by "Login ID:" and "Password:" labels next to input fields. A "Log In" button is positioned below the password field.

Editing Meetings

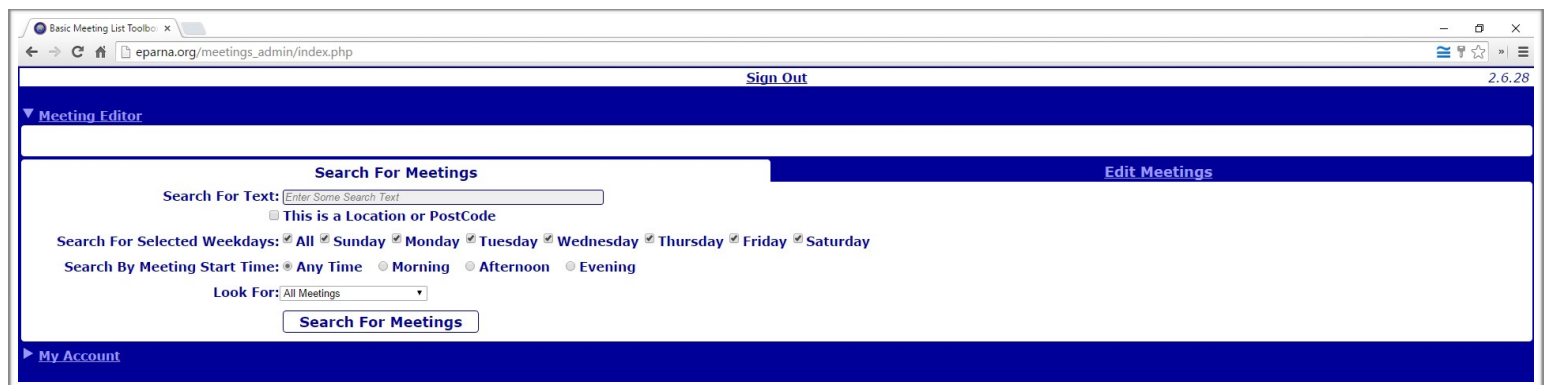
Click "**Meeting Editor**" in upper left hand corner (above **My Account**)
The next screen has two tabs, you can **Search For Meetings** to edit already existing meetings or you can go right to



The screenshot shows the "index.php" page of the application. It features a dark blue header with "Sign Out" and "2.6.28" on the right. On the left side, there are two links: "Meeting Editor" and "My Account".

Edit Meetings to Create A New Meeting.

In the **Search For Text** field you can enter part or all of a group name, facility name, city, state, county, zip code and

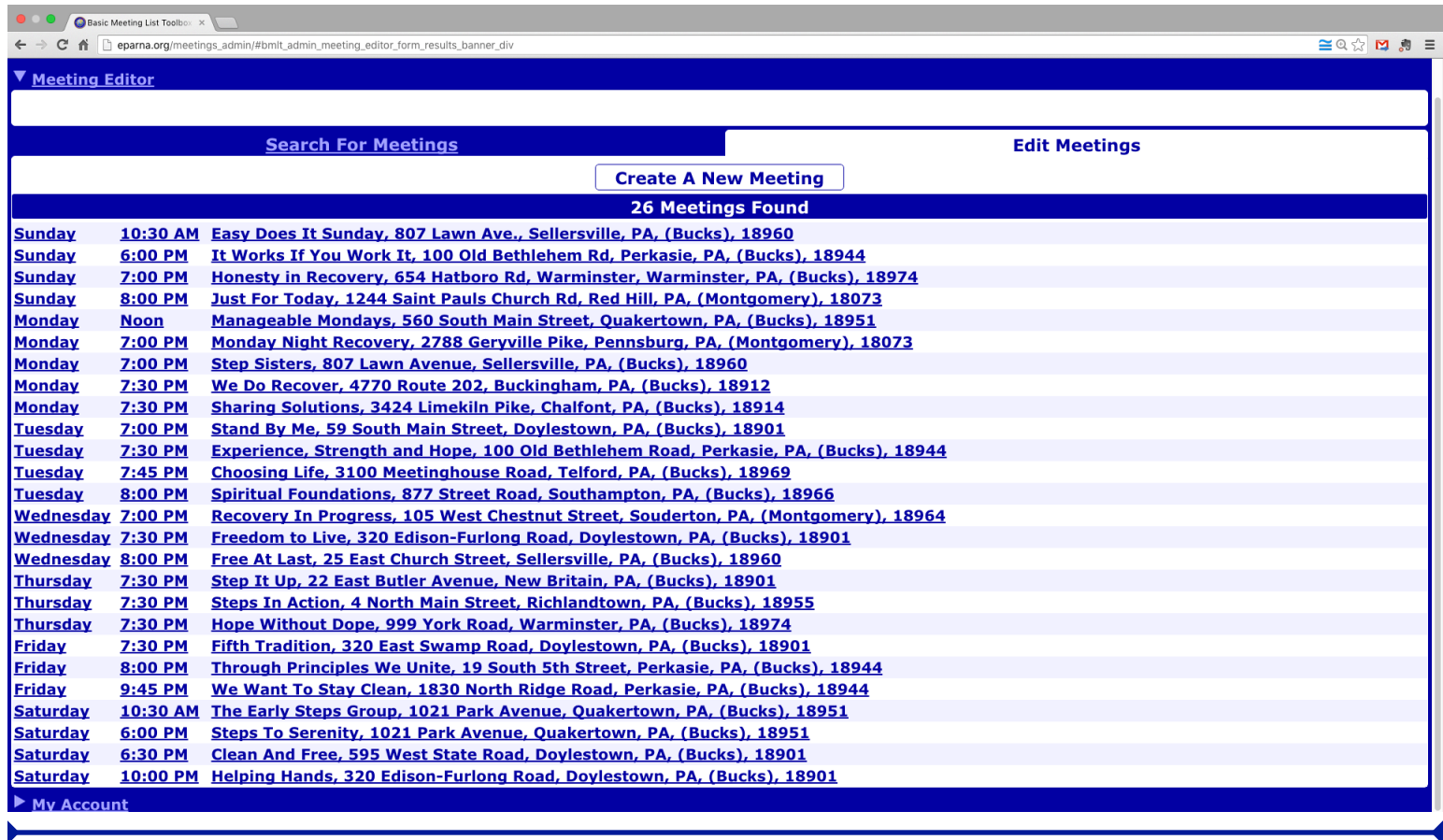


The screenshot shows the "Meeting Editor" page with the "Search For Meetings" tab selected. The page has a dark blue header with "Sign Out" and "2.6.28". Below the header, there are two tabs: "Search For Meetings" and "Edit Meetings". The "Search For Meetings" tab contains a "Search For Text:" label followed by a text input field with placeholder text "Enter Some Search Text". Below this, there is a checkbox labeled "This is a Location or PostCode". Further down, there are radio buttons for "Search For Selected Weekdays:" with options "All", "Sunday", "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", and "Saturday". Below these, there are radio buttons for "Search By Meeting Start Time:" with options "Any Time", "Morning", "Afternoon", and "Evening". At the bottom, there is a "Look For:" dropdown menu set to "All Meetings" and a "Search For Meetings" button.

all or part of an address. Any of the data in the BMLT database can be found using this text field. You can also narrow your searches by uses the other radio buttons to **Search For Selected Weekdays** and/or **Search By Meeting Start Time**.

The **Look For** dropdown box lets you look for **All Meetings**, **Published Meetings Only** or **Unpublished Meetings Only**.

If you do not enter any data in the **Search For Text** field and leave all the other weekday / start time buttons selected and click the **Search For Meetings** button, a list of ALL meetings in the Area / Region that you have rights to edit will appear. You can then click on one of the meetings to edit the data for that meeting. Before explaining how to edit an existing meeting, we will go through the process of entering a new meeting. Once you know all the parameters for entering a new meeting you will have the ability to edit meetings in the future.



Meeting Editor

[Search For Meetings](#) [Edit Meetings](#) [Create A New Meeting](#)

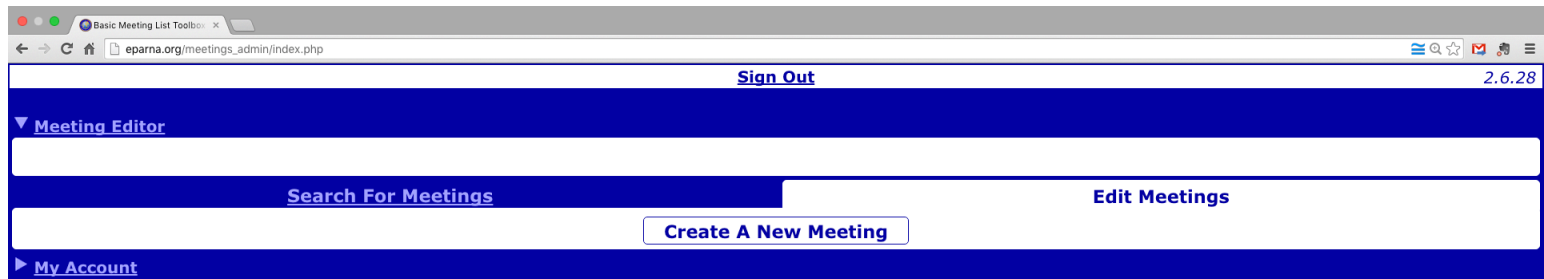
26 Meetings Found

Sunday	10:30 AM	Easy Does It Sunday, 807 Lawn Ave., Sellersville, PA, (Bucks), 18960
Sunday	6:00 PM	It Works If You Work It, 100 Old Bethlehem Rd, Perkasio, PA, (Bucks), 18944
Sunday	7:00 PM	Honesty in Recovery, 654 Hatboro Rd, Warminster, Warminster, PA, (Bucks), 18974
Sunday	8:00 PM	Just For Today, 1244 Saint Pauls Church Rd, Red Hill, PA, (Montgomery), 18073
Monday	Noon	Manageable Mondays, 560 South Main Street, Quakertown, PA, (Bucks), 18951
Monday	7:00 PM	Monday Night Recovery, 2788 Geryville Pike, Pennsburg, PA, (Montgomery), 18073
Monday	7:00 PM	Step Sisters, 807 Lawn Avenue, Sellersville, PA, (Bucks), 18960
Monday	7:30 PM	We Do Recover, 4770 Route 202, Buckingham, PA, (Bucks), 18912
Monday	7:30 PM	Sharing Solutions, 3424 Limekiln Pike, Chalfont, PA, (Bucks), 18914
Tuesday	7:00 PM	Stand By Me, 59 South Main Street, Doylestown, PA, (Bucks), 18901
Tuesday	7:30 PM	Experience, Strength and Hope, 100 Old Bethlehem Road, Perkasio, PA, (Bucks), 18944
Tuesday	7:45 PM	Choosing Life, 3100 Meetinghouse Road, Telford, PA, (Bucks), 18969
Tuesday	8:00 PM	Spiritual Foundations, 877 Street Road, Southampton, PA, (Bucks), 18966
Wednesday	7:00 PM	Recovery In Progress, 105 West Chestnut Street, Souderton, PA, (Montgomery), 18964
Wednesday	7:30 PM	Freedom to Live, 320 Edison-Furlong Road, Doylestown, PA, (Bucks), 18901
Wednesday	8:00 PM	Free At Last, 25 East Church Street, Sellersville, PA, (Bucks), 18960
Thursday	7:30 PM	Step It Up, 22 East Butler Avenue, New Britain, PA, (Bucks), 18901
Thursday	7:30 PM	Steps In Action, 4 North Main Street, Richlandtown, PA, (Bucks), 18955
Thursday	7:30 PM	Hope Without Dope, 999 York Road, Warminster, PA, (Bucks), 18974
Friday	7:30 PM	Fifth Tradition, 320 East Swamp Road, Doylestown, PA, (Bucks), 18901
Friday	8:00 PM	Through Principles We Unite, 19 South 5th Street, Perkasio, PA, (Bucks), 18944
Friday	9:45 PM	We Want To Stay Clean, 1830 North Ridge Road, Perkasio, PA, (Bucks), 18944
Saturday	10:30 AM	The Early Steps Group, 1021 Park Avenue, Quakertown, PA, (Bucks), 18951
Saturday	6:00 PM	Steps To Serenity, 1021 Park Avenue, Quakertown, PA, (Bucks), 18951
Saturday	6:30 PM	Clean And Free, 595 West State Road, Doylestown, PA, (Bucks), 18901
Saturday	10:00 PM	Helping Hands, 320 Edison-Furlong Road, Doylestown, PA, (Bucks), 18901

[My Account](#)

Create A New Meeting & Editing Existing Meetings

When you click on the **Edit Meetings** tab you will see the following screen. Click on the **Create A New Meeting** button.



Meeting Editor

[Search For Meetings](#) [Edit Meetings](#) [Create A New Meeting](#)

[My Account](#)

Once you click on the **Create A New Meeting** button the new page will have four tabs where you will enter all the new meeting data. The four tabs are **Basic**, **Location**, **Format** and **Other**. We will go through each tab now...

Basic Tab

Basic Meeting List Toolbo: x
eparna.org/meetings_admin/index.php
Sign Out 2.6.28

Meeting Editor

Search For Meetings Edit Meetings

Create A New Meeting

Basic Location Format Other

☐ Meeting is Published

Meeting Name:

Weekday:

Meeting Start Time: : : *

Duration: :

World Committee Code:

Meeting Email Contact: This is never displayed in normal meeting searches.

Save This As A New Meeting Cancel

My Account

Meeting is Published: This button will determine if a meeting is shown online or not. You can use this to remove a meeting that for whatever reason might need to be pulled from public view. You may have a group that will be starting at a future date, this will allow you to enter the meeting info before the meeting is set to begin. When the time is right you can then simply log in and click the Publish button, hit save and the meeting information will now be shown on any websites that access this BMLT root server.

Meeting Name: Enter the name of the group

Weekday: Choose the day the group meets.

Meeting Start Time: Enter the meeting's start time. For 12:00PM, use **Noon** option, for 12:00AM use **Midnight**.

Duration: How long is the meeting? (If you do not know, leave at 1:30 and we can update later)

World Committee Code: If you do not know the NAWS ID Code for the meeting, you can go to na.org/meetingsearch, put in the address of meeting you are looking for, click "Text Results", under "Format" will be a link to "Submit Update". Click the "Submit Update" link... Look for "Group ID:". The Group ID will always begin with a "G" followed by 8 digits. Once you copy down the Group ID just click the "X" in the upper right corner... do not click "Submit Update" button unless you actually want to update the meeting information in the NAWS database. You can also just leave it blank and let your Regional Meeting List Chair know which meeting is missing the Group ID data.

Meeting Email Contact: If you have an actual email contact for the group you can enter it in this field. If you have no valid contact email, leave this field empty. Some ASC's may choose to request that an Area Secretary or other trusted servant contact email be entered here

NOTE: If a meeting has been **Unpublished**, it will show up with a Yellow background. If a meeting is not showing up in a BMLT Satellite or in the meeting list export, make sure it has simply not been marked as **Meeting is Published**

Sign Out 2.6.28

Format Administration
User Administration
Service Body Administration
Meeting Editor

Search For Meetings Create A New Meeting Edit Meetings

25 Meetings Found

Sunday	7:00 PM	Here At Last, 5800 Ridge Avenue, Roxborough, Philadelphia, PA, (Philadelphia), 19128
Sunday	7:00 PM	Start To Live, 1404 S 3rd Street, South Philly, Philadelphia, PA, (Philadelphia), 19147
Sunday	8:00 PM	Step Into The Solution, 620 S 8th Street, South Philly, Philadelphia, PA, (Philadelphia), 19147
Monday	1:00 PM	Square One, 1904 Walnut Street, Center City, Philadelphia, PA, (Philadelphia), 19103
Monday	7:00 PM	Open Door To Recovery, 2100 S Garnet Street, South Philly, Philadelphia, PA, (Philadelphia), 19145

The yellow background indicates an Unpublished meeting

Sunday 8:00 PM Step Into The Solution, 620 S 8th Street, South Philly, Philadelphia, PA, (Philadelphia), 19147

Basic Location Format Other History

Meeting is Published

Meeting ID: 452

Meeting Name:

Weekday:

Meeting Start Time: : : *

Duration: :

World Committee Code:

Service Body:

Meeting Email Contact: This is never displayed in normal meeting searches.

Save the Changes to This Meeting Delete This Meeting

Save This Meeting As A Copy (Creates A New Meeting) Delete This Meeting Permanently

Monday 1:00 PM Square One, 1904 Walnut Street, Center City, Philadelphia, PA, (Philadelphia), 19103

Location Tab

Basic Meeting List Tool: x
eparna.org/meetings_admin/index.php
Sign Out 2.6.28

Meeting Editor

Search For Meetings Edit Meetings

Create A New Meeting

Basic Location Format Other

Location Map

Longitude:

Latitude:

Location:

Extra Info:

Street Address:

Neighborhood:

Borough/City Subsection:

City/Town:

County/Sub-Province:

State/Province:

Zip Code/Postal Code:

Nation:

My Account

Longitude / Latitude boxes: LEAVE THESE ALONE for now, once you enter the physical address you can click the **Set Longitude and Latitude to Address** button and the BMLT system will fill these in for you.

Location: Name of the facility. Only put the name of the facility in this box, leave off room numbers, floors, special doors to enter etc.

Extra Info: Use this to put information about the room#, floor#, what entrance to use, parking restrictions etc

Street Address: Do not use cross streets if at all possible. If you don't know the actual address and the group gave you cross streets, use a search engine to find out the correct physical address of the facility. You can use a single letter like "S" for South but do not abbreviate otherwise. Do not use ST, AVE etc... write Street or Avenue etc.

Neighborhood: Leave blank

Borough/City Subsection: This is important... if the meeting you are entering is in the Greater Philadelphia Region. See the accepted sub-section list for further details. If the meeting is outside the city of Philadelphia, enter the meetings County.

County/Sub-Province: Enter the county for the meeting location.

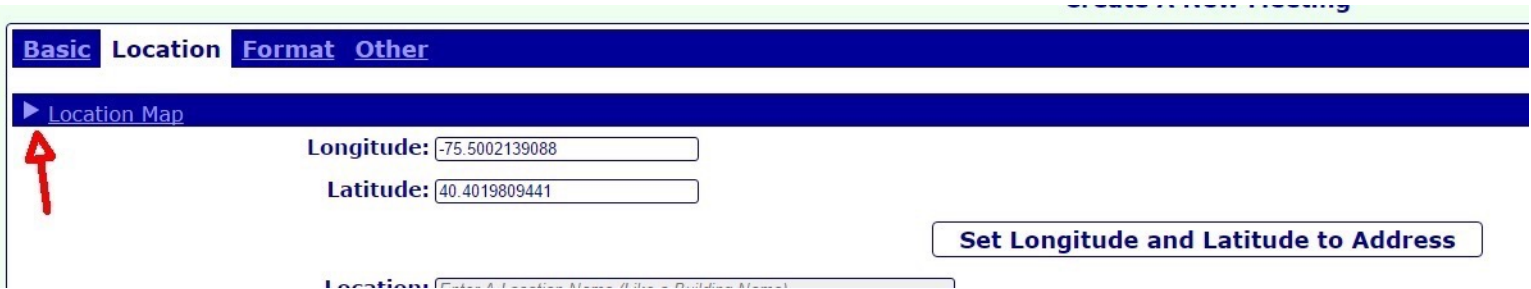
State/Province: Enter State i.e. PA or NJ

Zip Code/Postal Code: Enter only the 5-digit zip code for the meeting location

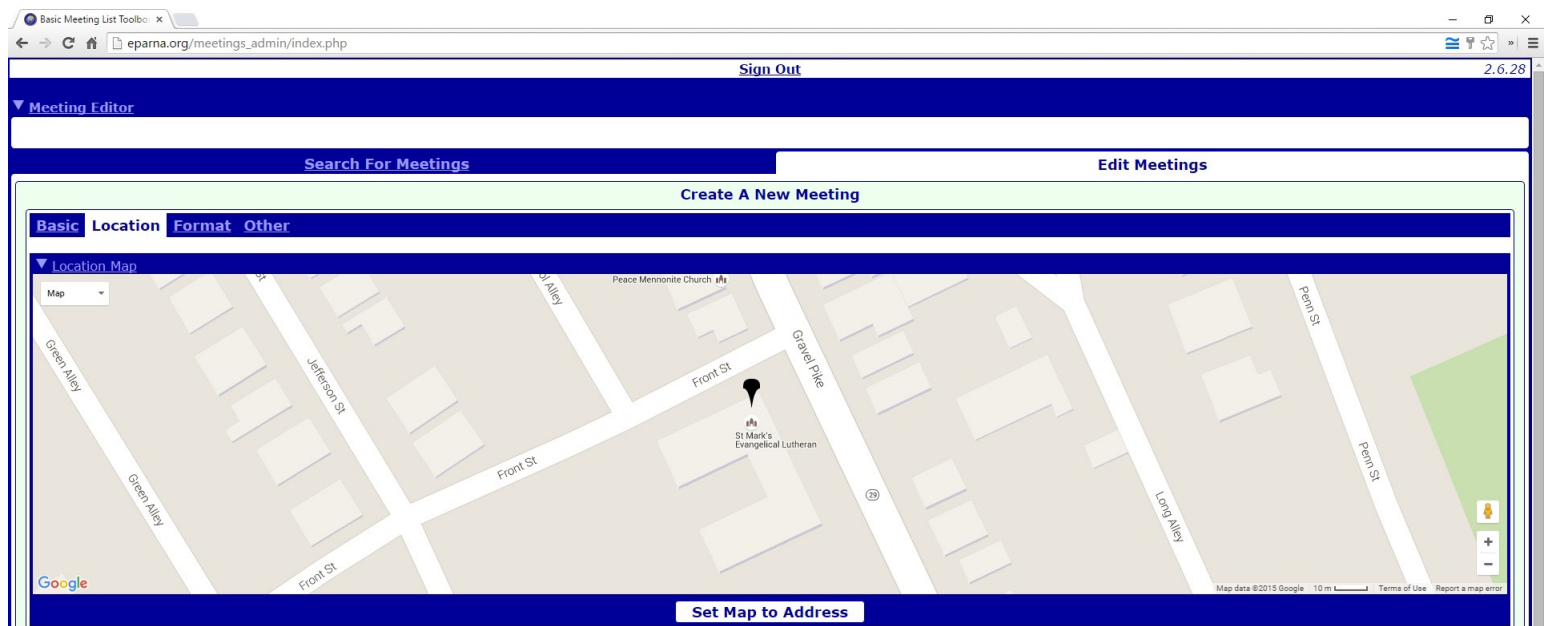
Nation: Leave blank

Once all the info is entered, click on **Set Longitude and Latitude to Address**

Now, click on the drop down menu in upper left hand section where it says **Location Map**.

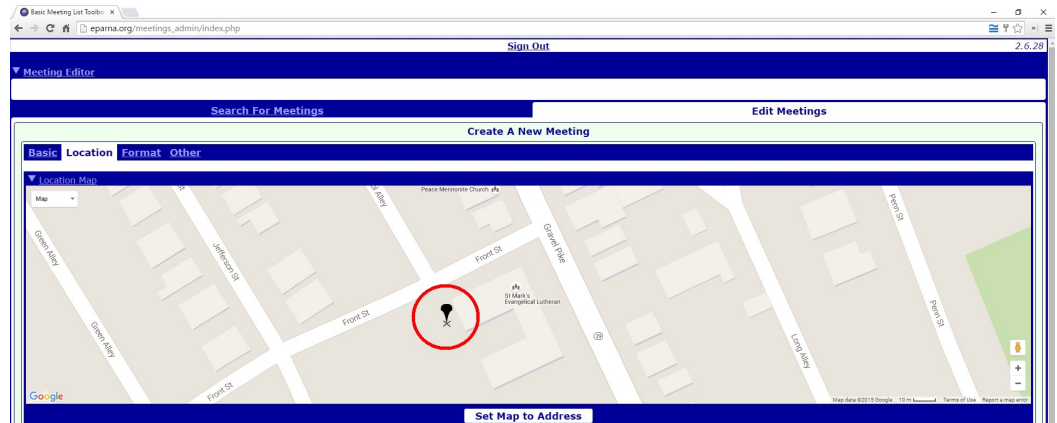


A map will drop down. The map should now have a black marker that is located at the address you entered into the location screen. You can use the +/- buttons (bottom right side of map) to zoom closer into the meeting location. You can also choose between Map / Satellite view if that helps. As you zoom in you will see the black marker. The marker will be set to where Google thinks the meeting location is. This marker can be moved if it is not accurate. Move your mouse over the black marker and your cursor will turn into a little hand, while over the marker you can click+drag the marker to a more accurate location on the map. If a meeting uses the rear entrance or a side building, move the marker to show where the actual entrance is located. While the cursor is over the map and not the cursor, you will see a big "+" symbol. You can use this to click+drag the map around to get a better view. You can also double-click on a part of the map to set the black location marker.



You can see on the right the marker was dragged to a new location on the map to indicate the exact entrance of the building.

NOTE: Sometimes google is no where near the actual location, if that is the case you might have to zoom out to find the building and set the marker with a double-click.



Format Tab

Basic Meeting List Tool: x
eparna.org/meetings_admin/index.php
Sign Out
2.6.28

Meeting Editor

Search For Meetings Edit Meetings

Create A New Meeting

Basic	Location	Format	Other
1	<input type="radio"/> Open	<input type="radio"/> Closed	<input type="radio"/> DO NOT USE
2	VAR <input type="checkbox"/> Format Varies CAN <input type="checkbox"/> Candlelight Meeting IP <input type="checkbox"/> IP Study LC <input type="checkbox"/> Living Clean Study QA <input type="checkbox"/> Questions & Answers SWG <input type="checkbox"/> Step Working Guide XX <input type="checkbox"/> DO NOT USE CH <input type="checkbox"/> Closed Holidays M <input type="checkbox"/> Men's Meeting BL <input type="checkbox"/> Bilingual Meeting SMO <input type="checkbox"/> Smoking Allowed	BEG <input type="checkbox"/> Beginner/Newcomer CPT <input type="checkbox"/> 12 Concepts Study IW <input type="checkbox"/> It Works Study LIT <input type="checkbox"/> Literature Study SPK <input type="checkbox"/> Speaker Meeting TOP <input type="checkbox"/> Topic Meeting XX <input type="checkbox"/> DO NOT USE OH <input type="checkbox"/> Open Holidays W <input type="checkbox"/> Woman's Meeting CW <input type="checkbox"/> Children Welcome WC <input type="checkbox"/> Wheelchair Accessible	BT <input type="checkbox"/> Basic Text Study DISC <input type="checkbox"/> Discussion/Participation JFT <input type="checkbox"/> Just For Today Study MED <input type="checkbox"/> Meditation STEP <input type="checkbox"/> Step Study TRAD <input type="checkbox"/> Tradition XX <input type="checkbox"/> DO NOT USE GL <input type="checkbox"/> LBGT Y <input type="checkbox"/> Young People RA <input type="checkbox"/> Restricted Access

Save This As A New Meeting Cancel

My Account

There are 3 sections in the **Format** Tab and each has different choice requirements.

1. Open or Closed - One or the other must be selected.
2. The actual meeting format section - In this section only **ONE** choice can be made. Unless all 5 weeks are the same format, you will choose VAR (Format Varies). DO NOT CHOOSE MORE THAN ONE FORMAT CODE IN SECTION TWO. There will be a place in the **Other** tab for displaying each weekly format.
3. Special Interest and other info section - In this section we will choose whether a meeting is **Open Holidays** or **Closed Holidays**. If a meeting has not specifically asked to be listed as **Closed Holidays**, list the meeting as **Open Holidays**. Next are special interest meetings... **LBGT**, **Men's**, **Women's** or meeting for **Young People**. If the meeting is in a language other than English, you can choose **Bilingual Meeting**. Are **Children Welcome**? **Restricted Access** is used if there are any requirements to enter the facility or meeting space i.e. showing ID or signing a login book. **Smoking Allowed** only applies if the meeting allow smoking IN the meeting while the meeting is taking place. There are laws that govern if a facility can be considered **Wheelchair Accessible**. It is best to check with the facility directly to determine if it can be legally declared **Wheelchair Accessible**.

Other Tab

The screenshot shows a web browser window with the URL 'eparna.org/meetings_admin/index.php'. The page has a blue header with 'Sign Out' and '2.6.28'. Below the header is a 'Meeting Editor' section with two tabs: 'Search For Meetings' and 'Edit Meetings'. The 'Edit Meetings' tab is active, showing a 'Create A New Meeting' form. The form has four tabs: 'Basic', 'Location', 'Format', and 'Other'. The 'Other' tab is selected, displaying the following fields:

- Bus Lines**: Enter Some Text or a Number
- Comments**: Enter Some Text or a Number
- Contact 1 Email**: Enter Some Text or a Number This is never displayed in normal meeting searches.
- Contact 2 Email**: Enter Some Text or a Number This is never displayed in normal meeting searches.
- Contact 1 Name**: Enter Some Text or a Number This is never displayed in normal meeting searches.
- Contact 2 Name**: Enter Some Text or a Number This is never displayed in normal meeting searches.
- Contact 1 Phone**: Enter Some Text or a Number This is never displayed in normal meeting searches.
- Contact 2 Phone**: Enter Some Text or a Number This is never displayed in normal meeting searches.
- Train Lines**: Enter Some Text or a Number
- Week 1 Format**: Enter Some Text or a Number
- Week 2 Format**: Enter Some Text or a Number
- Week 3 Format**: Enter Some Text or a Number
- Week 4 Format**: Enter Some Text or a Number
- Week 5 Format**: Enter Some Text or a Number

At the bottom of the form are two buttons: 'Save This As A New Meeting' and 'Cancel'. Below the form is a 'My Account' link.

Bus Lines: If there are any regular bus routes that pickup and drop off near the facility they can be shared in this space

Comments: If there is any special information that could help someone who has never attended this meeting you can share that info here. Examples would be parking instructions, special entrances, meeting runs later when there is a celebration or any info that would help a newcomer or anyone who is unfamiliar with the area or meeting.

NOTE: If your groups want their Formats printed in the Meeting List, we can now put the formats into the Comments section. Use the week number followed by a dash then use only the official format abbreviations. Separate each week with only a space.

EXAMPLE: 1-TOP 2-BEG 3-SPK 4-JFT 5-VAR

Contact Email / Name / Phone: This space allows for additional contact information.

Train Lines: Regular train routes that pickup and drop off near the facility.

Week 1 - 5 Format: This is where the weekly meeting Formats are stored. Meeting format codes can not be combined, if the meeting is a Step Speaker, ask the group to pick one. If you are not sure, just enter code for Speaker and work it out with group later.

The Formats are as follows:

BEG - Beginner/Newcomer
BT - Basic Text Study
CAN - Candlelight
CPT - 12 Concepts Study
DISC - Discussion/Participation
IP - IP Study

IW - It Works Study
JFT - Just For Today Study
LC - Living Clean Study
LIT - Literature Study
MED - Meditation
QA - Questions & Answers

SPK - Speaker
STEP - Step
SWG - Step Working Guides Study

TOP - Topic
TRAD - Tradition
VAR - Format Varies

Once all the meeting data is entered, click the button:

Save This As A New Meeting

My Account

The last section is **My Account**. In this section you will see your account name, login ID, your service level and what meetings you have permission to edit. You can not change any of that information. The information you can change is your email address, your description and you can change the password for that login. Changing the email and password will be useful if that login ID will be passed from one trusted servant to the next.

My Account

My Account Name: *Pure & Simple Meeting List Servant*

My Login: *[REDACTED]*

I Am A: *Service Body Administrator*

I Have Access to: *Pure & Simple Area*

My Email Address:

My Description:

Change My Password To:

Change My Account Settings

TIPS

If you have to enter a new meeting, check to see if any other meeting already meets at the same facility. You can do this by using the **Search For Meetings** tab in the **Meeting Editor**. Once you find a similar facility, you can click on the meeting that is already in the database and then choose the **Save This Meeting As A Copy (Creates A New Meeting)**. This will save you from having to reenter all the facility information again and will reduce the amount of inaccuracy. Sometimes multiple groups will meet at the same facility but will provide information that varies slightly. For example they may offer different versions of the facilities name, etc.

Meeting Email Contact: This is never displayed in normal meeting searches.

Save the Changes to This Meeting **Delete This Meeting** **Cancel**

☒ **Save This Meeting As A Copy (Creates A New Meeting)**