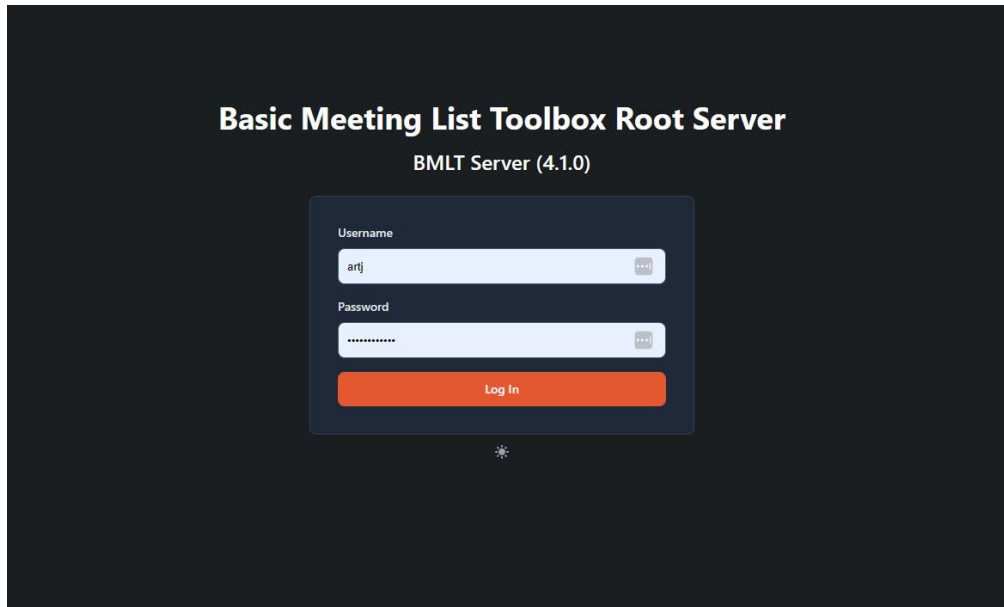


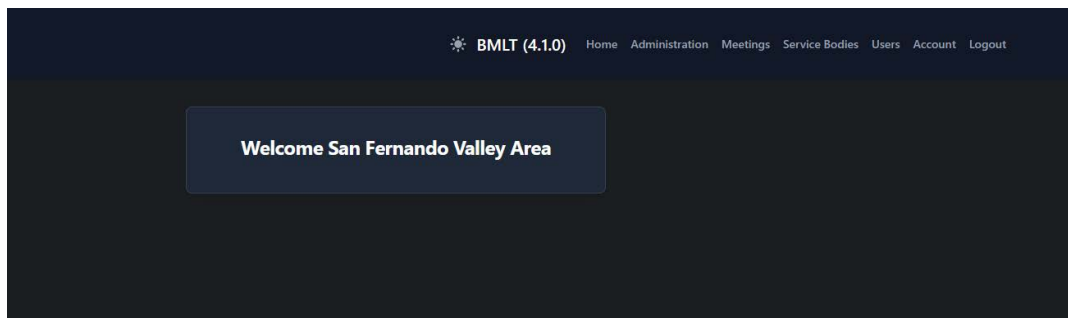
How to Update Meetings for your Area

1. Open your favorite web browser
2. Navigate to <https://todayna.org/bmlt/>
You should see a page that looks like this:

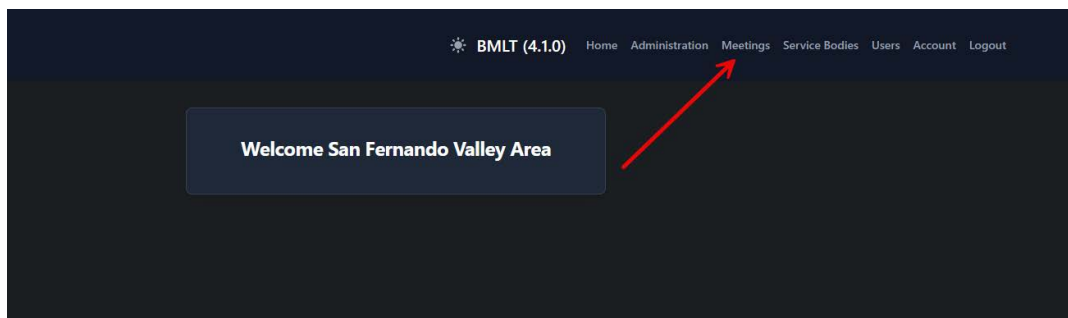


The screenshot shows a dark-themed login page titled "Basic Meeting List Toolbox Root Server" with the subtitle "BMLT Server (4.1.0)". Below the title is a login form with two input fields: "Username" containing the text "artj" and "Password" containing a series of dots. An orange "Log In" button is positioned below the password field. A small gear icon is centered at the bottom of the page.

3. In the Login ID Field type your Username.
4. In the Password Field type your password
5. Click on the Log In button to enter the Admin pages of the BMLT.
6. This should take you to a page like the one below:



7. Click the Meeting Editor Option.



8. You should get a Screen that looks like this:

BMLT (4.1.0)HomeAdministrationMeetingsService BodiesUsersAccountLogout

Meetings

Filter

Day

Published

Time

Search

+ Add Meeting

DAY	TIME	MEETING	LOCATION
Sunday	09:00 AM	Freewheelers Gratitude	Northridge, CA, 91325
Sunday	10:00 AM	Gratitude Meeting	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606
Sunday	12:15 PM	Keep It Simple	10641 Burbank Boulevard, North Hollywood, CA, 91601
Sunday	03:00 PM	New Connections	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606
Sunday	07:00 PM	Step Into the Solution Book Study	Van Nuys, CA, 91405
Sunday	07:00 PM	We Came to Believe	9650 Reseda Boulevard, Northridge, CA, 91324
Sunday	07:30 PM	The Spirit of St Joe's	10641 Burbank Boulevard, North Hollywood, CA, 91601
Sunday	07:30 PM	Farsi Speaker	21518 Sherman Way, Canoga Park, CA, 91303
Monday	12:00 PM	Pass Avenue Monday	4301 Cahuenga Boulevard, Toluca Lake, CA, 91602
Monday	03:00 PM	New Connections	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606
Monday	06:00 PM	Virtual Recovery in the Varrio	San Fernando, CA, 91340
Monday	07:00 PM	Messengers	14518 Armintia Street, Panorama City, CA, 91402
Monday	07:00 PM	A Monday Night Meeting	11134 Sepulveda Boulevard, Mission Hills, CA, 91345
Monday	07:00 PM	Russian NA LA	5730 Cahuenga Boulevard, North Hollywood, CA, 91601
Monday	07:00 PM	Gift of Desperation	4301 Cahuenga Boulevard, Toluca Lake, CA, 91602
Monday	07:30 PM	Healing By The Hills	16651 Rinaldi Street, Granada Hills, CA, 91344

9. By default, all days are selected and you will be presented with all the metings in your area. You can refine your search by selecting a day of the week in the "Day" button or if you have a specific Meeting you want to edit, enter the name of the Meeting or any text in the Meeting name (i.e. "study, book, gratitude, candlelite," etc) and click "Search" then pick the meeting from the results. Below is the results from a search of the work ""book"

BMLT (4.1.0)HomeAdministrationMeetingsService BodiesUsersAccountLogout

Meetings

book

Day

Published

Time

Search

+ Add Meeting

DAY	TIME	MEETING	LOCATION
Sunday	07:00 PM	Step Into the Solution Book Study	Van Nuys, CA, 91405
Wednesday	07:00 PM	San Fernando Valley Book Study	14518 Armintia Street, Panorama City, CA, 91402
Saturday	12:00 PM	Living Clean Book Study	North Hollywood, CA, 91606

Showing 1-3 of 3 / Meetings per page 20

1

10. Or you can search for “Selected Weekdays” or “Meeting Start Time” and can review any unpublished meetings you may have in your database.

Day search:

BMLT (4.1.0)

[Home](#) [Administration](#) [Meetings](#) [Service Bodies](#) [Users](#) [Account](#) [Logout](#)

Meetings

Day

Published ▼

Time ▼

Search

+ Add Meeting

DAY	TIME	MEETING	LOCATION
Sunday	09:00 AM	Freewheelers Gratitude	Northridge, CA, 91325
Sunday	10:00 AM	Gratitude Meeting	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606
Sunday	12:15 PM	Keep It Simple	10641 Burbank Boulevard, North Hollywood, CA, 91601
Sunday	03:00 PM	New Connections	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606
Sunday	07:00 PM	Step Into the Solution Book Study	Northridge, CA, 91405
Sunday	07:00 PM	We Came to Believe	9650 Reseda Boulevard, Northridge, CA, 91324

Search by day

Select All Days

☐ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

Time search:

BMLT (4.1.0)

[Home](#) [Administration](#) [Meetings](#) [Service Bodies](#) [Users](#) [Account](#) [Logout](#)

Meetings

Day

Published ▼

Time ▼

Search

+ Add Meeting

DAY	TIME	MEETING	LOCATION
Sunday	09:00 AM	Freewheelers Gratitude	Northridge, CA, 91325
Sunday	10:00 AM	Gratitude Meeting	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606
Sunday	12:15 PM	Keep It Simple	10641 Burbank Boulevard, North Hollywood, CA, 91601

Choose start time

☐ Morning

☐ Afternoon

☐ Evening

Published/Unpublished option:

BMLT (4.1.0)

[Home](#) [Administration](#) [Meetings](#) [Service Bodies](#) [Users](#) [Account](#) [Logout](#)

Meetings

Day

Published ▼

Time ▼

Search

+ Add Meeting

DAY	TIME	MEETING	LOCATION
Sunday	09:00 AM	Freewheelers Gratitude	Northridge, CA, 91325
Sunday	10:00 AM	Gratitude Meeting	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606

☐ Published

☐ Unpublished

11. After you find the Meeting you want to edit select it and make your necessary changes.

12. Editing tab options are as follows:

13. Basic tab:

The screenshot shows the 'Basic' tab of a meeting editing interface. The interface is dark-themed with various input fields and buttons. Red arrows point from text annotations to specific elements in the form.

Annotations and their corresponding elements:

- In the basic tab you may publish/unpublish the current meeting in this checkbox or delete the meeting.** Points to the 'Meeting is Published' checkbox and the delete icon (trash can).
- Meeting Name if it changes** Points to the 'Name' field containing 'Gratitude Meeting'.
- Time zone (don't change)** Points to the 'Time Zone' dropdown menu.
- Edit day, time, and duration of meeting** Points to the 'Weekday' (Sunday), 'Start Time' (10:00 AM), and 'Duration' (01:30) fields.
- The service body of the meeting (will not change)** Points to the 'Service Body' dropdown menu.
- Change only if directed** Points to the 'World Committee Code' field.
- Edit meeting formats from selections** Points to the 'Formats' dropdown menu.
- Save as a copy if you want to add an additional meeting to a group.** Points to the 'Save This Meeting As A Copy (Creates A New Meeting)' checkbox.
- Apply changes here.** Points to the 'Apply Changes' button.

Form Fields and Values:

- Basic** (Selected Tab)
- Meeting is Published** (Checked)
- Meeting ID:** 2301
- Name:** Gratitude Meeting
- Time Zone:** Choose option (or leave blank to auto-detect from location)
- Weekday:** Sunday
- Start Time:** 10:00 AM
- Duration:** 01:30 (Hours: 01, Minutes: 30)
- Service Body:** San Fernando Valley Area
- Email:** website@nasfv.com
- World Committee Code:** G00015792
- Formats:** (SP) Speaker, (O) Open
- Save This Meeting As A Copy (Creates A New Meeting):** (Unchecked)
- Apply Changes** (Button)

14. Location tab:

Basic **Location** Other Changes

Venue Type
Hybrid

Location Map

Longitude: -118.3961084 Latitude: 34.1798045

Location Text
Spirit of Studio 12

Extra Info

Street
6006 Laurel Canyon Boulevard

Neighborhood Borough/City Subsection

City/Town County/Sub-Province
North Hollywood

State/Province Zip Code/Postal Code Nation
CA 91606

Phone Meeting Dial-in Number

Virtual Meeting Link
https://zoom.us/j/89045335627

Virtual Meeting Additional Information
591108

☐ Save This Meeting As A Copy (Creates A New Meeting)

Apply Changes

In the location tab select the Venue type (the example shown is for a Hybrid Meeting).

The location map and geo-coordinates will self populate when the address is entered.

Name of the Venue

Additional information

Street address of venue with no abbreviations allowed

disregard for meetings in the sothern california region

City

State and Zip Code

Dial in number for virtual meetings

Virtual meeting link

Virtual meeting password if not included in link

Copy option (not normally used)

Apply changes here

After you apply your changes you can look at the location map for accuracy.

15. Other tab:

BasicLocationOtherChanges

Comments

Password: 591108

Bus Lines

Train Lines

Cross Street

Private

These fields are only visible to authenticated users

Contact 1 Name

Contact 1 Phone

Contact 1 Email

Contact 2 Name

Contact 2 Phone

Contact 2 Email

Admin Notes

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

Apply Changes

The other tab is for other additional information.

Comments appear as additional text when the meeting is displayed.

Useful for public transportation options

Cross street for additional help

Apply your changes here.

16. Changes tab:

BasicLocationOtherChanges

9:35 PM, 12/20/2021 by San Fernando Valley Area

The meeting longitude was changed from "-118.3961048" to "-118.3961084".
The meeting latitude was changed from "34.179808" to "34.1798045".
State was added as "CA".

10:12 PM, 9/6/2021 by San Fernando Valley Area

Street Address was changed from "6006 Laurel Canyon Blvd" to "6006 Laurel Canyon Boulevard".

12:52 PM, 6/6/2021 by San Fernando Valley Area

State was changed from "CA" to "".

12:51 PM, 6/6/2021 by San Fernando Valley Area

time_zone was added as "".
The meeting longitude was changed from "-118.3900204" to "-118.3961048".
The meeting latitude was changed from "34.1873985" to "34.179808".
The meeting format was changed from "O, SP, VM" to "HY, O, SP".
Street Address was changed from "https://zoom.us/j/543537420" to "6006 Laurel Canyon Blvd".
Virtual Meeting Link was changed from "https://zoom.us/j/543537420" to "https://zoom.us/j/8904533562?".
Location Name was added as "Spirit of Studio 12".
Virtual Meeting Additional Info was added as "591108".

4:48 PM, 10/20/2020 by San Fernando Valley Area

Location Name was changed from "https://zoom.us/j/543537420 Meeting ID: 543 537 420
Password: 591108" to "".
Bus Lines was changed from "Bus Lines#@-@https://zoom.us/j/543537420" to "".

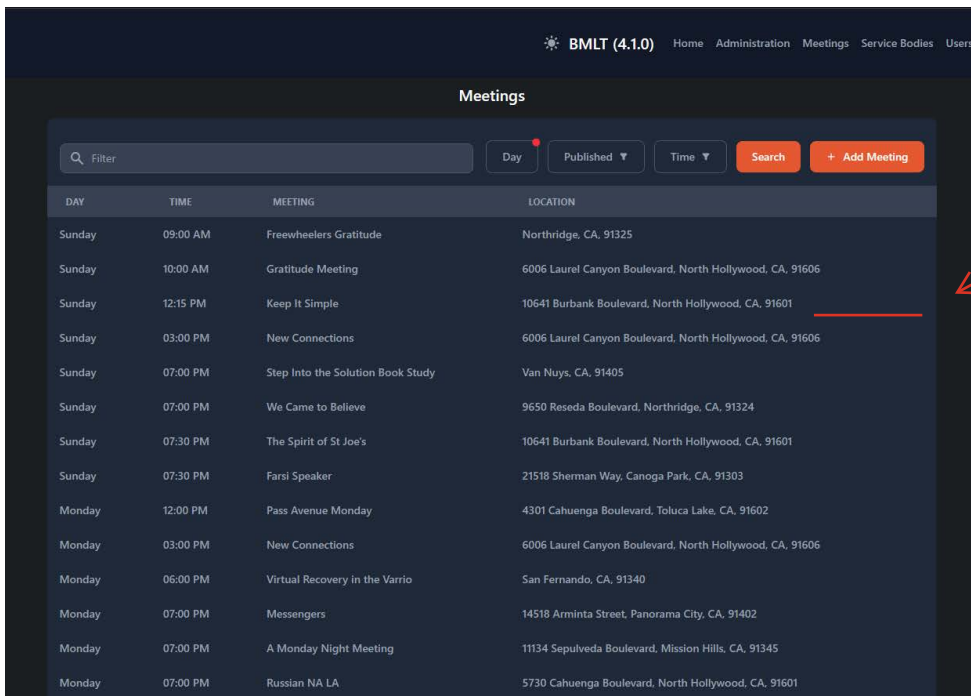
Save This Meeting As A Copy (Creates A New Meeting)

Apply Changes

The changes tab is primarily a log of meeting changes for administrators. Here you can see what changes were made to the meeting selected.

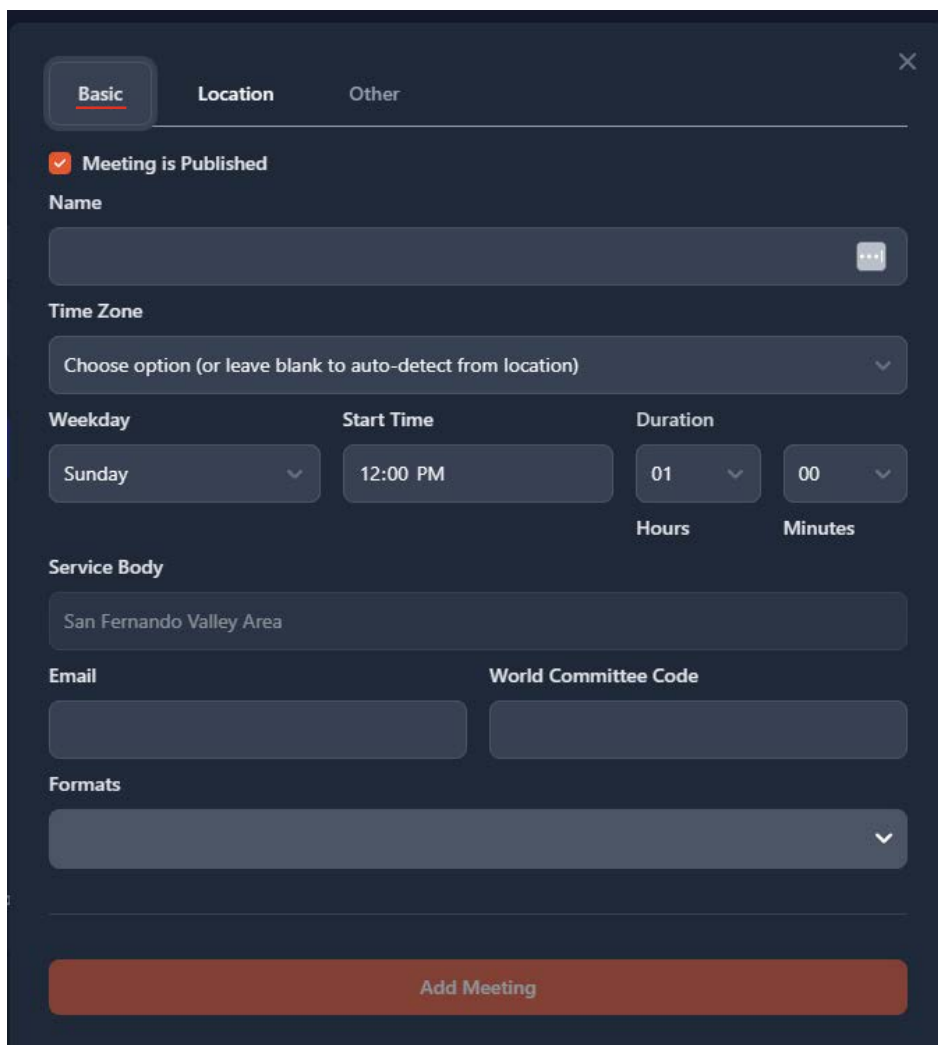
How to Add a Meeting to your Area

17. Click the “+ Add Meeting” tab:



DAY	TIME	MEETING	LOCATION
Sunday	09:00 AM	Freewheelers Gratitude	Northridge, CA, 91325
Sunday	10:00 AM	Gratitude Meeting	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606
Sunday	12:15 PM	Keep It Simple	10641 Burbank Boulevard, North Hollywood, CA, 91601
Sunday	03:00 PM	New Connections	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606
Sunday	07:00 PM	Step Into the Solution Book Study	Van Nuys, CA, 91405
Sunday	07:00 PM	We Came to Believe	9650 Reseda Boulevard, Northridge, CA, 91324
Sunday	07:30 PM	The Spirit of St Joe's	10641 Burbank Boulevard, North Hollywood, CA, 91601
Sunday	07:30 PM	Farsi Speaker	21518 Sherman Way, Canoga Park, CA, 91303
Monday	12:00 PM	Pass Avenue Monday	4301 Cahuenga Boulevard, Toluca Lake, CA, 91602
Monday	03:00 PM	New Connections	6006 Laurel Canyon Boulevard, North Hollywood, CA, 91606
Monday	06:00 PM	Virtual Recovery in the Varrio	San Fernando, CA, 91340
Monday	07:00 PM	Messengers	14518 Arminta Street, Panorama City, CA, 91402
Monday	07:00 PM	A Monday Night Meeting	11134 Sepulveda Boulevard, Mission Hills, CA, 91345
Monday	07:00 PM	Russian NA LA	5730 Cahuenga Boulevard, North Hollywood, CA, 91601

Add meeting button



Basic Location Other

☒ Meeting is Published

Name

Time Zone

Choose option (or leave blank to auto-detect from location)

Weekday Start Time Duration

Sunday 12:00 PM 01 00

Hours Minutes

Service Body

San Fernando Valley Area

Email World Committee Code

Formats

Add Meeting

Basic tab selected

You will probably be publishing this meeting

Meeting name

Leave default

Adjust the day, time, and duration of your meeting

Service body will not change

leave blank.

Select the dropdown arrow and check all the formats that apply to the meeting.

Add meeting

17. Click the “Location” tab:

The screenshot shows a dark-themed form titled 'Location' with a close button (X) in the top right corner. The form is divided into several sections:

- Venue Type:** A dropdown menu currently showing 'In-Person'.
- Location Map:** A dropdown menu.
- Longitude:** A text field containing '-118.00356030464'.
- Latitude:** A text field containing '34.129652827655'.
- Location Text:** A text field.
- Extra Info:** A text field.
- Street:** A text field with a location pin icon on the right.
- Neighborhood:** A text field.
- Borough/City Subsection:** A text field.
- City/Town:** A text field with a location pin icon on the right.
- County/Sub-Province:** A text field.
- State/Province:** A text field.
- Zip Code/Postal Code:** A text field.
- Nation:** A text field.
- Phone Meeting Dial-in Number:** A text field.
- Virtual Meeting Link:** A text field.
- Virtual Meeting Additional Information:** A text field.
- Add Meeting:** A large red button at the bottom.

Select the Location tab

click drop down and select venue type (in person/virtual/hybrid)

For meetings in the SoCal Region you will need the following:

Venue name

Additional information

Street Address (do not abbreviate!)

City

State

Zip Code

Dial in number (virtual meeting)

Virtual meeting link

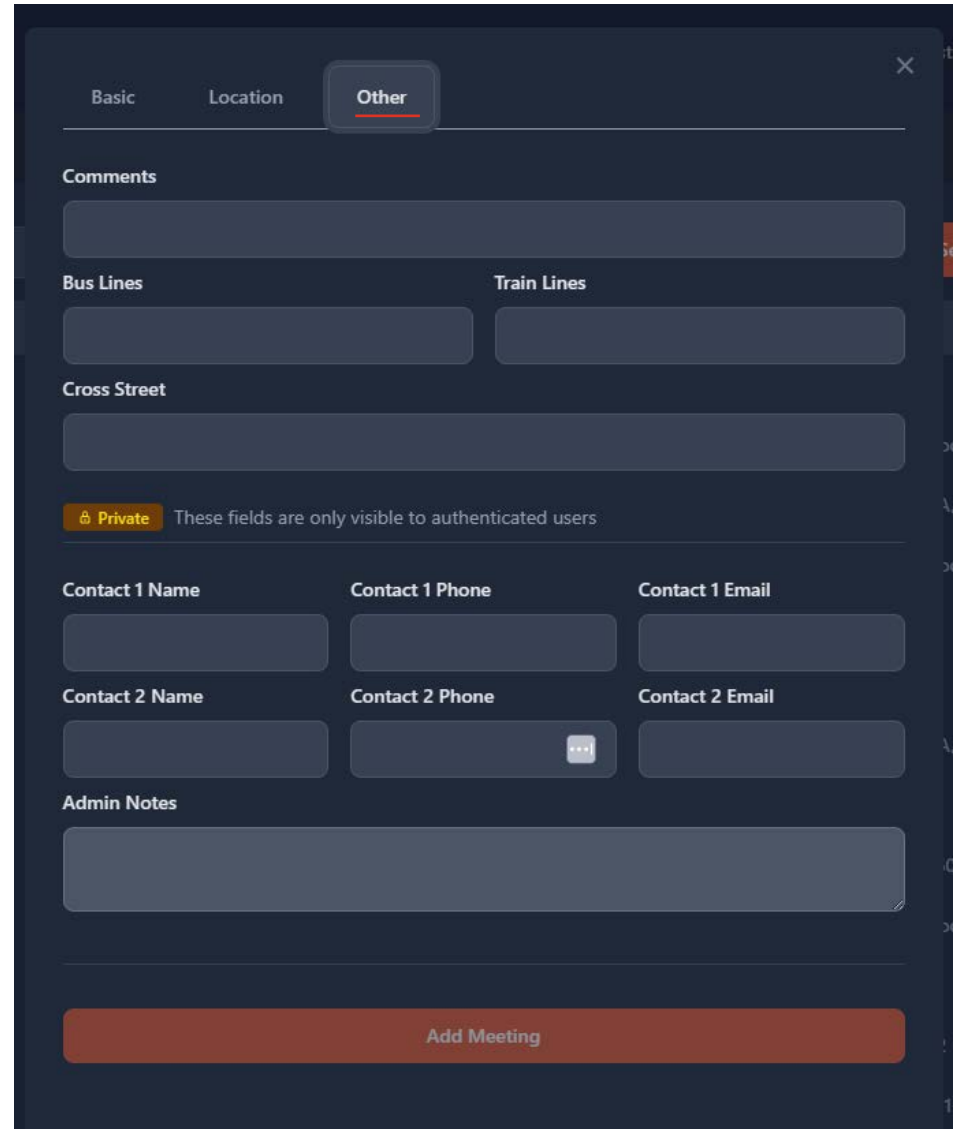
Password

Add Meeting

1

18. Click the “Location” tab and check the results for accuracy.

19. Clicking the “Other” option will give you a page similar to this:



The screenshot shows a dark-themed form with three tabs at the top: 'Basic', 'Location', and 'Other'. The 'Other' tab is selected and highlighted with a red underline. Below the tabs, the form contains several sections: a 'Comments' section with a single text input field; 'Bus Lines' and 'Train Lines' sections, each with a text input field; a 'Cross Street' section with a text input field; a 'Private' toggle switch (currently on) and a note stating 'These fields are only visible to authenticated users'; a section for contact information with two rows, each containing fields for 'Name', 'Phone', and 'Email'; and an 'Admin Notes' section with a large text area. At the bottom of the form is a large red button labeled 'Add Meeting'.

20. On this Page you can add additional info to help people find your Meeting like Cross Streets, Bus or Train Line or a short comment that you think may help.