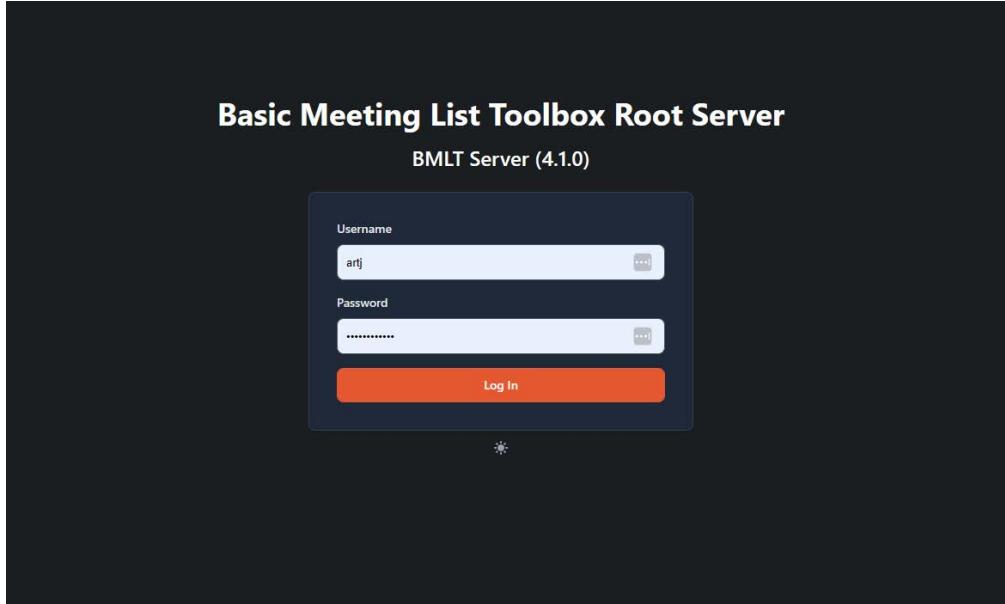


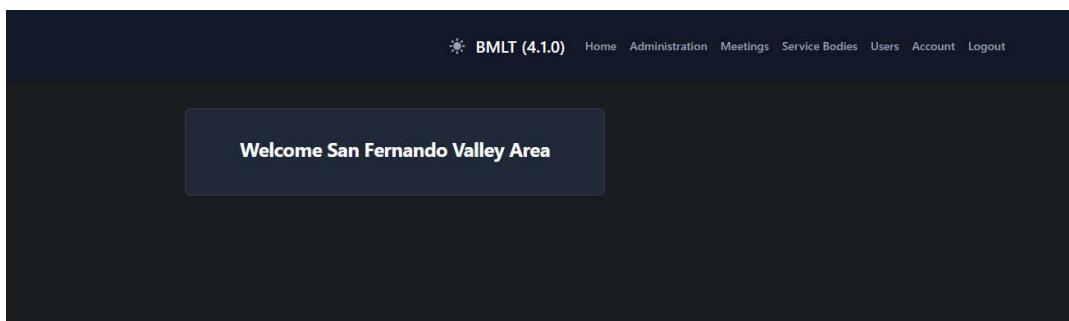
How to Update Meetings for your Area

1. Open your favorite web browser
2. Navigate to <https://todayna.org/bmlt/>

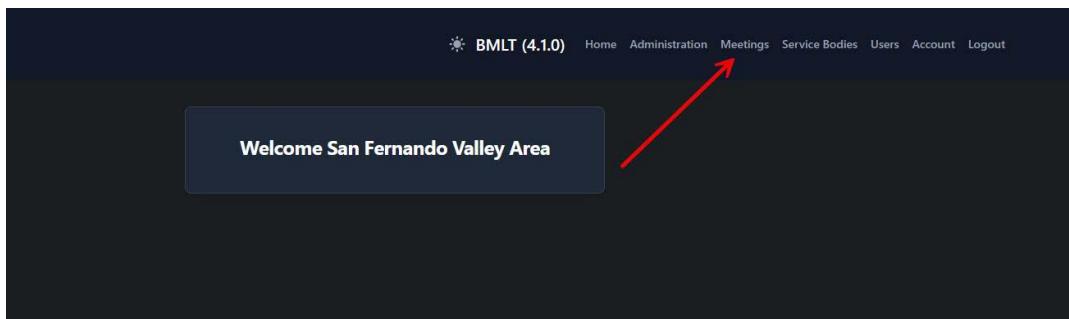
You should see a page that looks like this:



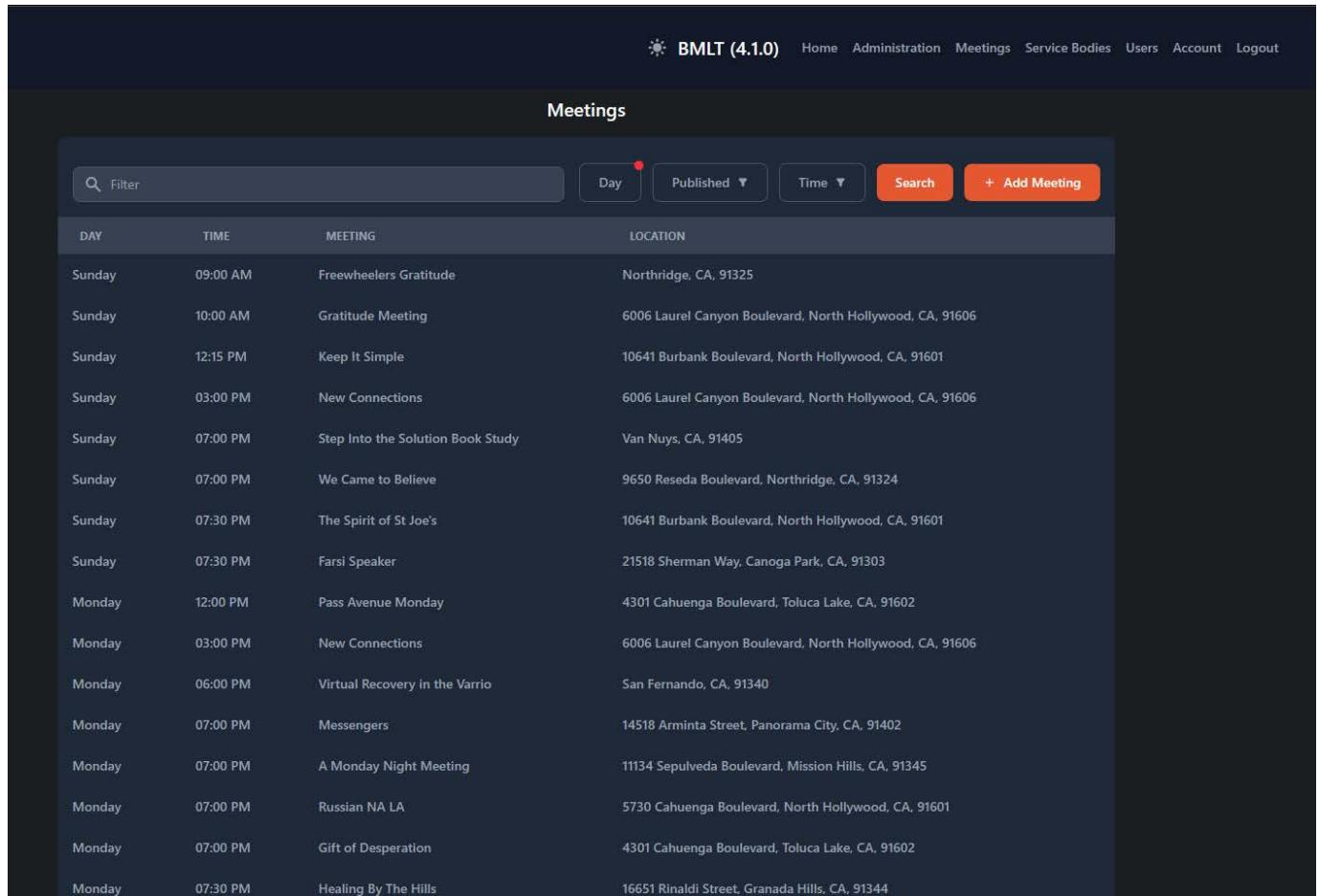
3. In the Login ID Field type your Username.
4. In the Password Field type your password
5. Click on the Log In button to enter the Admin pages of the BMLT.
6. This should take you to a page like the one below:



7. Click the Meeting Editor Option.

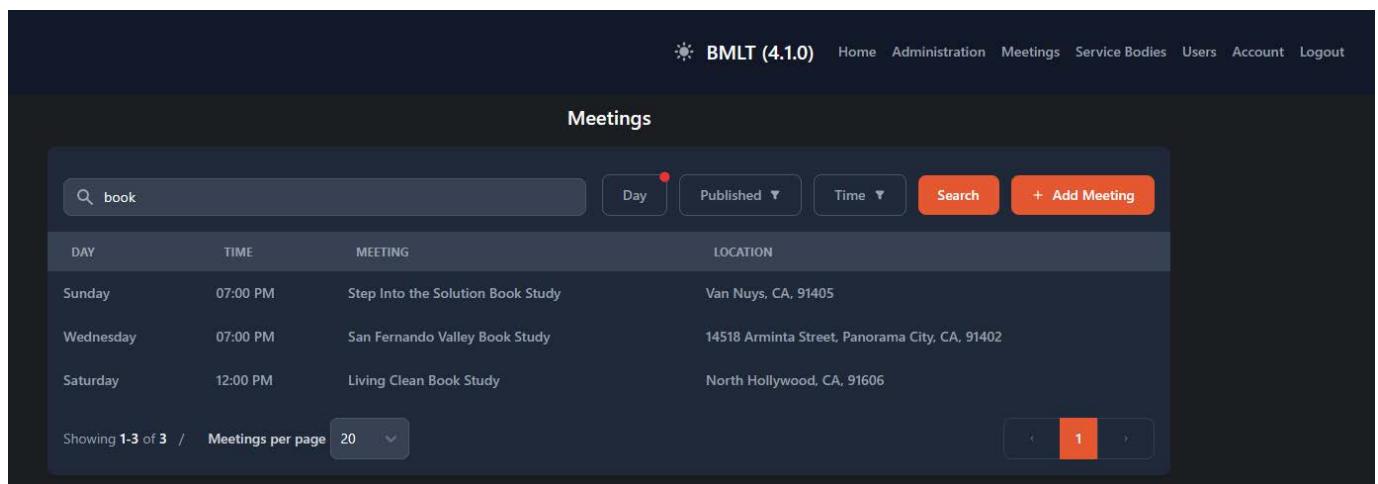


8. You should get a Screen that looks like this:



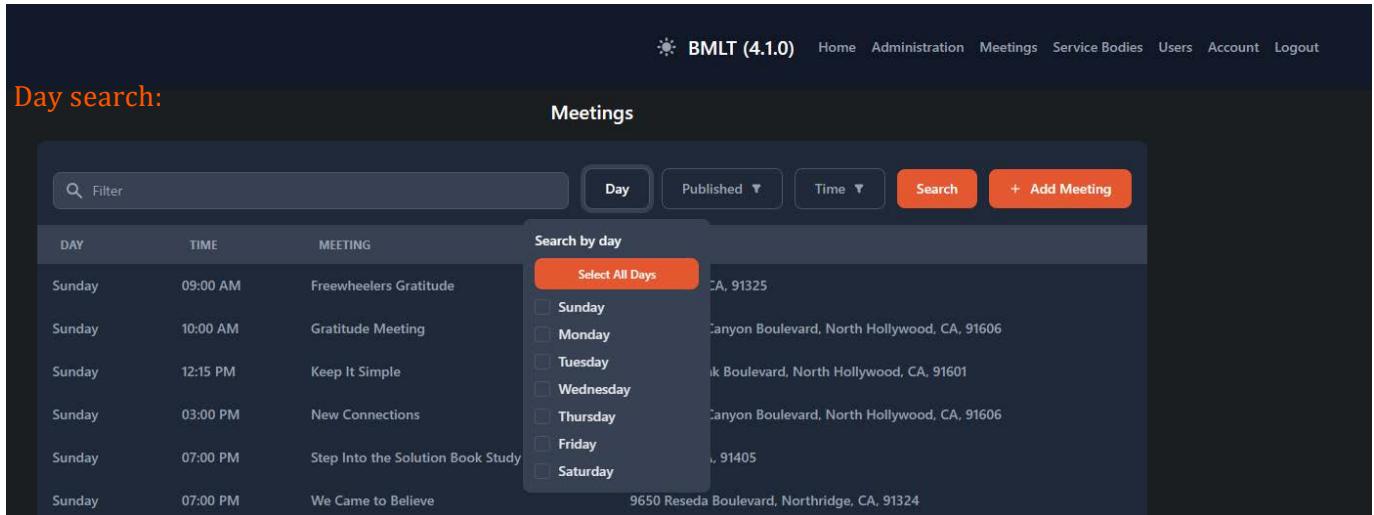
The screenshot shows the BMLT (4.1.0) Meetings page. At the top, there is a navigation bar with links for Home, Administration, Meetings, Service Bodies, Users, Account, and Logout. Below the navigation bar is a search bar with a 'Filter' button and a 'Day' button with a red dot. To the right of the search bar are buttons for 'Published' (with a dropdown arrow), 'Time' (with a dropdown arrow), 'Search', and '+ Add Meeting'. The main content area is titled 'Meetings' and displays a table of meeting data. The table has columns for DAY, TIME, MEETING, and LOCATION. The data shows various meetings listed for Sunday, Monday, and Tuesday, including 'Freewheelers Gratitude', 'Gratitude Meeting', 'Keep It Simple', 'New Connections', 'Step Into the Solution Book Study', 'We Came to Believe', 'The Spirit of St Joe's', 'Farsi Speaker', 'Pass Avenue Monday', 'New Connections', 'Virtual Recovery in the Varrio', 'Messengers', 'A Monday Night Meeting', 'Russian NA LA', 'Gift of Desperation', and 'Healing By The Hills'. The locations for these meetings are listed in the 'LOCATION' column.

9. By default, all days are selected and you will be presented with all the meetings 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, candleelite," etc) and click "Search" then pick the meeting from the results. Below is the results from a search of the word ""book""

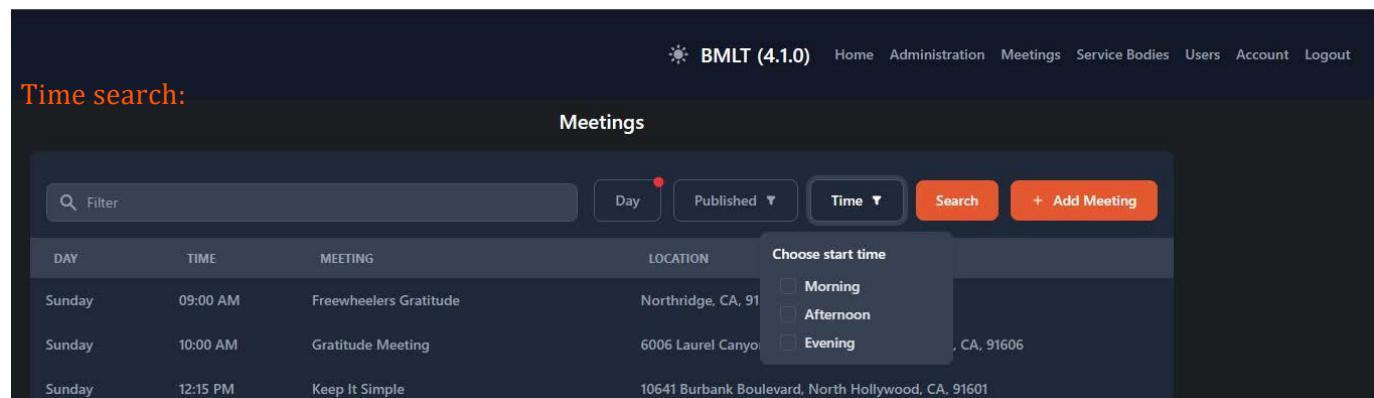


The screenshot shows the BMLT (4.1.0) Meetings page with a search result for the word 'book'. At the top, there is a navigation bar with links for Home, Administration, Meetings, Service Bodies, Users, Account, and Logout. Below the navigation bar is a search bar with the word 'book' entered. To the right of the search bar are buttons for 'Day' (with a red dot), 'Published' (with a dropdown arrow), 'Time' (with a dropdown arrow), 'Search', and '+ Add Meeting'. The main content area is titled 'Meetings' and displays a table of meeting data. The table has columns for DAY, TIME, MEETING, and LOCATION. The data shows three meetings: 'Step Into the Solution Book Study' on Sunday at 07:00 PM in Van Nuys, CA; 'San Fernando Valley Book Study' on Wednesday at 07:00 PM in 14518 Arminta Street, Panorama City, CA; and 'Living Clean Book Study' on Saturday at 12:00 PM in North Hollywood, CA. The locations for these meetings are listed in the 'LOCATION' column. At the bottom of the page, there is a pagination bar showing 'Showing 1-3 of 3' and 'Meetings per page 20' with a dropdown arrow, and a page number '1'.

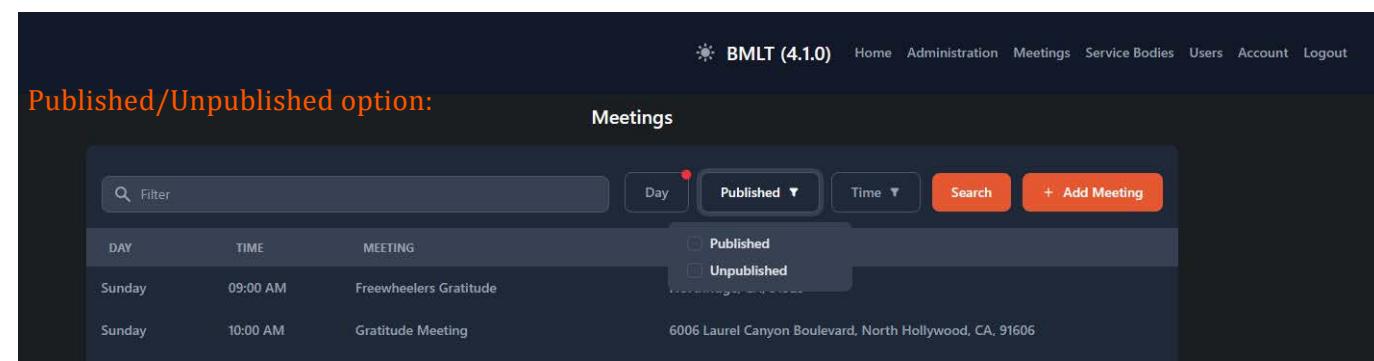
10. Or you can search for “Selected Weekdays” or “Meeting Start Time” and can review any unpublished meetings you may have in your database.



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



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



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

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 top navigation bar includes tabs for 'Basic', 'Location', 'Other', and 'Changes'. The 'Basic' tab is active, indicated by a red arrow. The interface includes the following fields and controls:

- Meeting is Published:** A checkbox with a checked status, indicated by a red arrow. A tooltip says: "In the basic tab you may publish/unpublish the current meeting in this checkbox or delete the meeting."
- 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 Hours, 30 Minutes
- 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):** A checkbox indicated by a red arrow. A tooltip says: "Save as a copy if you want to add an additional meeting to a group."
- Apply Changes:** A large red button indicated by a red arrow. A tooltip says: "Apply changes here."

14. Location tab:

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 califonia 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:

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

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

Apply Changes

16. Changes tab:

10:35 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/89045335627".
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" to "".
Password: 591108" to "".
Bus Lines was changed from "Bus Lines#@-@#https://zoom.us/j/543537420" to "".

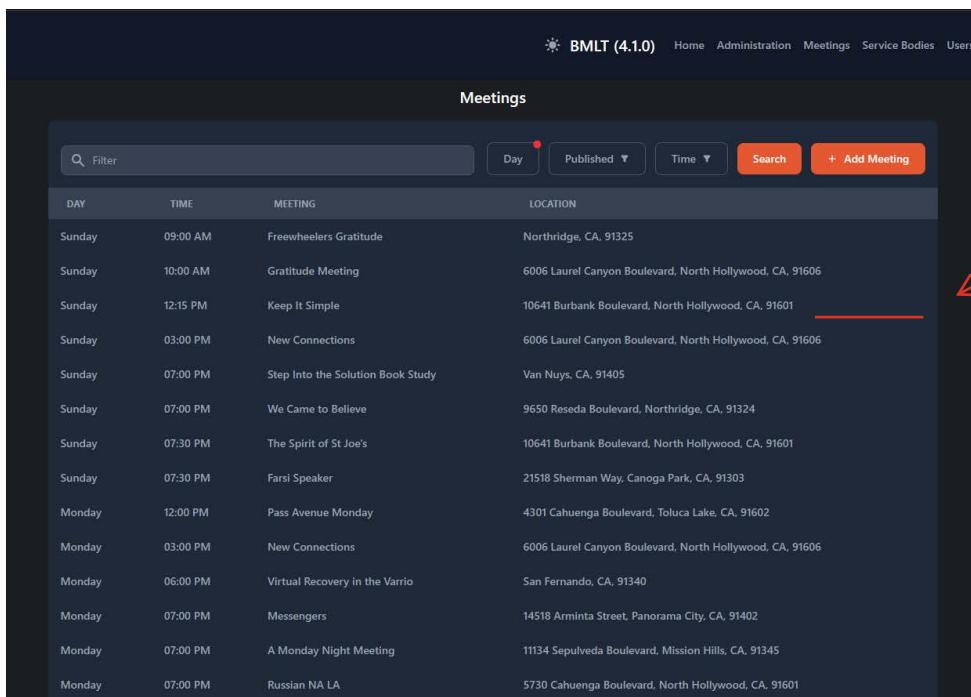
Save This Meeting As A Copy (Creates A New Meeting)

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.

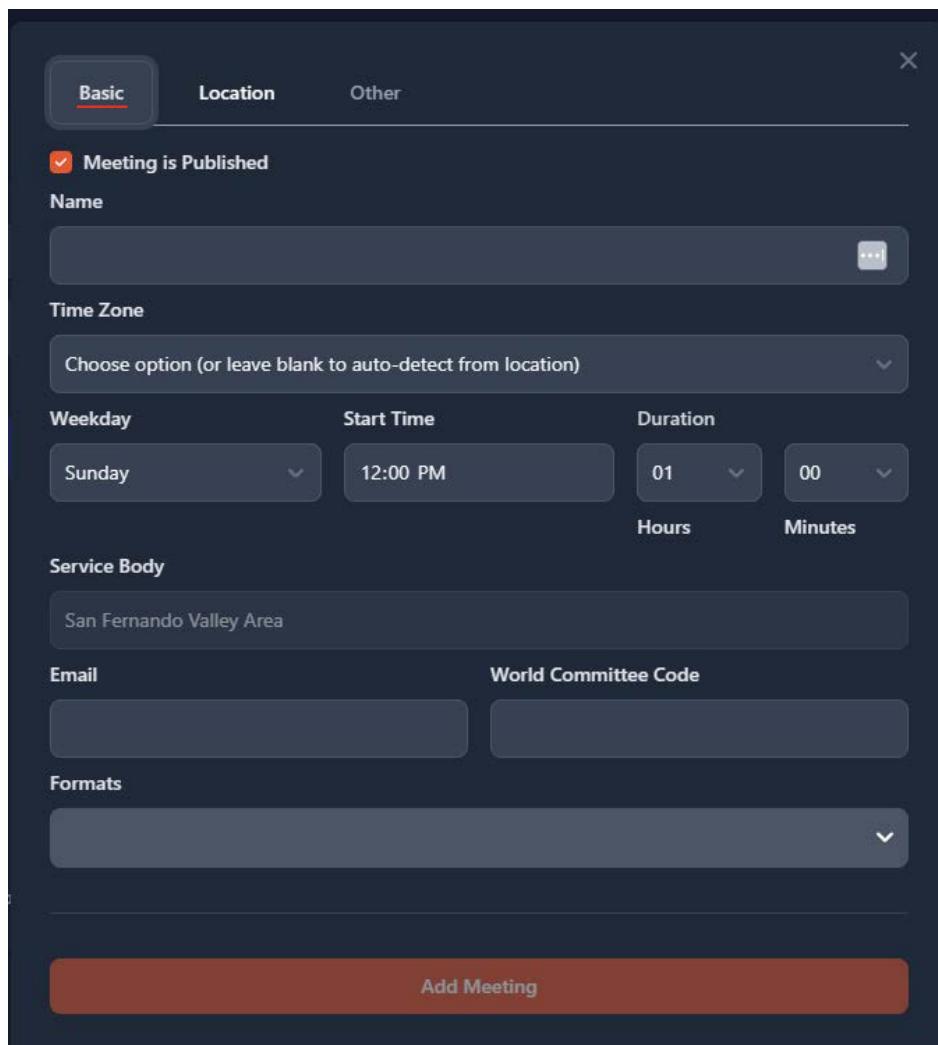
How to Add a Meeting to your Area

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 Armita 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:

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

18. Click the “Add Meeting” button at the bottom of the screen. This will open a new window where you can add your location map and check the results for accuracy.

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

Basic Location Other

Comments

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

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.