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:

   ![Meeting Update Screen 1]

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:

   ![Meeting Update Screen 2]

7. Click the Meeting Editor Option.
8. You should get a Screen that looks like this:

9. If you have a specific Meeting you want to edit, enter the name of the Meeting in the “Search for Text” Option and clicking “Search For Meetings” Option:
10. You can also enter a “Zip Code” and check “This is a Location or Post Code” box:

11. Or you can search for “Selected Weekdays” or “Meeting Start Time”:
12. Choosing “Search For Selected Weekday” will give you a screen that should look similar to this:

![Meeting List Console](image1)

13. Clicking on the “Name of the Meeting” you wish to edit will give you a screen similar to this:

![Meeting Editor](image2)
14. Make your changes to the Meeting Name, Day, Start Time, Duration or Contact info from the page above.
15. Clicking on the "Location" Option will give you a page similar to this:

16. Location is the name of the Facility where the Meeting is held. Don’t worry about the Longitude and Latitude Fields they will be filled in when you set the “Location Map” info in a few steps. Since we are now sending info directly to the WSO we need to no longer use Abbreviations in any of the fields.
17. Once you've entered all the Meeting Location info clicking the “Location Map” option will give you a page similar to this:

18. Clicking the “Set Map to Address” Option will automatically set the Longitude and Latitude Fields and move the Map Location indicator to where it is supposed to be.
19. Clicking the “Format” option will give you a page similar to this:

![Meeting Format Options Page]

20. Choose the Meeting Format Options that best fit the Meeting.
21. Clicking the “Other” option will give you a page similar to this:

![Basic Meeting List Toolbox Administration Console](image)

- **Search For Meetings**
- **Edit Meetings**
- **Create A New Meeting**

**10 Meetings Found**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Noon</th>
<th>Pass Into Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>3:00 PM</td>
<td>New Life Noon</td>
</tr>
<tr>
<td>Monday</td>
<td>6:00 PM</td>
<td>We Do Recover</td>
</tr>
<tr>
<td>Monday</td>
<td>7:00 PM</td>
<td>Hope On The Hill</td>
</tr>
<tr>
<td>Monday</td>
<td>8:00 PM</td>
<td>Armenian Speaker Meeting</td>
</tr>
<tr>
<td>Monday</td>
<td>8:00 PM</td>
<td>Healing By The Hills</td>
</tr>
<tr>
<td>Monday</td>
<td>8:00 PM</td>
<td>Archwood Monday 1 hour</td>
</tr>
<tr>
<td>Monday</td>
<td>8:00 PM</td>
<td>Monday Night Mens Stag</td>
</tr>
<tr>
<td>Monday</td>
<td>8:00 PM</td>
<td>Unity In Recovery</td>
</tr>
</tbody>
</table>

22. On this Page you can add additional info to help people find your Meeting like Cross Streets, Bus or Train Lines or extra Contact info.
23. Clicking the “History” option will give you a page similar to this:

24. This page is just information on what has been changed with each meeting over time.

25. Once you have made all the necessary changes to the Meeting Clicking the “Save the Changes to this Meeting” will save those changes to the Database.

26. If the Meeting is no longer valid Clicking on the “Delete This Meeting” will remove it from the Database.
27. To Create a “New Meeting” from the Opening Login Screen:

28. Click the “Meeting Editor” Option, which should give you a page similar to this:

29. If you see something similar to what was discussed before make certain you click on the “Edit Meeting” Option to get what is shown above.
30. Clicking on the “Create A New Meeting” Option will give you a page that looks like this:

31. On this page enter the Meeting Name, Day on the Week it is held on, Start Time, Duration and the Meeting Email Contact Info.

32. Checking the “Meeting is Published”, option will add the meeting to the database so everyone can view it. Leaving this box unchecked will make it only available to you so you can get additional missing info if necessary. You can tell if a Meeting is not Published because the Edit Screens will have a light Green Border as above and in the next few images.
33. Clicking the “Location” Option will give you a page similar to this:

34. Enter all the Meeting Location Info the same way as discussed in the Edit Meeting Instructions earlier in this Documentation.

35. Once you’ve added all the Meeting Location info you can set the “Location Map” the same way as also discussed earlier in this Documentation.
36. Clicking on the “Location Map” Option will give you a page similar to this:

37. Clicking the “Set Map to Address” Option will set the Map locator the same way as discussed before. The default Location is the Regional Service Office.
38. Clicking the “Format” Option will give you a page similar to this:

![Meeting Format Page]

39. Enter all the Meeting Format info on this page.
40. Clicking the “Other” Option will give you a page similar to this:

41. Add any additional Meeting info here as previously discussed in the “Edit Meeting” Section of the Documentation

42. Once you have the Meeting info entered and are ready to publish it make certain the “Meeting is Published” Box form the “Basic” Page is checked and click the “Save This As A New Meeting” Option.

43. If you have any problems and need help please contact the Web Committee by sending an email request to us at website@todayna.org