

SUBJECT	DO	DON’T
<p>PASSWORDS When choosing your passwords for the BMLT please:</p>	<ul style="list-style-type: none"> • Use Mixed Case (UPPER & lower) • Special Characters (!@#\$%^&*) • Numbers (1234567890) • Make the password at least 8 characters long • Change your password every 90-180 days to keep your account secure. 	<ul style="list-style-type: none"> • Use a word found in a dictionary (love, peace, recovery) • A simple pattern on the keyboard (1234asdf) • Your clean date or any other date (1-1-1956 12-31-2014) • Don’t ever send an email with both the username and password in the same email. Email is not secure and programs that sniff email communications can be used to hack into the BMLT using your username and password.
<p>EDITING MEETINGS We rely on meeting information to be correct. Each AREA is responsible for the meetings in the BMLT in their area.</p> <p>REGIONAL DIRECTORIES Are printed from the BMLT so please “KEEP IT CLEAN”</p>	<ul style="list-style-type: none"> • Spell out all street names and directions (West 92nd Avenue) • Check your spelling if you’re unsure • Cross-reference the address in GOOGLE if you’re unsure. • Ask an addict who goes to the meeting if you don’t know specifics or formats. • Use the map marker to pin point the door where you enter if you can see it in the Google map. • Use the BMLT fields for data entry the way they were intended to be used. • If you don’t know what you’re doing ask for help. website@todayna.org is the resource for help. • Ask for assistance when editing for the first time. One of the trusted servants will be able to do a screen share with you after work hours. • Remember that all the website trusted servants are only volunteers. Website volunteers have during crisis periods spent over 40 hours a month on website responsibilities because there is either not enough help on this level of service or we were hacked that month. • Become familiar with the format codes and use the appropriate ones. • Train the next Area meeting servant so that regional service members can work on other tasks. • Share these instructions with everyone. 	<ul style="list-style-type: none"> • Don’t Use Abbreviations (RD, WY, HWY, RT, DR, L.A., O.C.) • NA World Service office will not accept abbreviations in their database. When we start synchronizing the World system with the REGION, abbreviations will be hand corrected by a PAID member of NAWS. This will be a waste of NA FUNDS. Do your part and follow direction in order to conserve effort, funds and frustration of all parties. • Don’t use # or @ in the fields. Please use English words in the English listings and Spanish words in the Spanish listings. • Don’t put personal information into the BMLT • Don’t forget to publish meetings that you have just created. • Don’t create duplicate meeting listings. • Don’t be careless with this tool. Addicts depend on meeting information being correct and updated in a timely manner. • Don’t forget that this information is the information that is printed in the Regional Directory. Whatever you put in there will show up in print. Please remember to follow the Traditions of NA when entering the meeting info.