



**Greater New York Region
Of Narcotics Anonymous**

*154 Christopher St. Suite 1A
New York, New York 10014
newyorkna.org*

GREATER NEW YORK REGION

**MEETING LIST ADMINISTRATION
TRAINING WORKSHOP GUIDE BOOKLET**

December 6, 2014

WELCOME TO THE MEETING LIST ADMINISTRATION WORKSHOP

This workshop is being given by the Greater New York Region, in an effort to help its Areas to get the most benefit from the Regional Meeting List, which is designed to centralize management of our meetings.

This workshop has been created to train Meeting List Administrators for the Greater New York Region, and any other interested members.

The primary goal of this workshop is training of GNYR and ENYR Meeting List Administrators. As a result, it will deal exclusively with the format and structure of the GNYR BMLT (Meeting List Database).

This guide will contain a detailed “walkthrough” of the workflow to be used by GNYR Meeting List Administrators. Server Administrators, or the Regional Administrator workflows may be covered in future booklets.

WHAT THE REGIONAL MEETING LIST DOES

The Regional Meeting List is run on a Web server, owned and operated by the Greater New York Region. The Regional Webservant is the Trusted Servant responsible for maintaining the server and acts as the Server Administrator.

Each participating Service body (ASC or RSC), appoints or elects a Meeting List Coordinator. It is this person’s task to maintain the meeting list for their selected Service body.

Most of the work is done by ASC Meeting List Administrators. This guide has been created to assist these Trusted Servants in logging in, and maintaining their portion of the Greater New York Region Meeting List Database.

Coordinated Web Sites

One of the really nice things about the GNYR Meeting List System, is that it can be “embedded” into ASC/RSC Web sites, so they can all show independent views of the central meeting list database.

Some examples:

GNYR: <http://newyorkna.org/meetings>

NYCASC: <http://nycna.org/find-a-meeting/>

ENYR: <http://nanewyork.org/na-meeting-search/>

WQASC: <http://westernqueensna.org/find.php>

NASC: <http://nassauna.org/find-a-meeting-2/>

ABCDR: <http://abcdrna.org/find-a-meeting-map/>

Printed Meeting List

Another great Service of the Regional Database, is printed meeting lists.

Some examples (Each link downloads a PDF file):

Brooklyn:

<http://newyorkna.org/printed-list-kings-bay>

Open Arms ASC:

<http://newyorkna.org/printed-list-open-arms>

Manhattan:

<http://newyorkna.org/printed-list-ssa>

Long Island:

<http://newyorkna.org/printed-list-sasna>

Queens:

<http://newyorkna.org/printed-list-western-queens>

Three Regions

Even though the server is run by the Greater New York Region, we host meetings for three (3) Regions on our server:

- **The Greater New York Region** (*Eastern Long Island, Suffolk, Brooklyn, Kings Bay, Staten Island, New York City, Manhattan, Bronx, Westchester, Rockland, Lower Hudson Valley and Open Arms*)
- **The Eastern New York Region** (*Queens, Western Queens, Metro Area De Habla Hispana, Simply Spiritual and Nassau*)
- **The ABCD Region** (*Mid-Hudson, Albany-Rensselaer, Berkshire County, Mohawk River, Southern Adirondack Mountain Miracles, Green Mountain*)

These three Regions cover meetings from the Eastern Tip of Long Island, the entirety of New York City, and up the Hudson River Valley all the way to the Canadian border (There are also a few meetings in Massachusetts and Vermont).

There is a total of about 1,200 meetings in our database.

Every single RSC and ASC mentioned above has a login to the main Greater New York Regional Root Server, where they can administer their own meetings using a very easy-to-use Web-based interface.

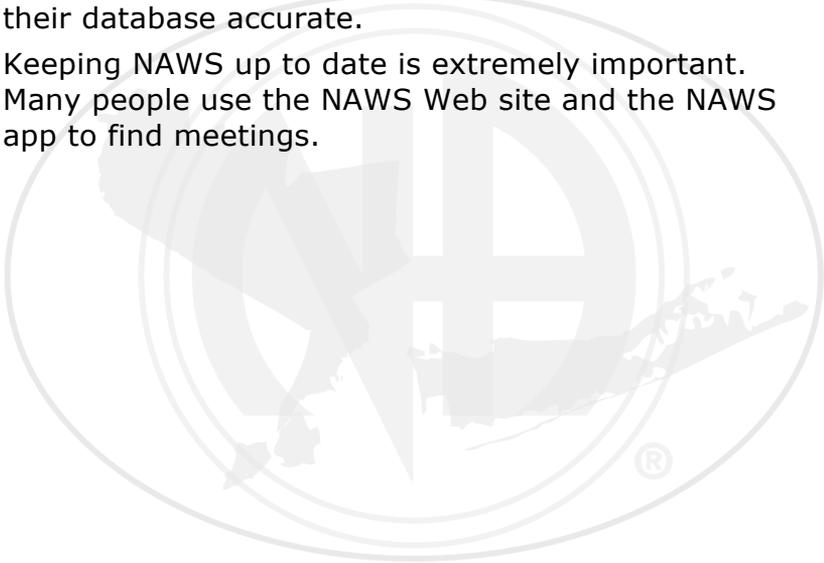
THE NAWS MEETING SEARCH

One thing that needs to be made very clear: The GNYR Meeting List is separate from the NA World Services (NAWS) Meeting Search.

NAWS uses a different database, and a different meeting search system (although there are similarities).

That said, at the end of this booklet, you'll see a page that describes how we coordinate with NAWS to keep their database accurate.

Keeping NAWS up to date is extremely important. Many people use the NAWS Web site and the NAWS app to find meetings.



BASIC INFORMATION

SANDBOX SERVER

The examples used for this guide will use the “sandbox BMLT Root Server, set up by GNYR. This is a copy of the “live” server, but is not actually used for any real meeting list administration. The only purpose of the sandbox server is to act as a “practice” or “test” implementation.

It’s OK to mess things up in the sandbox server, since it is a practice environment.

NOTE: The sandbox server will be set up with a single password for all accounts for a short period of time during, and after, the workshop. After some time (maybe a month or so), it will be reset to an exact copy of the “live” database (which means that each administrator will only be able to log in with their own password, and affect only their own meetings).

Sandbox Server Web URL

The Web URL (the Web address) of the sandbox server is:

<http://newyorkna.org/test-server>

This will lead to the login prompt for the sandbox server.

The current universal password is "*gnyr-bmlt*" (Without the quotes). This will apply to all logins (temporarily). This password will only work on the sandbox server.

In order to reduce confusion, we will not refer to the "live" server until the end of this document.

Test Search Web Page

In order to show the results of working in the sandbox server, we have a test Web page on the GNYR Web site. Use this page to observe the work that you do in the sandbox server.

The Web URL for this test page is:

<http://newyorkna.org/test-page>

It has a couple of the standard meeting search tools on it, so you can see the results of your work in real time.

THE BASICS

First off, we need to be aware that this is a meeting search, not a Group search. Meetings are regularly occurring events. Groups are NA Service entities. A Group may hold more than one meeting.

Also, meetings (for the purposes of the BMLT) are held weekly, and recur on the same day of each week, and at the same time.

“BMLT” stands for “**B**asic **M**eeting **L**ist **T**oolbox,” and is the software we use to manage our meeting list database.

You can find out more about the BMLT here:

<http://bmlt.magshare.net>

There are many ways to set up a BMLT server, but we will focus on the Greater New York Region Server (which also Serves the Eastern New York Region, and the ABCD Region).

GETTING STARTED

The first thing we should do is log into the Root Server. As noted before, we will be accessing the sandbox server for these examples, so the URL is:

<http://newyorkna.org/test-server>

LOGIN SCREEN

Go to the Web page indicated by the Web address on the previous page, where you will be presented with this screen:



Fig. 1: The Login Screen for the Test Server

This is called the "Root Server." It's a special Web site where you can log in to administer the meeting list. Only Meeting List Administrators use this site.

Log in by entering your login ID and password (for the purpose of this workshop, all the passwords are "gnyr-bmlt"), then press the "Log In" button.

We'll provide test logins on the GNYR "Sandbox" server for you. These are the same login IDs (but different passwords) as those used in the "live" Root Server.

LOGGING IN

The available accounts are:

| Login ID | Description |
|--|--|
| Greater New York Region: | |
| bkasc_admin | Brooklyn ASC Admin |
| bxasc_admin | Bronx ASC Admin |
| eliasc_admin | Eastern Long Island ASC Admin |
| kbasc_admin | Kings Bay ASC Admin |
| lhvasc_admin | Lower Hudson Valley ASC Admin |
| masc_admin | Manhattan ASC Admin |
| nycasc_admin | New York City ASC Admin |
| oasc_admin | Open Arms ASC Admin |
| rasc_admin | Rockland ASC Admin |
| sasasc_admin | Suffolk ASC Admin |
| siasc_admin | Staten Island ASC Admin |
| wasc_admin | Westchester ASC Admin |
| Greater New York Region (Special Accounts): | |
| gnyr-helpline | Special Login for GNYR Helpline (Observer) |
| gnyr_editor | Special Login for GNYR Auxiliary Editor |
| Eastern New York Region: | |
| nasc_admin | Nassau ASC Admin |
| qasc_admin | Queens ASC Admin |
| ssasc_admin | Simply Spiritual ASC Admin |
| wqasc_admin | Western Queens ASC Admin |

ABCD Region:

| | |
|-----------------|-------------------------------|
| arasc_admin | Albany-Rensselaer Area Admin |
| brkshrasc_admin | Berkshire ASC Admin |
| gmasc_admin | Green Mountain ASC Admin |
| mhasc_admin | Mid-Hudson ASC Admin |
| mhrasc_admin | Mohawk River ASC Admin |
| sardasc_admin | Southern Adirondack ASC Admin |

Once you have logged in, you will be presented with the following screen (Click on a link to open another screen):

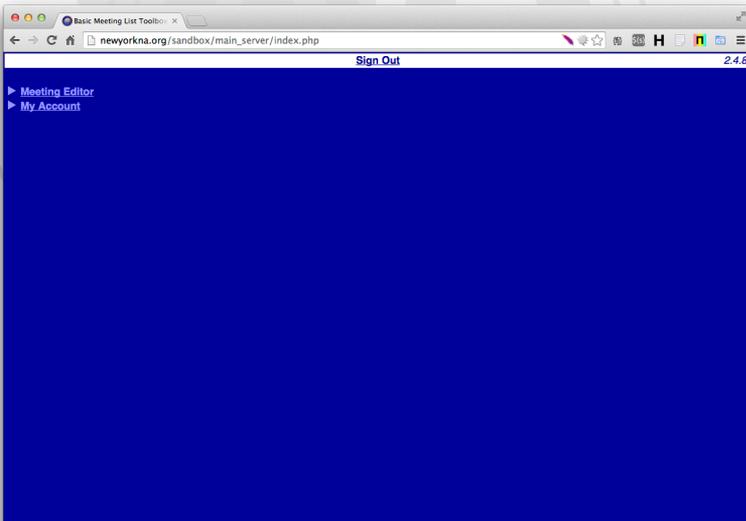


Fig. 2: The Initial Screen Seen By Most ASC Admins

Login Sessions

Once you log in, the site will remember you until you either close your browser, or choose the "SIGN OUT" link at the top of the page.

For security reasons, your login is not remembered between browser sessions, so you will need to log in each time you access the Root Server.

Restricted Capabilities

One of the features of the Meeting List Database, is that each login is only allowed certain functionality and certain access.

This is how we can host information for many Service bodies, without worrying about them stepping on each others' toes.

Once you have logged in, you will only be shown the capabilities allowed for your login user, and will only be allowed to edit meetings that comprise your Service body.

If you have concerns about issues that cross Service body lines (for example, if a meeting changes its ASC affiliation), then you should contact your RSC Administrator or the Server Administrator.

MY ACCOUNT

If you open the “My Account” link, you will be presented with this screen:

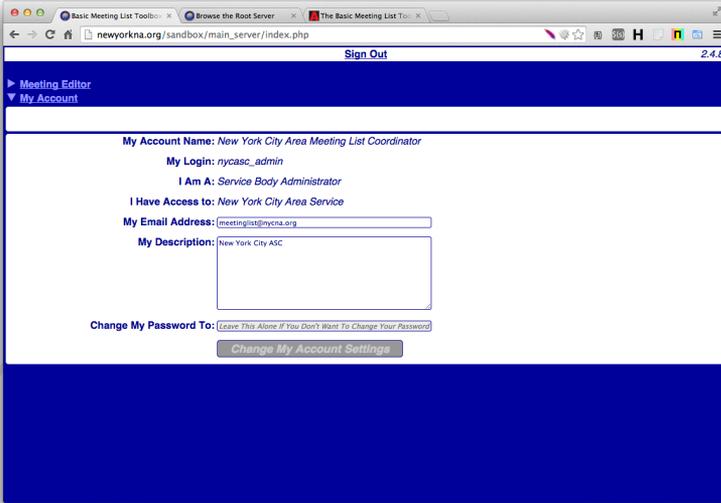


Fig. 3: The “My Account” Screen

This screen allows you to change your password, which is the only data that is currently used. It’s a good idea to keep your email address current, but it doesn’t actually matter too much, as the Regional Administrator gets emails sent from meetings (more on this later).

If you ever forget your password, get in touch with your Server Administrator. *Chris M. is the Server Administrator*. Password resets can only be done by your BMLT Root Server Administrator.

It is a good idea for each Region to set up default passwords, and not change these. That way, the Regional Servant can reset the password when ASC Administrators change.

EDITING MEETINGS

The top link (“Meeting Editor”) is the “big one.” That’s where you’ll be spending most of your time.

If you open that link, you will get the following screen:

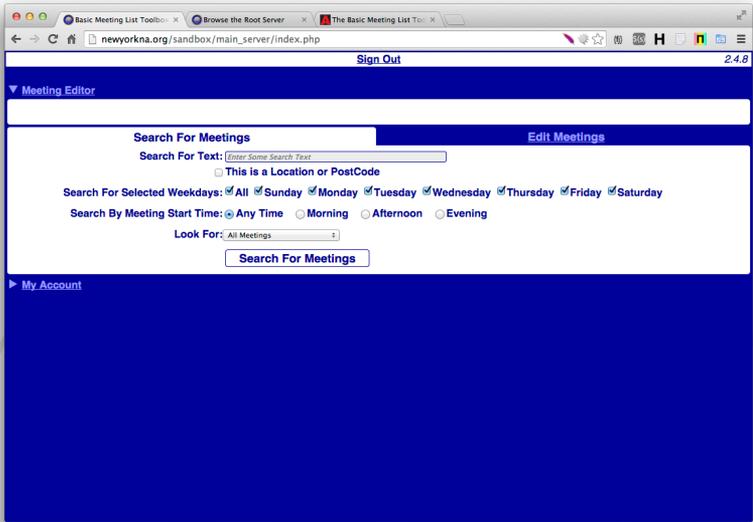


Fig. 4: The Meeting Editor

The meeting Editor Screen has two parts: The Meeting Search, and the Meeting Editor.

The Meeting Search

The Meeting Search is pretty much exactly what it sounds like. It's a basic search, so you can quickly find the meeting that you are looking for.

Text Search

You can search for text in meetings (This is often used to search for meetings by name). Just type in some text, and leave the "This is a location or postcode" checkbox unchecked.

The search will look for occurrences of that text (or something that sounds like it) in the database, and return the results.

Location Search

If you type in some text, and check the "This is a location or postcode" checkbox, you will start a location search. The text can be any address. In fact, if you just type in a zip code, that will do (in this regard, it is exactly like the standard location search).

The results will be the same as if you did a map location search, but there will be no map display.

Meeting ID Trick

You can search for specific meetings by meeting IDs (not the World IDs; rather, the IDs assigned by the Root Server).

Simply type in one or more numbers (if more than one, separate by comma).

Only the meetings identified by the IDs will be returned.

Weekdays and Start Time

You can refine the search by what weekdays the meeting gathers, and a general part of the day the meeting starts.

“Published” and “Unpublished” Meetings

The “Look For” popup allows you to search for only “published” meetings, only “unpublished” meetings, or both.

The concept of “published” and “unpublished” meetings is useful for meetings that are “resting,” or that have not been permanently closed.

Examples might be seasonal meetings on beaches or in parks, meetings that are changing venues, or meetings closed due to some temporary disturbance, such as storm or fire damage to the facility.

In these cases, you want to be able to “pause” the meeting, and you don’t want to report the meeting as deleted to NAWS.

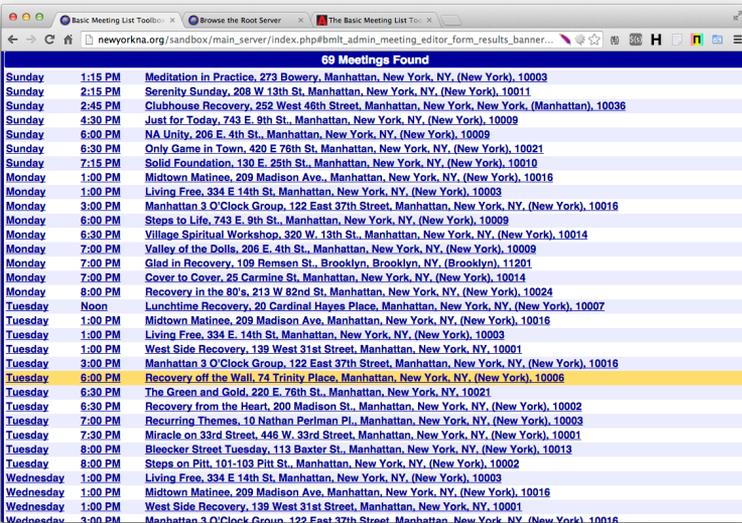
You mainly want it to stop appearing in the local meeting lists.

“Unpublishing” a meeting will do this.

Unfortunately, NAWS has no facility to reflect “unpublished” meetings, so “unpublished” meetings will continue to appear in NAWS searches.

The Meeting Editor

After a search, you will be sent to this screen:



| 69 Meetings Found | | |
|-------------------|---------|---|
| Sunday | 1:15 PM | Meditation in Practice, 273 Bowery, Manhattan, New York, NY, (New York), 10003 |
| Sunday | 2:15 PM | Serenity Sunday, 208 W 13th St, Manhattan, New York, NY, (New York), 10011 |
| Sunday | 2:45 PM | Clubhouse Recovery, 252 West 46th Street, Manhattan, New York, New York, (Manhattan), 10036 |
| Sunday | 4:30 PM | Just for Today, 743 E. 9th St., Manhattan, New York, NY, (New York), 10009 |
| Sunday | 6:00 PM | NA Unity, 208 E. 4th St., Manhattan, New York, NY, (New York), 10009 |
| Sunday | 6:30 PM | Only Game in Town, 420 E 76th St, Manhattan, New York, NY, (New York), 10021 |
| Sunday | 7:15 PM | Solid Foundation, 130 E. 29th St., Manhattan, New York, NY, (New York), 10010 |
| Monday | 1:00 PM | Midtown Matinee, 209 Madison Ave., Manhattan, New York, NY, (New York), 10016 |
| Monday | 1:00 PM | Living Free, 334 E. 14th St, Manhattan, New York, NY, (New York), 10003 |
| Monday | 3:00 PM | Manhattan 3 O'Clock Group, 122 East 37th Street, Manhattan, New York, NY, (New York), 10016 |
| Monday | 6:00 PM | Steps to Life, 743 E. 9th St., Manhattan, New York, NY, (New York), 10009 |
| Monday | 6:30 PM | Village Spiritual Workshop, 320 W. 13th St., Manhattan, New York, NY, (New York), 10014 |
| Monday | 7:00 PM | Valley of the Dolls, 206 E. 4th St., Manhattan, New York, NY, (New York), 10009 |
| Monday | 7:00 PM | Glad in Recovery, 109 Remsen St., Brooklyn, Brooklyn, NY, (Brooklyn), 11201 |
| Monday | 7:00 PM | Cover to Cover, 25 Carmine St, Manhattan, New York, NY, (New York), 10014 |
| Monday | 8:00 PM | Recovery in the 80's, 213 W 82nd St, Manhattan, New York, NY, (New York), 10024 |
| Tuesday | Noon | Lunchtime Recovery, 20 Cardinal Hayes Place, Manhattan, New York, NY, (New York), 10007 |
| Tuesday | 1:00 PM | Midtown Matinee, 209 Madison Ave., Manhattan, New York, NY, (New York), 10016 |
| Tuesday | 1:00 PM | Living Free, 334 E. 14th St, Manhattan, New York, NY, (New York), 10003 |
| Tuesday | 1:00 PM | West Side Recovery, 139 West 31st Street, Manhattan, New York, NY, 10001 |
| Tuesday | 3:00 PM | Manhattan 3 O'Clock Group, 122 East 37th Street, Manhattan, New York, NY, (New York), 10016 |
| Tuesday | 6:00 PM | Recovery off the Wall, 74 Trinity Place, Manhattan, New York, NY, (New York), 10006 |
| Tuesday | 6:30 PM | The Green and Gold, 220 E. 76th St., Manhattan, New York, NY, 10021 |
| Tuesday | 6:30 PM | Recovery from the Heart, 200 Madison St., Manhattan, New York, NY, (New York), 10002 |
| Tuesday | 7:00 PM | Recurring Themes, 10 Nathan Perlmam Pl., Manhattan, New York, NY, (New York), 10003 |
| Tuesday | 7:30 PM | Miracle on 33rd Street, 448 W. 33rd Street, Manhattan, New York, NY, (New York), 10001 |
| Tuesday | 8:00 PM | Bleecker Street Tuesday, 113 Baxter St., Manhattan, New York, NY, (New York), 10013 |
| Tuesday | 8:00 PM | Steps on Pitt, 101-103 Pitt St., Manhattan, New York, NY, (New York), 10002 |
| Wednesday | 1:00 PM | Living Free, 334 E. 14th St, Manhattan, New York, NY, (New York), 10003 |
| Wednesday | 1:00 PM | Midtown Matinee, 209 Madison Ave., Manhattan, New York, NY, (New York), 10016 |
| Wednesday | 1:00 PM | West Side Recovery, 139 West 31st Street, Manhattan, New York, NY, 10001 |
| Wednesday | 3:00 PM | Manhattan 3 O'Clock Group, 122 East 37th Street, Manhattan, New York, NY, (New York), 10016 |

Fig. 5: The Meeting Editor With Search Results

The search results are displayed as a table of clickable links, each representing one meeting. Don't worry about the tabs and buttons above the results.

The search results are sorted by weekday first, then by time.

“Unpublished” Meetings

Note the orange line. That is an “unpublished” meeting.

“Unpublished” meetings don't show up in regular searches (only you, as an admin, can see them). The meeting is not deleted from the database, and is not reported to NAWs as deleted. You can easily “republish” a meeting by simply clicking a checkbox.

“Unpublished” meetings always display with an orange background, and never show up in normal searches.

Editing An Existing Meeting

You edit a meeting by clicking on the link that represents that meeting. The link will cause the meeting editor to open up:

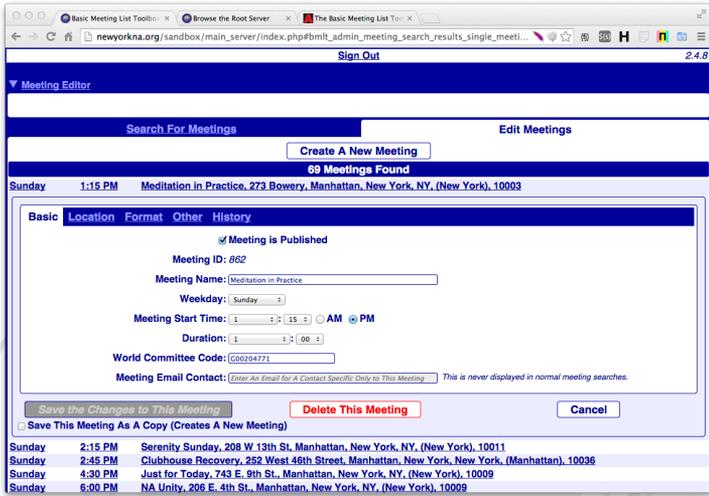


Fig. 6: A Meeting Opened Up For Editing

There are 5 available tabs along the top of the editor: "Basic," "Location," "Format," "Other" and "History." We will explain each one in detail.

There are 3 buttons along the bottom of the editor: "Save The Changes to This Meeting," "Delete This Meeting" and "Cancel."

"Cancel" simply closes the editor without applying any changes. If you have made changes, you will be asked if you wish to save them.

"Delete This Meeting" deletes the meeting. You will be asked if you want to do this. Please note that "Delete" is different from unchecking the "Meeting Is Published" checkbox. The meeting will be deleted, and you will need to re-create it if you want to re-establish the meeting after you deleted it.

NAWS will also be notified that the meeting was deleted during the next NAWS synchronization (more on that later).

The “Save The Changes to This Meeting” button will be greyed out (inactive) unless you make changes to the meeting. If you make a change, then the button will become active. Pressing the button immediately commits the changes you have made, so you will be able to see the results right away.

Underneath this button is a checkbox, called “Save This Meeting As A Copy (Creates A New Meeting).” If you check this, the “Save The Changes to This Meeting” button activates, and changes its text to “Save This As A New Meeting.”

This is how you can easily create multiple instances of a meeting (for example, a meeting that gathers every weekday at noon).

If you save it as a copy, the editor closes, and a new copy of the meeting is immediately created.

Since it is immediately created, you should make sure that you have made all the changes that you want before pressing that button (alternatively, you can “unpublish” the meeting first, then go back and edit it at your leisure).

In the following pages, we’ll go over the five tabs in greater detail.

First, we’ll give a basic outline of each tab, then go through a fictional administrative process with some meetings.

The “Basic” Tab

This is the tab that is selected when you first open a meeting for editing. These are some basic properties of the meeting.



The screenshot shows the 'Basic' tab of a meeting editor. The interface includes a navigation bar with 'Basic', 'Location', 'Format', 'Other', and 'History'. The main content area contains several fields and controls, each marked with a red circle and a number from 1 to 8:

- 1: A checked checkbox labeled 'Meeting is Published'.
- 2: A text field for 'Meeting ID: 862'.
- 3: A text entry box for 'Meeting Name: Meditation in Practice'.
- 4: A dropdown menu for 'Weekday: Sunday'.
- 5: A time selection area for 'Meeting Start Time' with a radio button for 'AM' and a selected radio button for 'PM'.
- 6: A time selection area for 'Duration: 1:00'.
- 7: A text entry box for 'World Committee Code: G00204771'.
- 8: A text entry box for 'Meeting Email Contact' with a placeholder text 'Enter An Email for A Contact Specific Only to This Meeting' and a note 'This is never displayed in normal meeting searches.'

Fig. 7: The Basic Meeting Editor Tab

The tab elements are (see the red numbers):

1. Meeting is Published Checkbox
If this is checked, the meeting will show up in regular searches and synchronizations with NAWS.
2. Meeting ID Display (Cannot be Edited)
This is the BMLT ID assigned to the meeting. It is internal to this server (NAWS doesn't care about it). You should enter this number in searches if you are looking for meetings by ID.
3. Meeting Name Text Entry Box
This is simply the name of the meeting.
4. Weekday Popup Menu
This is the day of the week the meeting gathers.
5. Meeting Start Time Popup Menus and Radio Buttons
Use these to set the time of day the meeting starts. The time is given in standard *Ante Meridian* (AM/PM) format.
6. Duration Popup Menus
This is how long the meeting lasts (hours/minutes).
7. World Committee Code Text Entry Box
This is the NAWS ID (Committee Code) for this meeting. This is how NAWS knows about the meeting.
8. Meeting Email Contact Text Entry Box
Email contact (rarely useful).

The Location Tab

The next tab allows you to establish the location of the meeting. It is necessarily more complex than the Basic tab, and will take a bit longer to explain.

The screenshot shows a web application interface with a blue header bar containing tabs: "Basic", "Location", "Format", "Other", and "History". The "Location" tab is active. Below the header is a "Location Map" section with a red circle 1 next to a right-pointing arrow. The main area contains several text input fields and a button, each with a red circle number next to it:

- Longitude: [-73.99246931076] (2)
- Latitude: [40.724104031671] (2)
- Set Longitude and Latitude to Address (3)
- Location: [Houston St. Center/University Settlement] (4)
- Extra Info: [@ Houston St. check at front desk for room number] (5)
- Street Address: [273 Bowers] (6)
- Neighborhood: [Lower East Side] (7)
- Borough/City Subsection: [Manhattan] (8)
- City/Town: [New York] (9)
- County/Sub-Province: [New York] (10)
- State/Province: [NY] (11)
- Zip Code/Postal Code: [10003] (12)
- Nation: [USA] (13)

Fig. 8: The Location Tab (With the Map Closed)

The elements of this screen are (see the red numbers):

1. The Map Link
This link will present an interactive map, showing the location of the meeting. We'll discuss this in detail later.
2. The Longitude and Latitude Text Entry Boxes
The meeting location is described by very precise longitude and latitude coordinates. These boxes contain those coordinates. You will seldom need to actually edit the text in these, as you will find out.
3. The Set Longitude and Latitude To Address Button
This button will do a lookup on the address specified in the next few text boxes, and will attempt to generate a longitude and latitude from the lookup. It will set the calculated longitude/latitude coordinates into the Longitude and Latitude Text Entry Boxes.
4. The Location Name Text Entry Box
This is basically the name of the location (usually a building name), such as "Local Community Center," or "St. Marks Place."
5. The Extra Location Info Text Entry Box

This is where you would add extra location/direction tips, such as "Third right after the intersection," or "Classroom on third floor."

6. The Street Address Text Entry Box

This is the basic street number and street name, such as "123 Main Street."

7. The Neighborhood Text Entry Box

In this box, you can add neighborhood information, such as "West Village," or "Jamaica."

8. The Borough Text Entry Box

This is the city subsection, or borough. Different towns have different definitions of this. However, New York City has five distinct boroughs: Brooklyn, Bronx, Manhattan, Queens and Staten Island.

Boroughs generally have a legal status, and are less casual than neighborhoods.

Boroughs are not counties, although they will often share borders with counties.

Boroughs are **NOT** towns, although post offices will often allow them to be used in place of towns.

9. The Town Text Entry Box

This is the city or town. In the case of New York City, the town is "New York."

10. The County Text Entry Box

This is the state county, such as Suffolk, Richmond (Staten Island), Nassau or Queens.

11. The State Text Entry Box

This is the state. We are usually best off using the 2-letter state designation, such as "NY" or "MA."

12. The Zip Code Text Entry Box

This is the postal code. It is optional, but helpful.

13. The Nation Text Entry Box

This is optional. If used, we are best off using "USA."

Location Map

If you select the “Location Map” link, the top of the screen will open into a fully interactive Google Map. Note that the Longitude and Latitude Text Entry boxes, disappear when the map appears, and the “Set Longitude and Latitude To Address” button is replaced by a “Set Map To Address” button (Red “1”):

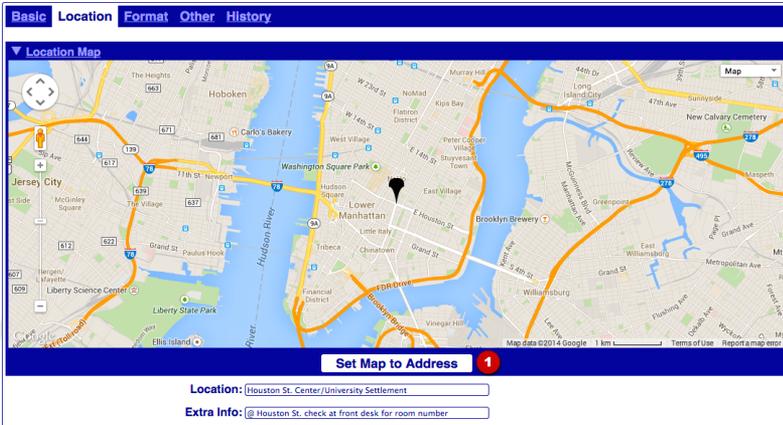


Fig. 9: The Location Tab (With the Map Open)

The black marker denotes the location of the meeting. It is extremely precise. You can switch the map to satellite view, zoom in, and actually place the marker directly at the entrance to the meeting. If you press the “Set Map To Address” button, the map will place the black marker according to the address.

You can even see the Google Street View in the map:

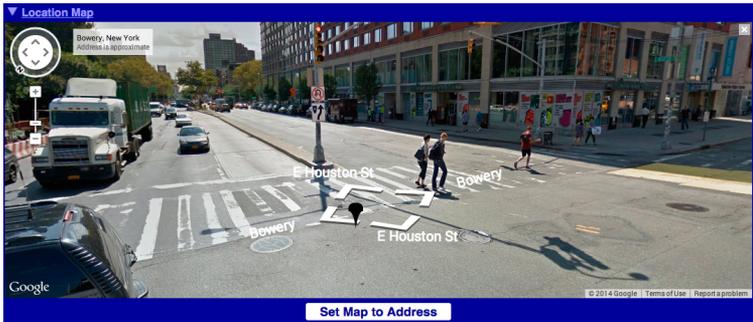


Fig. 10: Street View in the Map

Addresses and Maps

For many reasons, which are a long story, we separate the longitude and latitude from the address. They do not automatically update each other.

This means that, when you change the address, the map will **NOT** automatically change to match the address, or, if you move the marker in the map (or change the Longitude and Latitude), the address will not change.

A common issue is that people enter the address, but forget to set the map location.

You'll need to remember to click on the "Set Longitude and Latitude to Address" button after entering or updating your address, or, if the map is open, you'll need to click on the "Set Map to Address" button.

99% of the time, this is sufficient. However, it's always a good idea to open the map, and make sure that it's pointing to the correct location. You may also want to "fine tune" the location, like select a beach pavilion, or building entrance.

Counties, Towns and Boroughs

It's very important to make sure that these fields are set correctly. They frequently get mixed up, and that can cause problems with our printed meeting lists.

Boroughs or Counties

First, every location needs to have its County or Borough field set. The GNYR Printed lists needs to have one or the other in order to sort meetings.

New York City, and its five boroughs, is the only place where we will use the Borough field. It can be left blank for locations outside the city.

For New York City, however, it is critical to make sure this field is correctly filled.

A Borough is not a town, and it should not be entered in the Town field. The Town field should always be "New York."

The boroughs do correspond to counties (New York, for Manhattan, Kings, for Brooklyn, Bronx, for the Bronx, Richmond, for Staten Island, and Queens for Queens).

It's OK, but not required, to fill the County field if you have the Borough field filled out.

For areas outside the City, it is important to make sure that the County field is accurately filled.

Here's a tip: If you are not sure what county a town is in, simply look it up in Wikipedia:

<http://wikipedia.org>

The resulting entry will mention the county.

The Address Field

When entering the street address, you should keep in mind that it needs to be succinct and give the best guidance possible to people looking for the meeting. It is not a mailing address. The location search uses the Longitude and Latitude, and ignores the address.

Most of the time, the simple street address is best ("*123 Main Street*"). However, you may sometimes want to enter the address as an intersection, such as "*Corner of Main Street and First Avenue.*"

If you will be entering more descriptive information (for example, "*The Red Brick Building Next to the Gas Station*"), you are best off using the Extra Location Info field. You want the contents of the Street Address field to be something that someone could enter into a GPS unit.

The State Field

What goes in here is not super-critical (it should, however, be accurate). That said, we are best off using the short state designator that we would use for sending mail ("*NY*" for New York).

The Zip Code Field

This is completely optional, but it does help to improve the accuracy of some GPS devices.

The Nation Field

This is optional (it defaults internally to "*USA*"). If we do enter something here, it should be "*USA.*"

The Format Tab

The third tab is used to assign meeting formats. The GNYR Root Server has a wide range of formats that can be applied to meetings. These are all displayed when selecting the tab:

| Basic | Location | Format | Other | History | | |
|------------------------------|----------|--|---------------------------------------|---|------------------------------|--|
| <input type="checkbox"/> B | | <input type="checkbox"/> <i>Beginners</i> | <input type="checkbox"/> BL | <input type="checkbox"/> <i>Bi-Lingual</i> | <input type="checkbox"/> BT | <input type="checkbox"/> <i>Basic Text</i> |
| <input type="checkbox"/> C | | <input type="checkbox"/> <i>Closed</i> | <input type="checkbox"/> CH | <input type="checkbox"/> <i>Closed Holidays</i> | <input type="checkbox"/> CL | <input type="checkbox"/> <i>Candlelight</i> |
| <input type="checkbox"/> CS | | <input type="checkbox"/> <i>Children under Supervision</i> | <input checked="" type="checkbox"/> D | <input type="checkbox"/> <i>Discussion</i> | <input type="checkbox"/> ES | <input type="checkbox"/> <i>Espanol</i> |
| <input type="checkbox"/> GL | | <input type="checkbox"/> <i>Gay/Lesbian/Transgender</i> | <input type="checkbox"/> IL | <input type="checkbox"/> <i>Illness</i> | <input type="checkbox"/> IP | <input type="checkbox"/> <i>Informational Pamphlet</i> |
| <input type="checkbox"/> IW | | <input type="checkbox"/> <i>It Works -How and Why</i> | <input type="checkbox"/> JT | <input type="checkbox"/> <i>Just for Today</i> | <input type="checkbox"/> M | <input type="checkbox"/> <i>Men</i> |
| <input type="checkbox"/> NC | | <input type="checkbox"/> <i>No Children</i> | <input type="checkbox"/> O | <input checked="" type="checkbox"/> <i>Open</i> | <input type="checkbox"/> PI | <input type="checkbox"/> <i>Pitch</i> |
| <input type="checkbox"/> RF | | <input type="checkbox"/> <i>Rotating Format</i> | <input type="checkbox"/> RR | <input type="checkbox"/> <i>Round Robin</i> | <input type="checkbox"/> SC | <input type="checkbox"/> <i>Surveillance Cameras</i> |
| <input type="checkbox"/> SD | | <input type="checkbox"/> <i>Speaker/Discussion</i> | <input type="checkbox"/> SG | <input type="checkbox"/> <i>Step Working Guide</i> | <input type="checkbox"/> SL | <input type="checkbox"/> <i>ASL</i> |
| <input type="checkbox"/> So | | <input type="checkbox"/> <i>Speaker Only</i> | <input type="checkbox"/> St | <input type="checkbox"/> <i>Step</i> | <input type="checkbox"/> Tl | <input type="checkbox"/> <i>Timer</i> |
| <input type="checkbox"/> To | | <input checked="" type="checkbox"/> <i>Topic</i> | <input type="checkbox"/> Tr | <input type="checkbox"/> <i>Tradition</i> | <input type="checkbox"/> TW | <input type="checkbox"/> <i>Traditions Workshop</i> |
| <input type="checkbox"/> W | | <input type="checkbox"/> <i>Women</i> | <input type="checkbox"/> WC | <input checked="" type="checkbox"/> <i>Wheelchair</i> | <input type="checkbox"/> YP | <input type="checkbox"/> <i>Young People</i> |
| <input type="checkbox"/> OE | | <input type="checkbox"/> <i>Open-Ended</i> | <input type="checkbox"/> BK | <input type="checkbox"/> <i>Book Study</i> | <input type="checkbox"/> NS | <input type="checkbox"/> <i>No Smoking</i> |
| <input type="checkbox"/> Ag | | <input type="checkbox"/> <i>Agnostic</i> | <input type="checkbox"/> FD | <input type="checkbox"/> <i>Five and Dime</i> | <input type="checkbox"/> AB | <input type="checkbox"/> <i>Ask-it-Basket</i> |
| <input type="checkbox"/> ME | | <input type="checkbox"/> <i>Meditation</i> | <input type="checkbox"/> RA | <input type="checkbox"/> <i>Restricted Attendance</i> | <input type="checkbox"/> QA | <input type="checkbox"/> <i>Question and Answer</i> |
| <input type="checkbox"/> CW | | <input type="checkbox"/> <i>Children Welcome</i> | <input type="checkbox"/> CP | <input type="checkbox"/> <i>Concepts</i> | <input type="checkbox"/> FIN | <input type="checkbox"/> <i>Finish</i> |
| <input type="checkbox"/> ENG | | <input type="checkbox"/> <i>English speaking</i> | <input type="checkbox"/> PER | <input type="checkbox"/> <i>Persian</i> | <input type="checkbox"/> L/R | <input type="checkbox"/> <i>Lithuanian/Russian</i> |
| <input type="checkbox"/> WEB | | <input type="checkbox"/> <i>Online Meeting</i> | <input type="checkbox"/> LC | <input type="checkbox"/> <i>Living Clean</i> | | |

Fig. 11: The Format Tab

Format assignment is pretty straightforward. Each format is described briefly, and shows the code we use in our key.

If a format is assigned to a meeting, the checkbox for that format is checked. In order to assign a format, check the box, or uncheck it to remove a format from a meeting.

Synchronizing Formats to NAWS

Quick Note: Not all of these formats will map directly to NAWS. They have a much more restricted set of formats, but the basic ones, like Open, Closed, Step, Book Study, etc. will be translated to them. Formats of which they are not aware will simply not appear on the NAWS site.

NAWS knows about: O, C, B, BT, CL, D, ES, L/R, FI, PER, WC, GL, IP, IW, JT, M, W, RF, SD, SG, So, SD, To, Tr, TW, YP, BK, AB, ME, RA, QA, CW, CP and LC.

Some of these (like TW and Tr) will all map to the same code on the NAWS site.

The Other Tab

This tab contains other fields associated with meetings:

| Basic | Location | Format | Other | History |
|--|----------|--------|-------|---------|
| Bus Lines <input type="text"/> Enter Some Text or a Number | | | | |
| Comments <input type="text"/> Silent Meditation | | | | |
| Contact 1 Email <input type="text"/> Enter Some Text or a Number <small>This is never displayed in normal meeting searches.</small> | | | | |
| Contact 2 Email <input type="text"/> Enter Some Text or a Number <small>This is never displayed in normal meeting searches.</small> | | | | |
| Contact 1 Name <input type="text"/> Enter Some Text or a Number <small>This is never displayed in normal meeting searches.</small> | | | | |
| Contact 2 Name <input type="text"/> Enter Some Text or a Number <small>This is never displayed in normal meeting searches.</small> | | | | |
| Contact 1 Phone <input type="text"/> Enter Some Text or a Number <small>This is never displayed in normal meeting searches.</small> | | | | |
| Contact 2 Phone <input type="text"/> Enter Some Text or a Number <small>This is never displayed in normal meeting searches.</small> | | | | |
| Train Lines <input type="text"/> Enter Some Text or a Number | | | | |
| Zone <input type="text"/> Enter Some Text or a Number | | | | |

Fig. 12: The Other Tab

The field that you will probably use the most is "Comments." This allows you to enter some comments that will be shown in the meeting on the Web site or in the printed list. These can be anything (and are usually used for meeting format notes).

You should keep them short, as we have limited space in the printed meeting list.

The "Bus Line" and "Train Line" fields may be useful for New York City boroughs.

Some of the fields in the Other Tab will never be displayed in regular searches, and they are noted as such.

These are used to assign contact information for the meetings (we don't use these in GNYR, but other Regions use them). If a meeting had contact information, this would be visible to a special login for the Helpline committee.

We don't use the "Zone" field.

The History Tab

This tab displays a list of the last five edits made to the meeting.

| Basic | Location | Format | Other | History |
|--|----------|--------|-------|---------|
| 2:20 PM, September 8 2013 by New York City Area Meeting List Coordinator The meeting start time was changed from "12:30" to "13:15". | | | | |
| 4:13 PM, April 1 2011 by New York City Area Meeting List Coordinator Location Information was changed from "@ Houston St. Get room # from front desk" to "@ Houston St. check at front desk for room number". | | | | |
| 4:12 PM, April 1 2011 by New York City Area Meeting List Coordinator Location was changed from "University Settlement/UMCA" to "Houston St. Center/University Settlement". Location Information was changed from "@ Houston St. Get room location from front desk" to "@ Houston St. Get room # from front desk". | | | | |
| 5:27 PM, March 1 2011 by New York City Area Meeting List Coordinator Location Information was changed from "Get room location from front desk" to "@ Houston St. Get room location from front desk". Street Address was changed from "273 Bowery @ Houston St" to "273 Bowery". | | | | |

Fig. 13: The History Tab

Currently, these are informational only. In the future, we may offer more functionality here.



Creating A New Meeting

At the top of the "Edit Meetings" screen, there will be a button, labeled "Create A New Meeting":



Fig. 14: The Create A New Meeting Button

Clicking this button will open up a screen that looks almost exactly like the standard Meeting Editor:

A screenshot of the "Create A New Meeting" form. The form has a light green border and a dark blue header bar with the text "Create A New Meeting". Below the header bar is a tabbed interface with four tabs: "Basic", "Location", "Format", and "Other". The "Basic" tab is selected. The form contains several fields: a checkbox labeled "Meeting is Published" (unchecked), a text input field for "Meeting Name" with a placeholder "Enter A Meeting Name", a "Weekday" dropdown menu set to "Monday", a "Meeting Start Time" field with a time picker (8:30 AM) and radio buttons for AM and PM, a "Duration" field with a time picker (1:30), a text input field for "World Committee Code" with a placeholder "Enter A World Committee Code", and a text input field for "Meeting Email Contact" with a placeholder "Enter An Email For A Contact Specific Only to This Meeting" and a note "This is never displayed in normal meeting searches." At the bottom of the form are two buttons: "Save This As A New Meeting" and "Cancel".

Fig. 15: The Create A New Meeting Screen

The main difference between this screen and the standard meeting editor screen, is that there is no "History" tab (as there is no need for that), and there is no "Delete" button.

You fill this out exactly as if you were editing an existing meeting.

NOTE: When a meeting is initially created, it will be unpublished (orange background) by default. Keep this in mind.

COORDINATING WITH NAWS

One of the most important benefits of the BMLT, is that keeping the NA World Services database up to date is a great deal easier than without it.

The developers of the BMLT have coordinated an exchange format with NAWS so the Regional Administrators can send a dump of the database to NAWS.

As an ASC Meeting List Administrator, you don't have to worry about this. The RSC Admin will take care of it.

Working With NAWS' Response:

After the RSC Admin sends the updated file to NAWS, they will receive a response, containing new and/or changed World Committee Codes for Groups.

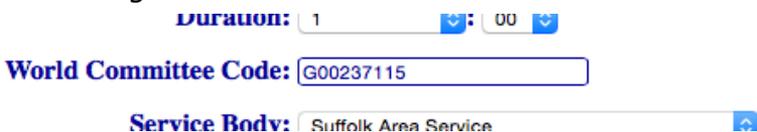
In some cases, the RSC Admin may simply make the changes themselves. In other cases, they may send you the list, and ask you to make the changes.

IT IS IMPORTANT TO MAKE THESE CHANGES!

The World Committee Code is how World knows about your meetings. If these are not kept accurate, then your ASC will not be synchronized properly with World.

The World Committee Code will generally look like "Gnnnnnnnn", where "nnnnnnnn" is an 8-digit number that represents your Group (it is possible to have the same World Committee Code applied to multiple meetings held by the same Group).

You need to edit the World Committee Code Field in the Meeting Editor:



The screenshot shows a portion of a web form. At the top, there is a 'Duration' field with a dropdown menu set to '1' and a '00' field with a dropdown menu. Below this is the 'World Committee Code' field, which is a text input box containing the value 'G00237115'. Underneath that is the 'Service Body' field, which is a dropdown menu currently showing 'Suffolk Area Service'.

Fig. 16: The World Committee Code Field

PRINTED MEETING LISTS

One of the more important aspects of the Greater New York Region Meeting List, is that we can automatically produce printed meeting lists directly from the Root Server (no need to create a file in a word processor or page layout program, first).

The Web site will produce PDF (Adobe Acrobat) files. These can be sent directly to the printer for output.

Printed meeting lists generated by the Root Server are always 100% accurate at the time of download.

Here are the current lists produced by the GNYR Web Site:

Brooklyn (Produced by Kings Bay ASC):

<http://newyorkna.org/printed-list-kings-bay>

Open Arms ASC:

<http://newyorkna.org/printed-list-open-arms>

Manhattan (Produced by Both Manhattan and NYC ASC):

<http://newyorkna.org/printed-list-manhattan>

Long Island (Produced by the Eastern Long Island ASC):

<http://newyorkna.org/printed-list-eli>

Long Island (Produced by the Simply Spiritual ASC):

<http://newyorkna.org/printed-list-ssa>

Long Island (Produced by the Suffolk ASC):

<http://newyorkna.org/printed-list-sasna>

Queens (Produced by the Western Queens ASC):

<http://newyorkna.org/printed-list-western-queens>

GNYR Internal (Needs to be combined with other files):

<http://newyorkna.org/printed-list-gnyr-internal>

ENYR Internal (Needs to be combined with other files):

<http://newyorkna.org/printed-list-enyr-internal>

SUMMARY

Hopefully, this workshop and guide has been useful to you, in helping you to understand the Greater New York Region Meeting List Server and the process of administering it.

You have a very important job. Accurate meeting lists are a life-and-death matter.

Hopefully, you will have seen that maintaining these lists isn't a particularly difficult job.

One of the things that can help you to appreciate the difference that you make, is to ask new people in meetings (even if they are old NA members visiting from out of town) how they found the meeting.

It's almost certain that they found it because of the work that **YOU** do.

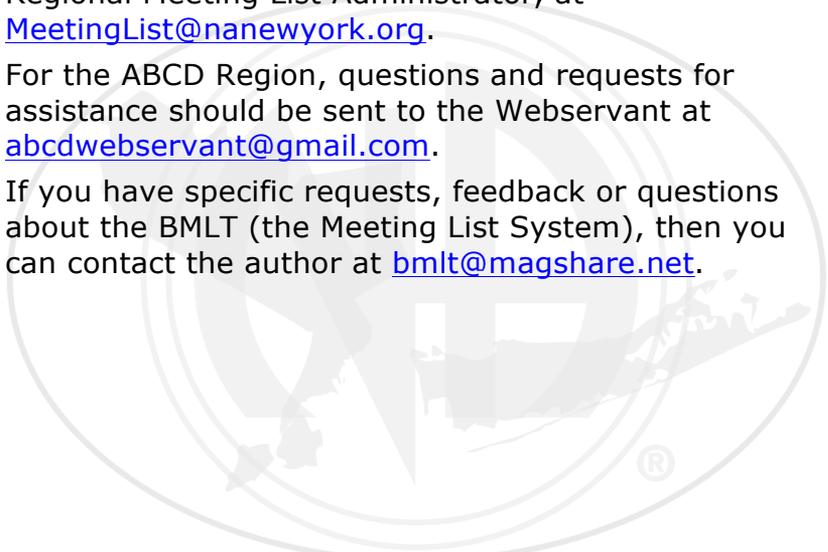
CONTACTS

If you have requests for help or feedback for the Greater New York Region Web site and database, then please contact the GNYR Webservant (the Server Administrator) at webchair@newyorkna.org. This contact is also good for the GNYR Meeting List Administrator.

For the Eastern New York Region, questions and requests for assistance should first be sent to the Regional Meeting List Administrator, at MeetingList@nanewyork.org.

For the ABCD Region, questions and requests for assistance should be sent to the Webservant at abcdwebservant@gmail.com.

If you have specific requests, feedback or questions about the BMLT (the Meeting List System), then you can contact the author at bmlt@magshare.net.



GLOSSARY

| | |
|-----------------------------------|---|
| <i>BMLT</i> | B asic M eeting L ist T oolbox. This is the software system that is used to run the Greater New York Region Meeting Search. |
| <i>Root Server</i> | This is the main administrative interface for the meeting search system. It is not used for user searches, but is meant exclusively for administrators, and requires a login. |
| <i>Satellite</i> | Refers to the actual meeting searches on Web sites other than the Root Server. |
| <i>Server Administrator</i> | This is the Trusted Servant that is in charge of the technical operation of the Root Server. This person is the only one that can make changes to Meeting List Administrator accounts (other than the administrator, themselves). |
| <i>Meeting List Administrator</i> | This is a Trusted Servant that has been elected/appointed by an ASC to administer their meetings. The Meeting List Administrator is assigned a login by the Server Administrator, and they log in to add, remove or update meetings for their ASC. |
| <i>Sandbox Server</i> | This is a special Meeting List Server that has been set up as a “practice area” for Meeting List Administrators. It is safe to make mistakes or test theories on this server, as the results are never exposed in regular meeting searches by NA members (or non-NA members). |

APPENDIX A – IMPORTANT LINKS

| | |
|---------------------------------|--|
| <i>Main Root Server URL</i> | http://bmlt.newyorkna.org/main_server/ This is the “live” Greater New York Meeting List Administration Server, and where Meeting List Administrators will log in to make “live” changes to the meeting list. All changes will become immediately implemented in the meeting searches that connect to our server. |
| <i>GNYR Meeting Searches</i> | http://newyorkna.org/meetings/ This is the main page for the various meeting search options on the GNYR Web site. |
| <i>GNYR Mobile Search Page</i> | http://newyorkna.org/meetings/mobile/ This is a special GNYR page that is optimized for mobile phone searches. |
| <i>Sandbox Server URL</i> | http://newyorkna.org/sandbox/main_server/ This is a special “practice area” for Meeting List Administrators. The logins will be the same as with the Main Root Server, and the meeting list will be roughly the same (it may not be completely up to date). Changes made here are not apparent to regular users, as they are not reflected in the regular meeting searches. |
| <i>Sandbox Test Search Page</i> | http://newyorkna.org/meetings/demo-page/ This is a special page on the Greater New York Region site that links to the Sandbox Server (not the Main Root Server), and shows searches that reflect the Sandbox Server. Note that this page is not directly linked from the main site (to avoid confusion). You must use the URL above. |
| <i>Regional Sites</i> | http://newyorkna.org (GNYR) http://nanewyork.org (ENYR) http://abcdrna.org (ABCD) |
| <i>BMLT Site</i> | http://bmlt.magshare.net This is the main Web site for the BMLT system, which is the software we use to run the Meeting Search Database. |
| <i>BMLT “Hit Parade”</i> | http://bmlt.magshare.net/hit-parade/ This is a page that lists all the current implementations of the BMLT (Some of them may surprise you). |

Area Sites

- <http://bronxareana.com> (Bronx ASC)
- <http://bklyna.org> (Brooklyn ASC)
- <http://nycna.org/> (NYC ASC)
- <http://openarmsarea.com> (Open Arms ASC)
- <http://rocklandna.org> (Rockland ASC)
- <http://na-si.org> (Staten Island ASC)
- <http://sasna.org> (Suffolk ASC)
- <http://nassauna.org> (Nassau ASC)
- <http://westernqueensna.org> (Western Queens ASC)
- <http://mahh.org> (Metro Area De Habla Hispana)
- <http://berkshirena.org> (Berkshire ASC)
- <http://gmana.org> (Green Mountain ASC)
- <http://mra-na.org> (Mohawk River ASC)

The NY NA Meetings iOS (iPhone/iPad) App

<https://itunes.apple.com/us/app/ny-na-meetings/id523810848>

This is an iOS (iPhone or iPad) app that is linked directly to the GNYR Root Server. It is the most accurate mobile app for New York.

NA World Services

<http://na.org> (NAWS)

This is the main Web Site for NA World Services.

NAWS Meeting Search

<http://www.na.org/meetingsearch/>

This is a link to the meeting search facility on the NAWS Web site.

The NAWS iOS App

<https://itunes.apple.com/us/app/na-meeting-search/id627643748>

This is an iOS app that NAWS distributes. It links to the NAWS database, which is fairly accurate, but may not always be completely up to date.

The NAWS Android App

<https://play.google.com/store/apps/details?id=org.na.naapp>

This is an app that NAWS distributes for the Android mobile platform. It also links to the NAWS database.

