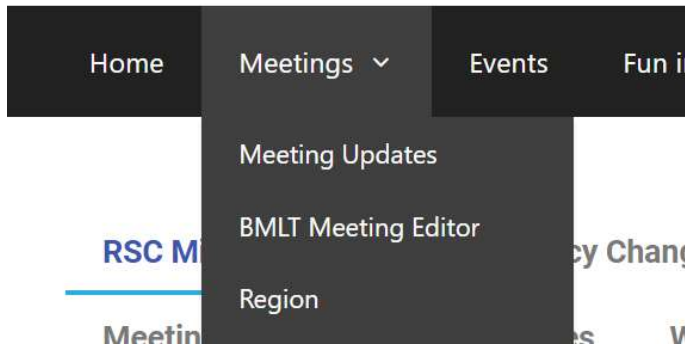We use the Basic Meeting List Toolbox (BMLT) to populate our website and meeting schedules.

You can get to it either by going to the region website and click on the BMLT Meeting Editor link under the Meetings tab.

Or you can bookmark the link and go directly to the site from there. The link is https://bmlt.sezf.org/main_server
You will need credentials to log in, email the webmaster at webadmin@alnwfl.org with the area you are from and your position. If you aren't an RCM of your area your position will need to be validated prior to you receiving the credentials.

Once logged in:

Here you will see a meeting editor link:

Clicking on it expands into this:

*You can filter by day, meeting start time, group name, zip code, published, or non-published meetings.

Click the Search for Meetings button.

Search For Meetings

*At the top of the editor you will see yellowed YAP Data please do not remove these they are connected to the phone line.

Click the meeting you need to edit

<u>Sunday</u>   <u>2:00 PM</u>   <u>Hope for Tomorrow, 1501 3rd Ave. North, Birmingham, AL, (Jefferson), 35203</u>

Basic <u>Location</u> <u>Format</u> <u>Other</u> <u>History</u>

☑ **Meeting is Published**

Meeting ID: *4841*

Meeting Name: Hope for Tomorrow

Weekday: Sunday ▾

Meeting Start Time: 2 ▾ : 00 ▾ ○ **AM** ● **PM**

Duration: 1 ▾ : 00 ▾

World Committee Code: G00100299

Meeting Email Contact: *Enter An Email for A Contact Specific Only to This Meeting*   *This is never displayed in normal meeting searches.*

Save the Changes to This Meeting   **Delete This Meeting**   **Cancel**

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

The ticked ☑ **Meeting is Published** field indicates whether this meeting is active or inactive. If it is not ticked the meeting will not display on the website or the schedules.

Please do not change the World Committee Code. This field is used by na.org to import the changes quarterly.

The Location tab will allow you to input any changes to the address. This field is what Google maps uses to GPS the location.

If the meeting has a specific entrance enter it into the Extra Info field.

Basic **Location** <u>Format</u> <u>Other</u> <u>History</u>

▶ **Location Map**

Longitude: -86.0111155

Latitude: 33.9778965

Location: Trinity Lutheran Church

Extra Info: Entrance in rear of building

Street Address: 1885 Rainbow Drive

Neighborhood: *Enter A Neighborhood (Not Borough or City Subsection)*

Borough/City Subsection: *Enter A Borough or City Subsection (Not Neighborhood)*

City/Town: Gadsden

County/Sub-Province: Etowah ▾

State/Province: AL ▾

Zip Code/Postal Code: 35901

Nation: *Enter The Nation Name*

Schedule when extra info is entered

7:00PM Gift of Desperation, Trinity Lutheran Church, Entrance in rear of building, 1885 Rainbow Drive, Gadsden, AL, 35901 (BT,WC,C,IW,RF,NS) *Speaker at celebrations*

Website when extra info is entered

Gift of Desperation
Trinity Lutheran Church
1885 Rainbow Drive, Gadsden, AL, 35901
Entrance in rear of building

The Format tab allows you to select or unselect the format for that meeting

Basic	Location	**Format**	Other	History

1st ☐	*First Step*		5&D ☐	*Five and Dime*
AB ☐	*Ask-It-Basket*		Ag ☐	*Agnostic*
ASM ☐	*Area Service Meeting*		B ☐	*Beginners*
BK ☐	*Book Study*		BL ☐	*Bi-Lingual*
C ☐	*Closed to Non-Addicts*		C ☐	*Closed*
CD ☐	*Closed Discussion*		CH ☐	*Closed Holidays*
CP ☐	*Concepts*		CPC ☐	*Chairperson Choice*

The Other tab allows you to enter info that pertains to the format of the meeting.

Basic	Location	Format	**Other**	History

Bus Lines Enter Some Text or a Number

Comments Speaker at celebrations

It will display here on the schedules.

7:00PM Breaking Free Group, Episcopal Church-The Epiphany, 1101 Sunset Drive, Guntersville, AL, 35976 (D,WC,C,CL,To,NS) *No meeting July 4th*

It will display here on the website.

7:00 pm - 8:00 pm
Q D,WC,C,CL,To,NS
No meeting July 4th

Breaking Free Group
Episcopal Church-The Epiphany
1101 Sunset Drive, Guntersville, AL, 35976

Once all changes have been made click the Save Changes the to this Meeting button

Save the Changes to This Meeting
☐ **Save This Meeting As A Copy (Creates A New Meeting)**