

Log into the Region website

The screenshot shows the homepage of the Alabama Northwest Florida Region of NA. At the top, there is a dark navigation bar with 'Login' and 'Register' on the left, and 'HELPLINE 256-500-8889', '24 Hours', and 'Email Us' on the right. Below this is a large white section with the title 'Alabama Northwest Florida Region of NA'. A dark navigation bar below the title contains 'Home', 'Meetings', 'Events', 'Fun in the Sun', 'Surrender in the Mountains', and 'Contact Us'. The main content area features a link 'Click here to access the Virtual Meetings' and another 'HELPLINE 256-500-8889' with '24 Hours' and 'Email Us' options. The bottom of the page shows the start of a paragraph: 'The purpose of a REGIONAL SERVICE COMMITTEE (RSC) is to be supportive of'.

You'll be redirected to the Members section of the site

The screenshot shows the 'Members' section of the website. The top navigation bar is dark with 'Logout' on the left and 'HELPLINE 256-500-8889', '24 Hours', and 'Email Us' on the right. The main title is 'Alabama Northwest Florida Region of NA'. Below the title is a dark navigation bar with 'Home', 'Meetings', 'Events', 'Fun in the Sun', 'Surrender in the Mountains', 'Members', and 'Contact Us'. The 'Members' menu item is highlighted. The main content area lists several links: 'RSC Minutes' (underlined), 'Region Documents', 'Regional Assembly Workshops', 'Handbooks', 'Open Positions', 'Meeting Updates', 'Upload Files', 'CAR/CAT', and 'SEZF'. At the bottom, there is a heading 'Regional Service Committee Meeting Documents.'

Click on the Region Documents link

The screenshot shows the website's header with a dark grey background. On the left, there is a 'Logout' link. On the right, there is a 'HELPLINE 256-500-8889' with a phone icon, a '24 Hours' icon, and an 'Email Us' link with an envelope icon. Below the header is a large white banner with the text 'Alabama Northwest Florida Region of NA' in a bold, black, sans-serif font. Underneath the banner is a dark grey navigation bar with white text for 'Home', 'Meetings', 'Events', 'Fun in the Sun', 'Surrender in the Mountains', 'Members', and 'Contact Us'. The main content area has a white background and features a grid of menu items: 'RSC Minutes', 'Region Documents' (highlighted with a yellow background and a blue underline), 'Regional Assembly Workshops', and 'Handbooks' in the first row; 'Open Positions', 'Meeting Updates', 'Upload Files', 'CAR/CAT', and 'SEZF' in the second row. At the bottom of this section, there is a link that says 'Complete your reports online'.

Click the name of the report you need to complete

This screenshot shows a close-up of the 'Region Documents' menu. The 'Region Documents' link is underlined in blue. Below the main menu items, there is a section titled 'Complete your reports online' which lists several report names in blue text: 'ALNWFL Region RCM Report', 'ALNWFL Region Budget Proposal', 'ALNWFL Region Expense Report', 'ALNWFL Region Proposal Form', 'ALNWFL Region Proposed Nomination Form', and 'ALNWFL Committee Report'.

If you need to upload documents, click the Upload button at the bottom of the form. As noted only jpeg, pdf, docx, doc, or png can be uploaded.

The screenshot shows a form titled 'Upload Documents'. It features a large, light grey rectangular area with a dark orange 'Upload' button on the left and the text 'or drag files here.' on the right. Below this area, the supported file formats are listed: 'jpeg, pdf, docx, doc, png'.