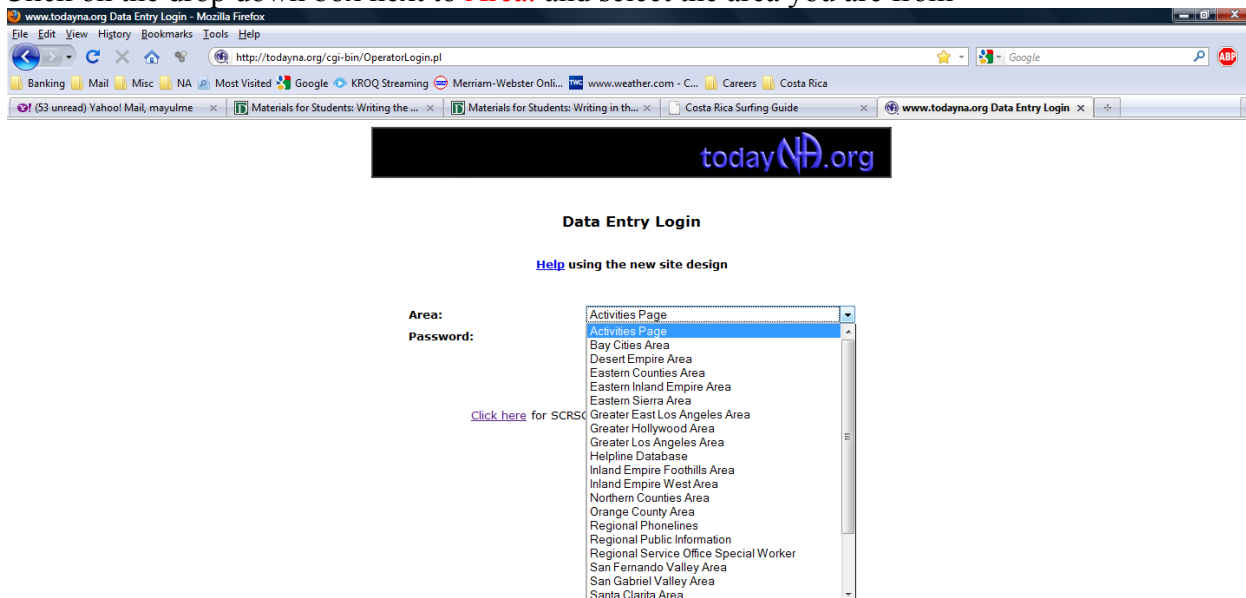
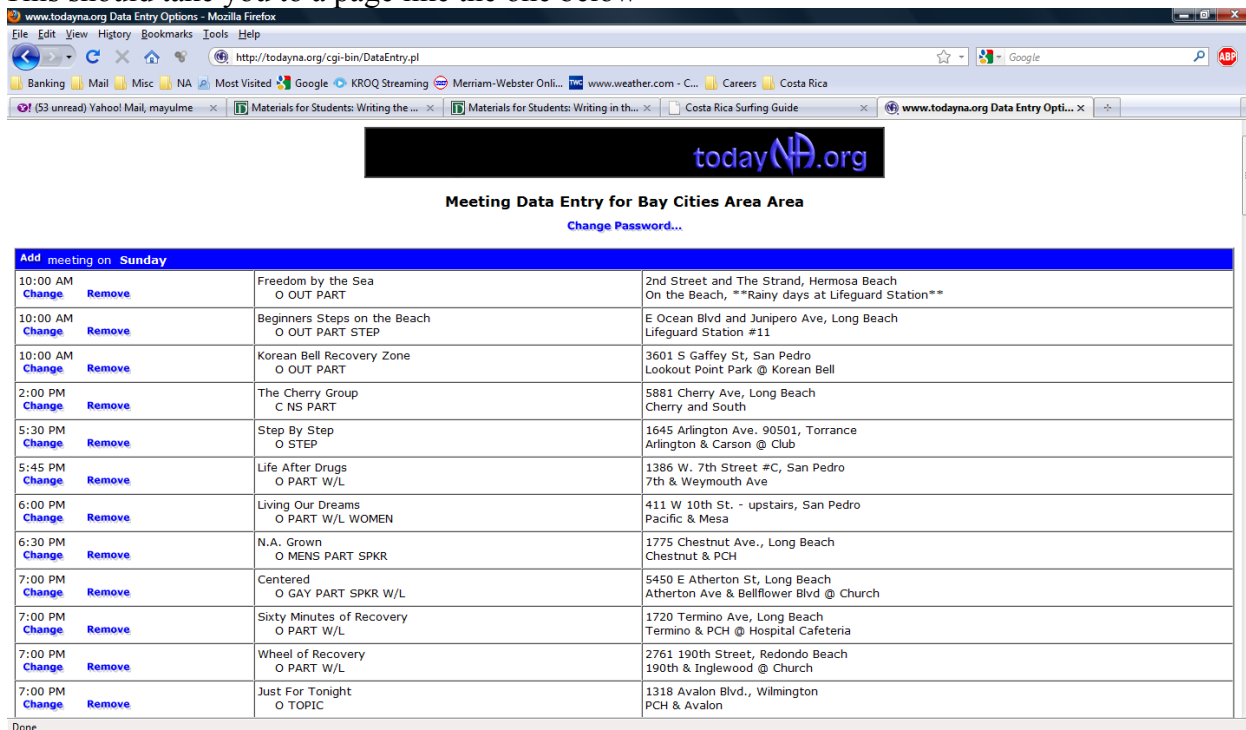


How to Update Meetings for your Area

1. Open Internet Explorer or your favorite web browser
2. Navigate to <http://todayna.org/cgi-bin/OperatorLogin.pl>
3. Click on the drop down box next to **Area:** and select the area you are from



4. Done
5. Next click on the drop down box next to **Password:** and enter your password
6. This should take you to a page like the one below



7. Done
8. To make changes to a meeting select the meeting and click on “Change”. A screen like the one below should open

www.todayna.org Add - Mozilla Firefox
 http://todayna.org/cgi-bin/DataEntry/Dispatch.pl

todayna.org

Edit Meeting Record

NA Service Area: Bay Cities Area

Day: Sunday

City: Hermosa Beach [City isn't in the list...](#)

Time: 10 : 00 A.M. P.M. Noon Midnight

Group Name: Freedom by the Sea

Address: 2nd Street and The Strand

Additional Info: On the Beach, "Rainy days at Lifeguard"

Primary Language: English

Secondary Language: None

Meeting Codes:

<input checked="" type="checkbox"/> Open	<input type="checkbox"/> Closed
<input type="checkbox"/> Basic Text Study	<input type="checkbox"/> Candlelight
<input type="checkbox"/> Gay	<input type="checkbox"/> It works How & Why
<input type="checkbox"/> Just for Today	<input type="checkbox"/> Child Care
<input type="checkbox"/> Children Welcome	<input type="checkbox"/> Lesbian
<input type="checkbox"/> Men's Stag	<input type="checkbox"/> Non Smoking
<input checked="" type="checkbox"/> Outdoors	<input checked="" type="checkbox"/> Participation
<input type="checkbox"/> Question & Answer	<input type="checkbox"/> Rotating Format
<input type="checkbox"/> Smoking	<input type="checkbox"/> Speaker
<input type="checkbox"/> 1st Week	<input type="checkbox"/> 2nd Week
<input type="checkbox"/> 3rd Week	<input type="checkbox"/> 4th Week
<input type="checkbox"/> 5th Week	<input type="checkbox"/> Last Week
<input type="checkbox"/> Step Study	<input type="checkbox"/> Tag Topic
<input type="checkbox"/> Topic Meeting	<input type="checkbox"/> Tradition Study
<input type="checkbox"/> Wheelchair Access	<input type="checkbox"/> Women's Stag
<input type="checkbox"/> Youth	

9. Done
10. Make any changes to the City, Time, Group Name, Address, Additional Info, and Meeting Codes (where necessary) then scroll to the bottom of the screen and click on "Save"
11. To remove a meeting scroll down to the meeting you would like to remove and click on "Remove"
12. To add a meeting scroll down to the day and next to it (e.g. Sunday) click on "Add"