

Add or Edit AA meetings on the District meeting calendar:

Operation: Add or edit AA meetings within a particular district.

Who can edit these meetings? Only the creator of an event (usually the DCM or designee) may add or edit existing meetings. Other registered users may request a meeting addition or edit

Notes: This applies only to those districts who list their meetings on the Area calendar (some district meeting lists are maintained on an Intergroup, Central office, or a local OA58 AA site).

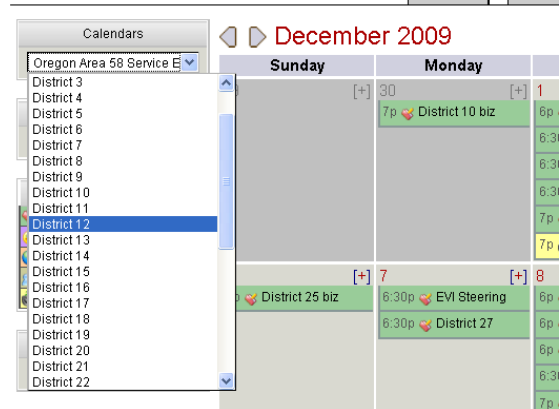
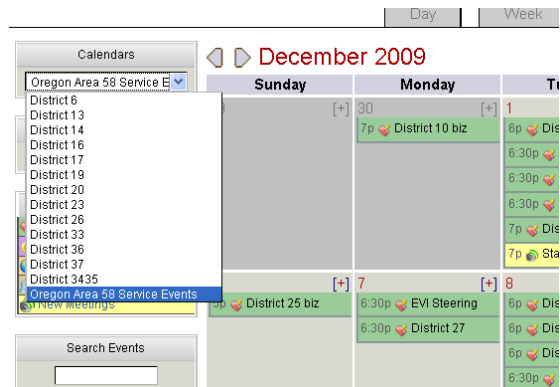
Select your District Calendar: From the main Area calendar, you will see a dropdown list of districts. If your district is not listed, meetings have not been entered onto the OA58 calendar, or you need to log in.

Log in:

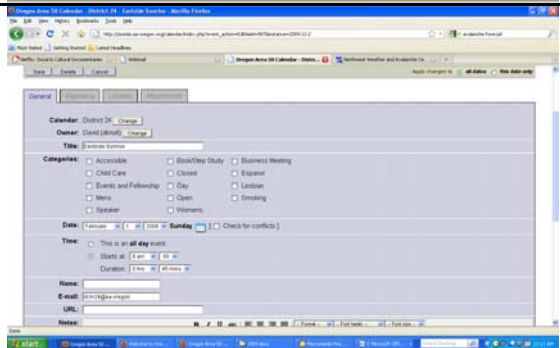
To see your calendar, log in from the link at the bottom of the page. No login? email web@aa-oregon.org. Once logged you will then see your calendar in the drop down.

Enter meetings by clicking on the "+" in the upper right corner of each day. After your meetings have been entered, email web@aa-oregon.org and your calendar will be made available to everyone

Any questions/problems please contact web@aa-oregon.org



Add the meeting name



General Tab

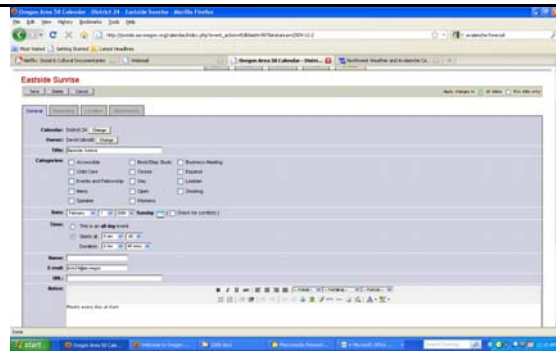
Change "New Event" to Meeting name:

Select meeting details

- Category: Mens, Womens, Closed, Accessible, etc/Fellowship, District. All meetings are considered open unless otherwise designated.
- Start time and duration
- Contact info: optional. It may be useful to add the dcm99@aa-oregon.org address instead of personal email addresses.
- Please respect anonymity and avoid using last names

Notes field:

- This appears as hover text. Add "Meets the second Saturday each month", or special notes on access, details, etc.

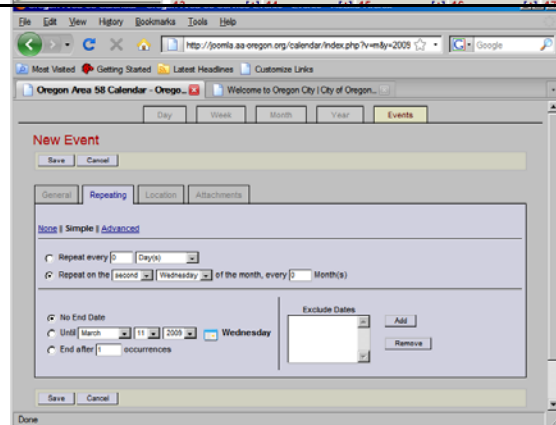


Repeating Tab

None, Simple, or Advanced options:

- 1st, 2nd, 3rd, 4th, 5th, day of the month,
- Start and stop date
- Exclusionary dates

You may go back later and make modifications to only one event or all events in the series.



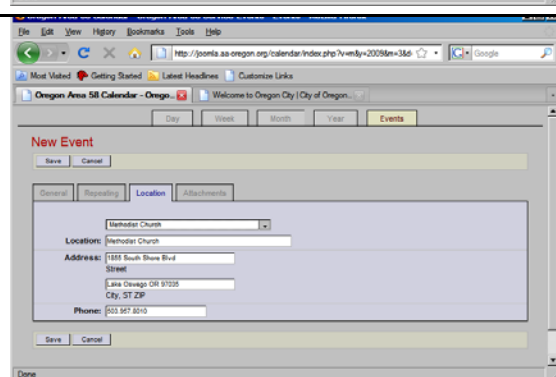
Location Tab

Locations are available to select from a drop-down list. You may also add a new location.

Building name, address, city, state

- Be as specific as possible
- Google map integration will also find "16th street" or "1ST and Main" in a city.

Click Finish

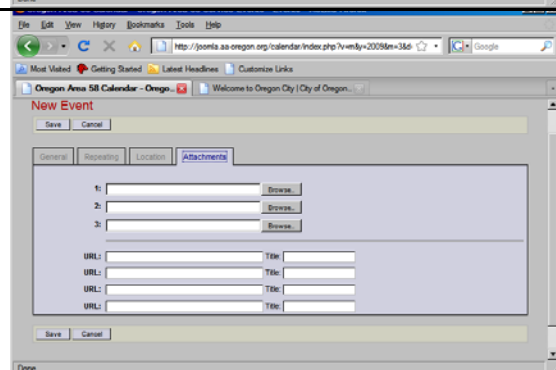


Attachments Tab

This is not available using some logon and permissions.

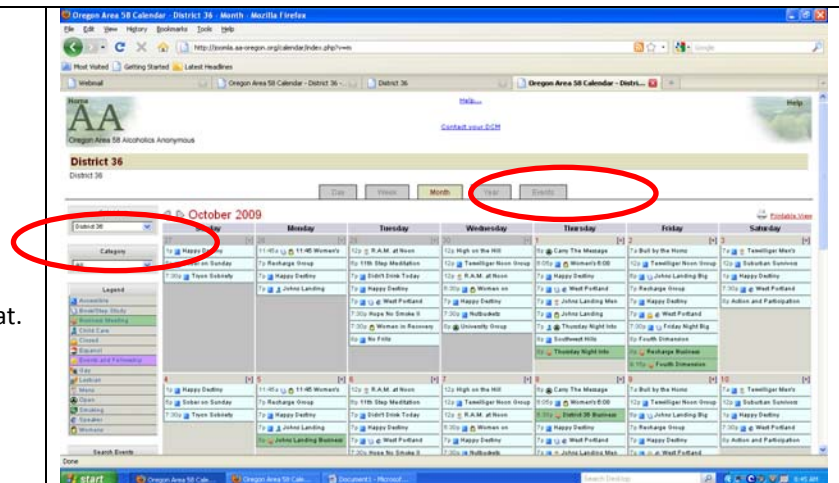
You may specify a file from your computer or reference an existing web location.

If you experience any problems with this please email the document to web@aa-oregon.org and it can be added for you.

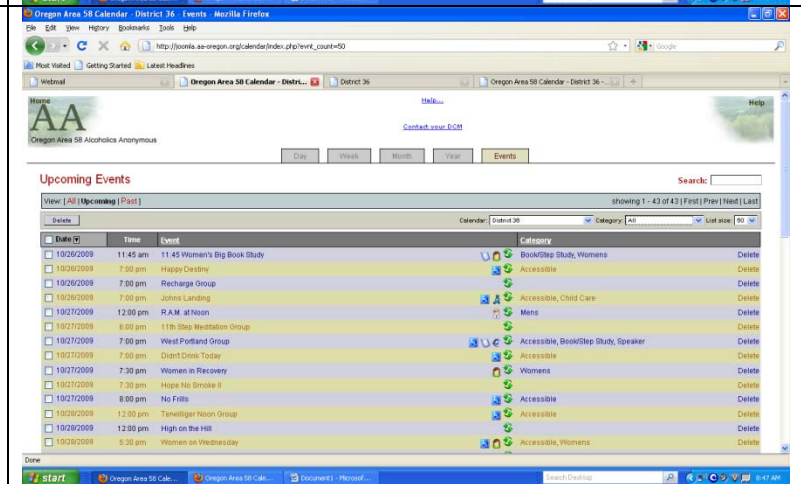


To View District Meetings on the Area calendar:

- Select a district from the pull-down list. (this example uses District 36).
- From here you have many options for listing events: Month, day, year, or list format.



- This returns a list of meetings for that district, with hyperlinks to more event info and maps.
- At the bottom of the calendar are links to export events or import to an ical format.



The districts with meetings also have a page that is dynamically updated based on calendar information. You can access these pages from this page: <http://www.aa-oregon.org/districts.htm>

This format generally is not available until the district meetings are entered.

For more information or help:
 David K. webservant@aa-oregon.org
 971-221-3257
 Ric H. webservant-asst@aa-oregon.org
 541-870-2939

