

NAWS WEB CONTACT INSTRUCTIONS

Table of Contents

[NAWS Web Contact Instructions](#)

[Table of Contents](#)

[GENERAL OVERVIEW](#)

[HELP](#)

[TIMING OUT](#)

[USING THE BACK BUTTON](#)

[NAVIGATION TABS](#)

[SIMPLE DATA ENTRY RULES](#)

[Getting started](#)

[GETTING THERE](#)

[LOGGING IN](#)

[CHANGING YOUR LOGIN NAME AND PASSWORD](#)

[Changing your name](#)

[Changing your address](#)

[Changing Phone Information](#)

[Verifying Information Currently in the Database](#)

[Reports](#)

[Group Report](#)

[Trusted Servant Report](#)

[Export File for NAWS Import Process](#)

[Create Meeting Directory](#)

[SEARCHES](#)

[Search by Group Name or Committee Code](#)

[Search by Meeting Locations](#)

[Search by Committee Structure](#)

[UPDATING GROUP INFORMATION](#)

[Changing the Name of the Group:](#)

[Changing the Established Date](#)

[Changing the Contact](#)

[Updating Contact's Address](#)

[Adding a Meeting \(to existing Group\)](#)

[Deleting Meeting or Entire Group](#)

[Deleting Meeting](#)

[Deleting Group](#)

[Updating a Meeting Location](#)

[Updating Meeting Information](#)

[Adding a New Meeting Location](#)

[ADDING A GROUP](#)

[Please follow the standards listed below when naming a group:](#)

[Adding a Meeting for a New Group just created](#)

[Add a New Meeting Location for Group just created](#)

[ADDING/UPDATING A COMMITTEE CONTACT TO A REGIONAL/AREA COMMITTEE](#)

[Updating Committee Position](#)

[Adding Committee Member to a position](#)

[Adding a Position to the Committee](#)

[Changing Parent Committee \(Regional Web Contacts only\)](#)

GENERAL OVERVIEW

Once you are logged in, you will see a link to your area or regional scope of access. Select that link in order to begin accessing the committee structure. Now you will be at the “Committee Structure” page where there are hyperlinks for each update function on the left side of the page.

TIMING OUT

After a 20 minute period of no activity, your session will be “timed out” and you will be logged out. To continue your session, re-enter your login name and password.

USING THE BACK BUTTON

When navigating between screens, use the tabs and hyperlinks, do not use the “back” button.

NAVIGATION LINKS

[Reports](#): Create group and trusted servant reports, meeting directories, and reports for the file import process.

[Committee Structure](#): Display the committee structure.

[Step 1: Lookup Information](#): Search for a committee or group.

[By Group or Committee](#): Search by the code or name.

[On Meetings By Location](#): Search the database for existing meetings by location to access the group information associated with.

[On Meeting Sites By Location](#): Search for meeting *locations* worldwide.

[Step 2: Update Information](#)

[Comm./Group Details](#): View details of the committee or group.

Add a Group: Create a new, registered NA group for your area/region.

View/Update Comm. Positions: View or update committee position details. (Note: NA World Services only maintains contact information for the following trusted servants and subcommittees: Activities, Convention, Hospitals & Institutions, Literature Distribution, Literature Review, Meeting List Contact, Newsletter Contact, Phonenumber, Public Relations/Public Information Contact, and Website)

Add a Position: Add a position to a committee.

Member Maintenance

View/Update Members: View/Update registered committee members/positions.

Add a Member: Add a new member to a position on the committee.

My Account

My Snapshot: Display your registered information.

My Profile: Clicking on the hyperlinked text allows you to make changes.

SIMPLE DATA ENTRY RULES

- Do not type in all upper or lower case
- Do not use quotation marks (“”)
- Type Group at the end of the name. (e.g. Clean & Serene Group) when adding a New Group
- Use the ampersand symbol (&). (e.g. Clean &Serene Group) if the name of the New Group contains the word “and”
- Do not include the word “The” as the first word of the group name (The Clean & Serene Group) unless it doesn’t make sense without it, i.e. “The Just for Today Group.”
- Do not enter a language for a meeting if the meeting is conducted in the language that is native to its geographical location (e.g. don’t enter English when the meeting is in the U.S.)
- Do not include the word “meeting” in a group name, again, unless the name wouldn’t make sense without it, i.e. “I Need a Meeting Group”.
- Do not include the letters “NA” or words “Narcotics Anonymous” in a group name (It is assumed that all groups are NA groups); There are two exceptions: 1) with groups that are located in institutions, it is necessary to include the “NA” in the name so that the institution can easily direct the mail; 2) if the name of the group is “NA Way Group,” or “Doing It the NA Way Group,” etc.

GETTING STARTED

GETTING THERE

Go to <https://portaltools.na.org/portaltools/Committees/login.cfm>

LOGGING IN

From the Login Screen:

1. Type in your temporary user name in the first box.
2. Enter your temporary password in the second box.

After your first login, you will automatically be directed to change your login name and password.

CHANGING YOUR LOGIN NAME AND PASSWORD

To change your login name and password, click on the My Profile link.

Changing your password

1. Click on the hyperlink of your name
2. Click on PASSWORD link.
3. Create new password.
4. Click on Submit.

Changing your name

1. Click on the hyperlink of your name.
2. Enter correct information in boxes.
3. Click Submit.

IMPORTANT: Do not change yours or anyone else's name to another person's. If you or someone else no longer holds a position on a committee, you must select or create a new member for that position. For a new web contact, the person must contact us to initiate the process of receiving their own user ID.

Note: On your profile page, only the first and last name are displayed in the hyperlink of your name even if you make changes such as adding a middle initial to it.

Changing your address

1. Click on the update address hyperlink.
2. Enter correct information in boxes.
3. Click Submit.

Note: When you change your address, the previous address and the new address are displayed with the notation (pending approval). When this change is approved by NAWs the old address will be deleted.

Changing Phone Information

1. Click on the phone number hyperlink you need to change or add.
2. Enter the correct information in boxes provided.
3. Click Submit.

VERIFYING INFORMATION CURRENTLY IN THE DATABASE

Before adding a committee or group or making any changes to your records, be sure you determine the group is NOT yet registered. Often people have registered a group using an abbreviated or "unofficial" group name. Look for a group by the location and time to be sure it is not already in the system. **Before making any changes to your records, you must print or view the currently registered information for your area or region by running a Report.** This allows you to verify what is registered and provides you with information you will need to continue on.

Reports

1. To access the information click on the hyperlinked text under the "Committee" column (e.g. West End Area, Lone Star Region).

IMPORTANT! The first time you access this information, you may be asked to install software from Allaire Corporation – always

click on "yes." This will place files onto your computer that will allow you to use the database. You might also be prompted to install Macromedia. If so, click on "yes."

You must perform this step or the system will not run properly.

If you selected No, log out and log back in again.

2. Click on the Reports hyperlinked text on the left hand side of the page.

3. Select which type of report you want: group or trusted servant.

Regional web contacts may access both RSC and ASC information. Area web contacts may access only ASC information

Group Report

a. Select whether you want region or a specific area. (You can only do one area at a time if you choose area.) Your selection is limited to your scope of access (committees for which you are a registered contact).

b. Select Region or Area from the open circle on the right side of the page. Use the drop-down menu to choose the specific ASC.

Region or Area

c. Select how you want the list sorted: by the day of the week or by city.

Day Of Week or City

d. Select how you want the contact information to print for each group.

Include Contact Info

Yes or No

e. Select how you want the results:

- display the list on the screen 25 at a time
- print the list (once the list is displayed, click on "file" and "print" to print)
- Export the list to create a file (If exporting to Excel, you will have to format constituent ID, committee code, and ZIP code fields as text to maintain number sequence integrity.)

f. Click Submit.

Note: If your report begins with groups that don't have any meeting information (day of week, time, location etc.) this is because that group's meeting information was previously deleted, but the group listing is kept until NAWS is officially notified to delete it or an authorized web contact deletes it.

Trusted Servant Report

a. Select whether you want the region or a specific area. (You can only do one area at a time if you choose area.) Your selection is limited to your scope of access (committees for which you are a registered contact).

Region or Area

b. Select Region or Area from the boxes on the right side of the page. Use the drop-down menu to choose the specific ASC.

Day Of Week or City

c. Select how you want the list sorted: by the day of the week or by city.

d. Select if you want the contact information to display or print for each group.

Include Contact Info

Yes or No

e. Select how you want the results:

- display the list on the screen 25 at a time
- print the list (once the list is displayed, click on “file” and “print” to print)
- Export the list to create a file.

Note: If exporting to Excel, you will have to format constituent ID, committee code, and zip code fields as TEXT to maintain data integrity.

f. Click Submit.

Export File for NAWS Import Process

Note: Instructions for the file import process are contained in a Zip file which can be accessed from a link at the bottom of the “Reports” page.

Create Meeting Directory

- a. Select the specific area. (You can only do one area at a time) Your selection is limited to areas for which you are a registered contact. The report will not work for regions unless it is very small (under 200 meetings).

Region or Area

- b. Select Region or Area from the boxes on the right side of the page. Use the drop-down menu to choose the specific ASC.

Day Of Week or City

- c. Select the number of folds you want in the directory and the size of the paper.

3 Fold--8 1/2 x 11 or 4 Fold--8 1/2 x 14

- d. Choose whether you want the group names included with their meeting information.

Yes or No

- e. Click Submit

Note: When prompted to open or save the file, choose save and then pick a place on your computer. This way you can access and store the file on your computer.

Now that you've got a basic meeting directory template to work with, you can customize it to suit your needs by adjusting the font type and size; adding or subtracting information; inserting your area logo and phonenumber information or whatever you choose.

SEARCHES

Search by Group Name or Committee Code

To search by the *group name or committee code*

- Click on the By Group or Committee link on the left of the page under Step 1: Lookup Information.
 - If you know the ID number for the group, enter it in the “Committee Code” field. (These codes are located on the report you printed or viewed.)
 - Click on Search.
 - Click the view details hyperlink, which opens Group Committee Details.
- If you don't know the ID number for the group, type the name of the group in the “Committee Name” field. You may enter part of the name. For example, “West End” will display the

names of all committees and groups that begin with those words such as West End ASC, West Enders Group, etc.

- i. Click on Search.
- ii. Click on the [view details](#) or [view structure](#) hyperlink group that you want to update.

Search by Meeting Location

To specifically search by the group's *meeting location*

- a. Click on the [By Meeting Location](#) link on the left of the page under [Step 1: Lookup Information](#).
- b. Choose the criteria for your search. ***The simplest and narrowest search criteria are the Zip code and Country option.***
 - City, Country, State
 - State, Country
 - Borough, Country, State, City
 - Address, Country, State, City
 - Country
 - Place, Country, State, City
 - Zip Code, Country
- a. Enter the search criteria
- b. Click Search
- c. Click on the hyperlink group you want to update

The Group Committee Details screen will display and you may see meetings you don't represent but you can only open links within your scope of access (committees for which you are a registered contact).

If you cannot able find the meeting location - continue on to the next online search.

UPDATING GROUP INFORMATION

Once you have successfully accessed the group you would like to update, continue by clicking on the "Update" link next to Group Information. This displays the Committee Details page, where you can:

- Change the name of a group.
- Change the established date.
- Change the contact (see below).
- Update the contact's address.
- Delete a Meeting and/or an entire Group.

Changing the Name of the Group:

1. Click in the "Committee Name" box.
2. Change Name (See data entry standards)
3. Click Submit.

Changing the Established Date

1. Click in the “Established Date” box.
2. Change date.
3. Click Submit

Changing the Contact

1. Click on the [Change Contact](#) hyperlink.
2. There are three methods to change a contact ID:
 - a. Enter constituent ID# if known and then click submit. (If you created a trusted servant report, the constituent ID# is listed for each contact name.)
 - b. To list an ASC or RSC as the contact, click on the [Search for Organization](#) link. Select Individual or Organization. This displays the Company Search page where you enter the ASC or RSC name in the Company Name box. You must use exact spelling, but you do not have to enter the entire name. For example, “West End” will give you the results “West End ASC”, “West Enders Group”, etc. (You are not required to use the State or Country fields unless you are having difficulty locating the service committee.) Keep in mind that in most cases, we already have the ASC or RSC in our system, so there will be no need to add its information to the system yourself.
 - c. If you do not know the constituent ID# for a person, you will need *to Create a New Contact*. To add a contact, enter the information in the boxes provided then click the Add button to continue.

Once you find the committee, click on the link and it will take you back to the Add a Group page with the ID# for that contact shown in the box.

Updating Contact’s Address

1. Click on the [Update Address](#) link next to the “Group Committee Mailing Address” heading.
2. Make the changes, and click the Update button.
3. Your address change will be put into a pending state. When this change is approved by NAWS, the old address will be deleted.

Adding a Meeting (to existing Group)

1. Find the Group by clicking on the [Committee Structure](#) hyperlink on the left side of the page.
2. Click on the Group’s hyperlink to which you would like to add a meeting.
3. Click on the [Add a Meeting](#) link next to the “Group’s Meeting Information”.
4. Search to determine if the location for the meeting is currently in the database.

Please be as thorough as possible in your search so that duplicate locations do not result. Consider checking different ways if you do not find it the first time. Each field must be complete for whatever criteria you choose. The simplest and narrowest search criteria are the ZIP code and Country option.

5. If the location is listed, click the hyperlink Add Meeting to [00001234 My Home Group]
6. Add the following information for new meeting:
 - a. Day
 - b. Time (The time field should be entered in military time)
 1. 23:59=Twelve Midnight (only in our database)
 2. 01:00=One AM
 3. 12:00=Twelve Noon

4. 13:00=One PM

- c. Directions (optional) Note: This field is only for additional instructions for finding the location. Information needed to find the meeting once you have arrived at the location, such as the room number, is entered in the “Room” field (see below)
- d. Room # (if applicable)
- e. Only enter a language if this meeting is available in a language other than the one that is native to that country.
- f. Format (Select up to 5 formats. To select multiple formats, hold down the ctrl key then select an entry with your mouse)

7. Click Add

Deleting Meeting or Entire Group

Deleting Meeting

If the group holds multiple meetings and you would like to delete a particular meeting without deleting the group.

8. Select the Delete this meeting hypertext next to the meeting information you want to remove.
9. A screen will appear which asks if you are sure you want to delete this meeting, Click Yes.

Deleting Group

1. Click the Update link next to the Group Information heading.
2. Click the delete button at the bottom of the screen.
3. A screen will appear which asks if you are sure you want to delete this Group, Click Yes.

WARNING! Once you have deleted the group, you cannot get it back. If you've done this in error, please contact us and we'll bring it back for you.

Updating a Meeting Location

IMPORTANT: Any change that you make to a location will be reflected for EVERY meeting at that location. Therefore, do not update a meeting location unless you are sure that the information we have, such as the name of the place or the address for it is incorrect. To update a specific group's meeting information, such as to change its location, find the group at the Committee Structure page and then change its location by searching for an existing location or adding a location (see Adding a Location below) if one doesn't already exist and then selecting it for that specific group.

1. Find the Group by clicking on the Committee Structure hyperlink on the left side of the page. (Use the + icon for a broader view of the Groups in your area or region)
2. Click on the Group link for which you would like to update the meeting location.
3. Click on the Add a Meeting link next to the “Groups Meeting Information”.
4. Search to determine if the location for the meeting is currently in the database.

CAUTION: Please be as thorough as possible in your search so that duplicate locations do not result. Consider checking different ways if you do not find it the first time. Each field must be complete for whatever criteria you choose. The simplest and narrowest search criteria are the Zip code and Country option.

5. Click the Name of Place hyperlink.
6. Make Updates to meeting location by clicking in the box you would like to change to (e.g. Name of Place, Address, City, State, ZIP). *Remember that every change you make to the location will be reflected for EVERY meeting at that location.*

7. Click Submit.

Updating Meeting Information

1. Find the Group by clicking on the Committee Structure hyperlink on the left side of the page. (Use the + icon for a broader view of the Groups in your area or region)
2. Click on the Group link for which you would like to update the meeting
3. Click on the Name of Place of the location or click on the link under the Location column that says “update this meeting”
4. Update meeting Information.
5. Click Submit.

Adding a New Meeting Location

1. Find the Group by clicking on the Committee Structure hyperlink on the left side of the page. (Use the + icon for a broader view of the Groups in your area or region)
2. Click on the Group link for which you would like to update meeting location.
3. Click on hyperlink of the current location.
4. Click on Find a new Place link (located under the name of the Place).
5. Search to determine if the location for the meeting is currently in the database.

Please be as thorough as possible in your search so that duplicate locations do not result. Consider checking different ways if you do not find it the first time. Each field must be complete for whatever criteria you choose. The simplest and narrowest search criteria are the Zip code and Country option.

6. If the location is listed, click the hyperlink [Update Meeting to 00001234 My Home Group]
7. Click Submit

IF THE LOCATION WAS NOT LISTED

1. Click the hyperlink Add a Location at the bottom of the screen.
2. Complete the screen for the new location. You must enter a place and/or address and the city and country. For meetings located in the US, you must also enter the ZIP code in addition to the aforementioned information

IMPORTANT: Please spell out all location information. Do NOT abbreviate. For example, Street, Avenue, Boulevard, United Methodist Church, etc. Remember that the meeting information will be available to members from all over the world. Someone visiting from another country may not understand the meaning of your abbreviations. Please do not type in all upper or lower case.

Do not use quotation marks (“

3. Click Use this Location for the Current Meeting link.

ADDING A GROUP

NAWS is currently listing electronic (online/internet, Skype, etc.) meetings. However, these meetings are entered by NAWS. If you an electronic meeting to list with us, please contact NAWS at 818/773-9999 or by email at webupdates@na.org

Before adding a committee or group or making any changes to your records, be sure you determine the group is NOT yet registered. Often a registered group will be using an abbreviated or “unofficial” group name. Look for a group by expanding the Committee Structure view, or search for it by the location and time to be sure it is not already in the system. **Before making any changes to your records, you must**

print or view the currently registered information for your ASC or RSC by running a Report. This allows you to verify what is registered and provides you with information you will need to continue on.

Once you have determined that the group is not already registered by reviewing your printed or displayed report: (see Report Instructions):

1. Click on the [Add a Group](#) link under Step 2: Update Information on the left side of your screen.
2. When adding a new group, you must first establish the group's contact information. This will be the ASC, RSC or an individual. There are three methods to establish the group's contact:
 - a. If known, enter the constituent ID# of an individual that is already registered in the Contact ID box. (If you created a Trusted Servant report the constituent ID# is listed for each contact name and committee member you have listed). You can also access a list of Constituent IDs by selecting [View/Update Members](#) under Member Maintenance on the left side of your screen.
 - b. If you do not know the ASC or RSC ID#, click on the hypertext link, [Search for an Organization](#) next to the Contact ID box. This links to a screen that asks for the Company Name.
 - 1.) Enter the name of the ASC or RSC. (You may enter part of the name. For example, "West End" will display the names of all committees and groups that begin with those words such as West End ASC, West Enders Group, etc). Enter state and/or country fields; Click Search.
 - 2.) If you find the committee, click on the [Use this Contact Information](#) link and it will take you back to the Add a Group page with the ID# for that contact shown in the box.
 - c. If you do not find the committee you will need to Create a New Contact by entering the contact information for an individual or an ASC or RSC (which are called organizations).
 1. Click Individual, if you are entering in a person.
 2. Click Organization if you can not find your ASC or RSC when searching for "[Search for an Organization](#)"
 3. Enter the Name, Address, City, State, & Country, Phone Number, email, etc. of the New Contact.
3. In the Group Name box on the upper right side of the "Add A Group" screen, type in the name of the group. This box cannot be left blank. Include the word "Group" at the end of the name (e.g. Step by Step [Group](#).)

Please follow these data entry standards listed below when naming a group:

- a. Do not type in all upper or lower case
- b. Do not use quotation marks ("")
- c. Type Group at the end of the name. (e.g. Clean & Serene [Group](#)) when adding a New Group
- d. Use the ampersand symbol (&). (e.g. Clean [&](#) Serene Group) if the name of the New Group contains the word "and"
- e. Do not include the word "The" as the first word of the group name ([The](#) Clean & Serene Group) unless it doesn't make sense without it, i.e. "The Just for Today Group."
- f. Do not enter a language for a meeting if the meeting is conducted in the language that is native to its geographical location (e.g. don't enter English when the meeting is in the U.S.)

- g. Do not include the word “meeting” in a group name, again, unless the name wouldn’t make sense without it, i.e. “I Need a Meeting Group”.
 - h. Do not include the letters “NA” or words “Narcotics Anonymous” in a group name (It is assumed that all groups are NA groups); There are two exceptions: 1) with groups that are located in institutions, it is necessary to include the “NA” in the name so that the institution can easily direct the mail; 2) if the name of the group is “NA Way Group,” or “Doing It the NA Way Group,” etc.
4. In the Parent Committee box (under the Group Name box), click on the group’s ASC (or the RSC if this group does not participate in an ASC).
 5. Type in the Established Date. This refers to the date that your group was formed. If you do not know the exact date, estimate it to the best of your ability. The month, date and year must be entered in the following format: xx/xx/xxxx
 6. At the bottom of the screen, click the Add button.

The group information will then be displayed. If any corrections are necessary, see Updating a Group. The next step is to add a meeting to this group.

7. Click the [Add a Meeting for this Group](#) link at the bottom of the screen, and follow the instructions below.

Adding a Meeting for a New Group just created

1. Click on the “[Find a Place](#)” hyperlink to determine if the location for the meeting is currently in the database. Please be as thorough as possible in your search so that duplicate locations do not result.
2. If the location is listed, click the hyperlink [Add Meeting to 00001234 My Home Group](#).
3. If the location is not listed, click the hyperlink [Add a Location](#) at the bottom of the screen.

Add a New Meeting Location for Group just created

1. Click the hyperlink [Add a Location](#) at the bottom of the screen.
2. Complete the screen for the new location.
3. You must enter a place and/or address and the city and country. For meetings located in the US, in addition to the aforementioned information, you must also enter the zip code.

| |
|---|
| <p>IMPORTANT: Please spell out all location information. Do NOT abbreviate. For example, Street, Avenue, Boulevard, United Methodist Church, etc. Remember that the meeting information will be available to members from all over the world. Someone visiting from another country may not understand the meaning of your abbreviations. Please do not type in all upper or lower case. Do not use quotation marks (“</p> |
|---|

4. Click Add a New Meeting for this Location link.

| |
|--|
| <p>Note: If there are meetings in different rooms or different parts of the building, add that information to the Room field in the next step. This way, the location is recorded only once.</p> |
|--|

5. Click the Add button when completed.

ADDING/UPDATING A COMMITTEE CONTACT TO A REGIONAL/AREA COMMITTEE

You do not have the ability to add a new area or region to the system. Please contact NAWS to add a new ASC or RSC.

Before attempting to make additions, changes, or revisions, review the list of committee positions and their types, which is found in the Committee Composition in the Background Information that was sent to you prior to these instructions.

Updating Committee Position

IMPORTANT: You cannot end your own term as web contact. Nor can you assign someone to the web contact position yourself. If you are no longer the web contact, you must let us know so that we can end the term and sign another committee member up if necessary. Also, as stipulated in the Web Confidentiality Agreement you submitted, you cannot share your user ID with anyone. Any potential web contact must contact us directly so that we can issue them their own user ID. It is acceptable to have more than one web contact for a region, if your region chooses to split the duties, in the case of a large region.

After you login

1. Click on the hyperlinked text (the area or region) under the “Committee” column (e.g. [West End Area](#), [Lone Star Region](#))

The first time you access this information, you will be asked to install software from Allaire Corporation – always click on “yes.” This will place files onto your computer that will allow you to use the database. You might also be prompted to install Macromedia. If so, click on “yes.”

You must perform this step or the system will not run properly.

2. On the Committee Structure page, click on your [Area](#) or [Region](#) hyperlink. This will open the Area or Region Committee Details page. (You might have to use the (+) or (-) icons to expand your view in order to find the Area or Region Committee link) (eg. South Central Area, Iowa Region)
3. On the Area or Region Committee Details page: click the [Update](#) link next to the committee position you would like to update, which will open the Member Detail page.
4. To assign a different contact for the position, click the End Term button at the bottom right hand side of the page. You will be asked to confirm that is what you wanted to do.
5. Click Yes to end the term or click no to cancel and go back.

The system will return you back to the Committee Details screen displaying the updated information. The contact information will read “unknown”. You can now Add a Committee Member to that position you just ended the term for. (See Below)

Adding Committee Member to a position

From the Committee Details page

1. Click the [Add](#) link next to the committee position.
2. Enter known constituent’s ID#, (either individual or ASC/RSC’s constituent ID#) If you don’t know the constituent’s ID#, add the individual’s information at the bottom of the page to create a constituent ID#.ol>- a. Please do not type in all upper or lower case.
- b. Do not use quotation marks (“).

Remember: You do not have the ability to add a new area or region to the system. If you want the Area or Region to be the contact for a position, enter in the constituent ID# instead of an address that is already in the database. If you would like to add a new area or region, please contact NAWS.

Identify whether this contact is an individual or organization at the bottom of the screen before you click the Add button.

3. Highlight the position in the Position box for individual or organization just added.
4. Change the length of the position’s term, appoint date or the expire date if needed.
5. Click Add, and the system will take you back to the Committee Details screen displaying the updated information.

Adding a Position to the Committee

A committee position must be created before adding a Committee Member to that position if the position is not listed. Most of the existing committees have the most common committee positions already assigned to them.

To add a position that is not listed

1. Click the [Add a Position](#) hyperlink next to the Trusted Servants Information box.
2. Click the drop down menu arrow and select the position to be added.
3. The position required box defaults to "False". Do not change this.
4. Choose a number that defines how many people can hold that position and enter that in the "Max" box. If there is a minimum number of people that can hold the position, enter that number in the "Min" box.
5. Click "Add" to create the position.
6. On the Committee Details page, follow steps 1-5 under Adding a Committee Member to a position.

Changing Parent Committee (Regional Web Contacts only)

| |
|---|
| Note: If you would like to change the parent committee (change a group from one ASC to another), you must hold a regional service position. |
|---|

After you login:

1. Click on the hyperlinked text (the area or region) under the "Committee" column (e.g. [West End Area](#), [Lone Star Region](#))

The first time you access this information, you will be asked to install software from Allaire Corporation – always click on "yes." This will place files onto your computer that will allow you to use the database. You might also be prompted to install Macromedia. If so, click on "yes."

| |
|---|
| You must perform this step or the system will not run properly. |
|---|

2. Click on the [Group](#) hyperlink whose you would like to change. Use the (+) or (-) icons to expand your view in order to find the [Group](#) hyperlink.
3. From the Group Committee Details page: click the Update link next to the Group Information heading.
4. To assign a different area for the Group, select the area you would like the group to belong to from the drop down Parent Committee menu
5. Click Submit button.