

Meetings

How WTF (Where To Find) coordinators add, edit, and manage meetings on the CAUK website.

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WTF Coordinator — overview

What's this role?

WTF = *Where To Find*. You keep the meeting list on the CAUK website up to date for your district or area — adding new meetings, changing existing ones, fixing problems as they come in.

What you'll need

- **LCN webmail** — where WTF request emails land.
- **meetings.cocaineanonymous.org.uk/wp-login.php** — the WordPress admin where you actually make the changes.

Ask the IT webservant if you don't have access yet.

How requests arrive

Someone fills in the WTF form on the CAUK website → an email drops into the LCN mailbox. At the top of that email, under **Username**, you'll see which district/area the person submitted from.

Only make changes to meetings in your own district/area. Leave other districts to their own coordinators.

The kinds of request you'll get

- **New meeting** — add one that doesn't exist yet.
- **Amend existing meeting** — change time, location, Zoom link, whatever.
- **Broken link / in-person meeting problem** — someone's flagged an issue. Sort it if it's yours, or pass it on to whoever runs that district.

Creating or editing a meeting

Editing an existing meeting

Amendment email? Click the link in it — it drops you straight onto the listing.

Creating a new one

1. In the WordPress dashboard, hover over **New** in the top nav and click **Meeting**.
2. Handy tip: right-click → open in new tab if you've got several to do, or want the dashboard open alongside.

Filling in the form

Name

Stick the meeting name at the top.

Day and times

Pick the day. Start/finish times come from a dropdown. Need a time that's not on the half hour? Just type it in as . **24-hour clock, always.**

Men / Women / LGBTQ+ tick boxes

These are **targeting** boxes — only tick one if the meeting is specifically for that demographic.

If the meeting is open to everyone, **leave them all unticked**. People sometimes ask you to tick all three "to be inclusive" — that's not how it works. Don't do it.

Time zone & language

Time zone is London by default, leave it alone. You don't need to set a language either — but if you pick English, it puts a little flag on the app when it syncs. Your call.

Notes

Notes about the **meeting** go here — "opens early for unity", "tea and coffee supplied", that sort of thing. **Not** address details.

Location notes

Address and parking info go in here. If another meeting uses the same venue, the notes will already be filled in — saves you doing it twice.

Online meeting URL (Zoom)

Paste the Zoom URL in. Usually the password key is baked into the link already.

Also good practice to put the Zoom ID and password in the **Notes** section. Format it exactly like this:

Zoom Id: 0123456789

Password: 123456789

Get the colon and the wording right. If it's even slightly off, the ID and password won't make it onto the printed WTF.

Online only?

Tick **No** on "Can this meeting be attended in person?"

In-person meetings

Pop the location and address into the relevant section. Watch out for:

- Addresses that don't match Google Maps — you might need to dig around a bit.
- Auto-populated locations that *look* right but aren't — e.g. there are loads of St Mary's Churches. Check it.
- Residential properties — stick the address into Google Earth and have a look before you publish.

Part of a group — *don't skip this*

In the **Contact Information** section, tick **part of a group** and pick the right district from the dropdown.

This one's critical. Miss it and:

- Meeting search breaks.
- Reports come out wrong.

Special cases, conventions & troubleshooting

Districts that import automatically

These ones push their meetings into the CAUK TSML every day:

- Digital district
- Wales area
- Central area
- Sussex area

Don't edit their meetings on our side — the next daily import will wipe your changes. If someone reports a problem with one of these, contact the relevant WTF coordinator and get it fixed at source.

Broken link / in-person problem reports

1. Work out which district owns the meeting.
2. If it's yours, sort it.
3. If not, pass it on to whoever runs that district.

The `****` convention

Got a note that'll need removing later? Wrap it in `****` on both sides:

```
**** Meeting moved to the small hall for July ****
```

When you want to clear them out, search for `**` and you'll find the lot.

Hiding a meeting without deleting it

- **Online meeting:** delete the URL. It'll show as inactive on the front end.
- **In-person meeting:** tick **No** on "Can this meeting be attended in person?"

"Private" meetings — don't bother

There's a tool to mark a meeting as private so it only lives in the back end. **Don't use it.** Creating a new meeting takes two minutes — just trash the old one and start again if it comes back round. Private meetings can also cause cache issues on people's devices.

Custom addresses via `functions.php`

Every so often you'll want an address to display differently to whatever Google Maps says. That's done by editing the `ttml_custom_addresses` array in `functions.php`.

This is an IT webservant job. Don't touch `functions.php` yourself unless you know what you're doing.