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 `13:00`. **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.

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