

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.

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