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.

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