

How to get your meetings onto the meeting guide app

<https://meetingguide.aa.org/>

As of June 2019, there are four techniques that have been used to connect to the app.

12 Step Meeting List

The easiest and most popular option is to use WordPress and the free [12 Step Meeting List plugin](#). There are several benefits to this approach: it is searchable, users can view the listings on a map, and it handles the JSON step automatically.

This is the most common technique we have seen used by districts in Area 74. We will elaborate more on this in the next section.

Google Sheet

Using a Google Sheet is another option. [Here is a template](#) that can be used. This must actually be your website's meeting finder. It should be embedded on the meetings page, or, if you are using Wix, you can create a table and set its data source to be the Google Sheet. This option also handles the JSON step for you.

Wix Data Collections

Wix has a [data collections feature](#) that has been used to provide meeting info to Meeting Guide. This has only successfully been done once as of this writing and requires some technical knowledge to implement. This route requires a [valid JSON feed](#).

Custom Website Database

Finally, you're welcome to create your own database. Many sites are using custom PHP / MySQL meeting finders, but any technology stack should be fine, so long as you provide a [valid JSON feed](#).

Through area74.org

Area 74 will assist districts with getting their meetings uploaded to Meeting Guide if they can't do it themselves. Please fill out the [template](#) and send it to webmaster@area74.org. Follow the [specifications](#) when filling out each column so that it uploads properly to the app.

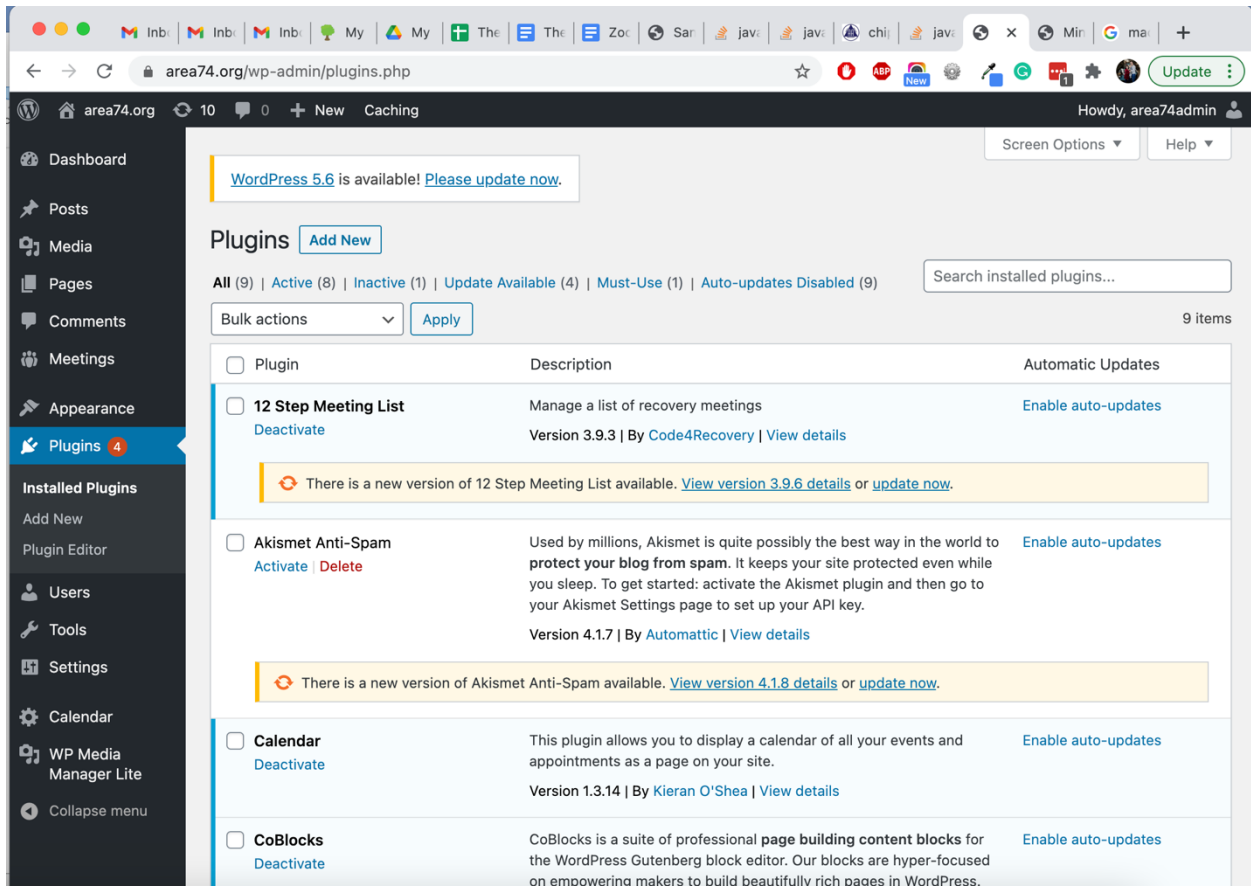
Please make sure to update us regularly with a new csv file when your meetings change so that the meeting guide app presents the most current meeting information. Your csv file should include ALL MEETINGS for your district.

Meetings that Area 74 has uploaded to meeting guide will be listed on our [meetings page](#).

Setting up the 12 Step Meeting List Plugin on Your Site

This part assumes you already have a web hosting service that supports WordPress. Check out our [web servant resource page](#) for more information about starting a website.

1. Add the 12 Step Meeting List plugin



The screenshot shows the WordPress dashboard for a user named 'area74admin'. The 'Plugins' menu is selected, showing a list of installed plugins. The '12 Step Meeting List' plugin is highlighted, and a notification indicates a new version (3.9.6) is available for update. The dashboard also shows other installed plugins like Akismet Anti-Spam, Calendar, and CoBlocks.

Plugin	Description	Automatic Updates
<input type="checkbox"/> 12 Step Meeting List Deactivate	Manage a list of recovery meetings Version 3.9.3 By Code4Recovery View details	Enable auto-updates
There is a new version of 12 Step Meeting List available. View version 3.9.6 details or update now .		
<input type="checkbox"/> Akismet Anti-Spam Activate Delete	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam . It keeps your site protected even while you sleep. To get started: activate the Akismet plugin and then go to your Akismet Settings page to set up your API key. Version 4.1.7 By Automatic View details	Enable auto-updates
There is a new version of Akismet Anti-Spam available. View version 4.1.8 details or update now .		
<input type="checkbox"/> Calendar Deactivate	This plugin allows you to display a calendar of all your events and appointments as a page on your site. Version 1.3.14 By Kieran O'Shea View details	Enable auto-updates
<input type="checkbox"/> CoBlocks Deactivate	CoBlocks is a suite of professional page building content blocks for the WordPress Gutenberg block editor. Our blocks are hyper-focused on empowering makers to build beautifully rich pages in WordPress.	Enable auto-updates

Once the plugin is activated, a new page will display on your site under <your domain name>/meetings. You will also have a “Meetings” option on the left nav bar on the WordPress dashboard. From there you will administer your meetings.

2. Upload meetings through the 12 Step Meeting List plugin

The screenshot shows the WordPress admin interface for the 12 Step Meeting List plugin. The main content area is titled "Import & Settings". It features a sidebar on the left with navigation options like Dashboard, Posts, Media, Pages, Comments, Meetings, and Settings. The "Meetings" section is currently active. The main content area is divided into two main sections: "Import CSV" and "Data Sources".

Import CSV

Choose File No file chosen

When importing...

- don't delete anything
- delete only the meetings, locations, and groups for the regions present in this CSV
- delete all meetings, locations, groups, districts, and regions

Begin

► Spreadsheet Example & Specs

Data Sources

Data sources are JSON feeds that contain a website's public meeting data. They can be used to aggregate meetings from different sites into a single master list. Data sources listed below will pull meeting information into this website. More information is available at the [Meeting Guide API Specification](#).

District 02 https:// Add Data Source

Need Help?

This plugin is maintained by a group of AA volunteers. To get help, please go to our Wiki page for more information.

Go to Wiki

Where's My Info?

Your public meetings page is [right here](#). Link that page from your site's nav menu to make it visible to the public.

You can download your meetings in [CSV format](#).

A very basic PDF schedule is available in three sizes: [4x7](#), [half page](#) and [full page](#).

You have:

- 62 meetings
- 30 locations
- 18 regions

Want to send a mass email to your contacts? [Click here](#) to see their email addresses.

There are a number of ways you can do this. Area 74 uploads meetings using CSV files provided by districts...

Spreadsheet

If you use a spreadsheet, make sure that you select the middle radio button when uploading it, "delete only the meetings, locations, and groups for the regions present in this CSV". 99% of the time this is the option you want. This option will replace meetings that are present in the meeting locations in the csv file. Just make sure that all meetings for that location are included in the csv file. Otherwise, you will end up losing those meetings that aren't present.

"Don't delete anything" - this option will do exactly what it says. If your csv file contains meetings that have already been uploaded, this will result in duplicate meetings. You would only want to use this option if your csv file only contains entirely new meetings.

"Delete all meetings, locations, groups, districts, and regions" - this will wipe out all the meetings you've previously uploaded. You would only want to use this option if you

want to start from scratch basically.

Manual Entry

Another option for uploading meetings is to manually enter them. The Area rarely does this unless we need to make a one-off correction. There is a nice form input provided by the plugin for manual entry of meetings through your site.

3. Email appsupport@aa.org letting them know that you are ready to be connected to the Meeting Guide App

We have noticed some slow response time from GSO on this request. You have to be patient and follow up occasionally when appropriate.

Make sure to check the meeting guide app for accuracy after they connect you. We had some issues after we got connected that they were able to assist us with.

There are a few reasons why meetings do not populate in the app.

1. Incomplete addresses via Google Maps
2. Incorrect location name or address
3. Incorrect postal codes
4. Database formatting

For further information, please contact appsupport@aa.org.

The app updates every 12 hours (twice per day). What that means is, the app goes through a daily cycle two times per day. During that cycle, if any updates on your site are made to meetings (i.e. group names or meeting notes) then the app will update with the new information.

Need more answers? Try posting a question on the [Technology in AA forum](#). The Area has used this forum to get answers to our questions, and there are very knowledgeable folks monitoring it.