

Area 47 Web Manual

2016 Edition

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Guidelines

Twelve Traditions and Twelve Concepts

The Twelve Traditions and the Twelve Concepts are our first and foremost guideline—anonymity at the public level probably being the one principle the Web Team needs to keep most in mind.

G.S.O. Internet Guidelines

The Area 47 Web Team also follows the suggestions found in the G.S.O.'s (General Service Office) internet guidelines: http://www.aa.org/lang/en/en_pdfs/mg-18_internet.pdf — the most important of these probably being to avoid redundancy on the internet and to be informational only.

Area 47 Guidelines

The conscience of Area 47 is for the website to follow A.A. principles and G.S.O. guidelines. Additionally, web policies and implementation should facilitate rotation, focus on Area 47 information, and display good internet manners.

Policies

Access

Full access to the website will be given by the Web Chair to webteam officers as necessary and an area officer selected by the Area Chair. Full access means a username and password with the highest level of security. At this time with iPower there is only one username and password, so this is currently being shared.

Currently partial access can be given to the member of the Web Team in charge of email addresses and distribution lists.

Training

The Web Chair and the Web Admin shall be fully trained on all tasks for the website so if the Web Chair were unavailable, the Web Admin could fulfill the Web Chair's duties. The Web Admin can serve as an alternate to the Area Committee meeting and/or the Assembly if the Web Chair is unavailable.

Rotation

To facilitate rotation we currently use WordPress. This eliminates the need to purchase licensed software and to keep track of who owns the installation. All work is done directly on the server through the WordPress dashboard. Additionally, we can more easily find a new Web Chair, Web Admin, and Webmaster to rotate into the positions since we will not need to find experts in certain designer software.

Anonymity

The website is at the public level and therefore we do not post last names or pictures of A.A. members on our website. Careful thought is given to all postings, even those which are password protected.

From the G.S.O. (General Service Office) Guidelines:

Anonymity—As *anonymity is the “spiritual foundation of all our Traditions,” we practice anonymity on public A.A. websites at all times. Unless password-protected, an A.A. website is a public medium, and, therefore, requires the same safeguards that we use at the level of press, radio and film. In simplest form, this means that A.A.s do not identify themselves as A.A. members using their full names and/or full-face photos.*

Links

We do not knowingly link to any websites which are not following A.A. traditions and concepts or G.S.O. internet guidelines. (G.S.O. Guidelines are posted on the Website Committee’s page: <http://aacny.org/wordpress/website/>.) The area conscience is to link only to sites which are about Area 47 or frequently used by Area 47 trusted servants.

Redundancy

Whenever possible, rather than post a document, we link to the source document. We try not to duplicate work.

Informational only

Area 47 website is informational only. We facilitate the distribution of information. Care is taken not to provide forums for building a group conscience. We believe a group conscience should be formed in the presence of all members, not just those with internet and email access. Therefore we have currently chosen not to provide a bulletin board or other discussion type forum.

Duties

In general, there are few things that the Website Committee does on a monthly basis. Some of these tasks may—in the future—be assumed by other Area 47 officers and/or committee chairs. But as of this writing, the Area 47 Website Committee handles the following:

- update Area Assembly location page, agenda (if available) and calendar
- confirm WiFi access at assembly location
- update email distribution lists
- post and email Area 47 minutes
- confirm site backup

The Website Committee also posts A.A. meeting lists as they are submitted and works with officers and committee chairs to post reports as needed.

Web Chair – appointed by the Area Chair and approved by Area 47

The Web Chair:

- serves the same two-year term as other committee chairs and officers of Area 47
- passes information back and forth between the website committee and the Area Committee
- gives a report during Area Assembly—when agenda permits—and submits it in writing to the Area Secretary for Area Assembly minutes
- keeps minutes of Web Team meetings
- reviews website content for anonymity, concepts or tradition breaks
- builds and updates this Web Manual
- is able to assign email addresses, manage distribution lists, post events and minutes, and update web pages
- attends the Area 47 Convention and represents the Website Committee
- attends the NYSIW (and NERAASA if possible) to communicate with and learn from other Area website chairs
- is capable of maintaining the content of the Area Assembly and Area Committee pages
- chairs the Website Committee meeting during Area Assembly
- Prepares the Website Committee budget and submits it to the Area 47 Finance Committee Chair

Web Admin – appointed by the Web Chair and approved by the Web Team

The website administrator servant:

- serves a two-year term which coincides with the rotation of the Web Chair
- covers for the Web Chair when needed
- is able to assign email addresses, manage distribution lists, post events and minutes, and update web pages
- is the primary person responsible for event posting
- attends Area Assembly regularly
- is the primary person responsible for maintaining the content of the D.C.M. pages and the Area 47 Meeting Schedule pages.
- is hopefully in a position to become available as a candidate for Web Chair on the next rotation

Webmaster – appointed by the Web Chair and approved by the Web Team

The Webmaster servant:

- serves a one-year term renewable up to four years by the Web Chair and Webteam
- learns the ins-and-outs of the content management software—currently WordPress
- is able to assign email addresses, manage distribution lists, post events and minutes, and update web pages
- is the primary person responsible for the structure and layout of the website's pages and menus
- is the primary person responsible for maintaining the content of pages such as home, resources, contacts, links, webmail, etc.
- attends Area Assembly regularly

Web Mail – appointed by the Web Chair and approved by the Web Team

The Web Mail servant:

- serves a one-year renewable term

- keeps Area 47 email addresses and distribution lists current (see Appendix A: Email Address Setup and Distribution List Upkeep)
- creates new email boxes upon receipt of group and district updates from Area 47 Registrar.
- maintains a list (MS Excel or comparable) of all active email addresses by updating the list each month with information obtained from the registrar
- at the end of each two-year rotation, contacts all servants with email boxes reminding them that they will be purged of all old email at the start of the new panel.*

NOTE: The web team sets up a new mailbox for each contact we receive from the Registrar. The team does not set up email boxes that do not come through the Registrar. This prevents duplication and assures that the Registrar has complete and accurate Group and District information. Also, mailboxes are set up to forward to the servant's personal email address as that has been the overwhelming preference. We no longer try to keep track of who wants to use a forward vs. the website's own email client software (currently RoundCube). Servants are sent a welcoming email upon registration explaining this. See Appendix A.

Web Team

Members of the Web Team:

- become voting members of the Web Team after attending three committee meetings as per A.A. committee conventions, with approval by the Web Chair and Web Team
- can take on research tasks
- can help A.A. members use webmail
- can help at conventions with displays
- can help make policy decisions

At Rotation

On the first day of the month of Area rotation, all officer and committee email addresses will be changed over to the new servant name. A new address will be created for the immediate past Delegate. Distribution lists will be updated. Whoever is Web Chair prior to rotation is responsible for making sure this update is completed.

Empty positions for officers or committee chairs will drop the forward and include an auto response which tells the sender no one is serving in the position and if he needs help the sender can contact the Area Chairperson.

Things to change after rotation

- update email forwarding for website@aacny.org, webadmin@aacny.org, webmail@aacny.org, webteam@aacny.org, and Meeting_PDF@aacny.org
- update information in "Change Account Info"
- update information in "Manage Subscriptions"
- update billing information in "Update Credit Card"—card number, name, mailing address so that the annual fees as described in "Administrative Setup" (below) can be charged on January 26 and have Area Treasurer send check to credit card holder for reimbursement
- change forwards in "Change Email Addresses"

*Refers to settings in the Account menu of the iPower.com control panel, <https://www.ipower.com/controlpanel/>

Administrative Setup

Domain

Our domain name is www.aacny.org. It is renewed through our hosting company iPower and could expire on January 25; although "Auto Renewal" is currently enabled. It is essential that credit card payment information be updated immediately upon rotation. If you go to Domain Central (<https://www.ipower.com/controlpanel/domaincentral/3.0/>) you can verify that it is set to renew automatically. This is a separate setup from the hosting renewal. On January 26, make sure there is a specific fee for domain name renewal around \$16. If it is not there, call iPower immediately and make sure it is renewed. It will expire on February 9 if the payment is not received. Domain privacy can be purchased with the renewal for approximately \$10.00. Domain Privacy service allows you to hide your personal domain information in order to prevent unwanted communications from spammers, solicitors and the general public.

Host

Our host provider is iPower at www.ipower.com. We are currently on an annual plan renewable on January 22 at a rate of about \$155 a year. Check before January 22 to see if the renewal is going to go through. It is charged to a credit card and then the bill will be reimbursed by Area 47. There is also a site backup and restore fee of about \$17 charged in January. If you go to Account Information/Account Renewal, you can verify to see if it is setup to renew automatically. This is a separate setup from the domain name renewal. Go to Billing Central to see if payments have been processed correctly.

Owner

The Website is owned by Alcoholics Anonymous of Central New York Area 47.

Billing

As referred to under Domain and Host sections, there are four separate items billed each year on January 22. The hosting plan fee, the site backup and restore fee, the domain name registration fee, and the Domain privacy fee. These all need to be set to automatically renew and a valid credit card needs to be registered with iPower as per instructions in the rotation section. You must review the settings and make sure each of these charges occur. If you don't see them validated within a few days of January 22, call iPower and resolve the issue. (Note: even though they are set to auto renew, it is possible to go in ahead of time and renew these services.) If it isn't resolved by February 9, the domain goes into a redemption period, the website will go down, and there will be a charge to get it back.

Email

Email addresses

Trusted servants within Area 47 are provided with an @aacny.org email address. The address will be formatted to reflect the service position. Addresses will not include names of persons or other entities as per our traditions. For example, dcm0680@aacny.org is fine but Zeb@aacny.org is not fine.

Accessing email

Users may have their email forwarded to their personal email address, access email via Webmail at www.aacny.org, or download it into their personal email software such as Outlook. The web team will setup the email box and set it to forward to the user's personal email address. (See Appendix A: Email How-To). The Web Team will support email address updates, password resets, etc. but will not support technical issues in regard to downloading into personal email software.

Email service type

Currently the Web Mail person keeps a database listing all area email addresses with the service position, personal email address if any, first and last name of servant, Email and distribution lists on iPower are managed in Mail Central.

- The default mail setup is for a mailbox to be created for the service position and for the “delivery” option to forward to the servant's personal email address. We have found that almost no one checks their email using iPower's Webmail interface.
- Webmail setup is explained in detail in Appendix A. There is a 25 MB storage limit on email. Servants should be reminded to delete old emails and purge the trash upon rotation.
- Email is set up as a mailbox with a forward to the mailbox holder's personal email address. This setup allows the user to receive their mail and send replies from their personal email accounts. If they want to send emails with their service position heading instead of their personal email address, the emails need to be composed in their mailbox through iPower's Webmail interface accessible from the link at: <http://aacny.org/wordpress/web-mail/>. Even if this is never done, the box holder is still responsible for managing their mailbox. If the mailbox becomes “over capacity” it will stop receiving emails.

Passwords

If a servant wishes to use the Area Webmail or export their email, the initial password will be the first 4 letters of the user's first name plus Area47. For example, Zebulon's password would be ZebuArea47. Standard practice is to capitalize the first letter of the name and the first letter of “area”. (A three letter first name will add the initial of the last name as the fourth letter, i.e. Don Handsome will be DonhArea47.) Since this formula is so simple, users should be urged to change their password promptly to something more secure. Webmail is accessed through the area website at <http://aacny.org/wordpress/web-mail/>

Distribution lists

The Web Mail coordinator will manage several distribution lists including the following:

- Officers (all current officers)
- Committees (includes standing committees and ad hoc committees)
- D.C.M.s
- G.S.R.s (broken down alphabetically by first letter of personal email address)
- Past Delegates
- Servants (past trusted servants and anyone else who wants area email and isn't already on a distribution list)

Posting Events

It is the current conscience of Area 47 to post only events held in Area 47 or directly adjacent to Area 47 or directly pertaining to Area 47 such as the N.Y.S. Informational Workshop (NYSIW). Service events hosted by A.A. groups, districts, adjacent Areas, or intergroups within Area 47 will be posted on the Events calendar with a link to a flyer, if available. See Appendix E for instructions on how to post an event.

File names

Files should be as short and simple as possible and named only with letters and numbers without any spaces or any special characters other than “_” or “-”(underscore or hyphen). So we have used a name such as NYSIW09.pdf for the 2009 NYS Informational Workshop registration form. Save a copy on your hard drive for backup purposes.

How to upload a file

1. From the Control Panel, enter the File Manager (in the Website menu).
2. Choose the folder in which you plan to store the document by checking the box to the left of it. Open the public_html folder and then the appropriate folder.
3. Scroll down to the file manager tool box.
4. Type the name in the box next to upload or **browse** to find the file on your computer.
5. Click upload to send the file. Scroll up to the folder to make sure it actually happened.

Posting Minutes

File names

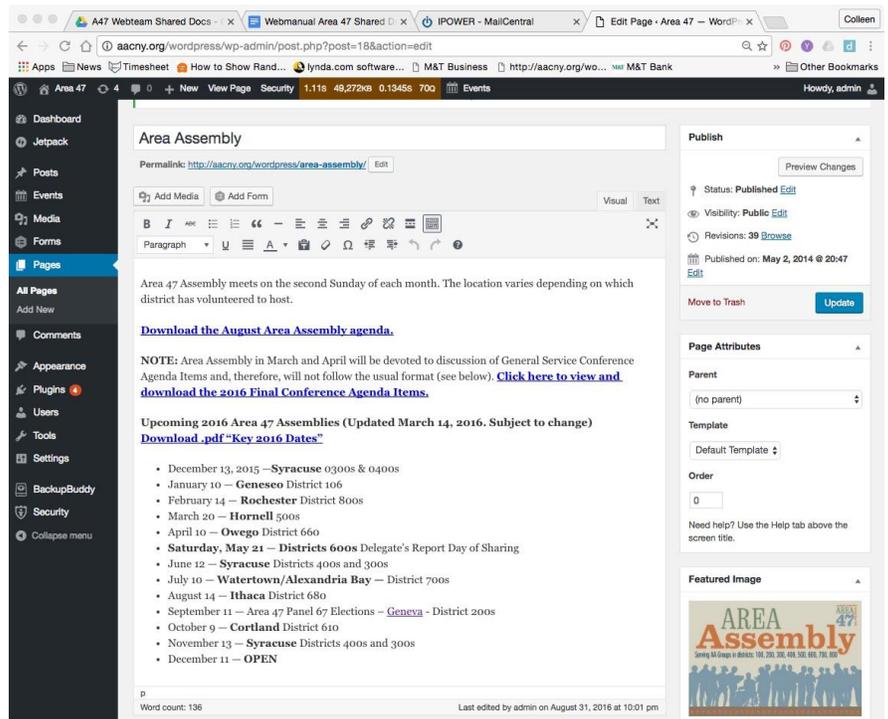
We are using the naming convention of month, day, and year of the Area Assembly. For example, if Area met on August 14, 2016, we would name the file 081416.pdf. The file must be named with letters and numbers without any spaces or any special characters. Save a copy on your hard drive for backup purposes. See Appendix B: Posting and Emailing Area 47 Minutes.

Editing Website

www.aacny.org

Changing page content via the WordPress Dashboard

Appendix B: Posting and Emailing Area 47 Minutes describes how to log in and shows the “Dashboard.” Each Page on the site is listed when “Pages” is selected from the menu on the left hand side of the Dashboard window. To edit a page, simple find the page in the list and click “Edit.” You’ll see a window like this:



Updating the Web Manual

This manual contains information to allow for ease of rotation. A new Chairperson can reference the procedures here to be able to maintain the Website with a minimal amount of training.* If there are changes in hosting platforms, operating systems and content management systems, this manual will be updated accordingly. Changes in offerings on the website or new offerings will be presented to the Assembly for its guidance and approval.

*Just as outgoing Area 47 officers spend time training new officers as they rotate in, so should the outgoing Website Committee Chair assure adequate time be spent with the new chair as they rotate in.

Notes:

Updated October 2016 by the Area 47 Web Team.
Originally approved by Area Assembly 11/13/2011

Appendix A: Email Setup and Distribution List Upkeep

After each monthly Area 47 Assembly, the Area Registrar will send to the Website Committee a list of new trusted servants to be added to the distribution lists at our host provider's site. For example, new D.C.M.s are added to the email forward: dcms@aacny.org as are new G.S.R.s etc.

Also, Area 47 provides an email address (mailbox) for each trusted servant based on a group or district number. This email address will then be setup to forward directly to the trusted servant's personal email address unless he or she prefers to access email directly from the site's Webmail portal.

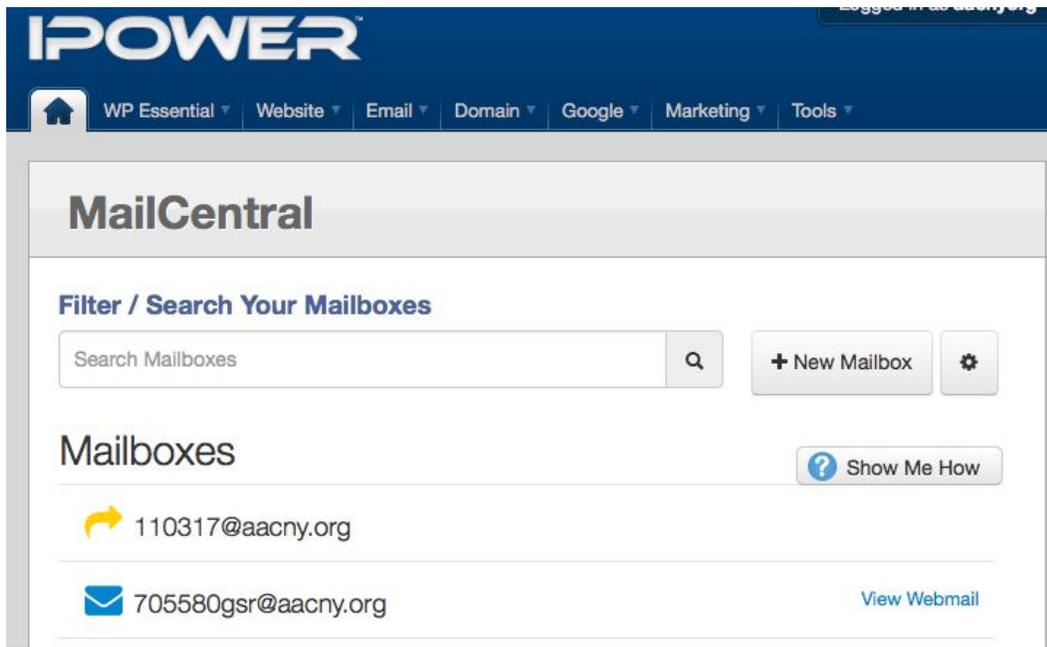
The following outlines the steps to setup new email addresses and add new servants to the appropriate distribution lists.

1. Download and save the Excel spreadsheet received from the Registrar. It looks like this:

Service No.	Job	Full Name	Email Address	Group	City	
135051	alt-GSR	[REDACTED]	dian7nrth@gmail.com	Sunday Big Book Group	Windsor	gr135051a@aacny.org
131249	GSR	[REDACTED]	mvmfms3s@gmail.com	Early Blind Group	Ithaca	gr131249@aacny.org
569291	DCM	[REDACTED]	dlove1@stnyrr.com	District 0106	Dansville	dcmd106@aacny.org
712775	alt-DCM	[REDACTED]	pdbfree2006@yahoo.com	District 0106	Piffard	dcmd106a@aacny.org
642521	GSR	[REDACTED]	KJNLRA@rochester.rr.com	Morning Serenity Group	Lima	gr642521@aacny.org
110222	GSR	[REDACTED]	aew00023@gmail.com	Aa demy Group	Rochester	gr110222@aacny.org
710643	GSR	[REDACTED]	mikhaelbarvir@gmail.com	Taughanock Group	Trumansburg	gr710643@aacny.org

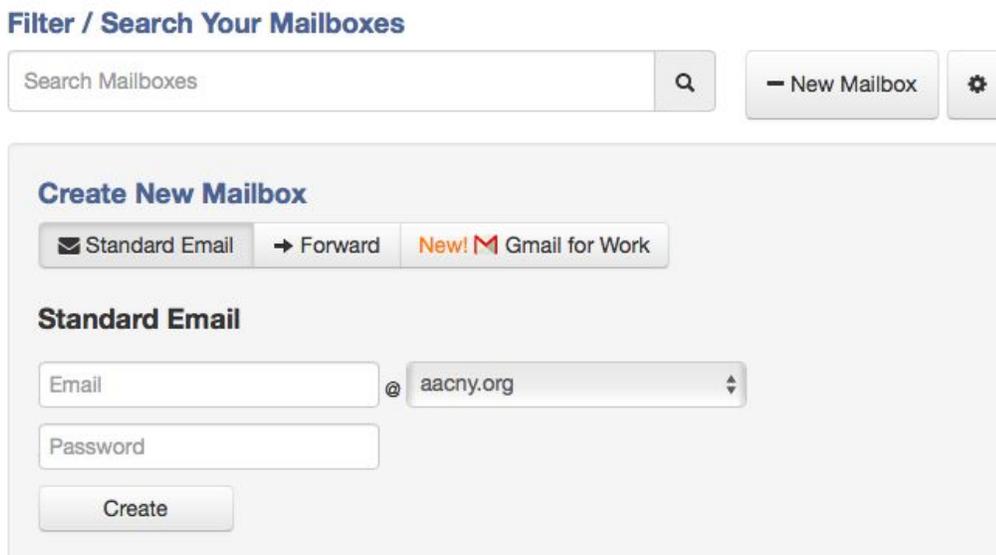
2. Open the spreadsheet in Excel (or a similar spreadsheet application) so you can copy the necessary information for each new contact.

3. Log into MailCentral, <http://www.ipower.com/controlpanel/emailpack/mailcentral.bml>, using our shared user name and password, which will be sent separately.



4. Check to see if a mailbox has already been set up for the service position listed on the Registrar's spreadsheet. For example, GSR123456: Is there an address gsr123456@aacny.org in the alphabetical list anywhere? If there isn't, **click the "+ New Mailbox" button** at the top of the page on the right hand side. (See below for updating the Website Committee's email list as well.)

You will see this:



5. Choose "Standard Email"

6. Where it says "Email," type `gsr123456`. If the trusted servant is an alternate, add an "a" to the address: `gsr123456a` Under that, enter a password. The standard format is: the first four letters of the person's first name followed by `Area47`. Capitalize the first letter and the A in Area. If the first name only has three letters, use the first letter of the last name. **Click "Create."**

Filter / Search Your Mailboxes

Mailboxes

 gsr123441@aacny.org

[View Webmail](#)

7. Once you have created the mailbox, look for it in the alphabetical listing of all Area 47 addresses. **Click on the envelope icon to reveal setup options. Choose “Mail Delivery.”** It will look like this:

 gsr123456@aacny.org [View Webmail](#)

[Basic Info](#) [Server Setup](#) [Mail Delivery](#) [Autoresponder](#) [Upgrades ▾](#)

Incoming mail to **gsr123456@aacny.org**

↓
Delivers to the following
↓

gsr123456@aacny.org

Deliver mail to an additional address:

8. Enter the trusted servant’s personal email address if provided (from Registrar’s Excel spreadsheet) in the box below “Deliver mail to an additional address:”. For example: joe_schmoe@me.com. **Click “Add.”** If no personal address was given, you don’t need to do this, as the trusted servant has opted to access Area 47 email online only via Webmail with his or her aacny.org address and password.

NOTE: If you find that mailbox already exists and needs to be updated rather than created, remove the previous trusted servant’s personal email address and replace it with the new one; update the password under the Basic Info tab and remove the outgoing servant’s email address from the alphabetical lists/forwards (shown below). Also, delete any old email sitting on the server (inbox).

9. Now locate the “gsrs” distribution-list addresses that look like this:

Mailboxes

 Show Me How

 gsrs.a-f@aacny.org

 gsrs.g-l@aacny.org

 gsrs.m-r@aacny.org

 gsrs.s-z@aacny.org

 gsrs@aacny.org

10. Add the trusted servant's preferred email address, either personal or @aacny.org, to the list that corresponds to the first letter of the email address. Add it at the bottom where it says: "Deliver mail to an additional address:". For example, joeschmoe@mac.com would be added to the list: gsrs.g-l@aacny.org. Click "Add".

Note: If this trusted servant was rotating in for someone who already had an email address on the server and you removed it and replaced it with the new information, you should also remove that old address from the gsrs distribution list as well.

11. Return to the Excel spreadsheet and mark the item somehow to indicate it has been added.

13. At this point, the mailbox has been set up, now it is time to send the trusted servant his or her first email—Welcoming them to Area 47. Using the webmail@aacny.org address to mail from, send this message (with changes as necessary) to the new aacny.org email address. (This assures that the forward is working):

Hi _____:

Welcome to Central New York Area 47 general service! I'd like to introduce you to our website and webmail. Your email address was forwarded to the website committee by our registrar. The CNY Area 47 website is **www.aacny.org**

CNY Area 47 provides all trusted servants with an @aacny.org email address. Your email account (gsr_____@aacny.org) has been set up to automatically forward to your personal email address. If you'd rather access your email online at <https://secure.ipower.com/mail/>, let me know. I'll send you brief instructions and a password.

CNY Area 47 Minutes are sent through email or mail. Sending minutes through email reduces our printing and postage costs. So please try to check your email regularly. Thank you.

The minutes are also posted on the CNY Area 47 website <http://aacny.org/wordpress/minutes/> The minutes are password protected. The password is **minutes**. If you need help viewing them, give me a call and I'll walk you through it.

There are other resources available at **www.aacny.org** such as:

- Monthly Assembly locations
- The CNY Area 47 Handbook - also password protected – password **handbook**
<http://aacny.org/wordpress/area-47-handbook/>
- District and standing committee information

If you have any questions about your new position or what to expect at CNY Area 47 Assemblies feel free to contact one of us (District Committee Members, Area Officers, or Committee Chairs) through the website's

Contact page, <http://aacny.org/wordpress/contact/>. We're all happy to answer any questions you have about General Service.

Again, welcome to CNY Area 47!

Your Name
Interim Area 47 Web Mail Coordinator
webmail@aacny.org

The procedures are the same when adding D.C.M.s, alternate D.C.M.s, officers, committee chairs etc. The introductory email just needs to be altered appropriately.

One final step is to add the new information to the Web Team's comprehensive list of contact information. We keep this just in case we ever need to build a database from it for more advanced email initiatives or if people want to subscribe to the site etc. This list is in the Google Drive folder "A47 Webteam Shared Docs", filename "Area47-Webteam-EmailList-Master.xlsx".

Appendix B: Posting and Emailing Area 47 Minutes

Upon receipt of the minutes from the Secretary:

Open the document and save/rename it with the date of the Assembly for example 051615.doc for May 16, 2015. Then save it as a .pdf with the same name. (If the Secretary has sent a .pdf, it should be renamed in the correct format.)

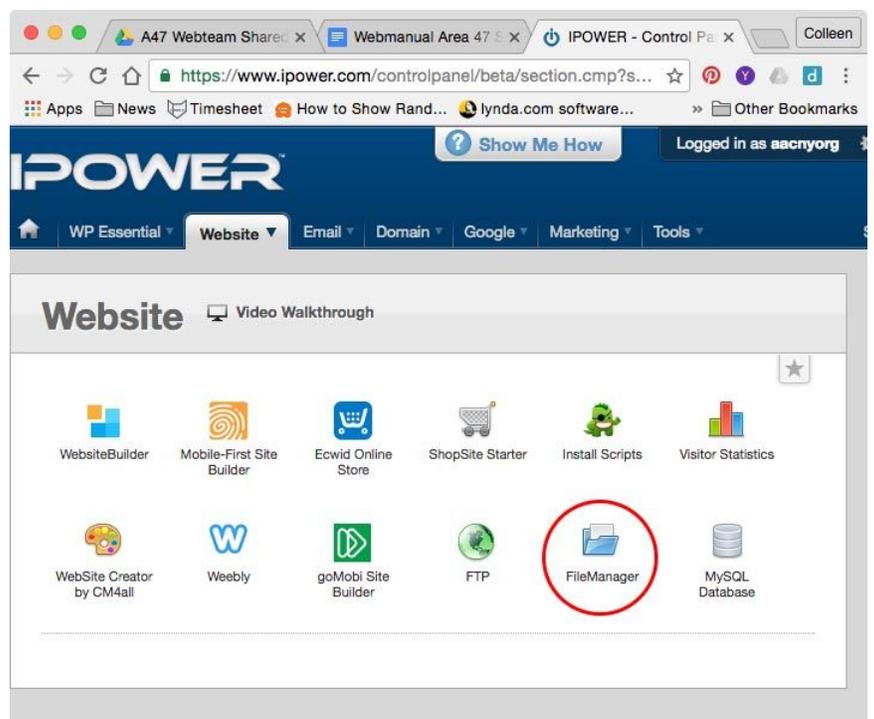
Transfer the .pdf file to the server via FileManager at:

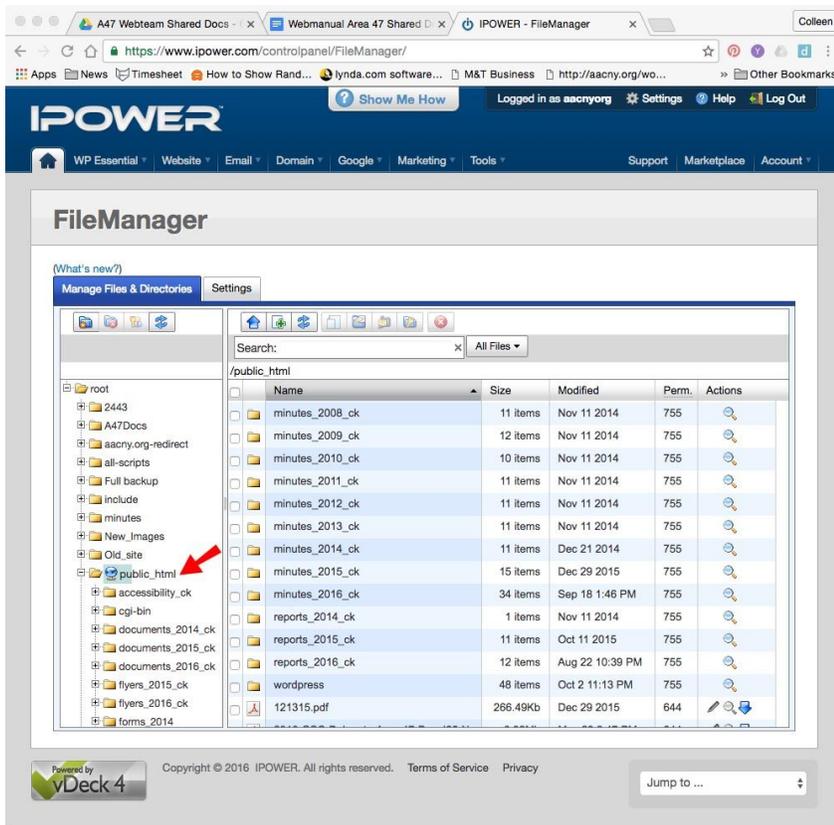
<https://www.ipower.com/controlpanel/FileManager/?ref=cpdropdown>

This requires secure login: aacnyorg,
password: (will be sent separately)

Look for the folder/directory:
public_html

Look for the folder/directory: **minutes...**



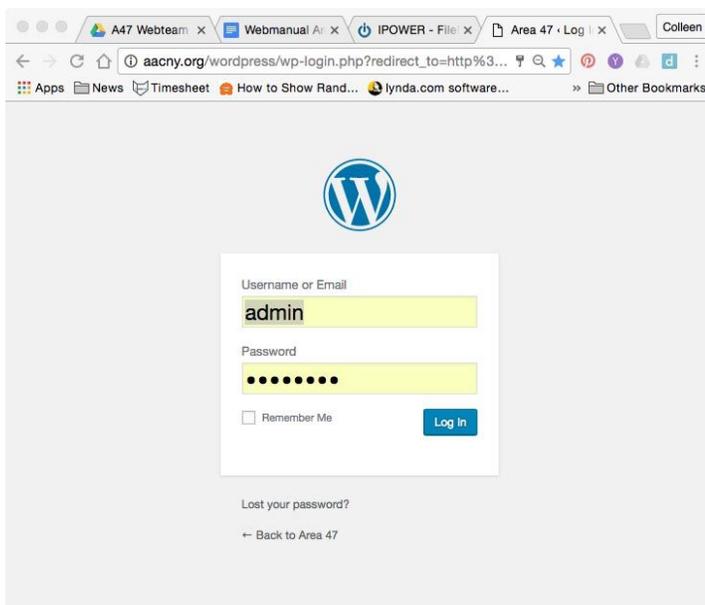


Click the “Upload” arrow. Click the “Browse” button and navigate to the location on your hard drive of the minutes .pdf.

Click the “Upload” button. It’s a little blue arrow that points up.

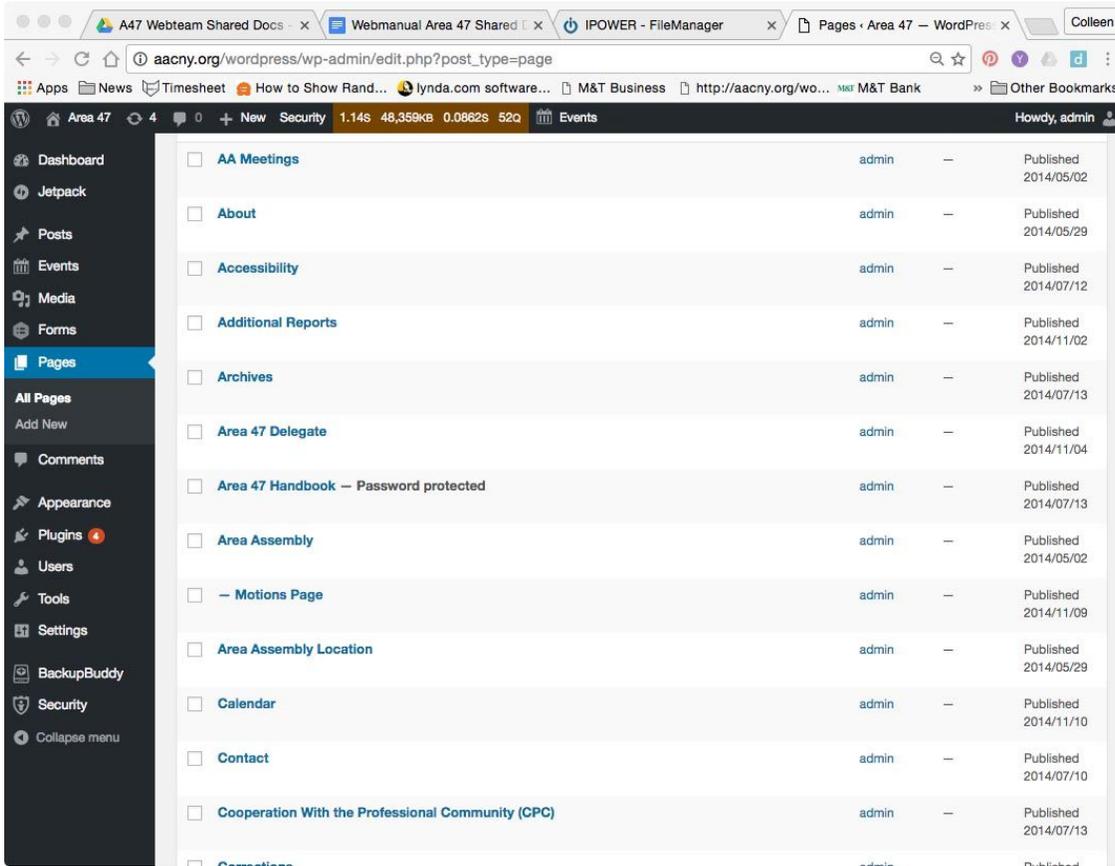
Now log into the WordPress site to create a link to the file you’ve just uploaded.

Go to: <http://aacny.org/wordpress/wp-admin>



Enter username: admin, password: (will be sent separately)

Look for “Pages” on left hand side of the “Dashboard” and scroll to find the “Minutes” page in the list or choose “Visit Site” under “Area 47” and navigate to the “Minutes” page and enter pw: **minutes**



Click “Minutes” and then select “Edit.” If you’ve navigated to the page, select “Edit Page” from the very top, WordPress menu bar.

Copy and paste “View .pdf” from the previous month then click on it to edit the URL.

June	View .pdf	View .pdf	View .pdf	View .pdf	N/A	N/A
July	View .pdf	View .pdf	View .pdf	View .pdf	View .pdf	View .pdf
August	<input type="text" value="test.aacny.org/...inutes_2016_ck/071016.pdf"/> ✎ ✕		v .pdf	View .pdf	View .pdf	

The path to the .pdf file you just uploaded will be there, but you’ll need to update the file name at the end:

http://www.test.aacny.org/minutes_2015_ck/051615.pdf

Click "Update." Make sure the "Open Link in New Window/Tab" box is checked. Then click "Update" again on the right hand side of the "Edit Page" window. Otherwise your changes will not take effect. Then click "View Page" in the top menu bar and make sure it worked.

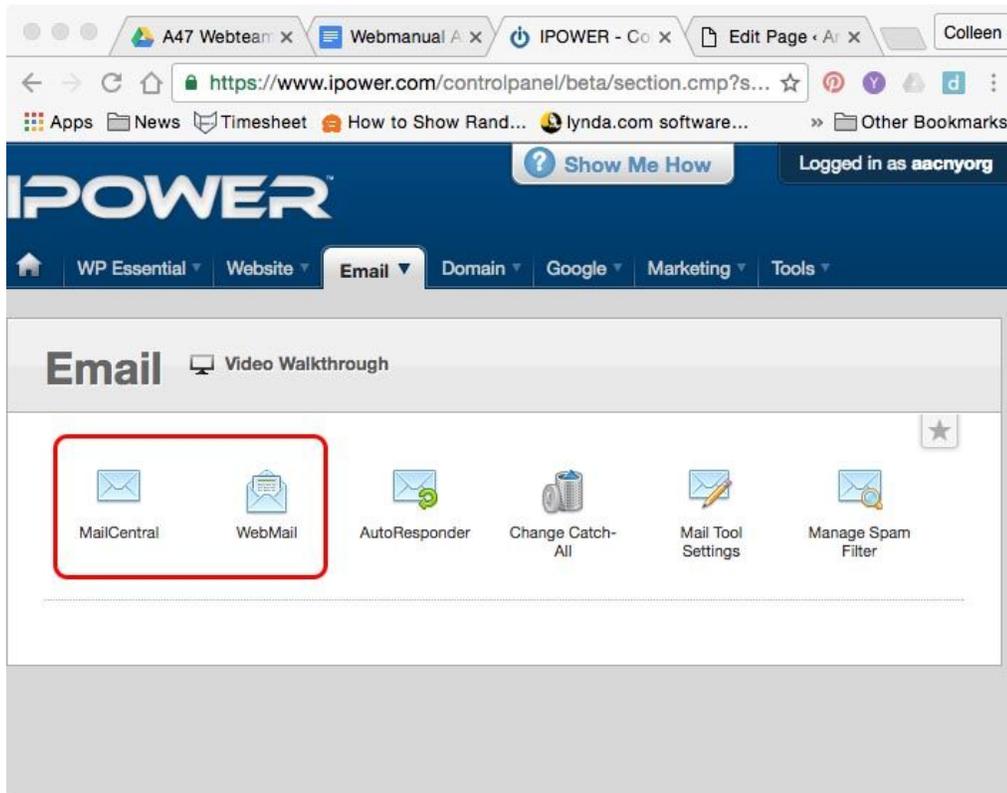
You have now posted the Minutes to the Area 47 website!

Now the minutes need to be emailed to the following addresses:

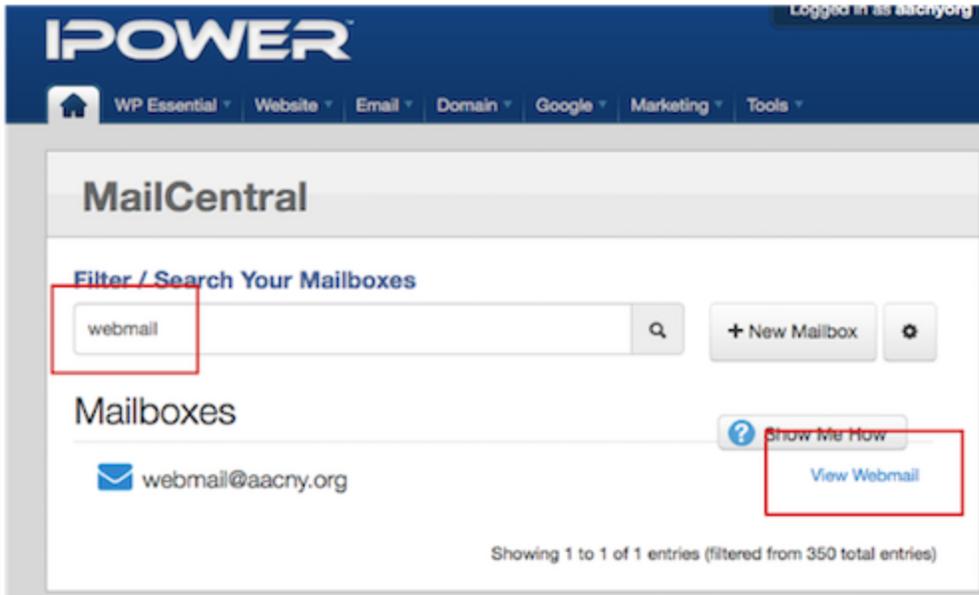
gsrs@aacny.org
dcms@aacny.org
officers@aacny.org
committees@aacny.org
pastdelegates@aacny.org
servants@aacny.org
Audio_Video@aacny.org

It's VERY IMPORTANT that they be mailed from webmail@aacny.org to webmail@aacny.org and BCC'd (Blind Copied) to the all the addresses listed above. That way if anyone "replies," the response will only go to the webmail@aacny.org and not all 300 or so trusted servants.

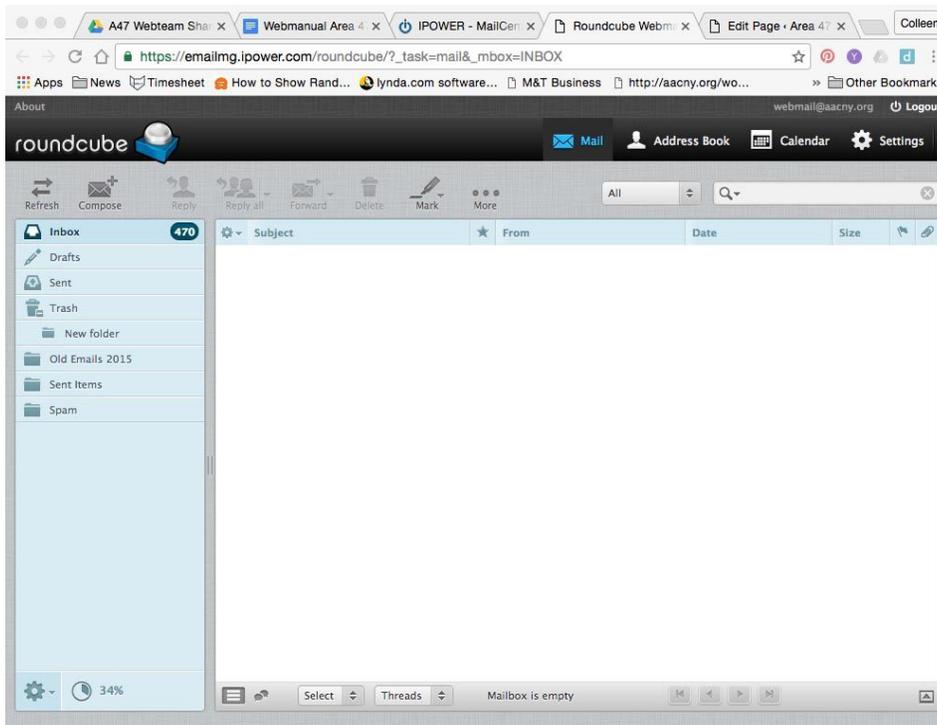
Since you are already logged in to the server as an administrator, go to "Email" > "Mail Central".



Type "webmail" in the Filter box to select the webmail@aacny.org mailbox. Click "View Webmail".



This will open another window/tab: RoundCube



Click "Compose" and paste in this message updating date and name as necessary:

Dear Area 47 Trusted Servants:

Attached you will find the minutes (.pdf) from _____'s Area Assembly in _____.

The minutes are also available online at:

<http://aacny.org/wordpress/minutes/>

The password is: minutes

We are working hard to ensure that everyone who wants their minutes e-mailed receives them and that anyone who has rotated out and no longer wishes to receive Area 47 e-mail is removed from our distribution lists. Please contact us at **webmail@aacny.org** with any changes to your e-mail preferences or group contact information.

Please include your name, your service position, your group and group number if you have it, and your email address.

Thank you for your service.

Your Name

Area 47 Webmail Coordinator

webmail@aacny.org

In the "To" field enter: webmail@aacny.org

In BCC... field enter: all the email addresses listed above separated by commas

(gsrs@aacny.org, dcms@aacny.org, officers@aacny.org, committees@aacny.org, pastdelegates@aacny.org, servants@aacny.org, Audio_Video@aacny.org

In the subject field enter: Area 47 Minutes

Then, and this is important: attach the .pdf by clicking the "Attach a File" button on the righthand side of the window.

Double check to make sure the dates have been updated, the From and To are both set to webmail@aacny.org, all the recipients are in the **BCC...** field.

Click send and cross your fingers.

Appendix C: Updating the “AA Meetings” Page

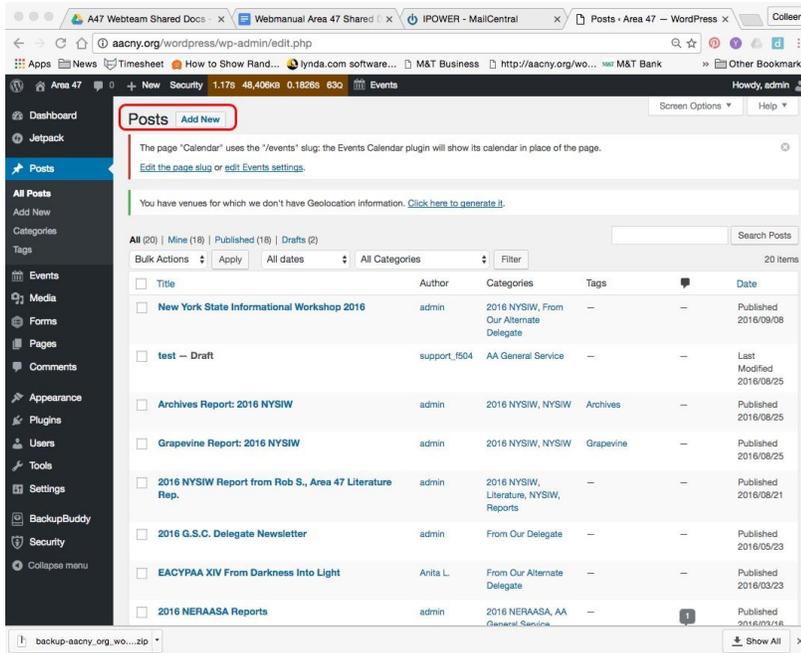
To upload an updated version of a meeting list that's on the A.A. Meetings page, <http://aacny.org/wordpress/meeting-schedules/>:

1. The new version will arrive by email as a PDF file. Rename it to match the name being used for that schedule on our website. For example, rename FLAAS_Meeting_Schedule_Dec_2015.pdf to Finger_Lakes_Area_schedule.pdf.
2. Using iPower's "File Manager*," upload the .pdf to: public_html/meetings/PDF/.
3. Check the website to be sure the new version is what appears when you click on it.
4. Notify the sender that the new version is online.

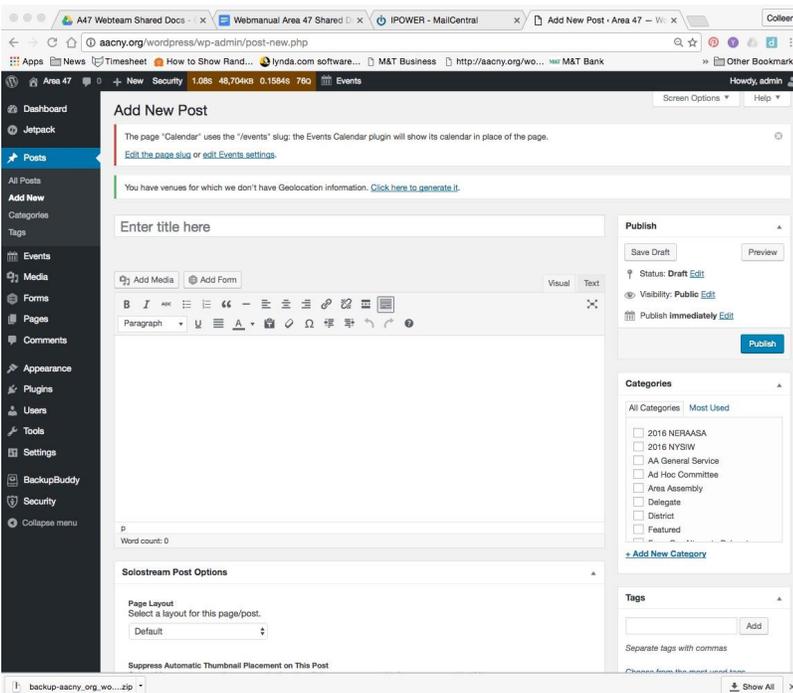
*See "Appendix B: Posting and Emailing Minutes" for "File Manager" instructions.

Appendix D: Creating a New Post

To create a “Post,” login and go to posts: <http://aacny.org/wordpress/wp-admin/edit.php>



Click “Add New” to reach this window:



You can type your entry directly into this window or you can paste it in from another application. It’s much like working in a word processing application. Your entry should be well edited and spell checked prior to posting.

Once your post is complete select a “Category” or “Categories” from the list to the right. Then click the “Save Draft,” “Preview,” or “**Publish (Update if editing)**” button.

Posts are time stamped and therefore appear in the chronological order on the site.

*These instructions should serve as quick reference for someone who has

already been trained to make posts to the site. They are not a comprehensive WordPress user manual.

Appendix E: How to post an Event on the Events Calendar

To come.

Appendix F: Active Plugins and Subscription Notes As of October 2016

<http://ithemes.com/codex/page/BackupBuddy>

The screenshot shows the WordPress admin dashboard with the 'Plugins' page selected. The left sidebar contains navigation menus for Dashboard, Jetpack, Posts, Events, Media, Forms, Pages, Comments, Appearance, Plugins, and Collapse menu. The main content area displays a table of installed plugins. The 'BackupBuddy' plugin is highlighted in blue. The table includes columns for Plugin name and Description. The 'BackupBuddy' entry shows it is the most complete WordPress solution for Backup, Restoration, Migration, and Deployment, with version 7.2.0.4 by iThemes.

Plugin	Description
Akismet Settings Deactivate Edit	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: 1) Click the "Activate" link to the left of this description, 2) Sign up for an Akismet plan to get an API key, and 3) Go to your Akismet configuration page, and save your API key. Version 3.2 By Automattic View details
BackupBuddy Deactivate Edit License	The most complete WordPress solution for Backup, Restoration, Migration, and Deployment. Backs up a customizable selection of files, settings, and content for a complete snapshot of your site. Restore, migrate, or deploy your site to a new host or new domain with complete ease-of-mind. Stash Live feature allows for real-time live backups into the cloud. Version 7.2.0.4 By iThemes Visit plugin site Documentation Support
Get The Image Deactivate Edit	This is a highly intuitive script that can grab an image by custom field, featured image, post attachment, or extracting it from the post's content. Version 1.0.1 By Justin Tadlock View details
Gravity Forms Settings Deactivate Edit	Easily create web forms and manage form entries within the WordPress admin. Version 2.0.7 By rocketgenius Visit plugin site
Hello Dolly Activate Edit Delete	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. Version 1.6 By Matt Mullerweg View details
iThemes Security Pro Settings Deactivate Edit License	Take the guesswork out of WordPress security. iThemes Security offers 30+ ways to lock down WordPress in an easy-to-use WordPress security plugin. Version 3.0.4 By iThemes Visit plugin site Get Support
Jetpack by WordPress.com Jetpack Deactivate Edit	Bring the power of the WordPress.com cloud to your self-hosted WordPress. Jetpack enables you to connect your blog to a WordPress.com account to use the powerful features normally only available to WordPress.com users. Version 4.3.1 By Automattic View details
MOJO Marketplace Activate Edit Delete	This plugin adds shortcodes, widgets, and themes to your WordPress site. Version 0.5.8 By Mike Hansen
Query Monitor Deactivate Edit	Monitoring of database queries, hooks, conditionals and more. Version 2.13.1 By John Blackburn View details
The Events Calendar Deactivate Edit Settings Calendar	The Events Calendar is a carefully crafted, extensible plugin that lets you easily share your events. Beautiful. Solid. Awesome. Version 4.2.7 By Modern Tribe, Inc. View details Support View All Add-Ons
The Events Calendar PRO Deactivate Edit	The Events Calendar PRO, a premium add-on to the open source The Events Calendar plugin (required), enables recurring events, custom attributes, venue pages, new widgets and a host of other premium features. Version 4.2.6 By Modern Tribe, Inc. Support View All Add-Ons
W3 Total Cache Activate Edit Delete	The highest rated and most complete WordPress performance plugin. Dramatically improve the speed and user experience of your site. Add browser, page, object and database caching as well as minify and content delivery network (CDN) to WordPress. Version 0.9.5.1 By Frederick Townes View details
WordPress Popular Posts Deactivate Edit Settings	WordPress Popular Posts is a highly customizable widget that displays the most popular posts on your blog Version 3.3.4 By Hector Cabrera View details
WP-PageNavi Deactivate Edit Settings	Adds a more advanced paging navigation to your WordPress blog Version 2.91 By Lester 'GaMerZ' Chan View details
Yoast Breadcrumbs Settings Deactivate Edit	Outputs a fully customizable breadcrumb path. Version 0.8.5 By Joost de Valk View details