

the new [WWW.NETA65.ORG](http://www.NETA65.ORG) goes live on 6.30.11

- **Anyone with access to the internet** will be able to **READ** content on NETA65.ORG.
- **You DO NOT need a login and password** to read and download content on NETA65.ORG.
- **Content:** is defined as Reports, Minutes, Agendas or Announcements that cover Area-Wide meetings or topics.
- **Owners:** are defined as NETA65 Trusted Servants who are responsible for creating and managing only their committee content on NETA65.org.
 - **Content owners** require a log in to upload reports, minutes announcements and calendar information.

NOTE: It is recommended that access for each officer or standing committee member is limited to 1-2 people only. For example, only the Treatment Facilities & Special Needs Chair would be able to upload content to the Treatment Facilities section of the new web site.

NETA65 WEB SITE

<http://www.NETA65.ORG/beta> **NEW**

<http://www.NETA65.ORG> **EXISTING**

Questions?

EMAIL webmaster61@NETA65.ORG

VIEW NETA65 Documents

- **MOUSE OVER MENUS** to see the sub-menus listing the different document types
- **Click on a sub-menu** to open the types of documents that you want to see.

VIEW NETA65 Calendar

- **CLICK ON CALENDAR** to view the current month's events for each day of the month.
- **Change the Month and Year OR click on the PREV or NEXT buttons** to display events for a desired time period.

Log-in to NETA65.ORG

- **Type your Email address, password** to log-in to NETA65.org.
- *The top white tool bar, including Dashboard on the top right, displays above the site banner.*

Login

EMAIL ADDRESS

PASSWORD



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UPLOAD Documents:

- Click on **Dashboard** from the top menu bar after you log in.
- Click on **File Manager** at the left of the page.
- Click on **Browse** at upper right of page to find the file you want to upload from your computer.
- Click on Upload.

ASSIGN docs to a category:

This action assigns your document to the right category on NETA65 .org .

- Click on the **box** next to the file you uploaded
- Left-click on the **file icon** OR select the menu directly to the left of the Type heading, to bring up the File menu (above).
- Select **SET** from the menu.
- Select the **category** where you want you document to be stored on NETA65.
- Click on **UPDATE** to put the file in that category.
- Look in the **SETS** section and click on the name of the category that you selected in "D".

The files associated with that category or "Set" should display.

DOCUMENTS

MINUTES

ASSEMBLY AGENDA

FINANCIAL DOCUMENTS

DELEGATE REPORT

STANDING COMMITTEE REPORTS

FORMS

INFORMATIONAL PAMPHLETS

EVENT FLYERS

STANDING COMMITTEES

ARCHIVES

COOPERATION WITH THE PROFESSIONAL COMMUNITY

CORRECTIONAL FACILITIES

GRAPEVINE/LA VIÑA

INTERGROUP LIASON

LITERATURE/AUDIO VISUAL

NEWSLETTER

PUBLIC INFORMATION

TREATMENT FACILITIES & SPECIAL NEEDS

AD HOC

NEWSLETTER

CURRENT EDITION

ARCHIVED EDITIONS

FINANCIAL

CURRENT STATEMENT

ADD Calendar Event:

- Select the **Add/Edit Tab**. *This displays an Event form with sub-tabs to describe your event.*
- In **Event Title field**, give your Event a Title.
- Click the Section **pull-down box**, select District, Group or NETA for the **section** it belongs in.
- Click the **Category pull-down box**, select Workshop, Area Assembly.
- Under **Dates**, select the date of your event.
- Under **End Date**, select the end date of your event
- In the **Recurring field**, identify if it is recurring daily, weekly, or monthly.
- Click on **Add Event Entry to add this event**
- Click on the **Post sub-tab** at the top to type an announcement to be posted to the front page or another part of the site as well.
- Click on the **Link sub-tab** at the top to add a file, such as a flyer, address, and contact names for an event