

BC Regional Service Committee of Narcotics Anonymous

Website and Email Orientation Book

Making the website part of Service

Welcome to the BC Regional website and email service. This service has been created to better allow us to communicate and work together even when we are apart.

There are 2 main areas to the website that you will find. The “front end” as we call it, is comprised of approximately 13 pages with links and information available to the general public. All of this can be found at <http://www.bcrna.ca/main/index.php>

This area of the website is open to the public and allows them to find information about NA, meetings, Areas, events, contact info, etc...

The second area of the website that we use for our workgroups, forums, meeting updates, etc... Is what we refer to as the “back end”. This area of the website is only accessible once you have completed the website user request form and have a user name and password.

If you are an RCM and are serving your area at the BC Regional Table you will be given a bcrna.ca email address which can be accessed by using the link on the website homepage. Other BC Regional members who hold a service position at the Region also have an email address assigned to them by the web coordinator.

This system of email, online work groups, forums and other “back end” features allows us to still work together and communicate between quarters and ensures that any work that is done or communication between trusted servants remains accessible for those who fill the positions at later dates. All emails and documents remain on the website server and part of the BC Region service committee regardless of who holds the position and for how long.

The following pages have been compiled to help you to better navigate the website and help make the service area of the website part of your BC Regional Service experience.

Important Email Addresses

BCRSC Secretary - secretary@bcna.ca

Website Coordinator – webcoordinator@bcna.ca

Regional Website Terms of Service

This document represents the Terms of Service that are the suggested guidelines for conduct on the BC Regional Web Site. The Terms of Service are derived from the principles of N.A. and guide the relationship with users and members who interact with the BC Regional Web Site. By accessing areas of the BC Regional Web Site that require input, either by form, secured entry or other specific user initiated means, you agree to abide by the Terms Of Service. In this document, words importing the singular also include the plural and vice-versa where the context requires.

Definitions

1. "Site" means the B.C. Regional Web Site
2. "TOS" means Terms Of Service
3. "us", "we" and "our" means B.C. Regional Service Committee of Narcotics Anonymous and/or any of the Trusted Servants who carry out the functions and roles accorded to them by the B.C. Regional Service Committee
4. "BCRSC" means B.C. Regional Service Committee
5. "Users" means any member or non-member of Narcotics Anonymous who requests inclusion of their details on the Site.
6. "Information" means anything that is presented on the Site for end user consumption and perusal.
7. "Data" means any input by a member, user or administrator who has access to the Site.
8. "Post" or "Posted" means data that is received for submission to the Site by whatever means.
9. "Use" means access and interaction with the Site by whatever means.
10. "Details" means the private information that you submit for inclusion as a user, member or administrator of the site.
11. "Service Structure" means any N.A. service body in the context as understood in the 12 Traditions and 12 Concepts of Narcotics Anonymous.
12. "Active User" means a user who has requested their details be submitted for registration and has not requested their details to be removed from the Site.
13. "Inactive User" means a user who no longer has a service position within the Service Structure and who has not responded to a request for clarification of status of their details.

Privacy

Your privacy is very important to Us and so is the privacy of other Users of this site. Whilst We are not able to guarantee the safety of your Details when submitted for inclusion on the Site, We will make every effort to safeguard your Details. We will not use any User Details for any purpose other than those considered as part and parcel of communication with those Users who are part of the Service Structure. Under no circumstances will We transmit User Details to any outside agency without the prior permission of the User or unless so compelled by Order of the Law.

Because there may be sections of the site that Users access which reflect the Details of other Users, we ask that you respect their anonymity and not use their Details for any reason other B.C. Regional Service Committee of Narcotics Anonymous than to communicate with them for purposes considered to be acceptable forms of use for conducting the business of the BCRSC.

Purpose

The purpose of the Site is to provide information that promotes transparent, open and honest communication between all members of N.A. and the public. The effectiveness of the Site depends upon the reasonable use by all members.

Suggested Guidelines for use of the Site.

Tradition 12 states “Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.”

Do’s

- Ask the Web Coordinator for help if you’re having difficulty accessing the “members” section of the site.
- Report broken links or documents that are not correct or working properly to the Web Coordinator.
- Contact the Web Coordinator if you’re having difficulty with an assigned Email address. (Regional Committee and Sub-committee positions)
- Be mindful of and protect the anonymity of others whose names appear in list form on the site.
- Respect the trademark and copyright issues relating to and regarding the use of NAWA Inc. logos and literature.
- Check for the accuracy of your personal, Area and Group meeting information, and let the Web Coordinator know whenever a discrepancy exists.

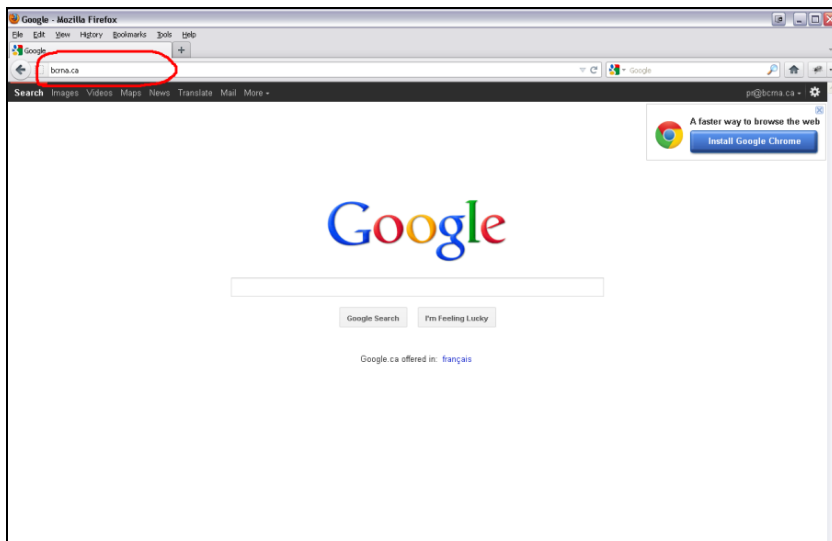
Don’ts

- Use the Forum section for non N.A. related communication.
- Use the Forum section to promote personal agendas.
- Use the Forum section for commercial purposes.
- Send spam, non relevant Email or chain Email to bcrscna.bc.ca assigned Email addresses.
- Use the Workgroup section of the site for any other reason beyond it’s original intent.
- Provide any third party, personal or commercial interest, with any Email information from any members list that may be available.
- Offer to link the site to any third party person, body or organization

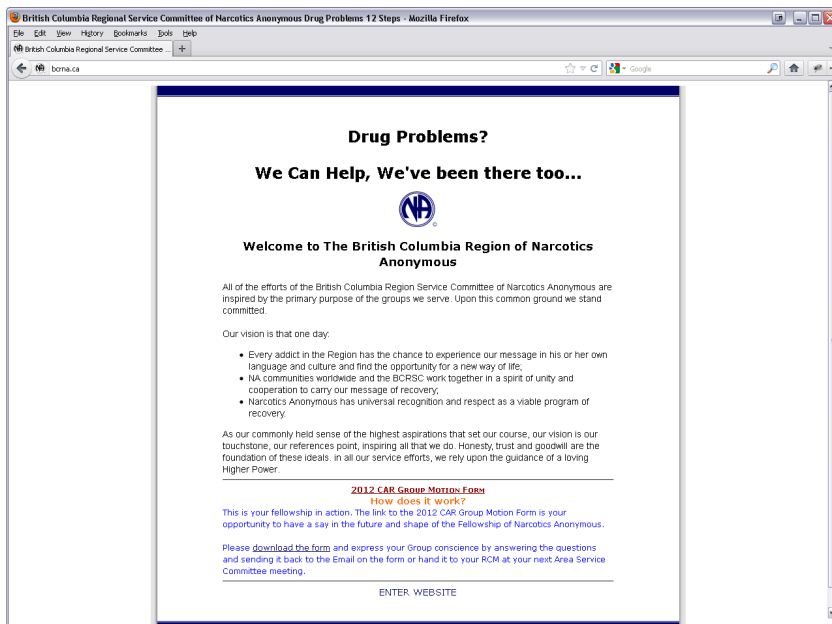
Logging into the Service Email (gmail)

The website coordinator's email address is: webcoordinator@bcrna.ca The web coordinator will provide you with your email address and password. Once you have those, you can log into the service email.

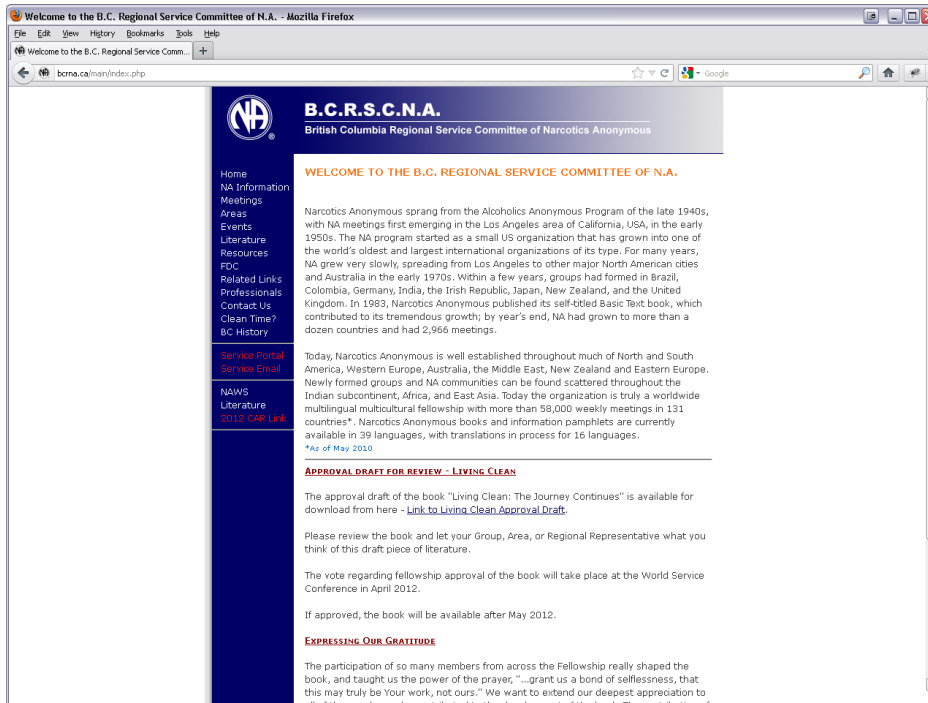
1. Open an internet browser such as "Internet Explorer", "Mozilla Firefox" or "Google Chrome".
2. In the address bar at the top of the page, type in BCRNA.ca and hit the <Enter> button (please see below screenshot, which shows what my screen look like before I hit enter. Where you need to type is circled in red)



Once you hit enter, your screen should look like this:



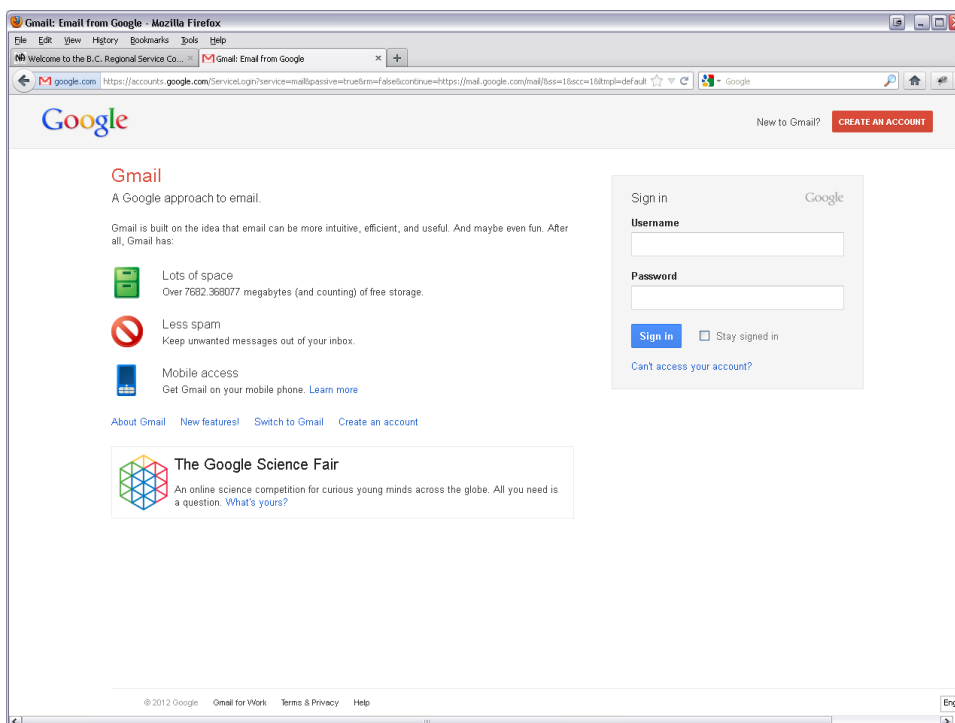
3. Click the <ENTER WEBSITE> link, you screen should then look like this:



4. In the blue bar, down the left hand side, you should see, in red writing, a link that says <Service Email>. Click that link. This screen should appear:



- Now click the link in the center of the page that says <Service Email System>, This screen should appear:



- Under username, enter your full NA service email address (ex. PR@bcna.ca)
- Under Password, enter the password you were provided by the Website coordinator.
- Click the sign in button.
- Provided you enter the right username and password, you should now be logged into the email.

If you have any troubles, please contact the website coordinator.

Website user request form

In order for you to access the “back end” of the website and participate in work groups, update meeting info, post to the forums, etc... you will need to have a username and password. These are different from the email username and password.

If you go to <http://www.bcna.ca/main/userapp.php> you will be able to send in a request for access to the “back end” of the site. The webpage will look like this

Once you have submitted the request you should receive an email with your username and confirmation that you now have access to the area. Please do not delete that email as you may need it in the future.

Other Trusted Servants or Members at large may have access to the “login area” of the bcrna.ca website. For them to have access, please do not give out your login information. Instead, please have them fill out the same online form as you did. By going to that form, they can fill in their personal information and get their own login name and password. The personal information that is requested is minimal.

Depending on who the person is and if they hold a service position determines what areas of the “back end” they will be able to access. Members at large only have access to the forums and general information area.

Website user request form for “Members at Large”

People from you area may have access to the “login area” of the bcrna.ca website. For them to have access, please do not give out your login information. Instead, please have them fill out this online form:

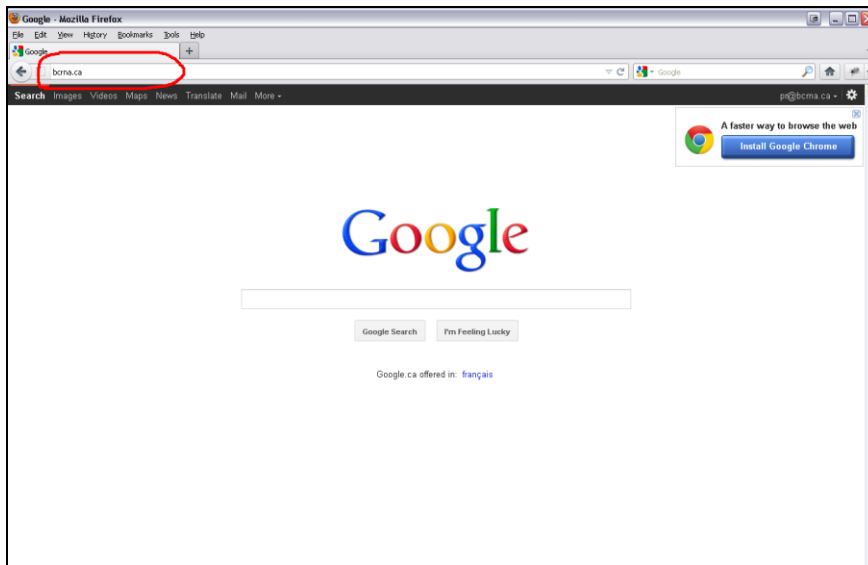
<http://www.bcrna.ca/main/userapp.php>

By going to that form, they can fill in their personal information and get their own login name and password. The personal information that is requested is minimal

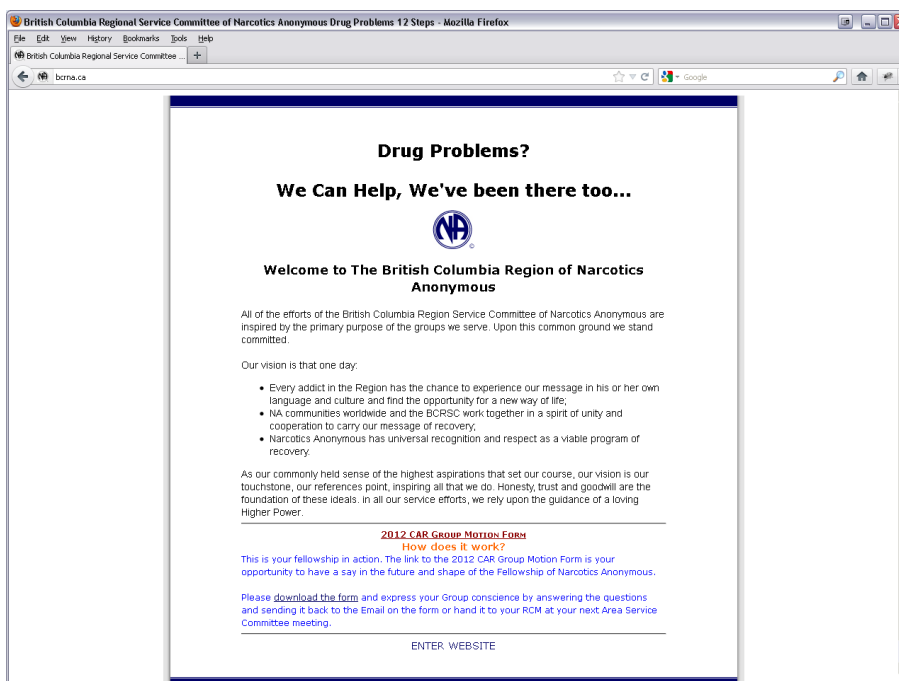
Logging into the BCRNA website

The website coordinator's email address is: webcoordinator@bcrna.ca

1. Open an internet browser such as "Internet Explorer", "Mozilla Firefox" or "Google Chrome".
2. In the address bar at the top of the page, type in BCRNA.ca and hit the <Enter> button (please see below screenshot, which shows what my screen look like before I hit enter. Where you need to type is circled in red)



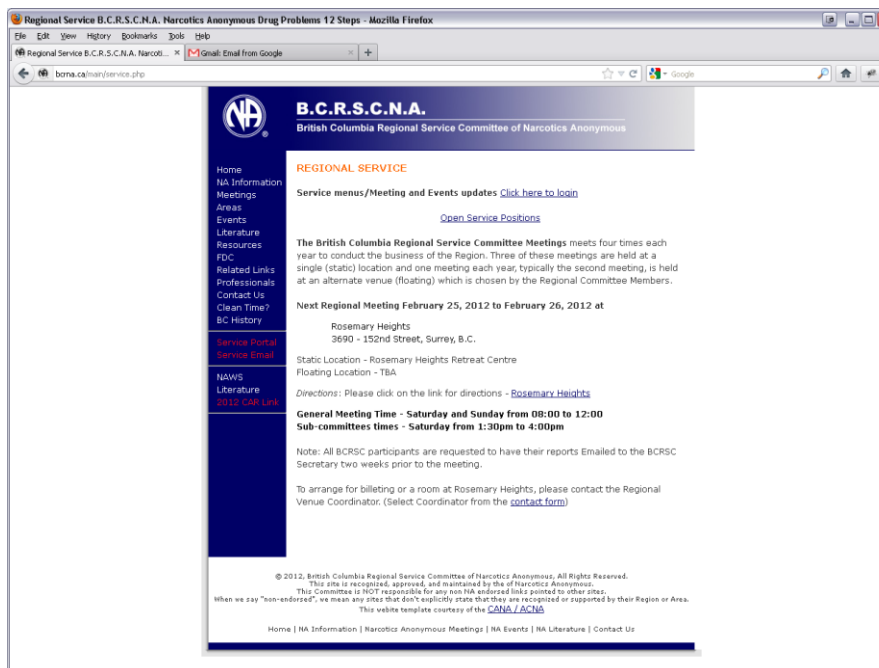
3. Once you hit enter, your screen should look like this:



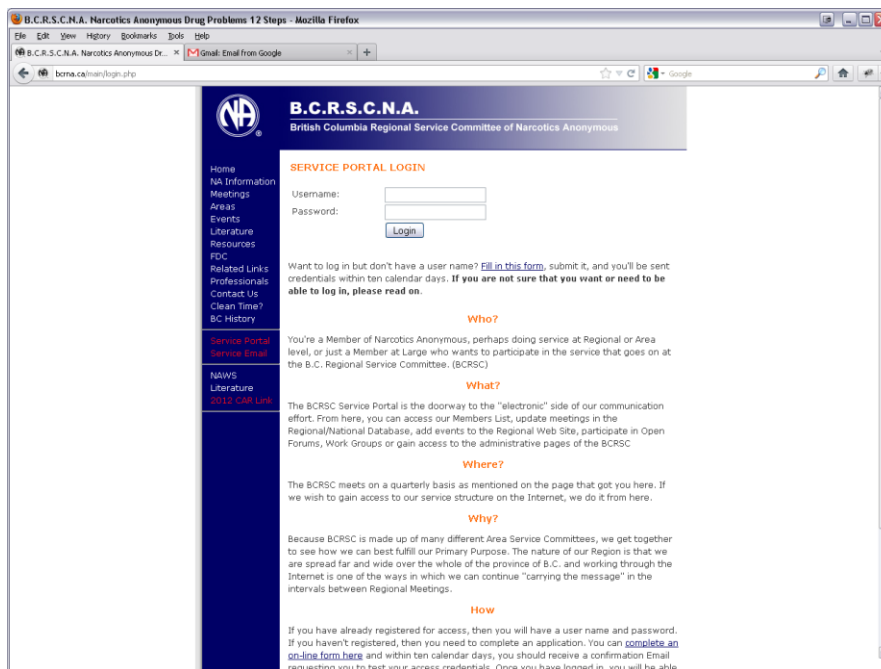
4. Click the <ENTER WEBSITE> link, you screen should then look like this:



5. In the blue bar, down the left hand side, you should see, in red writing, a link that says <Service Portal>. Click that link. This screen should appear:



6. There is a link in the top-center of the white space that says <Click here to login>. Click that link. this screen should appear:



7. Enter your username and password that were provided to you by the website coordinator. Click the <Login> button. If your login was successful, you will see this page:



If your login was not successful, you can try again, or contact the website coordinator.

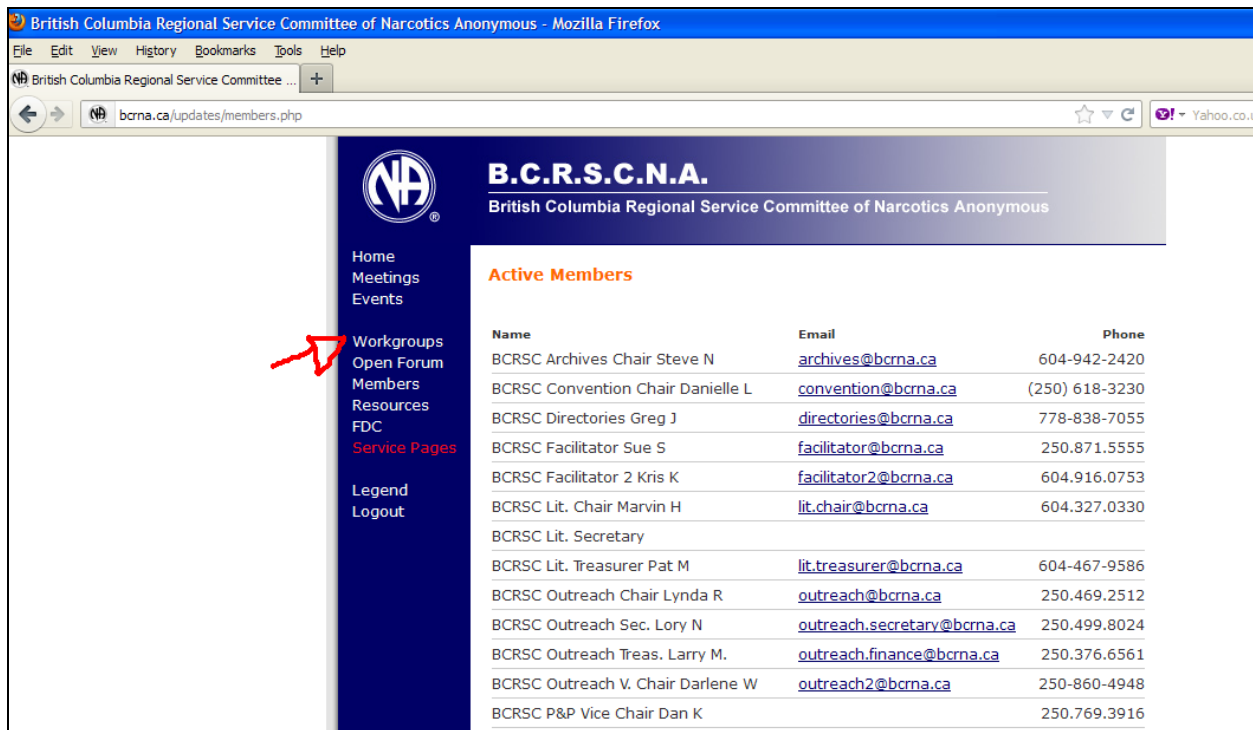
Participate in workgroups

A workgroup is how tasks or projects are done at the BCRNA during the time between our meetings. Workgroups are created on the website and all that participate in the workgroup are able to upload documents, post messages and share ideas.

For the workgroup to better function the Facilitator will ask for a “point person” for the workgroup and “workerbees”. The point person organizes the group, but should not be expected to do all the work. The “workerbees” are the people who complete different parts of the task to contribute to getting the project done. If you take on a task as a workbee, it is really important that you complete it by the deadline provided.

Don't take on more tasks than you can actually complete. Participating in at least one workgroup is essential to getting the work of the region done. Workgroups have their own special section in the BCRNA website. To access this section, log into the BCRNA website (Please see the section in this document on “[Logging into the BCRNA website](#)”).

Click on the <Workgroups> link, see below.



The screenshot shows the website for the British Columbia Regional Service Committee of Narcotics Anonymous (B.C.R.S.C.N.A.). The page title is "British Columbia Regional Service Committee of Narcotics Anonymous - Mozilla Firefox". The browser address bar shows "bcrna.ca/updates/members.php". The website header includes the logo and the text "B.C.R.S.C.N.A. British Columbia Regional Service Committee of Narcotics Anonymous". The left navigation menu has a red arrow pointing to the "Workgroups" link. The main content area is titled "Active Members" and contains a table with the following data:

Name	Email	Phone
BCRSC Archives Chair Steve N	archives@bcrna.ca	604-942-2420
BCRSC Convention Chair Danielle L	convention@bcrna.ca	(250) 618-3230
BCRSC Directories Greg J	directories@bcrna.ca	778-838-7055
BCRSC Facilitator Sue S	facilitator@bcrna.ca	250.871.5555
BCRSC Facilitator 2 Kris K	facilitator2@bcrna.ca	604.916.0753
BCRSC Lit. Chair Marvin H	lit_chair@bcrna.ca	604.327.0330
BCRSC Lit. Secretary		
BCRSC Lit. Treasurer Pat M	lit.treasurer@bcrna.ca	604-467-9586
BCRSC Outreach Chair Lynda R	outreach@bcrna.ca	250.469.2512
BCRSC Outreach Sec. Lory N	outreach.secretary@bcrna.ca	250.499.8024
BCRSC Outreach Treas. Larry M.	outreach.finance@bcrna.ca	250.376.6561
BCRSC Outreach V. Chair Darlene W	outreach2@bcrna.ca	250-860-4948
BCRSC P&P Vice Chair Dan K		250.769.3916

Once you click on the Workgroups link, you will see a list of the active workgroups. Please feel free to spend some time in here. Click on the links, read the information posted in the different workgroups, participate in the discussions, ask questions and get involved!

Additional Links

Once you have logged into the service area of the BCRNA website you will also find links that will allow you to read and participate in the forums, update meeting information, add events, view other members contact information and download documents that have been uploaded to the website.

All of those links can be found on the left side of the page once you have logged into the “back end”.

If you have any questions, issues, or concerns feel free to contact the web coordinator at webcoordinator@bcrna.ca