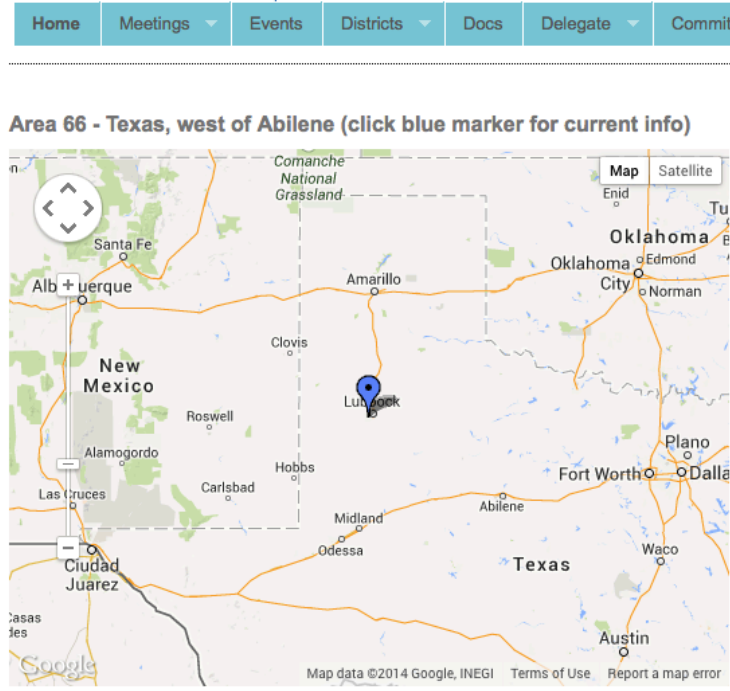
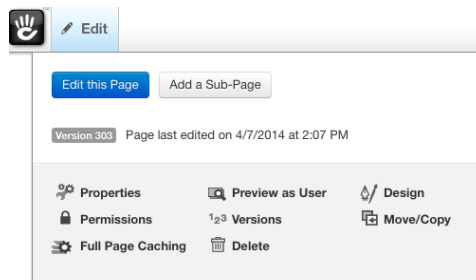


## Changing the Assembly Date and Location:

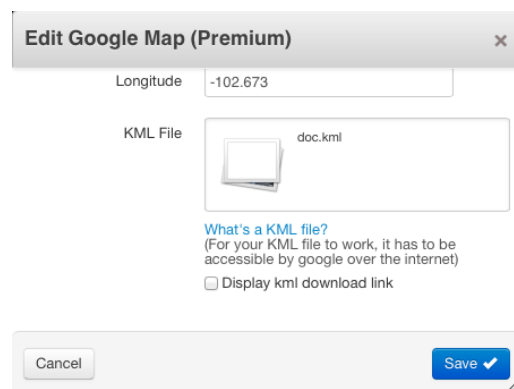
- I. Login to nwta66.org as administrator and download the document linked to the blue locator symbol as seen below. This shows the map and url information for our April 4, 2014 Assembly in Lubbock.



- II. To download that doc.kml file enter the Edit Mode seen in the top left of the home screen by hovering your mouse over the word Edit and then selecting the Edit this Page button as seen below.

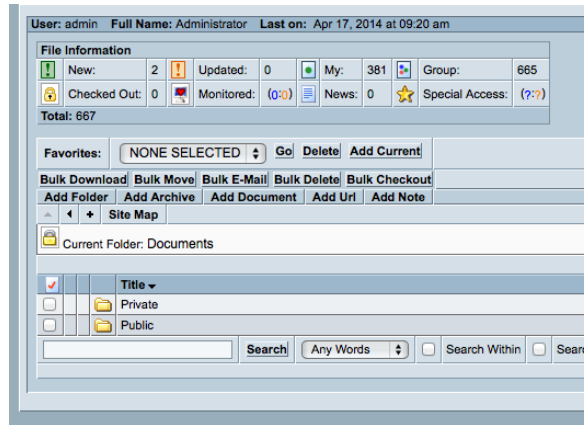


- III. Now Left Click the map image window seen in the first image above and select the word Edit. That

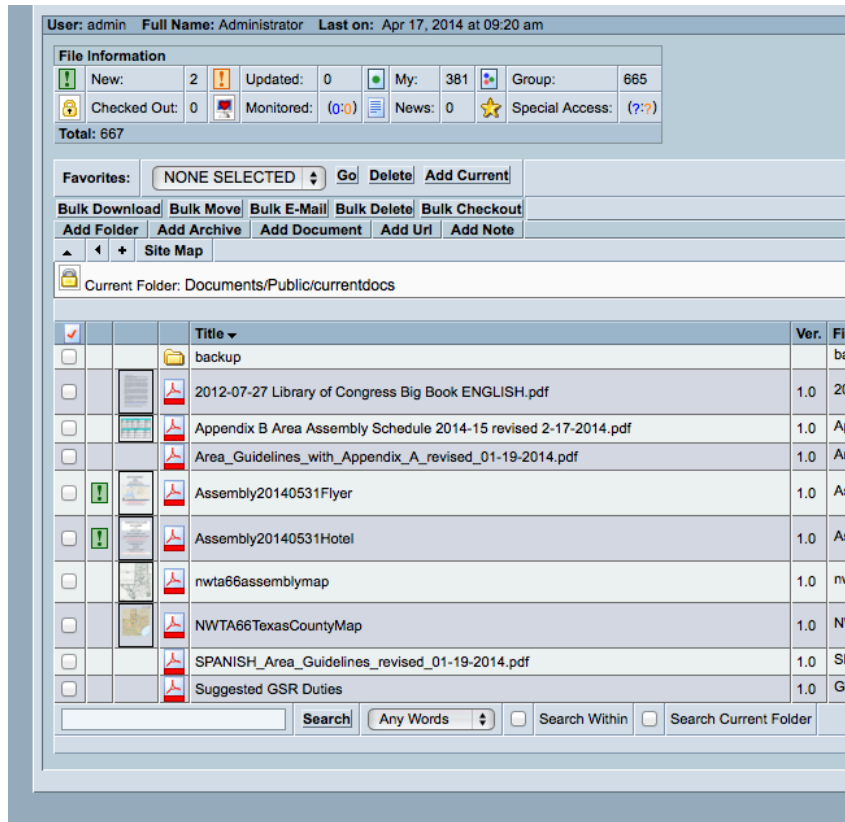


will open the Google Maps link window for the page as seen above. Scroll down until you see the KML File portion and click the “Display kml download link” box and then left-click the image to the

- left of doc.kml and select Download. Save the file to your Desktop, we will use a text editor like Wordpad or Notepad or TextEdit if you have a Mac, to make changes to this file.
- IV. The text we need to change in this kml file pertain to the Assembly Flier, Assembly Location, and Information on the Hotel, as well as links to maps for getting to the Location and/or the Hotel if those two are different. So, we may need a link to a map of the meeting site and a separate one for the Hotel. In addition to the “pdf” files containing the Hotel Information and Flier will be the Agenda in Spanish and English comprised of two separate “pdf” files typically named: “Assembly20140531Agenda.pdf and Assembly20140531AgendaSpanish.pdf”, or Assemblyyyyymmdd.pdf to reflect the date of the Assembly.
- V. We will have to Login using the owl link to transfer these files to the website. Go to [nwtA66.org/owl](http://nwtA66.org/owl) and login as administrator. Select the Yellow Folder Icon to the left of Public as seen below:

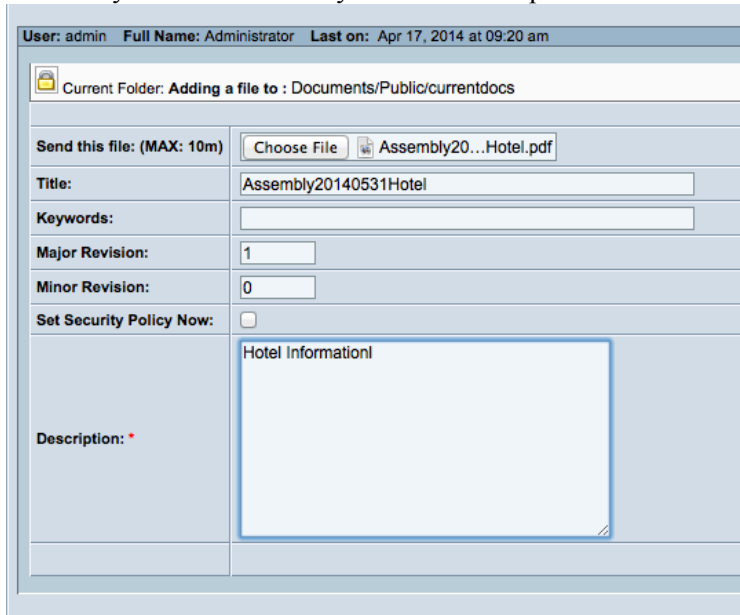


- VI. That will take us to a Directory or Folder Listing and we will select the Yellow Folder Icon to the left of currentdocs which opens the following window seen below:

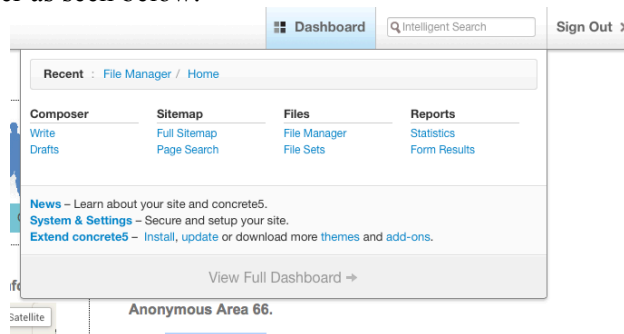


- VII. We will now select Add Document and upload the file(s) we have created or been sent so that our links to these documents functions properly.

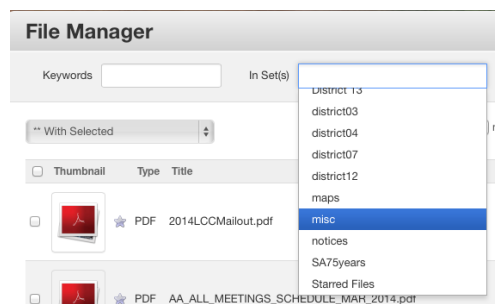
- VIII. The window that is now showing is expecting us to Choose a file to upload and then upload it. As seen below, the critical elements we need to fill in before we select the button “Send File” in the bottom right of the window are Title and Description. The Title should be the same as the pdf filename but without the pdf extension. So Assembly20140531Hotel.pdf would be the file I choose and the title would simply be Assembly20140531Hotel. The Description could be any text describing the object as seen below. Once that is filled in select Send File and after the transfer is complete we can repeat this as many times as necessary to send all the pdf files we have created.



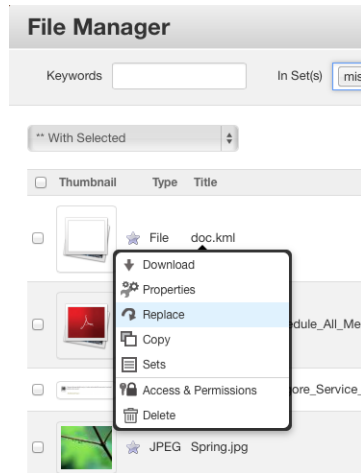
- IX. Once the transfers are complete you can select Logout in the upper right portion of the Owl Management screen. We will now finish by sending the edited doc.kml file to the website using Concrete 5’s File Manager.
- X. Login to nsta66.org again as administrator. Hover of the Dashboard on the top right of the screen and select File Manager as seen below.



- XI. The File Manager default screen is opened and we will need to change “Sets” to misc, so click in the blank box for sets and scroll down and select “misc”.

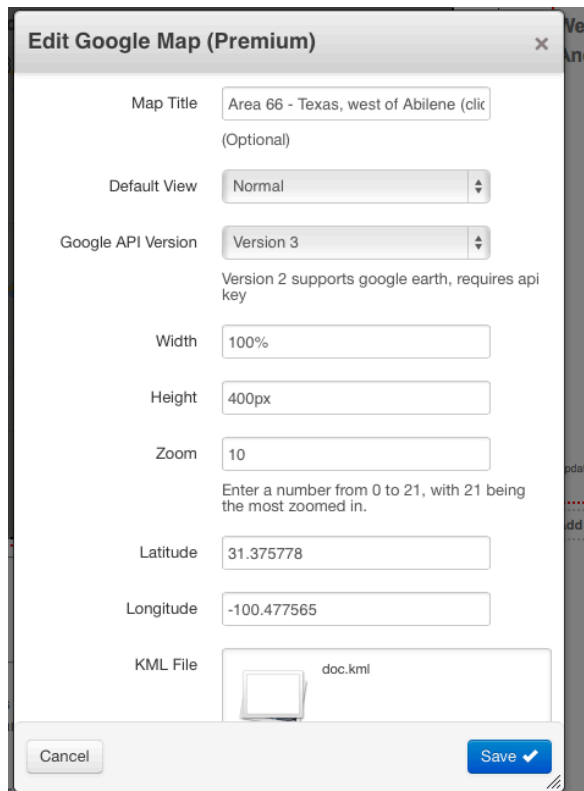


- XII. That moves us into the misc Set or Folder and we can see doc.kml our target file we need to replace. Select doc.kml and the following window pops up where we can then select Replace and then find the



edited doc.kml file we have modified on our local PC. When prompted Choose the file and then upload and click Continue after the transfer is done. We can now select Return to Website.

- XIII. One last piece in the puzzle is setting the coordinate, Latitude and Longitude, as well as the “Zoom” level of the map we now should have displayed on the Home Screen. Hover over Edit at the Top Left and Select Edit This Page. Left Click anywhere in the Map and select Edit. That opens the properties window for this special web element as seen below and we can set the Zoom Level to 10 and the coordinates to those we get from the Google Maps page when we right click on the red Location Icon

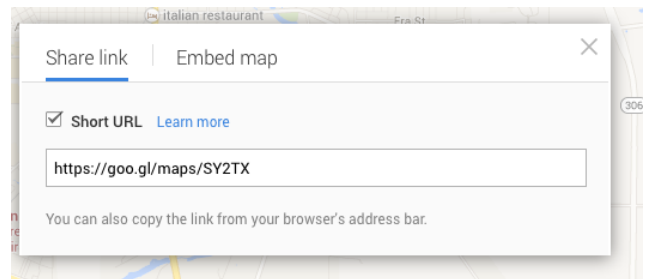
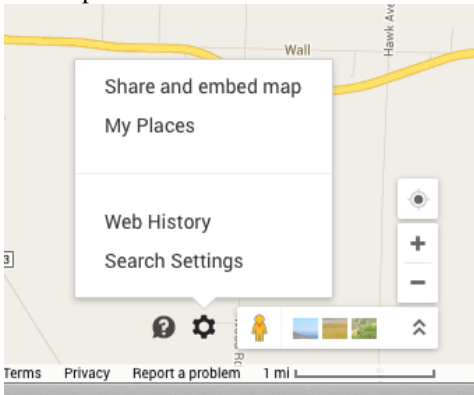


and select What's Here. A window will display at the top left of the Maps page with the coordinates included. The next section will explain how we get the Short Url from Google maps to create map links to the Assembly Location and/or Hotel.

## Using Google Maps for Hotel and/or the Assembly Location Maps

Creating a Short URL link in Google is surprisingly easy to do. We first navigate to maps.google.com and then put our destination address into the Search field, set the Zoom on the map so it is inclusive enough of local streets to be of use.

- I. Go to maps.google.com and in the Search field put the location address of the Assembly. In our example we will use the Roadway Inn, San Angelo, Tx. Zoom out a bit to include local streets that can be used to assist in arriving at the location and then Select the Gear Icon at the bottom right of the screen as seen below and select “Share and embed map” from the window that appears. That will then open the other window seen below and you can then select Short URL and copy the link that appears.



This “short URL” will need redacted into the doc.kml file wherever you have links to maps in that file. That will give you the opportunity to repeat the doc.kml replacement after you have edited the document. Before you send that document you will also need to edit the coordinates contained in the file as seen below as well as the Assembly Location at the top of the text.

- II. In the top left of the screen seen above the Assembly Location is given as Lake Nasworthy Boat Club with address as 3584-3598 Fish Hatchery Rd. The coordinates are neat the bottom of the screen. Save your work and now use the File Manager from Concrete 5 and replace the doc.kml file and we should now have a complete change over done for the new upcoming Assembly.

```
<?xml version="1.0" encoding="UTF-8"?>
<kml xmlns="http://www.opengis.net/kml/2.2" xmlns:gx="http://www.google.com/kml/ext/2.2" xmlns:kml="http://www.opengis.net/kml/2.2" xmlns:atom="http://www.w3.org/2005/Atom">
  <Placemark>
    <name>Welcome to The Area Assembly May 31, 2014</name>
    <open>1</open>
    <address></address>
    <description>
      <![CDATA[
        Lake Nasworthy Boat Club<br />
        3584-3598 Fish Hatchery Rd<br />
        <a href="http://goo.gl/maps/pNvFf">Map to Area Assembly in San Angelo, Texas</a><br />
        <a href="http://nwt66.org/owl/Documents/Public/currentdocs/Assembly20140531Hotel.pdf">May 31, 2014 Hotel Information (pdf)</a><br />
        <a href="http://nwt66.org/owl/Documents/Public/currentdocs/Assembly20140531Flyer.pdf">May 31, 2014 Area Assembly Flier (pdf)</a><br />
        <a href="http://goo.gl/maps/6q84a">Map to the Roadway Inn 2502 W Loop 306 San Angelo, Texas</a><br />
      ]]>
    </description>
    <styleUrl>#default<+icon=http://maps.google.com/mapfiles/kml/pal3/icon0.png+icon=http://maps.google.com/mapfiles/kml/pal3/icon52.png</styleUrl>
    <Point>
      <coordinates>-100.477565,31.375778,0</coordinates>
    </Point>
  </Placemark>
</kml>
```