

# Make Sure Your Activity is Listed!

Visit [www.ctna.org/activities.htm](http://www.ctna.org/activities.htm)

- ✓ **Email the activity details along with the flyer to [www.ctna.org/contactus.htm](http://www.ctna.org/contactus.htm)**

In order to make the website more efficient we are now asking to have activities submitted by email. Using the original word document or the word document saved as a pdf results in better download time than using scanned copies. This is especially important for visitors using a dial-up connection to the internet. White background is preferred for easier download and printing and pdf file type is preferred for viewing on Windows and Mac computers. Scanned copies saved as pdf (portable document format) or doc (Microsoft word document) file type should be used as a last choice. Scanned copies are not accessible to those with visual impairments. Digital copies (on CD or DVD) can also be submitted at regional. You can give a copy to your RCM at Area to bring to the webservant at Regional. RCM's attend Area and Regional Service Committee Meetings. Due to time constraints, the webservant and alternate webservant are no longer able to scan all of the flyers brought to regional for posting on the activities page. Users of Microsoft word 2007 and newer can save a copy of the original word or power point document as pdf file type. Users of other programs may find free online tools such as [www.doc2pdf.net/converter/](http://www.doc2pdf.net/converter/) to convert word documents and power point files to pdf file type. The use of software and online tools is intended to facilitate ease of use and does not constitute an endorsement by Connecticut Region of Narcotics Anonymous.

- ✓ **According to Regional Policy (page 2) all flyers must have at least 1 of the 4 NA Registered Trademarks shown below.** It must be an NA Sponsored Group, Area, or Regional event to be posted on the website.



Narcotics Anonymous



**Flyers without 1 of these symbols cannot be distributed.**

**Symbols cannot be written in by hand** and due to time constraints the webservant and alt. webservant cannot edit it for you.

Symbols and usage guidelines can be found at: [www.ctna.org/activities.htm](http://www.ctna.org/activities.htm)

- ✓ **All activities must have a street address, city, date and time, as well as 2 contacts.**

CTNA does not publish phone numbers of addicts on the internet without permission - however we do require them on file.

(Note if the flyer provided contains a phone number it will be posted as submitted.)

- ✓ **Convention Events & Subcommittees – please include dates or year!**
- ✓ **We are now accepting flyers for Service Committees and Groups in need of support, New Meetings, and Meeting Change Flyers!**  
(to be posted on schedule and service pages) Please include the date somewhere on the flyer.