

How to create your own Custom meeting list in PDF format



The image shows a search interface with several filters. From left to right: a search box with the text 'Search', a magnifying glass icon with a dropdown arrow, a dropdown menu currently showing 'Everywhere', a dropdown menu showing 'Any Day', a dropdown menu showing 'Any Time', a dropdown menu showing 'Any Type', and two buttons labeled 'List' and 'Map'.

- 1) Open your web browser and navigate to: <https://westernmassaa.net/>.
- 2) Click on the second box below the header (see example above). The default should be 'Everywhere'. If that is the list you want, then skip to #4.
- 3) Select 'Switch to Districts' and pick your District. You will notice it has changed the 'Region' heading to 'District'.
- 4) Change the next tab to the day you are looking for or choose 'Any Day'.
- 5) Do the same for 'Any Time' if you only want a specific set of meeting times.
- 6) Change 'Any Type' if you are looking for a specific type of meeting. I would recommend choosing 'Active' as a default if no other type is required.
- 7) Do not make any further changes and you should be able to generate the PDF list you were looking for.
- 8) Use your browser print function: Click CMD+P (from MAC) or CTRL+P (from PC) to Print/Download (be sure to set the print dialog 'Destination' to 'Save as PDF')

If you download the resulting PDF document it will be searchable, and the meeting names are hyperlinks to the meeting at <https://westernmassaa.net/>. This takes you to more information about the meeting such as directions or the login ID for hybrid or online meetings.