



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

CDA:CSA October 5, 2010

TO ALL BODIES OF ELDERS

Re: Searching for congregation meeting locations and times

Dear Brothers:

We are pleased to announce a new feature to become available on the jw.org website from October 5, 2010, at 5:00 p.m. that allows approved users to search for congregation meeting locations and times throughout the branch territory.

This new feature is available in the secure login area of the site on the *Lookup* tab, *Meetings* link. The brother can narrow the search for a meeting location and time by using criteria such as the congregation's language, city, and meeting information. A list of matching congregations will be displayed, along with the address and meeting times. During Memorial season, the location and time of the Memorial will also be displayed. The user can view one or more of the listed congregations on a map and get directions.

The *Search for Congregation Meetings* role will be automatically assigned to all brothers who currently have the *Manage Users* role or the *Enter Reports and Profile* role. However, the *Search for Congregation Meetings* role may be assigned to any elder or ministerial servant with a jw.org website account at the discretion of the Congregation Service Committee. The roles can be assigned by the local account administrator, soon to be known as the local domain administrator.

When a local publisher will be travelling and needs to get information about meeting locations and times, it is preferred that he get the information from a local brother with the *Search for Congregation Meetings* role rather than calling the branch office.

The feature is also available to other audiences. Hospital Liaison Committee, Regional Building Committee, Assembly Hall Committee, and Convention Committee members who have the *Manage Users* role, will automatically be given the *Search for Congregation Meetings* role. The committees can then assign this role to other users as required. Travelling overseers will receive the role by default.

We trust that this new feature will prove helpful to you. Please accept an expression of our warm love and greetings.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

cc: Assembly Hall Committees
Convention Committees
Hospital Liaison Committees
Regional Building Committees
Travelling overseers

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PS to the secretary:

This letter should be retained in the congregation file along with other items related to the jw.org website.

PPS to the coordinator of the body of elders:

After October 5, 2010, please announce to the congregation that if they require information on meeting times or locations for congregations within Britain, this is now available through the elders in their local congregation. There will be no need to call the branch office for such information.