

## INSTRUCTIONS ON HOW TO FILL OUT THE AL-ANON ELECTRONIC MEETING REGISTRATION/UPDATE FORM

Please print all information clearly.

### Registration

The **WSO ID #** is assigned by the WSO at the time of registration. Leave box blank if this is a new registration. If this is NOT a new registration, please write the ID number on the form.

Check the appropriate box:

- **New:** this is a new meeting registration
- **Update:** any change of meeting information
- **Inactivate:** the meeting no longer meets

#### Meeting type:

- **Open:** An open meeting welcomes visitors seeking information about Al-Anon such as professionals, medical personnel, students, reporters, etc., as well as newcomers and members of Al-Anon.
- **Closed:** A closed meeting is for Al-Anon members and prospective members only. Anyone who has been affected by someone else's drinking is welcome.

#### Media:

- **Internet** meetings meet on-line (chat, e-mail, bulletin board/blog, voice via Internet, other)
- **Telephone** meetings meet on the telephone
- **Other**—please indicate the media platform on which the meeting is held. Note that the WSO will not register meetings on social networking sites that use full names and pictures.

**Meeting Language:** Please indicate:

- **Spoken:** indicate in which language the meeting is held
- **Mailing:** the WSO mails information in English, French, and Spanish only.

#### Meeting Name

An Al-Anon meeting name is inviting to all and reflects Al-Anon principles. It should not imply affiliation with any other Twelve Step group, self-help group, commercial venture, agency, religious group, rehabilitation facility, or other outside enterprise even if the name is associated with its location; e.g. "Yahoo Al-Anon" is not an appropriate name. The meeting name may provide information about the format of the meeting, or it may include a special designation, e.g. adult children, men, women, parents, LGBT. See the "Digest of Al-Anon and Alateen Policies" section of the *Al-Anon/Alateen Service Manual* (P-24/27), "Choosing a Group's Name." The *Service Manual* is posted on the Al-Anon Members' Web site, [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members).

## On-Line Meetings

A meeting on the Internet can have only **one** feature: **e-mail**, **chat**, and **bulletin board** are the most common. Please note that in keeping with Tradition Eleven, the WSO will not register meetings held on social networking sites, e.g. Facebook.

*A special note about chat rooms:* There can be more than one meeting in a chat room but each meeting is registered separately and has its own WSO ID number. Chat rooms that list unregistered Al-Anon meetings or meetings affiliated with other programs could be removed from the WSO Al-Anon Electronic Meeting List. All Al-Anon chat meeting Web sites must display only Al-Anon information. Sites should not display ads, other alcoholism-related Web sites, other recovery-related information, etc.

### Meeting Location:

Each on-line meeting can have **one** address. Please list the e-mail address or URL where new members obtain information about how to join the meeting. Please use an address belonging to the meeting and not to an individual trusted servant.

## Telephone Meetings

A telephone meeting lists the phone number and access code used to call into the meeting, along with the day and time of the meeting.

## All Electronic Meetings

All Al-Anon electronic meetings are required to have a Current Mailing Address (CMA). The CMA shares information sent by the WSO via e-mail and postal mail with the members at the meeting. It is suggested that the CMA be someone who attends the meeting on a regular basis and anticipates keeping the same address for a year. The CMA is the meeting's primary contact with the WSO. If the CMA does not have an e-mail address, it is suggested that they get an "e-buddy" who will send and receive e-mail correspondence for the meeting.

It is also requested that there be one or two meeting Contacts in addition to the CMA, who provide e-mail addresses and phone numbers. This information is for WSO use only and would be used only if the CMA cannot be reached.

It's important to keep CMA information current. When mail is returned to the WSO (postal or e-mail), the meeting could be placed in "inactive" status and removed from the Electronic Meeting List until the CMA information is updated.

Please notify the WSO in writing with **any** changes for the meeting.

The writable pdf form can be saved and e-mailed to [wso@al-anon.org](mailto:wso@al-anon.org) as an attachment.