

Al-Anon Family Groups Annual Update Instructions For Groups with an Electronic Meeting Location



Status

- If everything is correct:
 - Use the QR code or link on the flyer, or the form, and mark “All Information is Correct”.
- If something is not correct
 - Use the QR code or link below, or the form, and let us know what needs to be changed.
- Select “Inactive”, if the group is no longer meeting.

Group Information Overview

The **Group Name** is inviting to all and reflects Al-Anon principles. The group name does not contain the name of any other Twelve Step group, self-help group, commercial venture, agency, religious group, rehabilitation facility, or other outside enterprise even if the name is the same as the name of the location. All Al-Anon groups are registered with the letters AFG (for Al-Anon Family Group), to protect the anonymity of the member serving as the Current Mailing Address (CMA) to the group, as this address (of the CMA) is often a member's home.

A name that includes the town or section of the town, the meeting day, a slogan, or another phrase from our program or quote from Conference Approved Literature (CAL) is inviting to all and conforms to Al-Anon/Alateen principles. The group name may provide information about the format of the meeting, See *Al-Anon and Alateen Groups at Work* booklet (P-24) and the *Digest of Al-Anon and Alateen Policies* section of the current **Al-Anon/Alateen Service Manual** (P24-27) for additional information – “Naming the Group” and “Choosing a Group's Name” sections.

District Number is used to sort information for group reports.

Mailing Language is the language in which the group receives mail. The mailing language can be different from the meeting language (e.g. language spoken at the meeting is Spanish, but the group would like to receive mail from WSO in English). WSO mail can be sent in English, Spanish, or French.

Registration Date is the date the group was registered with the WSO.

The group **location** includes the meeting platform, host, and exact online address or phone number of the meeting.

Host (required for Al-Anon Family Groups Mobile App meetings): All groups registering in the Al-Anon Family Groups Mobile App (Mobile App) are required to provide a host name, phone number, and email address. The phone number and email address must match the information the member used to register in the Mobile App. This information can be found in member's Mobile App profile.

Meeting Location Please provide the email address, URL, or phone number where new members obtain information about how to join the meeting. This information will be displayed on al-anon.org. When providing an email address, please use the group's email address and not an individual member's address.

Meeting ID Provide the meeting ID assigned to the meeting if one is required.

Access Code: Provide the access code assigned to the meeting if one is required, and if it is to be displayed with the meeting information.

Participants information is optional. It is a way to provide additional information about the meeting, but does not in any way restrict who can attend the meeting. Every Al-Anon meeting is open to every Al-Anon member. Newcomers are presumed to be potential members. In keeping with Traditions Three and Five, our groups welcome anyone affected by someone else's drinking. If the group wishes to provide members and newcomers with additional information about the participants of the meeting by using this feature, please select one of the available options.

Beginners indicates that the meeting is a stand-alone meeting focused primarily on topics of interest to beginners. To register a Beginners meetings that is an add-on to another meeting, use the Additional Meeting section and select Beginners.

Phone Contacts for the Public receive calls from newcomers seeking Al-Anon's help or others seeking directions or additional information about the Al-Anon meeting. Contact phone numbers are given out to callers on the WSO toll-free meeting line.

Current Mailing Address (CMA)

It is essential to be able to contact the group. Each group needs to have someone who is willing to receive postal and electronic mailings, and take it to the group. The CMA can be a member who anticipates keeping the same address for at least a year, who has no difficulty in receiving mail at home, and who attends the group's meeting regularly to deliver the mail. The CMA's personal email address can be used to receive electronic mailings. Some groups rent a PO Box, and members rotate the responsibility to deliver mail to the group. A group email address can be created when the group doesn't have a member listed as the CMA, or as an alternative to using the CMA's or another member's personal email address.

An up-to-date CMA assures the group of promptly receiving all mail. The WSO and the local service arms are to be notified immediately when the CMA changes, so there will be no disruption of mailings

Meeting Information Details

Meeting Day/Time is the day of the week and time of the meeting. Please check AM or PM
Select 24/7 if the meeting is available 24 hours per day, 7 days per week.

NOTE: Meeting days and times in the Mobile App are subject to availability. The WSO will request an alternate day and time if the original selection is not available.

Time Zone in which the meeting is taking place. Phone meeting times will be converted to US Eastern time when posted on the al-anon.org website

Member Count is an estimate of the number of members who regularly attend the meeting.

Meeting Attendees: refers to who will be attending the meeting

- **Families and Friends only (Closed meeting):** A meeting that is available for Al-Anon members and prospective members only. Anyone who has been affected by someone else's drinking is welcome.
- **Families, Friends and Observers welcome (Open meeting):** A meeting that welcomes observers seeking information about Al-Anon such as professionals, medical personnel, students, reporters, etc., as well as newcomers and members of Al-Anon.

See info in the *Al-Anon and Alateen Groups at Work* booklet (P-24).

Language Spoken- is the language spoken at the meeting. Not limited to spoken languages. For example, if the meeting is conducted in a visual (sign) language, please indicate which one.

Special Meetings:

Beginners Some groups may decide to hold special beginners' meetings in conjunction with the regular group meeting, to provide newcomers with a simple introduction to Al-Anon. These beginners' meetings are served by the Group Representative of the hosting A-Anon group, and do not register as a separate group. Other Al-Anon groups offer beginner topics as a way to attract newer members. These groups are registered separately and have a Group Representative. They may use "Beginner" as part of their group name.

Location Instructions includes the meeting platform, host, and exact online address or phone number of the meeting.

Additional Meeting: Information for a multiple meeting can be provided in this section.

Group Representative (GR)

A Group Representative is "an Al-Anon or Alateen member who represents the group at District and Area Assembly meetings, where they share information of importance. The GR brings that information back to the group."

According to the Al-Anon's policy, Service Participation by Members of Al-Anon Family Groups Who Are Also Members of Alcoholics Anonymous, members who are also members of A.A. do not serve as Group Representative (GR), District Representative (DR), Area Delegate, World Service Conference member, alternate to any of these service positions or on any committee of the World Service Office."

See the current Al-Anon/Alateen Service Manual (P24-27) for additional information about "Group Representative (GR)."