

INSTRUCTIONS ON HOW TO FILL OUT THE AL-ANON ELECTRONIC MEETING CHANGE FORM

The WSO will update a registered electronic Al-Anon meeting with the understanding it will abide by the Traditions and that meetings will be open to anyone who is affected by someone else's drinking.

Please print all information clearly.

The **WSO ID #** is assigned by the WSO at the time of registration.

Check the appropriate box:

- **Change:** any change or update of meeting information with the corresponding WSO ID #
- **Inactive:** the meeting no longer meets; please provide WSO ID#.

Indicate which sections require a change and provide ONLY the changes:

Meeting Attendees: refers to who will be attending the meeting

- **Families and Friends Only:** 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:** 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.

Participant Designations: This designation is an optional selection. Provide this change as the WSO will register groups designated for men, women, parents of alcoholics, adult children, other gender identification/sexual orientation, etc. with the understanding that, in keeping with Traditions Three and Five, the meeting will welcome anyone affected by someone else's drinking.

Language: Please indicate:

- **Meeting (Spoken/Written):** indicate language in which the meeting is held
- **Mailing:** indicate the language you wish to receive mailings from the WSO. 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 is not affiliated 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 current *Al-Anon/Alateen Service Manual* (P-24/27), "Choosing a Group's Name." The *Service Manual* is posted under the Members menu on al-anon.org.

Additional Meeting Information: Indicate here if the meeting will follow a specific format or have a consistent meeting topic, e.g. Beginners, Step study, etc.

Platform (choose one):

- **Phone** meetings meet on the telephone via conference call
- **Al-Anon Family Groups App** meetings within the Al-Anon Family Groups App take place on a web conference platform
- **Email** meetings take place on an email platform
- **Chat** meetings take place on a secured chat platform. There can be more than one meeting in a chat room, but each meeting is registered separately and has its own WSO ID number. In keeping with Tradition Six, chat rooms that list unregistered Al-Anon meetings, meetings affiliated with other programs or on sites that display other recovery-related are not registered with the WSO.
- **Blog** meetings take place on secured blog platforms
- **Bulletin Board** meetings are continuous discussion threads

- **Instant Messaging** take place on Skype, WhatsApp or other similar applications and can have video, text and/or audio capability
- **Web Conferencing** meetings take place on WebEx, Zoom, etc. and can have video and audio or just audio (through the computer or a phone)
- **Social Media** meetings take place on Facebook, Facebook Messenger, Instagram, etc. or platforms that provide a news feed.

Host (required for AI-Anon Family Groups App meetings): Enter the name, phone and email address if the Host information is updated. The same phone number and email address used to register in the App must be provided here and is found in the app profile. When the Host is present, the Host can provide technical assistance to the meeting, mute/unmute participants, enable video capability for all participants, and assist with moderating the chat (e.g. acknowledging when members request to share). The Host will be provided (via the App registered email) with credentials and instructions to access the Host meeting functions. Whether the meeting decides to use the Host is a group conscience decision.

Meeting Location: Please provide the email address or 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 an address belonging to the meeting and not one that belongs to an individual trusted servant.

Access Code: provide the access code assigned to the meeting if one is required.

Meeting ID: provide the meeting ID assigned to the meeting if one is required

Password (if to be displayed): provide the password if it is to be displayed with the meeting information.

24/7: choose this selection if the meeting is available 24 hours per day, 7 days per week

Day(s): provide the day or days of the week that the meeting will take place if applicable. Refer to the section "Multiple Meetings" in the "Groups at Work" section of the current *AI-Anon/Alateen Service Manual* (P-24/27) for additional details. Meetings that occur at the same time on multiple days can register as one meeting.

Time: if applicable, provide the time that the meeting will take place and whether it is AM or PM.

NOTE: Meeting day and time registration in the AI-Anon Family Groups App is subject to availability. The WSO will alert you if an alternative is needed for consideration prior to registration finalization.

Time Zone: provide the time zone where the meeting is taking place. Phone meeting times will be converted to Eastern time when posted on the al-anon.org website

Do you observe Daylight Saving/Summer Time? If your meeting will not have a time change, mark "no." If it will, mark "yes" and provide the time of year when this change occurs.

CMA: provide necessary updated information. The CMA shares information sent by the WSO via email and postal mail with the members at the meeting. The CMA will also have access to a secure community called AFG Connects where experiences can be shared with other CMAs regarding conducting business meetings and ideas that keep the meeting vibrant and welcoming. The CMA is the meeting's primary contact with the WSO. The CMA can choose to create a meeting email address, which facilitates rotation of service, or can use his/her personal email. It's important to keep CMA postal and email information current in order for timely information to be shared with members of the electronic meetings

Contacts: WSO Staff will share meeting contact information with newcomers or professionals seeking AI-Anon's help or when requesting additional information about the meeting. It is requested that there be one or two meeting Contacts who provide their email address and phone number which will be shared for those making the request for information that cannot be answered by the WSO.