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

Digital, social networking and phone meetings are registered as Electronic Meetings. In keeping with Tradition Eleven, the WSO does not register meetings that do not abide by the Anonymity Policy.

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 #
- **Inactivate**: 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 (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 the current Al-Anon/Alateen Service Manual (P-24/27) for the definition of Open and Closed meetings.

**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. "Skype 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 the WSO website, al-anon.org.

**Platform (choose one):**

- **Phone** meetings meet on the telephone via conference call
- **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 information 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

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**Note that the WSO will not register meetings that do not abide by the Anonymity Policy found in the current *Al-Anon/Alateen Service Manual* (P-24/27).**

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**Meeting Location:**

Please provide the email address or URL or phone number where members obtain information about how to join the meeting. When providing an email address, please use an address belonging to the meeting and not to an individual trusted servant. Refer to *Electronic Al-Anon Meeting Guidelines* (G-39) under the Members menu at al-anon.org for additional information.

**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 *Al-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:** provide the time of day that the meeting will take place, if applicable and whether it is AM or PM

**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.

**All Meetings:**

All Al-Anon electronic meetings are required to have a Current Mailing Address (CMA). 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. 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. The CMA can choose to create a meeting email address, which facilitates rotation of service, or can use his/her personal email.

It is requested that there be one or two meeting Contacts in addition to the CMA who provide email addresses and phone numbers. Phone Contacts for the Public receives calls from newcomers seeking Al-Anon’s help or additional information about the meeting. Contact phone numbers or email addresses are provided by WSO Staff upon request.

It's important to keep CMA information current. When postal correspondence is returned from the CMA to the WSO, the meeting is placed in “No Mail” until the CMA information is updated.

Please submit **any** changes to the meeting on the Electronic Meeting Change Form