New Al-Anon Group Registration Form Instructions
For Groups with an Electronic Meeting Location

Section 1: Group Record

Select either the Global Electronic Area or the geographic Area for which you are registering. Areas listed have decided to support electronic groups and have notified the WSO. If your Area is not listed, please contact your Area Delegate

Section 2: Status

Select "New" if the group is being registered for the first time.

Section 3: Group/Registration Overview

A **group name** is visible to members, newcomers, professionals, and the general public. It should be inviting to all and reflect Al-Anon principles. Names 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.

It is not necessary to include the word "Al-Anon" in the group's name. All Al-Anon groups are registered with the letters AFG (for Al-Anon Family Groups) included in the name. This is to protect the anonymity of members who receive postal mail on behalf of the group. Postal mail is sent to the group's Current Mailing Address, which is often a member's home.

See the current *Al-Anon/Alateen Service Manual* (P24-27) for additional information about "Naming the Group" and "Choosing a Group's Name."

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

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

Platform (choose one):• Phone-based groups meet on the telephone via a conference call service provider.
• Al-Anon Family Groups Mobile App groups take place on a web conference platform.
• Email-based groups meet using an email platform. • Chat-based groups meet on a secure chat platform. There can be more than one group that meets in a chat room, but each group should register separately and obtain its own WSO ID number.

• Blog-based meetings take place on a secure blog platform.
• Bulletin board meetings are continuous discussion threads that take place on websites designed for this purpose.
• Instant Messaging groups meet on Skype, WhatsApp or other similar applications and may have video, text. or audio capability.
• Web conferencing meetings take place on WebEx, Zoom, and other platforms and can have video and audio or just audio (through the computer or a phone).
• Social media-based groups meet on Facebook, Facebook Messenger, Instagram and other platforms that provide a news feed.

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.

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: Provide the password 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.

Note: Selecting 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 are members willing to 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 information line.

Section 4: Meeting Details

Please provide the following information:
The **Day** and **Time** of the meeting, including 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: Provide the 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.

Meeting Attendees: Indicates whether the meeting is open to members of the public.

- **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.

Meeting Language 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.

Member Count is an estimate of the number of members who have been regularly attending the meeting.

Other Meeting Details include the type of meeting or special features about the meeting. Select all that apply.

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.

Some groups want to register **Additional Meetings** that have different days/times than the original group, but are connected to the same Group ID number. Information about those additional meetings can be provided in this section, or to indicate a beginners' meetings in conjunction with the regular group meeting, to provide newcomers with a simple introduction to Al-Anon.

Section 5: Current Mailing Address (CMA)

Each group needs to have someone who is willing to receive postal and electronic communications, from the WSO and local service arms, to share the timely information with the members of the group at the meeting. 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 can choose to create a group email address, which facilitates rotation of service, or can use his/her personal email. It's important to keep the CMA postal and email information current to avoid any communication disruption.

Section 6: 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." *2018-2021 Al-Anon/Alateen Service Manual* v2 (P24-27), page 73.

"Al-Anon's policy is that 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." *2018-2021 Al-Anon/Alateen Service Manual* v2 (P24-27), page 87.