

Meeting Update Instructions November 2019

To renew or change/update your meeting's registration information:

1. Please find your meeting in the meeting directory by clicking [here](#).
2. There is an "Update This Meeting" icon on your meeting's listing. Click on it.

California, Berkeley (Alameda) Friday 06:00 PM	Friday Night Aca- Epworth United Methodist Church, 1953 Hopkins St, 94707 (English) Open to All, Discussion, Fellowship Text, Book Study, Non Smoking (CA1092) Meeting Contact Map 1.1 mi Update This Meeting Last Update on 2017-03-01 00:00:00
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3. This will take you to a page to confirm that you are the registered WSO contact. (If the WSO contact email account is not accessible, send an email to meetings@acawso.com to request a change to the group's registered WSO contact. Please include the meeting's WSO Number when requesting a change.)

SEND MEETING UPDATE EMAIL WITH LINK

The WSO asks registered ACA meetings to verify/update their meeting records at least once a year by submitting an updated meeting registration form.


PLEASE NOTE: New additions and or changes to existing meeting information can take up to 1 week to appear on the website.

Each group has a private contact used by WSO to contact the group about making changes and doing the annual review of the meeting information. This helps ensure only the group contact can change the meetings information.

If you are the meeting contact, then click the button below and an email message will be generated and sent to the private group's contact WSO has recorded for the group. The email message will have a link that enables you to edit the meeting information.

Yes, I am the WSO Private contact, and want the email sent to me.

Verify you are not a Robot

<input type="checkbox"/> I'm not a robot	 reCAPTCHA Privacy - Terms
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SUBMIT

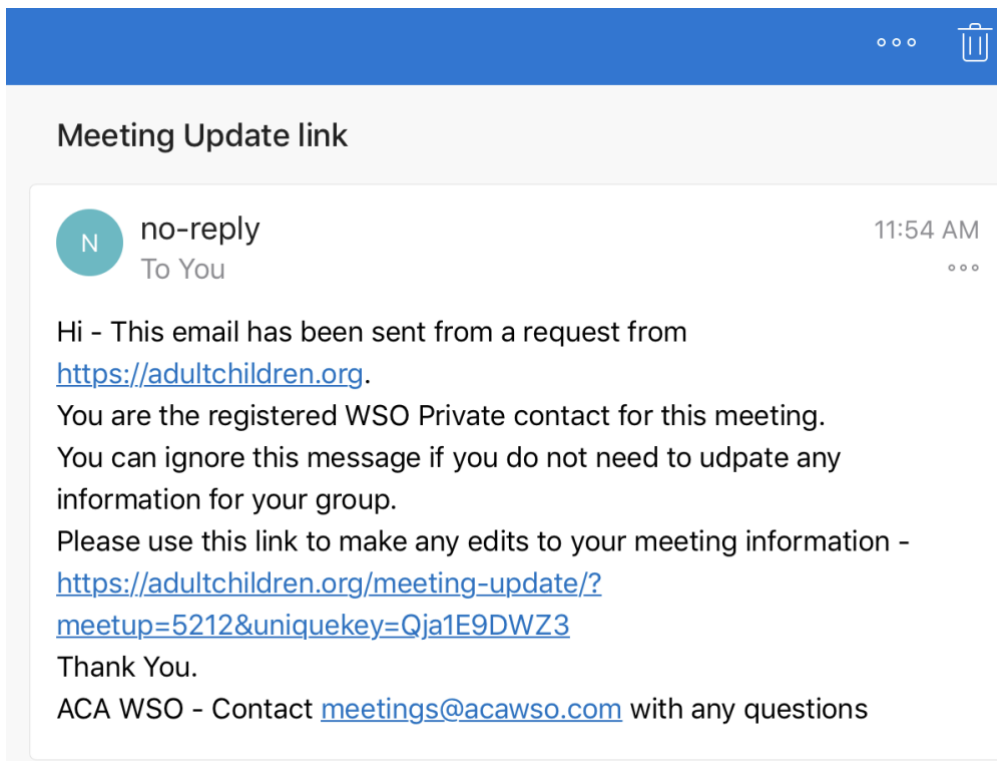
4. Check "I'm not a robot" and follow the prompts until the check in the "I'm not a robot" box turns green. Click the "Submit" button".

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5. This screen will be what you see next, letting you know that an email has been sent.

Thank You for asking to update this meeting - The registered group contact will be contacted via email about updating this meeting's details

6. Wait a few minutes for the email to be sent. (You may need to check your email spam folder.) Click on the link in your email.



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7. Use the form to enter any changed information.

MEETING FORM UPDATE_GROUPS

As the registered WSO contact for this meeting, you are authorized to make updates to this meeting.

The Primary Personal E-mail address* is the Registered WSO contact and must be an active email - right now it's you!

We also recommend having a Secondary contact listed - just in case.

Also - please include any special update instructions to WSO in the last text box - use this to ask us to delete the meeting from the listing if it is no longer active.

WSO meeting number: *
(existing meetings only)

Meeting Start Date:
(if known)

Meeting Group Name:
(optional)

MEETING INFORMATION

Meeting Type *

Country

Day of Week

Meeting time

HH : MM

8. At the bottom of the form, there is an “Meeting Update Message” text box that you can use to give WSO instructions about making the update – or if you need to DELETE the meeting, tell us that in the text box.

In submitting this form, I certify the following to be true: our ACA meeting agrees to follow the ACA 12 Steps and 12 Traditions to the best of our ability, our ACA meeting is not affiliated with any outside organization or established religion, I am authorized to act on behalf of this ACA meeting in submitting this form, and all the information provided here is correct to the best of my knowledge.

**Meeting Update Message - Instructions to WSO
for Updating the meeting**

SUBMIT

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9. Click submit to send us the changes and you will see this screen.

The updates have been received and are being reviewed. Thanks for verifying your meeting information.

10. You will receive a confirmation once the changes have been applied to the site

