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.

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.)

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.
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.

   Meeting Update link

   no-reply
   To You
   11:54 AM
   Hi - This email has been sent from a request from
   You are the registered WSO Private contact for this meeting.
   You can ignore this message if you do not need to update any information for your group.
   Please use this link to make any edits to your meeting information -
   https://adultchildren.org/meeting-update/?
   meetup=5212&uniquekey=Qja1E9DWZ3
   Thank You.
   ACA WSO - Contact meetings@acawso.com with any questions
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Update instructions to WSO in the last text box - use this to ask us to delete the meeting from the listing if it is no longer active.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: *

Meeting Start Date: (if known)

Meeting Group Name: (optional)

TEL0391

-001-11:30

Web Test

MEETING INFORMATION

Meeting Type *

telephone

Country

USA

Day of Week

Meeting time

Sunday

12 00 AM

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 religions, 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
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

   Meeting Update Approved

   no-reply
   To You

   Hello,

   Your request for the Meeting update has been approved.

   Regards,
   Admin
   (https://adultchildren.org)