Meeting Update Instructions - December 2022
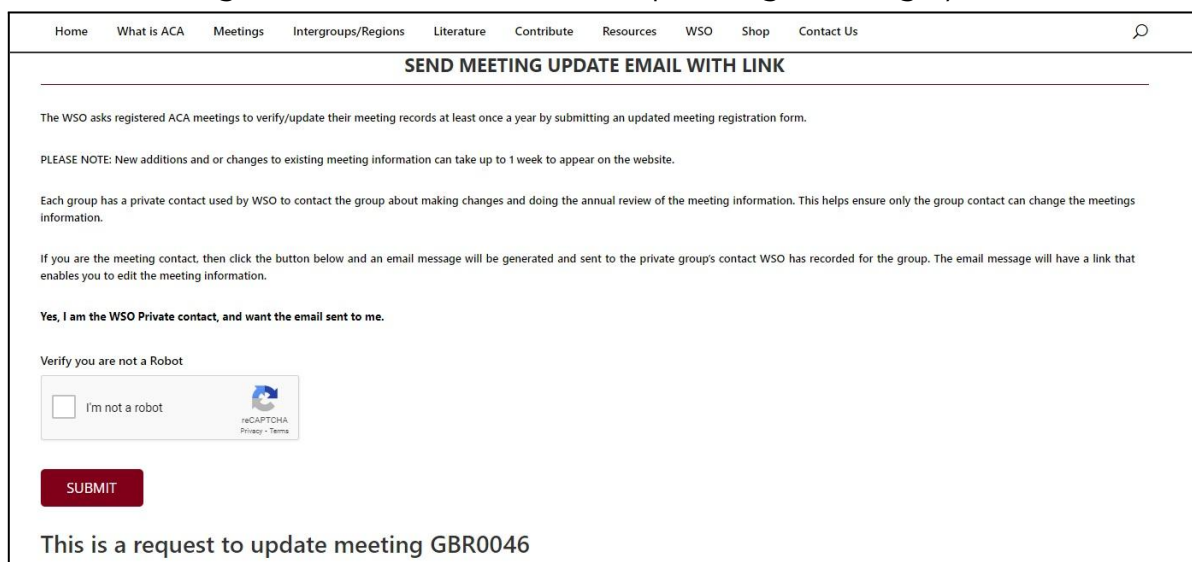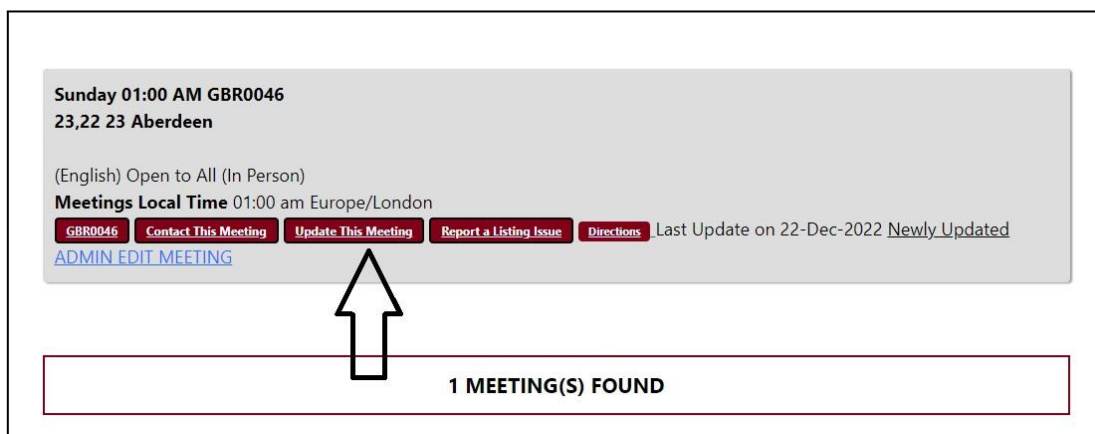
1. Please find your meeting in the meeting directory **here**.

2. Click on the "Update This Meeting" button under your meeting's listing.


3. This will take you to a page to confirm that you are the registered WSO contact. (Note: 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.)
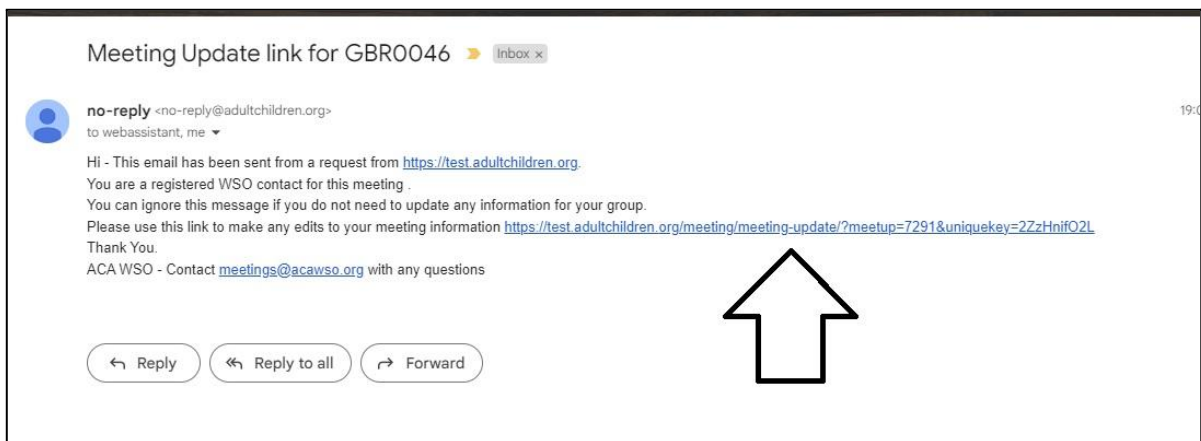

4. Check "I'm not a robot" and follow the prompts until the checkbox turns green. Click "Submit".

5. The screen below will be what you see next, letting you know that an email has been sent to the email addresses associated with your meeting.
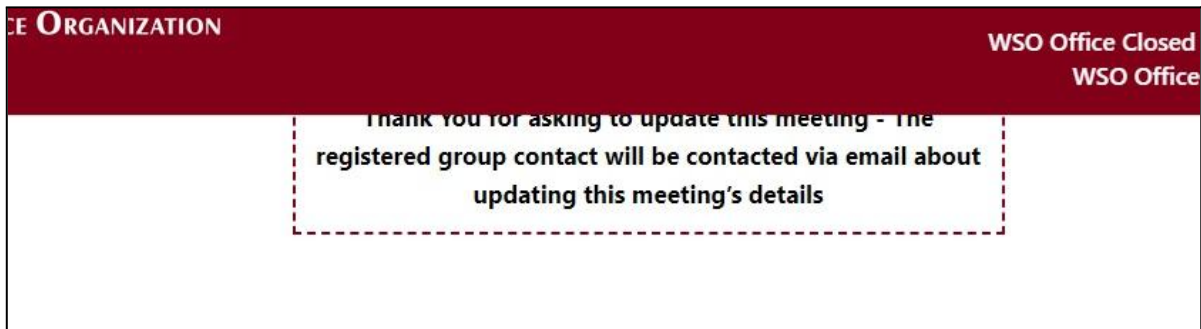
6. Wait a few minutes for the email to be sent. (You may need to check your email spam folder.) Click on the link in your email.

7. This will take you to the Update form. Indicate the type of update you are requesting. If you choose "Regular Update", enter all changes.

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update instructions to WSO in the last text box - use this to ask us to delete the meeting from the listing if it is no longer active.

We have added a new meeting type, meeting_and_online (hybrid). This allows meetings to appear in both the in-person and online meeting lists. We think this will help support groups as they go back to meeting face-to-face along with continuing to have online participants.

WSO meeting number: *
(existing meetings only)

GBR0046

Meeting Group Name:
(optional)

Update Type *
◉ Regular Update - Please update changed fields
○ Delete - Please Delete this meeting. It is not active
○ No Changes Required - Meeting is still Active

MEETING INFORMATION

Meeting Type *

In Person

Country

United Kingdom

State/Province

Aberdeen

For personal safety reasons, we suggest not listing meetings that are held in private residences.

Address ❓

23

Zip Code

23

City

22

County

8. At the bottom of the form there is a "Meeting Update Message" text box that you can use to give WSO instructions about making the update.

Alternate Phone Number

Position in meeting

Personal E-mail address

asmmar666@gmail.com

Street/P.O.Box

City

State/Province

Zip Code

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

9. Click "Submit" to submit the changes and you will see the following screen.

& DYSFUNCTIONAL FAMILIES
WORLD SERVICE ORGANIZATION

✉ Contact Us Form
WSO Office Closed on Nov. 24, 25, Dec 26, and Jan. 2
WSO Office Closes at noon PT Dec. 23 and 30

Home   What is ACA   Meetings   Intergroups/Regions   Literature   Contribute   Resources   WSO   Shop   Contact Us

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

SHOP
- Books
- Booklets

RESOURCES
- For Meetings
- For Intergroups

SERVICE WEBSITE (WSO)
- Find a Meeting
- Volunteering

FAQ
- ACA Is...
- WSO Is...

10. Usually within 48 hours you will receive an email confirmation when the changes have been applied to the website. If you do not receive a confirmation, please do not resubmit the change. Send an email to meetings@acawso.org.

Meeting Update Completed for GBR0046 ➤ Inbox ×

no-reply <no-reply@adultchildren.org>   19:19 (0 minutes ago)   ☆
to webassistant, me ▾

Hi - Your recent request to update meeting named at https://test.adultchildren.org has been completed.

Please check your meeting listing to confirm its accuracy.

If you would like additional resources related to meetings, use the following links to find Healthy Meeting Practices, Zoom Meeting Disruption Suggestions, Meeting Resources

Thank You, meetings@acawso.org

↩ Reply   ↩ Reply to all   ➔ Forward