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”.

![Meeting Update Instructions Image](image-url)
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.
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.

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