

# Intergroup Update Instructions

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

To update your Intergroup's information, please follow these instructions:  
Search the [Intergroup Listing](#) for your Intergroup. Click the "Update Now" link on the right.

World Service Organization

This is the most current list of intergroups available.

Select Country Optional Nearest to City, State or Zip Search Sort By

Select Country "New York, NY" or "Boston MA" or "IL" 795 Sort Result Reset

| Country | Name                  | IG information                                                                                                      | Action                               |
|---------|-----------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Poland  | 17 December (IG# 795) | post dot com,<br>gdynia, Pomorskie, Poland, 67-900<br>1345<br>webassistant@acawso.org<br>so many details<br>Website | Last Update 2023-12-17<br>Update Now |

Meetings Region 5

This will take you to a page to confirm that you are the registered WSO contact. 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".

NOTE: (If the WSO contact email account is not accessible, send an email to [meetings@acawso.org](mailto:meetings@acawso.org) to request a change to the Intergroup's registered WSO contact. Please include the Intergroup's WSO Number when requesting a change.)

## Send Intergroup Email With Update Link

The WSO Asks Registered ACA Intergroups To Verify/Update Their Intergroups Records At Least Once A Year By Submitting An Updated Registration Form.

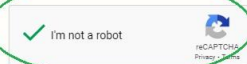
PLEASE NOTE: New Additions And Or Changes To Existing Information Can Take Up To 1 Week To Appear On The Website.

Each Intergroup Has A Private Contact Used By WSO To Contact The Group About Making Changes And Doing The Annual Review Of The Information. This Helps Ensure Only The Group Contact Can Change Information.

If You Are The Intergroup Contact, Then Click The Button Below And An Email Message Will Be Generated And Sent To The Private Contact WSO Has Recorded For The Intergroup. The Email Message Will That Enables You To Edit The Intergroup Information.

**Yes, I Am The WSO Private Contact, And Want The Email Sent To Me.**

Verify You Are NOT A Robot



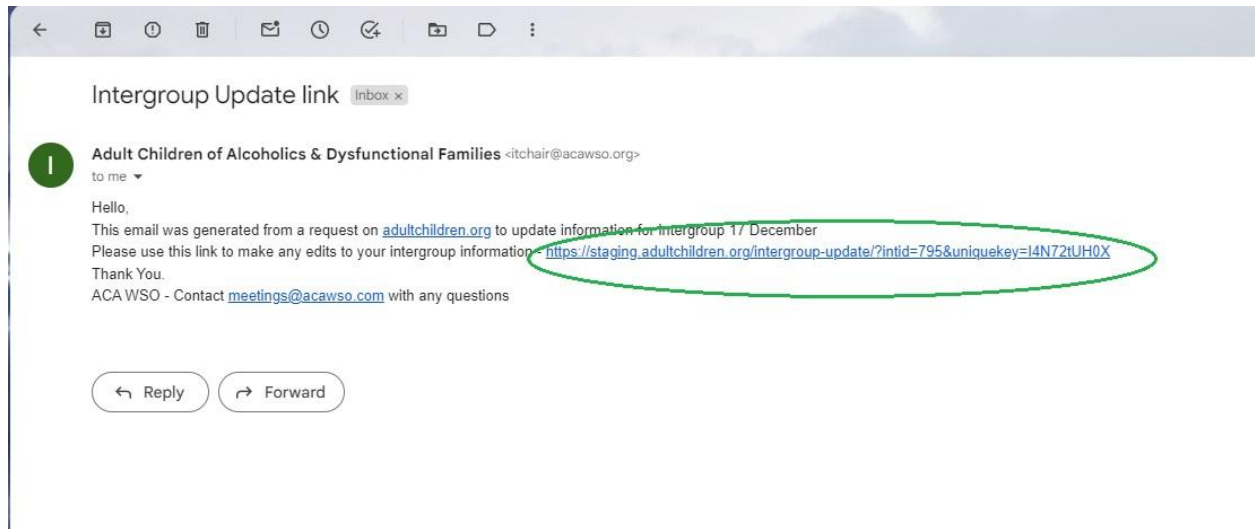
Submit

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

What Is ACA Meetings - ICS - Regions Literature Calendars Resources Conference - Convention

Thank You for asking to update this intergroup - The registered group contact will be emailed about updating this intergroup's details

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.



Use the form to enter any changed information.

A screenshot of a web browser showing the 'INTERGROUP REGISTRATION FORM UPDATE' page. The page has a header with the organization's logo and navigation links. The form fields are as follows: 'Intergroup Name' with the value '17 December'; 'Intergroup Phone Number' with the value '1345'; 'Country' with a dropdown menu showing 'Poland'; 'State' with a dropdown menu showing 'Pomorskie'; 'City' with the value 'gdynia'; and 'Postal Code' with the value '87-900'. There is a 'Click to Translate' button at the bottom right of the form.

Click “submit” to send us the changes.



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World Service Organization

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Country

Phone

Email

Submit

This screen will be what you see next, letting you know that the update has been sent.



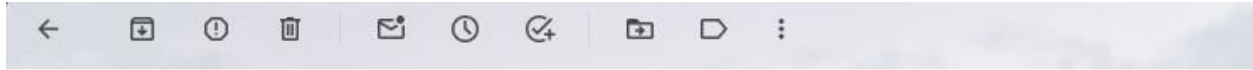
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Your Information has been received and is being reviewed.

The Updated Information Has Been Received And Is Being Reviewed.

You will receive a confirmation email, once the changes have been applied to your Intergroup listing on the website.



## Intergroup Update Approved Inbox x



**Adult Children of Alcoholics & Dysfunctional Families** <itchair@acawso.org>

to me ▾

Hello,

Your request for the Intergroup update has been approved.

Regards,

Admin

(<https://staging.adultchildren.org>)

↩ Reply

➦ Forward



