

Meeting Update Instructions - June 2025

1. Please find your meeting in the meeting directory [here](#).
2. Click on the “Update This Meeting” button under your meeting’s listing.

The screenshot shows a meeting listing for "Wednesday 01:30 PM". The meeting number is "TN0085". The location is "Old Hickory, United States, 37138". The meeting type is "Online". The meeting name is "Wednesday Morning Group". The language is "English". The local time is "07:30 am America/Chicago". The format is "Discussion". The notes are "Needs Support". At the bottom, there are four buttons: "Full Listing", "Update This Meeting" (circled in blue), "Report a Listing Issue", and "Contact This Meeting". The last update date is "7-Feb-2025".

1	Wednesday 01:30 PM	Location: 📍 Old Hickory, United States, 37138 Instructions to Find Meeting ▾	Meeting Type: 👤 Online
Meeting #: TN0085 Important meeting details ▾			
Name:	Wednesday Morning Group	Language:	English
Meetings Local Time:	07:30 am America/Chicago	Open/Closed:	Open to All
Format:	Discussion		
Notes:	Needs Support		
Full Listing		Update This Meeting	Report a Listing Issue
Contact This Meeting			
Last Update on 7-Feb-2025			

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.org 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

☐ I'm not a robot



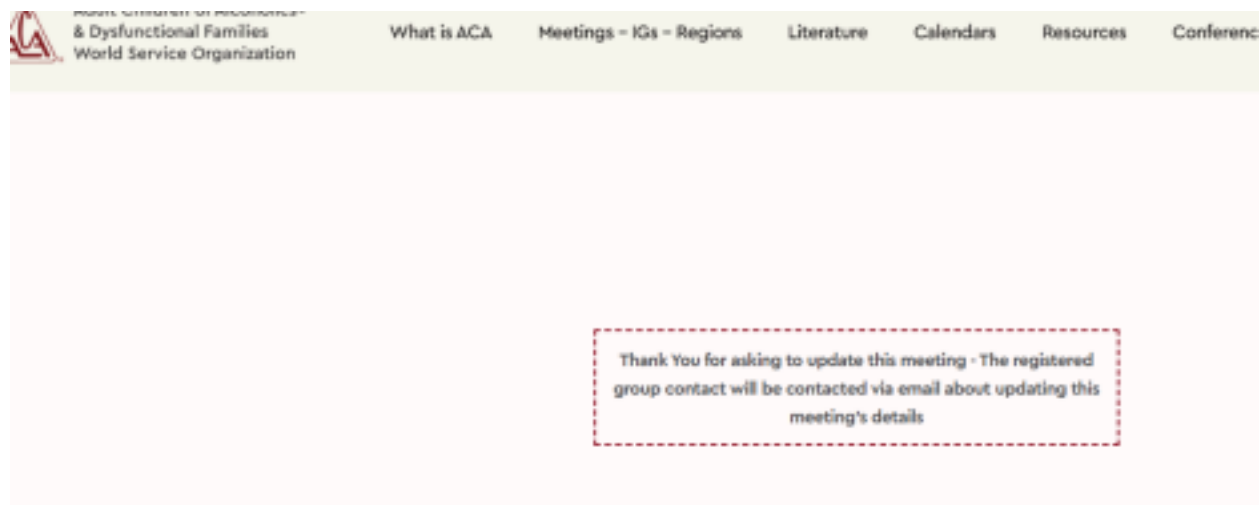
Submit

This Is A Request To Update Meeting GBR0008 California Becoming Your Own Loving Parent

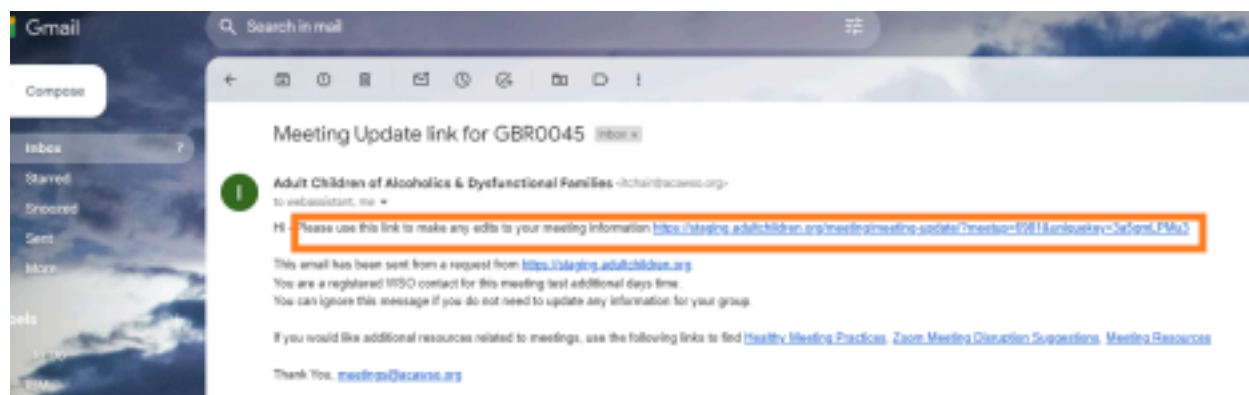
Close

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.

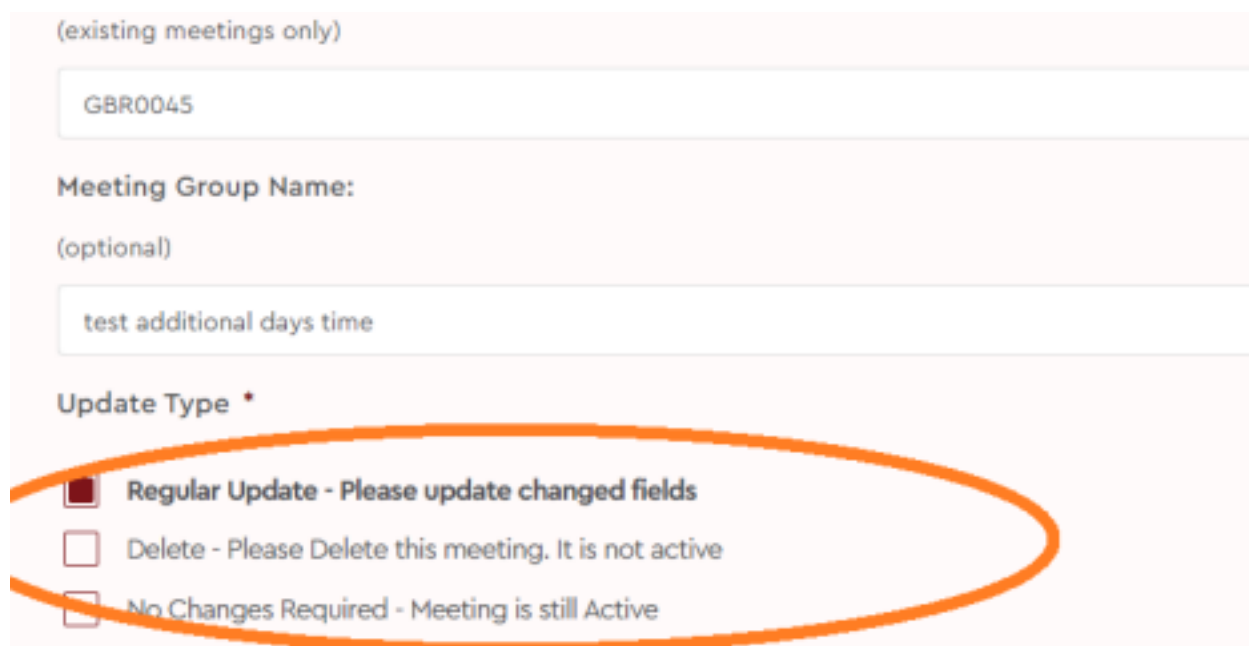


6. Wait a few minutes for the email to be sent. (You may need to check your email spam folder.) Click on the link in your email.



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.



(existing meetings only)

GBR0045

Meeting Group Name:

(optional)

test additional days time

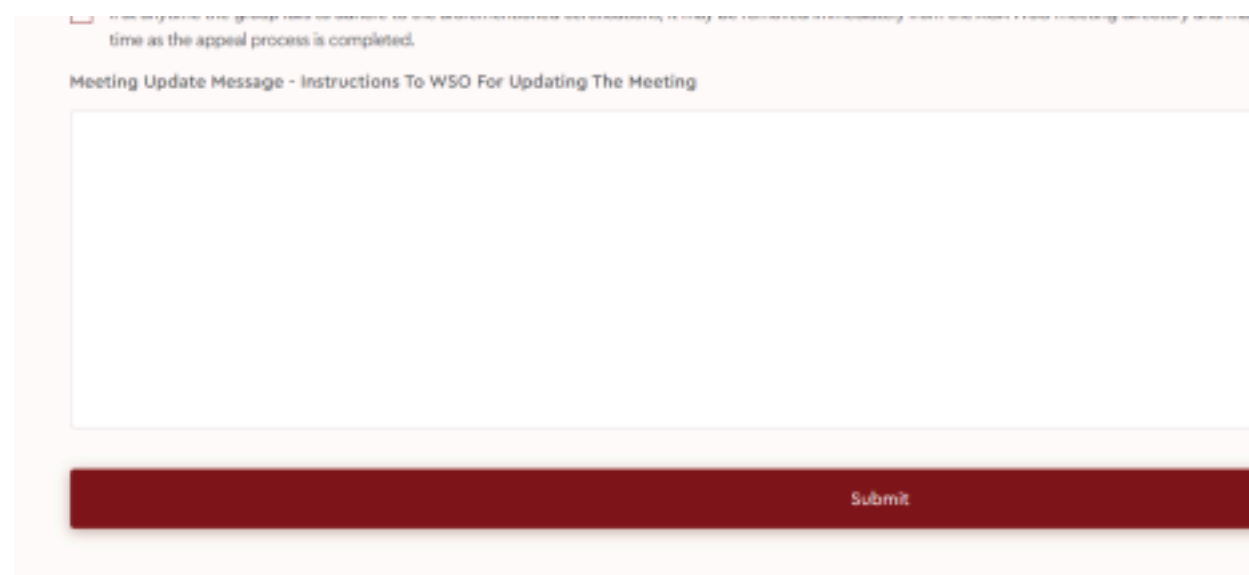
Update Type *

☒ Regular Update - Please update changed fields

☐ Delete - Please Delete this meeting. It is not active

☐ No Changes Required - Meeting is still Active

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.



time as the appeal process is completed.

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.

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