

ACA Meeting Info Update “Cheat Sheet”

Help Us Help You!

*In order for the ACA WSO to be of maximum service your meeting/intergroup/region information must be **current, accurate and complete**. All information on submitted will be used for ACA service purposes only. 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 a few days to appear on the website.

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To REGISTER a NEW meeting

- NOTE: please check whether your meeting already has an existing record first **before** submitting a new meeting registration! (see”Meeting Search below) ☺☺☺
- Go to <https://adultchildren.org/meeting/meeting-register/> and follow the instructions there

To RENEW/UPDATE your EXISTING meeting’s information

(From adultchildren.org/meeting/meeting-changes/)

Please do this at least once a year!!

1. Please find your meeting in the meeting directory at <https://adultchildren.org/meeting-search/>
2. There is an *Update 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 private contact
4. Click the *send email link* button – and an email is sent to the registered WSO Private meeting contact.
 - o 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.
5. Wait a few minutes for the email to be sent.
6. Click on the link in your email and use the form to enter any changed information
7. There is an 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 in the UPDATE Message Text box.
8. Click *submit* to send us the changes
9. You will receive a confirmation once the changes have been applied to the site

To DELETE an EXISTING meeting

- Follow instructions under **RENEW/UPDATE** (“if you need to DELETE the meeting, tell us in the UPDATE Message Text box.”)