

Notes on completing the 'Pink Form' - website version

First Registration

Tick this box if you are registering a new group.

Complete all of Sections A and B, omitting Group Reference Number (if known).

Amend registered group

Tick this box if you are updating details of an existing group.

Complete known parts of Section A, whether information has changed or not.

Complete any parts of Section B which refer to changes.

Some questions answered

Q How do we notify the **closure** of a Group?

A This is an amendment, so please tick that box.

- Fill in the boxes which identify the meeting.
- Under 'Other Information', state that the meeting has closed.
- Under 'Group Correspondence', please give details of how you know about the closure (former group member, Intergroup ECLO, ...). It would also be useful to give contact details in case GSO has a follow up question.

Q Do we have to give a Group Reference Number?

A No.

But it is useful to GSO staff when they are calling up group records.

Q So where can we find this Group Reference Number?

A It is on envelopes sent to your Group Contact e.g. AA Service News.

It can also be found on the website. Every Intergroup has a microsite (look under Members/Regional-&-Local-Websites). Within this microsite is an option to "Download Meetings List in pdf Format" Below each group is the Reference Number, also known as the "UID".

Q Do we have to give a Post Code?

A No.

But if you do not give it, then someone trying to get to your meeting by sat nav may find it difficult to locate. In addition, the online meeting finder uses the Post Code to place a flag on the map, and to calculate distances. These facilities may not work.

Q Do we have to give latitude/longitude?

A No.

This is used when the Post Code does not place a flag exactly at your meeting place. GSO staff may look this up for you if necessary.

If you are interested in researching this on behalf of your group, there are a number of mapping sites which will give this information. We use decimal coordinates e.g. longitude 1.2984484 (NOTE: positive numbers are E and negative numbers are W).

Q Do we have to give meeting duration?

A No.

But some members find this information useful. Please give the expected duration of your meeting in minutes e.g. 75 mins.

Q What do we put in the box for Additional Information?

A Nothing, if you don't want to.

Some Groups might have a special message they want to add to the standard information. e.g. No access to hall before 09.30. Please keep such messages as brief as possible.

Q Do we have to complete the box for .. group correspondence .. ?

A Please provide an address.

GSO frequently sends mail to all groups. If this box is out of date, the mail may be lost.

Q Do we have to provide the Name, address & tel no. of Secretary/Treasurer/GSR?

A If your Group does **NOT** have an officer in place, please write None.

If there is an officer, but you do not know any of the details, write Not Known. You can always follow up with a fresh form later.

Q What happens to the online Pink Form when we click **Submit**?

A It is sent directly to GSO staff who update it, usually by the next working day. Any changes will then be reflected immediately in the Meeting Finder.

Q What do we do if details are wrong on the Meeting Finder or in the printed Where to Find?

A Submit a fresh Pink Form.

Q What do we do if we have suggestions for improving these notes?

A Email the Electronic Communications Sub Committee at:

alcoholics-anonymous.org.uk/Members/Service/Helpdesk

and select 'General Questions'.

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