

Registering an Online Meeting

Notes on completing the 'Pink Form' - website version

An Online Meeting (OM) is one which meets through electronic media, not in a physical place. If there are meetings several times in the week, you may complete one form covering them all provided that every detail, apart from the weekday, is identical.

Completion of this form will generate an entry for your OM on the database of Alcoholics Anonymous Great Britain, which also covers English speaking Continental Europe. Any such OM should, therefore, come within the structure of AA-GB. Although the meeting may have visitors from anywhere in the world, its facilitators and officers should normally be resident in one of the Regions of AA-GB. As noted below, it is not necessary for any meeting to join its local Intergroup, but the Intergroup and/or Region should be aware of the existence of the OM.

These notes refer to completing the website version of the Meeting Information Form, which can be found at:

[http://www.alcoholics-anonymous.org.uk/AA-Meetings/Submit-Your-Meeting-Information-\(Pink-Form\)](http://www.alcoholics-anonymous.org.uk/AA-Meetings/Submit-Your-Meeting-Information-(Pink-Form))

- It is recommended that OMs wishing to register use the website version rather than the paper version.

First Registration

- Tick this box if you are notifying a first-time registration.
- Complete Sections A and B, according to the notes below, omitting Group Reference Number (if known).

Amend registered group

- Tick this box if you are updating details of a group previously registered.
- Complete Section A, according to the notes below, whether information has changed or not.
- Complete any parts of Section B which refer to changes.

SECTION A

Name of Meeting

- Please use the word 'Online' as part of your Meeting's name.
- This is to enable newcomers to search our database for information about your Meeting. By putting online into the Meeting Finder searchbox, they will be given a list containing all such groups.

Type of Meeting

- If you complete this box, please give a short description e.g. Step, discussion ...

Address Line 1

- Please include a brief description of how your Group meets. e.g.
Skype contact: abcdef
Message (don't call) 10 mins before start asking to join.
- If you are providing a contact email address (see 'Additional Information' below) then please add:
For more information, click 'View Details' below.

Address Line 2, Town/City. PostCode. County, Longitude, Latitude

- Leave these boxes blank. (They are starred, meaning that something must be put here - please type a space.)

Meeting held on:

- Tick a box for each day that your meeting occurs. If there are differing details between the meetings, please complete a separate form for each.

Meeting Start Time

For geographical meetings, local time is understood and there is no need to refer to GMT or Summer Time. The situation is different for OMs, however. It is possible that potential newcomers to the group may live anywhere in the world.

- Indicate what local time is being used. e.g. 20.00 Berlin time OR 07.30 Spanish time OR 4pm London time.
- You may give zone-time e.g. CET or GMT; but what happens during CEST or BST? If a geographical reference is made, then potential newcomers should be able to use any time-difference website to convert to local time.

Meeting Duration

- If you wish to indicate this, please give a number of minutes.

Contacts for publication in Where to Find Directory

- If this information is provided, it will not appear on the website, but it will be in the printed Where to Find.

Generic Group email address

- If this box is completed, it will not appear on the website, but it will be in the printed Where to Find. **See, however, the notes about the next box.**

Additional Information

- If you wish your group's generic email address to appear on the website (**recommended**), please put it in this box.
- If your group has a microsite within the AA-GB website (this can be set up **only after** first registration) then it's URL may also be put in this box.
- It will be difficult to put all relevant information in the limited space afforded to single groups by our Meeting Finder or in the printed Where to Find. By providing either or both of these addresses, newcomers can be given access to fuller details.

SECTION B

Names of Group Officers

- Please provide as much information as possible. There should be, at a minimum, contact details for a Secretary. If there is no Group Officer in place, write *none*.

Intergroup

- If your group has joined an Intergroup, please indicate which one. On the website, your Group will be listed as belonging to that Intergroup.
- If your group has **NOT** joined an Intergroup, please write *online group*. On the website, your Group will shown as 'Online Groups', which are part of the section called 'Not-in-a-Region'. See the Members' page: *Regional & Local Websites*.

Some Questions Answered.

Q What happens to the website Pink Form when you click Submit?

A It is sent directly to GSO staff who update the information, 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:

<http://www.alcoholics-anonymous.org.uk/Members/Service/Helpdesk>
and select 'General Questions'.

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