

## Directions for Registering a New Meeting On-Line

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Any members with the following service positions (WSI Contact, Intergroup Contact, Chapter Contact, or Meeting Contact\*) can access their meeting information and can submit their meeting changes online. Note: Keeping your meeting's information accurate is the duty of your Meeting Contact. \* **Please Note: The Web & Directory contact has been changed to Meeting Contact.**

### To register a New FA Meeting -

1. Go to [www.foodaddicts.org](http://www.foodaddicts.org)
2. Click on **MEETINGS** tab, and select '**Manage Meetings**'.
3. If you are not logged in, then click on **Login** button on the screen, do your login and click on '**Manage Meetings**'.
4. On the **Manage My Meetings** screen: this shows all the meetings where you are a contact person. Now click on '**Register a New Meeting**' (either button at bottom of screen or in the "Quick Links" box at the right).
5. The 'New Meeting Request' registration form will open on your screen.
6. Fill in all your meeting information. Be sure to complete:
  - a. Start Date for your meeting and meeting information.
  - b. For contacts: enter first and last names, email, and phone number. (Last names are used for record keeping purposes only; they will not be published.)
  - c. Required Contacts: Meeting, Intergroup, WSI, and Chapter Contacts. (Chapter contact is only required if your meeting is registering with a Chapter.)
  - d. You must choose an Intergroup AND a Chapter if your meeting is registering with a Chapter.
7. Scroll down to complete the form. (**Note:** Please also add a PI rep and a *connection* rep so your meeting can be contacted by those committees.) At the very end, there is a comment area where you can enter any questions or notes for your intergroup or Chapter Office person.
8. At the bottom of the screen the 'Meeting Requirements and Meeting Standards' are displayed.
9. After reading these requirements, click on the box next to: '**We Accept and Agree to Abide by all of the Meeting Requirements by FA as Detailed Above**'.
10. You are done. Your Intergroup or Chapter Office chair will enter the changes into the database and then the FA website will display those changes. **Note:** remember to allow 7 to 10 days for the Intergroup or Chapter Office chair to enter the changes and for those changes to appear on the website.

**Thank you for your service!**