

Directions for Meeting Changes On-Line

Note: these directions are only for changes to an existing FA meeting. For directions on how to register a new meeting, go to the website, click on 'Members', then 'For Members', then 'FA Meeting Information' and follow the directions posted there.

Any of the following service positions (WSI Contact, Intergroup Contact, Chapter Contact, or Meeting Contact) can access their meeting information and can submit meeting changes online. However, this service is specifically the job of the Meeting Contact.

To submit changes for an existing FA Meeting -

1. Go to www.foodaddicts.org
2. **Login**
3. Click on '**Manage Meetings**'
4. On the **Manage My Meetings** screen: it shows all the meetings where you are a contact person. It will display your meeting information. To the right of each meeting, you will see a "**Request Changes**" button.
5. Click on the "**Request Changes**" button for your meeting, and the Meeting Change Form will open up. The right side of the screen will have the 'Current Information' for the meeting. (Please review this.) Make sure you start by filling in near the top where it says, "**EFFECTIVE DATE**". The boxes in the middle are for entering any meeting changes. **ONLY ENTER CHANGES** that you want to make compared to the displayed 'Current Information'. **Note:** Fill in first and last names. (Last names are used for record keeping purposes only; they will not be published.) For each person, both the email address and the phone number are required.
6. Keep scrolling down until you have made all of your changes. (**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.
7. Before submitting your changes, use the **browser File / Print button** to print a copy of your meeting information. (At each business meeting the Meeting Contact needs to verify this information for accuracy.)
8. When all changes are entered, click on **Submit Meeting Change** button at the bottom of the screen.
9. 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 helping us better serve the fellowship by keeping this vital information current for the newcomer searching for a meeting on the website.

Any questions please email web@foodaddicts.org.

Thank you