

Information Session Posting Instructions

Instructions for submitting work order for Information Session Posting

Please send to infosession@foodaddicts.org with the following information.

Please use the exact format given below as this will assist the FA office in completing your request in a timely manner.

EXAMPLE of Information Session post for the FA website: (Please add map link at the bottom of your request and remember to bold where it's indicated in the example below

Sunday, 4/2/17 - Port Orange, FL, USA

Where: Volusia County Public Library, 1005 City Center Circle, Port Orange, FL 32127

When: Sunday, 2:30-4:00 PM, April 2, 2017

Description: Please join us at this open information session about Food Addicts in Recovery Anonymous. It's free and open to the public. For more information, contact **Marie E.** at **555-555-5555**

Add MAP LINK To the bottom of the info session

<http://maps.google.com/maps?q=Crossroads+Presbyterian+Church,+1445+Welch+Rd,+Walled+Lake,+Michigan&hl=en>

1. Day of week, date, City, State, Country
2. Where (location): facility name, address, city, state, zip, country. Include room information if that is useful to the public. Also include the Google Map Link if you want one in the table.
3. When: start and end time with AM or PM
4. Description (see examples below): Provide the Contact phone for more information; optional to include person's first name and initial of last name. Phone number should be local to the country or area where information session is located. Person must be willing to have their phone number be displayed on the website.
5. NOTE: How to create a Google Map Link: Use the examples below and replace the specific place words with the words for your specific location. Basically, each space is replaced with a "+" sign and the commas are left in. Please create the Map Link line, and test it by pasting it into a browser line. Verify that it will open Google Maps and that it displays your information session location.