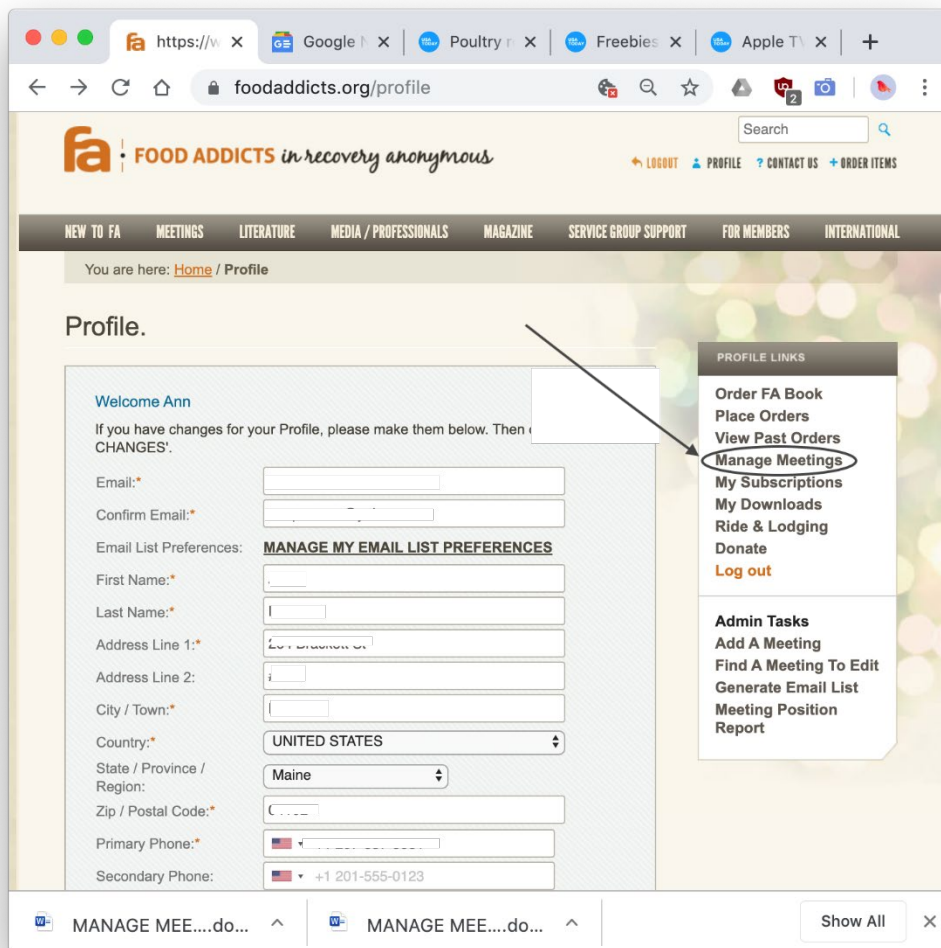


“MANAGE MEETINGS” Link (Submitting a Meeting Change Form)

Note: Only “Contacts” *with* the Manage Meeting link in their Profile Links box on their Profile Page will be able to access the following screens (Chapter, Web & Directory, WSI, or Intergroup Contact).

If you are a “Contact” service position holder and you have a Manage Meeting link in you Profile Links box, you can request changes to your meeting registration information, including update the day, time and location of your meeting and the names of the service position holders at your meeting. If you are a “Contact” service position holder and you **do not** have a Manage Meeting link in you Profile Links box, contact MEOffice@foodaddicts.org for assistance.

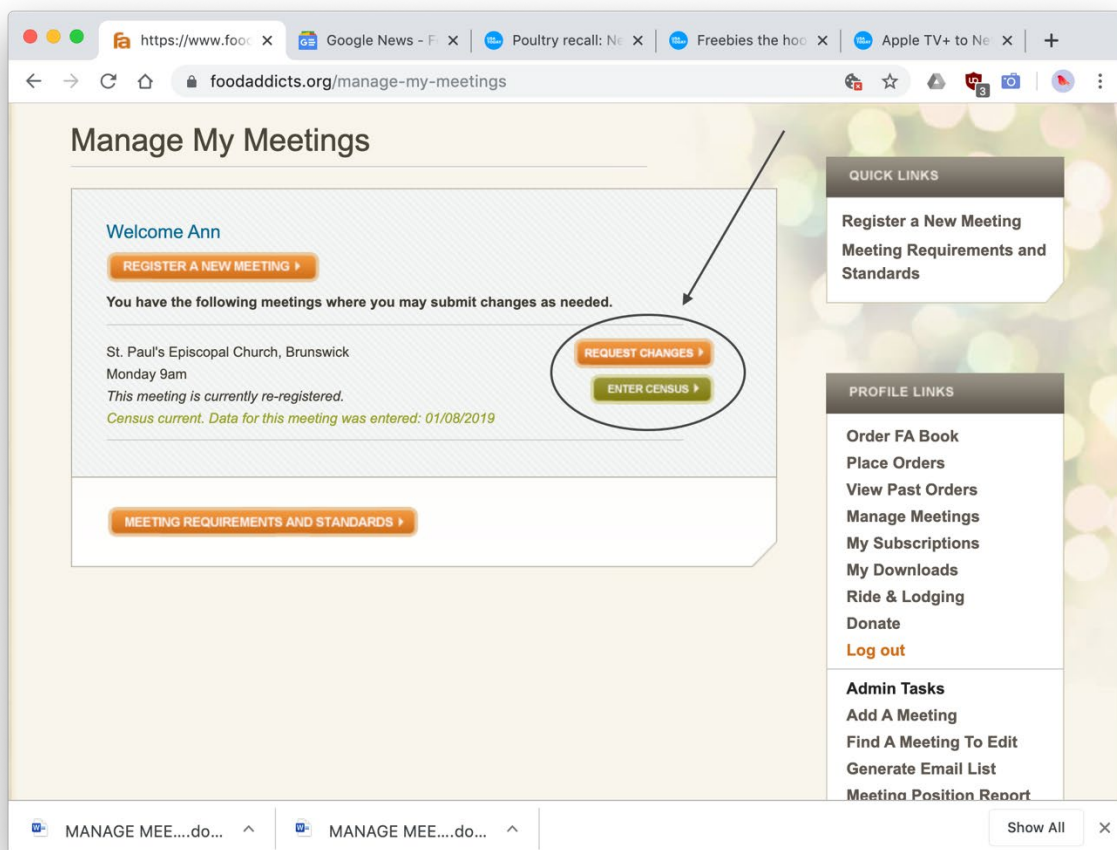


The screenshot shows a web browser window displaying the profile page of a user named Ann on the website foodaddicts.org. The page title is "Profile." and the user is greeted with "Welcome Ann". Below the welcome message, there is a form for updating profile information, including fields for Email, Confirm Email, First Name, Last Name, Address Line 1, Address Line 2, City/Town, Country (set to UNITED STATES), State/Province/Region (set to Maine), Zip/Postal Code, Primary Phone, and Secondary Phone. On the right side of the page, there is a "PROFILE LINKS" sidebar. The "Manage Meetings" link is circled in red, and an arrow points to it from the main content area. Other links in the sidebar include Order FA Book, Place Orders, View Past Orders, My Subscriptions, My Downloads, Ride & Lodging, Donate, Log out, and Admin Tasks (Add A Meeting, Find A Meeting To Edit, Generate Email List, Meeting Position Report).

To Submit a Meeting Change Request: In the Profiles Links box on your Profile page, click the **“Manage Meetings”** link.

You will be directed to the *Manage My Meetings* screen – here you will find a listing of the meetings associated with your profile.

Next: Select the meeting you wish to update, click **“Request Changes”** to access the *Meeting Change Form* (see image on the following page).



At the *Meeting Change Form* screen you will see your meeting’s current on-line registration information and input boxes for your new information. Enter only the information that you wish to change. An effective date is required to submit this form; click **“Submit Changes”**. Your request will

directed to the Maine Chapter Office and changes will generally be made within 10 days of receipt of the request if the information is complete.

Helpful Hints: the Maine Chapter Office is only able to complete changes of service position information for members who have an existing profile on the FA website; if the member does not have a profile, changes can not be effected until a profile has been created. The name you enter in the input box should be the member's name as it appears on their profile; as members can be known by different variations of their name, you should ask them how it appears on their profile (ex. Catherine, Cathy, Kathy...or Robert, Bob, Rob).

Updates to profile information (phone, email...) must be made by members directly on their profile page; the Maine Chapter Office is unable to change personal information. If the Maine Chapter Office is unable to complete the requested changes, you will be contacted for further information.

https://www.foodaddicts.org/u...
foodaddicts.org/update-meeting-requ...
SEARCH
fa FOOD ADDICTS in recovery anonymous
LOGOUT PROFILE CONTACT US ORDER ITEMS
NEW TO FA MEETINGS LITERATURE MEDIA / PROFESSIONALS MAGAZINE SERVICE GROUP SUPPORT FOR MEMBERS INTERNATIONAL
You are here: Home / Request Meeting Changes
Meeting Change Form
Welcome Ann
Meeting Information:
All fields with * are required
Only Enter Changes
Meeting ID:* 532
Start Date:* 4/14/2008
Effective Date:*
Meeting Day:* Monday
Meeting Time:* 9am
Meeting Place:* St. Paul's Episcopal
Meeting Street:* 27 Pleasant St.
City:* Brunswick
State / Province / Region:* ME
Zip / Postal Code:* 04011
Country:* United States
Is this meeting wheelchair accessible? Yes
Web & Directory Contact 1:
First Name:* Cec
Last Name:* Smith
Email:* craftycec@gmail.com
PROFILE LINKS
Order FA Book
Place Orders
View Past Orders
Manage Meetings
My Subscriptions
My Downloads
Ride & Lodging
Donate
Log out
Admin Tasks
Add A Meeting
Find A Meeting To Edit
Generate Email List
Meeting Position Report