

# HOW TO EDIT YOUR MEETING ON OA.ORG

1. Go to [OA.org](https://www.oa.org) and click on "FIND A MEETING" in the upper right hand corner of the front page. ↓



2. On the next page, scroll down to → Need to manage a meeting? Click on 'Edit'. **NOTE: This panel will also take you to the process to Add a new meeting or to Cancel an existing meeting.**

You do not have to register to attend an OA meeting. It is a good idea to reach out to the contact person to make sure the meeting information on this list is current. We want to make sure that someone is there to welcome you when you arrive at a meeting that you have never visited before.

→ Need to manage a meeting? [Add](#), [edit](#), or [cancel](#) an existing meeting.

3. Select the type of meeting you would like to edit:
  - Face-to-face meeting
  - Online meeting
  - Telephone meeting
  - Non-Real-Time meeting

## Edit a meeting



Keeping your meeting information current not only makes it easier for newcomers and members to find you, but is also another way for you to practice the Twelfth Step, by carrying the message to compulsive eaters.

Select the type of meeting you would like to edit.

- [Face-to-face meeting](#)
- [Online meeting](#)
- [Telephone meeting](#)
- [Non-Real-Time meeting](#)

4. Enter the OA Meeting registration number to locate your meeting. If you do not know this number, enter your location to find it manually.

## Edit a meeting



Keeping your meeting information current not only makes it easier for newcomers and members to find you, but is also another way for you to practice the Twelfth Step, by carrying the message to compulsive eaters.

Enter meeting #

Or select your location

Select a country 

[Find a meeting](#)

[Clear form](#)

5. In this example, we are editing a Face-to-Face meeting. All the original details of the meeting will automatically populate the fields that are already listed on oa.org. Go through each of the following sections and edit what needs to be changed. Start with the 'Effective Date' that you would like the change to take effect and add your own details as the submitter of this change – These personal details will NOT be published online.

### Face to Face meeting settings

Effective date:

#### Submitter details

Submitter first name: *\*required*

Submitter last name: *\*required*

Submitter email: *\*required*

Submitter phone number: *\*required*

6. The existing information should already populate this section. Edit the details that are required for this change, if there are any. Otherwise, move onto the next section.

### Meeting location

Meeting place description: *\*required*

Street address: *\*required*

Additional address information:

City: *\*required*

Country: *\*Required*

State/Province: *required*

Postal code: *\*required*

7. This section would only be changed if the meeting is no longer an Open or a Closed meeting, or if the Date and time has changed.

NOTE: An Open meeting indicates that anyone can attend your meeting. A Closed meeting welcomes ALL compulsive eaters only.

### Meeting details

Closed meeting?

Meeting day:

Meeting time: *\*Required*




Time zone

8. Again, this section will automatically populate with the previous update on this listing. Edit as required and move on to the next section.

Language spoken at meeting:

English



Other language (if not listed above):

Meeting notes: (250 character maximum)

Average attendance:

9. This is often a change that needs to be updated often for a meeting, changing the contact details. Remember, the details here WILL be published online, but only your first name and phone number will be listed on the website. Every meeting MUST have a contact person!

### Meeting contact information

**NOTE:** If you are the contact for your meeting, ONLY your first name and phone number will be listed on the website. Please select another contact person if you do not want to be listed online. Every meeting MUST have a contact person.

Contact first name: *\*required*

Contact phone (country code and number): *\*required*



Contact email: *\*required*

**NOTE:** For anonymity purposes, please provide a generic email address.

10. This section will allow you to change the affiliation of your meeting to another intergroup and/or region.

### Intergroup/Service board information

Search for your intergroup number

Intergroup/Service board country:

Intergroup/Service board state:

Intergroup/Service Board Number:

Region number:

11. If your meeting has a Special Focus, you can choose it here. If it was previously indicated, the check mark will automatically be in place. You can choose only ONE special focus for a meeting. Leave blank if there is no Special Focus for this meeting.

### Special focus

(Choose only one)

- 100-Pounders
- Anorexia/Bulimia
- Asian Pacific Islanders
- Bariatric Surgery
- Black, Indigenous, and People of Color
- Health Issues
- LGBT
- Men
- Women
- Young Persons

12. You can choose up to two Special Topics for your meeting. Again, the field will already be populated from a previous edit.

### Special topic

(Choose NO MORE THAN two)


- 90 Day
- Ask-It-Basket
- Atheist/Agnostic
- Literature
- Literature (AA 12/12)
- Literature (Big Book)
- Literature (OA Second and/or Third Edition)
- Literature (OA Steps and/or Traditions Study)
- Maintenance
- Newcomer
- OA HOW
- Recovery from Relapse
- Speaker
- Spirituality
- Spirituality (11th Step)
- Spirituality (Meditation)
- Teen Friendly
- Tools
- Topic
- Varies
- Writing

13. At the bottom of the page, you will need to verify that you are not a robot. You will need to check and complete the reCAPTCHA check box. When that is complete, click on "Review Meeting".

### Form verification \*required

Please ensure all required fields and the reCAPTCHA verification have been completed prior to submitting.

This site is protected by reCAPTCHA. Google's [Privacy Policy](#) and [Terms of Service](#) apply.

I'm not a robot   
reCAPTCHA  
Privacy • Terms

Review meeting

14. At the top of the next page, is a reminder to keep your meeting's information CURRENT, to make it easier for newcomers and members to find you. This is in keeping with our 12<sup>th</sup> Step, carrying the message to others!

## Edit a meeting



Keeping your meeting information current not only makes it easier for newcomers and members to find you, but is also another way for you to practice the Twelfth Step, by carrying the message to compulsive eaters.

15. Review the updated details of the meeting. You may wish to send this page to yourself, or your committee to ensure the details are correct.

If you are confident the appropriate changes have been made, click SEND at the bottom of the page. It may take up to seven days for your changes to be reflected on the OA.org website.

### Face to Face Meeting Settings

Effective date:

#### Submitter details

Submitter first name:   
Submitter last name:   
Submitter email:   
Submitter phone number:

#### Location Details

Meeting place description:   
Street address:   
Additional address information:   
City:   
State/Province:   
Country:   
Postal code:

#### Meeting Details

Closed meeting?   
Meeting day:   
Meeting time:   
Language spoken at meeting:   
Other language (if not listed above):   
Meeting notes (250 character maximum):   
Average attendance:

#### Meeting contact information

Contact first name:   
Contact phone (country code and number):   
Contact email:

#### Intergroup/Service board information

Intergroup/Service board country:   
Intergroup/Service board state/province:   
Intergroup/Service board number:   
Region number:

#### Special Focus:

#### Special Topics:

Revise meeting

Submit meeting