



GROUP RECORDS COORDINATOR – ONTARIO SOUTH

“Frequently Asked Questions” – FAQ’s

What is our Area Number?

- It is Area **86**, and you will find it printed on the Al-Anon & Alateen **Registration/Group Records Change Form** that can be found on the Ontario South website at www.al-anon.alateen.on.ca.

Why can't I just send you the changes without using the Group Records Change Form?

- Completing the form ensures your Ontario South Group Records Coordinator will have all the pertinent information to accurately reflect the changes that you intend to have made; especially important is your **WSO I.D. Number** or your Group I.D. number....that number will guarantee that the information you send to me will be applied to the correct group.

How can I send changes to Ontario South?

- To send the **Registration/Group Records Change Form** electronically, go to the Ontario South website above, click on Meetings List on the right, then click on Al-Anon Registration/Group Records Change Form – complete the form with all the **red asterisks**, then at the very bottom click Send. **OR**

Send me a hard copy of the form by Canada Post which can also be found on-line in Section 10 of the Area 86 Policy & Guidelines Manual. My address/email can be found on the back of the Open Lines Newsletter. **OR**

You can scan the hard copy and send it to the Group Records Coordinator email address found on the back of the Open Lines Newsletter as well.

Do I have to send the changes to the World Service Office (WSO)?

- **NO** – The Group Records Coordinator gets the changes *FIRST*, and then will send all of the changes to WSO after Ontario South Group Records have been changed. If changes go to WSO first, then Ontario South records never will get updated.

How do I register a new group?

- Complete the Al-Anon Registration/Group Records Change Form fully. In Line 1 of the form you will know your District number and your Area number only. In the “WSO I.D. number”, type in 4 or 5 *****. Once you have sent it to the Group Records Coordinator, the information will be entered in the Ontario South database, and then forwarded on to the WSO.

SPECIAL NOTE: **ALL Alateen** changes, etc. go to the **Area Alateen Process Person (AAPP)** first, before coming to the Group Records Coordinator. This address/email is found in the Open Lines Newsletter on the back page.

How does our new group get its WSO I.D. number?

- Once the WSO receives the registration from the Group Records Coordinator, then that person will forward it on to your new group with a Welcome letter.

WHAT’S NEW IN WSO AREA GROUP RECORDS!

1. “Reported not Meeting”?

- Due to the increasing number of newcomers and members reporting to the WSO that they went to an Al-Anon meeting and no one was there, a new status has been added to the WSO database: **“Reported not Meeting”**, so that the WSO does not continue to direct people to groups that are not meeting. The flagged meeting will be temporarily removed from the WSO toll-free information line and the Public Outreach website meeting search results, until the status of the meeting can be verified. The WSO asks your assistance reminding members and groups to:
 - Add signs inside buildings so the meeting can easily be found.
 - Leave a note on the door if the group is not meeting on that specific day.

- *Notify your Group Records Coordinator immediately when the meeting location changes or the group no longer meets.*
 - *A group “Reported not Meeting” notification is now available on the WSO Online Group Records website; your Group Records Coordinator and DR’s (read-only) will be contacted. WSO Group Records staff contact the reported group the same day, the group verifies the status of the meeting, the status of the group is updated. If the group does not respond in 3 days, the WSO Group Records staff sends a notice to the Group Records Coordinator to verify the status of the meeting. In the near future, a request to have us given the ability to flag “Reported not Meeting” will be evaluated.*
2. **Latitude and Longitude** fields are on the WSO overview tab of the Group Records website since groups with multiple meetings meet at different times and/or days, but at the same location. Further information about multiple meetings can be found on Pages 37 and 38 of 2014-2017 Al-Anon/Alateen Service Manual, “Al-Anon and Alateen Groups at Work”, Multiple Meetings.
 3. **AAPP’s** are now able to submit new Alateen group registrations to WSO.
 4. **Updated instructions** online at WSO Group records website.
 5. **NOTE:** The District Representatives have read-only access to the WSO Online Group Records application. They can view the Al-Anon and Alateen group, as well as the AMIAS/SAM records for their district in the WSO database, and run reports on demand. DRs are asked to report any discrepancy between the Area Group Records and WSO records to the Area Group Records Coordinator or Area Alateen Process Person (Alateen), so records can be updated in a timely manner.

