



Getting Started

**Transforming your Group to a Hawai'i Area
Electronic Group**

Three Kinds of Groups

Your group needs to decide what it wants to be:

- **Geographic Groups:** Groups that meet in person at a specific location at a scheduled time. These may include groups that offer an option to participate electronically (hybrid).
- **Hawai‘i Area Electronic Groups:** Groups that meet only electronically (video, phone, etc.) but want to be registered in Hawai‘i as a Hawai‘i Electronic Group.
- **Global Electronic Area (GEA):** Groups that are registered in the Global Electronic Area, purely electronic, untethered to a geographic location.

Step 1

Group Conscience #1

Your group reviews the policy and sets up procedures

Electronic Groups:

1. Hawai'i Electronic Groups will be part of the district in which they were founded unless that district does not offer electronic participation in District meetings. The Electronic Group will select a "Home" District that offers electronic participation in District meetings.
2. New electronic groups with members from more than one district will select a "Home" district that offers electronic participation in District meetings.
3. While no group is required to have a Group Representative, Electronic Groups, in selecting their Group Representative, will select their group representative (GR) from a member residing in Hawai'i.
4. Electronic Groups are required to have a Current Mailing Address (CMA), home address in Hawai'i.
5. Electronic Groups are required to meet the WSO criteria for any Al-Anon Family Group and will abide by the Traditions and the meetings will be open to any Al-Anon member (consistent with the established group meeting definition, e.g. "Men's Group") (Page 85 of the 2022-2025 Al-Anon/Alateen Service Manual).
6. Will establish a method for collecting Seventh Tradition contributions and share that contribution contact information at each meeting.

Step 1 continued

Group Conscience

- Geographic Groups: If your group votes to remain in-person you don't have to do anything, just keep your group record up to date.
- Hawai'i Area Electronic Groups: If your group votes to become entirely electronic, but registered as a Hawai'i Electronic Group, continue with this tutorial
- Global Electronic Area (GEA): If your group votes to take the big leap and join the Global Electronic Area, there are additional procedures and a different form, reach out and we can walk you through the process.

Step 2 continued

Group Conscience

Hawai‘i Electronic Groups still need to be able to put a pin on the World Service Map:

- Your group needs to select a town and zip code.
- Review your group record carefully to be sure all the information is accurate.
- If you need to make any updates or changes you can do that as part of this process.
- WSO asks that your contact email address not reveal a person’s name,
- A phone contact is someone who is willing to accept calls about the meeting.

Step 3

Registering your Changes

- Go to Al-Anon.org
- Select Members → Group Resources → Group Records → Electronic Group Change → Change Online
- Download the instructions, print or store on another screen.
- Okay – let's start the form...

Page 1

Following the instructions, complete page one.

Select “Change”



Al-Anon Group Record Change Form

For Groups with an Electronic Meeting Location

WSO I.D. Number

39038

District Number

9

Area Name *

Hawaii

Meeting Zip/Postal Code for Geo-Location *

96749

Please provide the zip/postal code that closely represents the local audience the group wants to attract.

City *

Kea'au

[Al-Anon Group Record Change Form Instructions for Groups with an Electronic Meeting Location](#)

Status

Status *

Change

Inactive

Change Effective Date

07-03-2023

Date

Summary of Group Changes (Check all that apply)

- Group Name, Mailing Language, Platform, Host, Electronic Meeting Location, or Participants
- Phone Contact for the Public Name or Phone Number
- Meeting Day, Time, or or Other Details
- Name, Address, Phone Number, or Mailing Language of Current Mailing Address (CMA)
- Name, Address, or Phone Number of Group Representative

Detailed Group Changes

Please provide detailed group changes below. If the requested information has not changed, leave the section blank.

Group Name *

Serenity on Sunday

Group names are visible to members, newcomers, professionals, and the public. They are the first chance a group has to offer help and hope. They reflect AI-Anon principles and are inviting to all. The WSO reviews all proposed group names and reserves the right to delay processing group name changes when meeting names are not in keeping with AI-Anon spiritual principles. Contact your Area Group Records Coordinator or the WSO for further information.

Mailing Language

- English
- Spanish
- French

Platform (choose one)

- Phone
- Chat
- Bulletin Board
- Instant Messaging (e.g. Skype, WhatsApp, etc.)
- Social Media (e.g. Facebook, Instagram, etc.)
- Email
- Blog
- AI-Anon Family Groups Mobile App
- Web Conferencing (e.g. Zoom, WebEx, etc.)

Meeting Location

(Email or URL or Dial-in Number where someone goes to join the meeting)

<https://us02web.zoom.us/j/83604827274?pwd=MVp1eDRsbXAyN21aTDVHajE3eGtzQT09>

Please ensure that the link is valid.

Access Code:

Meeting ID:

Password (if to be displayed):

Page 2

If your only change is to become electronic, check box 1 only. If you have more updates, select them here.

Read these options carefully, so you will be prepared to enter your Group's contact information

Page 3
You are not required to publish a phone or email contact. If you want one listed, enter it here.

7/3/23, 2:08 PM Electronic Group Records Change

023008 836 0482 7274

Location Instructions

Participants

This information is optional. In keeping with Traditions Three and Five, our groups welcome anyone affected by someone else's drinking. Every Al-Anon meeting is open to every Al-Anon member.

Parents of Alcoholics Adult Children Young Adults
 People of Color Women Men
 LGBTQIA+

Phone Contacts for the Public

First Name 1 **Phone Number 1**

Email 1

example@example.com

First Name 2 **Phone Number 2**

Email 2

example@example.com

Meeting Details

24/7 or Day Time AM/PM *

Be sure you do not blow a member's anonymity by using an email address that reveals their name.

Page 4
Everything here
should be self-
explanatory.

7/3/23, 2:08 PM Electronic Group Records Change

10:30 AM ▾

Time Zone

Meeting Attendees
 Families, Friends, and Observers welcome
 Families and Friends only

Meeting Language **Member Count**

These options have changed. Please see Instructions for updated definitions.
 Sign Language Beginners

[Al-Anon Group Record Change Form Instructions for Groups with an Electronic Meeting Location](#)

Additional Meeting? *
 Yes No

Additional Meeting:

24/7 or Day **Time** **AM/PM ***
 ▾

Time Zone

Meeting Attendees
 Families, Friends, and Observers welcome
 Families and Friends only

Meeting Language **Member Count**

<https://al-anon.org/for-members/group-resources/group-records/electronic-meeting-change/electronic-meeting-change-form/> 4/7

“Additional Meeting” means a meeting that has the same WSO number, is considered the same group, But meets on an additional day(s) and/or time.

Page 5
Everything here
should be self-
explanatory.

These options have changed. Please see Instructions for updated definitions.

Sign Language Beginners

Current Mailing Address

(WSO mail for the group is sent to the postal and email addresses)

CMA Name *

Cindy S
First Name Last Name

CMA Address *

15-2660 Pahoia Village Road, Suite 203-270
Street Address
Street Address Line 2.

City *

Pahoia

State/Province *

HI

Zip Code *

96778-6721

Country *

USA

CMA Phone Number *

7 38

CMA Email *

ch912682@gmail.com
example@example.com

Group Representative

Members of Al-Anon who are also members of A.A. do not serve as Group Representatives. "Members honor this policy out of respect for Al-Anon unity and the group conscience process, in accordance with Tradition One and Tradition Two." (Digest of Al-Anon and Alateen Policies)

GR Name

Cindy Spencer-Lee
First Name Last Name

Address

This is the
section where
you would be
updating or
changing your
group record
contact, GR, or
CMA
information

Page 6
Everything here
should be self-
explanatory.

7/3/23, 2:08 PM

Electronic Group Records Change

15-2660 Pahoia Village Road, suite 203-270

Street Address

Street Address Line 2

City

Pahoia

State/Province

HI

Zip Code

96778-6721

Country

USA

GR Phone Number

71

GR Email

h91382@gmail.com

example@example.com

Group Inactivation

Registered Group Name and/or WSO ID

Meeting Day and Time

Meeting Platform

Submission Page

By registering as an Al-Anon Family Group with Al-Anon Family Group Headquarters, Inc. (AFG, Inc.), a group is granted permission to use the Al-Anon trademarked name and logo without modification for the purposes of Public Outreach as well as AFG, Inc. copyrighted materials for the sole purpose of conducting its meetings. Al-Anon copyrighted materials are limited to:

- Suggested Welcome, Suggested Closing, Suggested Preambles to the Twelve Steps, the Twelve Steps, Twelve Traditions, and Twelve Concepts of Service as they are found in the

This agreement
is standard,
Groups that
want to be
registered Al-
Anon groups
agree to these
copyright laws.

Page 7

When you submit your form you have the option to print. PLEASE PRINT AND RETAIN A COPY.

7/3/23, 2:23 PM

Electronic Group Records Change

current version of the *Al-Anon/Alateen Service Manual (P24/27)*, without alteration or modification.

- Conference Approved Literature (CAL) screenshots or printouts, when accompanied by copyright acknowledgement and limited in scope to content possible to be shared and discussed during one meeting.

This permission is granted for as long as the group continues to hold meetings; remains in compliance with AFG, Inc. intellectual property policies and instructions; refrains from distributing or posting permanently, in a public forum, copyrighted materials; and remains an Active registered group with AFG, Inc. These materials may not be modified and permission to use these materials may not be transferred to anyone without prior written approval. The group shall not use the materials in any way that could damage the reputation and goodwill that has been established in the materials.

Submitted by *

Patti Pinto

Date *

07-03-2023

Date

Phone *

808-430-1777

Submitter Email *

pattipinto.hawsc58@gmail.com

example@example.com

Al-Anon Family Groups Headquarters, Inc. , 1600 Corporate Landing Parkway, Virginia Beach, VA 23454
(757) 563-1600 fax: (757) 563-1656 email: AFGRecords@al-anon.org website: al-anon.org

Revised March 2022

Searching on Al-Anon website for a Hawai'i Area Electronic Group:
Select Meetings
→ Find an Al-Anon Meeting
→ Enter a local zip code for the desired District

The screenshot shows a web browser window with the URL al-anon.org/al-anon-meetings/find-an-al-anon-meeting/. The page features a navigation menu with options like "Newcomers", "Meetings", "Members", "For Professionals", and "Calendar". A search bar is present on the right. Below the navigation, there are filters for "meeting Day" (Sunday through Saturday) and "Filters" (Al-Anon, Families, Friends, and Observers Welcome, English, Monday, Handicap Access). The main content area displays a map of Hilo, HI, with a search result for a "Monday Night 4th Step AFG Meeting" on Monday at 6:00 PM. The meeting location is the Church of the Holy Apostles at 1407 Kapiolani St., Hilo, HI, 96720, USA. The meeting ID is 149 706 3155, and the dial-in number is 623-404-9000. The meeting is 7.6 miles away. The map shows various landmarks like Wailuku River State Park, Kaumana Caves, Panaewa Rainforest Zoo and Gardens, and Keaau. The Google logo is visible at the bottom left of the map.

Al-Anon Meeting Search - Al-Anon

al-anon.org/al-anon-meetings/find-an-al-anon-meeting/

ebay Pinto, Patti - Outloo... Google Earth Amazon.com: Amaz... Hilo Bay Web Came... My Meetings - Zoom Inbox (714) - pinto... County of Hawai'i R...

Al-Anon Alateen

Al-Anon Family Groups
Help and hope for families and friends of alcoholics

French Other Languages

Newcomers Meetings Members For Professionals Calendar

meeting Day

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

[Monday Night 4th Step AFG Meeting](#)

Monday 6:00 PM

Church of the Holy Apostles
1407 Kapiolani St., Hilo, HI, 96720, USA

Still meeting on Ring Central
<https://meetings.ringcentral.com/j/1497063>

Meeting ID: 149 706 3155; Dial in option 623-404-9000

7.6 miles away

Filters

Al-Anon

Families, Friends, and Observers Welcome

English

Monday

Handicap Access

WSO ID 30619189

Map Satellite

Hilo Bay

Carlsmith Beach Park

Wailuku River State Park

Hilo Blue Hawaii Helicopters

Kaumana Caves

Panaewa Rainforest Zoo and Gardens

Keaau

Shipman Beach / Haena Beach

Maku'u Point

Lele'iwi Point Bottomfish Restricted Fishing Area

Google

Keyboard shortcuts Map data ©2023 Google Terms of Use Report a map error

Step 4

Links of Communication

- You will receive a confirmation email from WSO
- Your Area Group Records Coordinator will receive a confirmation email from WSO. (?)
- GRs submitting this change notify their DR.
- DRs submitting or being notified of this change update your District meeting schedule and send an updated meeting schedule to the Hawai'i Area Web Coordinator. Send a copy of the WSO email to the Group Records Coordinator.

Step 4

More links of Communication

- Each District can decide how they want to format their meeting schedules to make it easy for newcomers and visitors to find a meeting.
- The Area may want to have a directory of Hawai‘i Area Electronic Meetings.



YAY!

We're Pau