

Group Records New DR Orientation

#1 Contacts at WSO for AFG Connects and Group Records login information

When we originally informed WSO that you were the new DR for your district, you were supposed to have received a Welcome letter that included your login and password for AFG Connects.

This is the same username and password you will use to access your district's group records from the WSO site at: <http://www.al-anon.info/OnlineGroupRecords>

- You can then access the WSO database directly (read-only status) and
- Download your district records in several different formats:
 - individually, using the group's WSO ID#
 - as a group, in Word format
 - as a group, as an Excel spreadsheet.

If you did not receive that email, Sarah Cummings is the contact at WSO who can give you the log-in. Sarah Cummings, Member Services Secretary (French)
Phone: [757 563-1600 Ext. 1654](tel:7575631600); Fax: [757 563-1656](tel:7575631656)
Email: wso@al-anon.org (add **Attention Sarah Cummings** in the subject line)

- It can be helpful to create a Google Drive site for your district where your district's documents can be created and saved so that all of your GRs can access the information themselves (with "read only" status). You can create your own district Excel spreadsheet with all of your district group's pertinent information and use that to update group records.
- It's a good idea to have someone help you with organizing and updating your district records.* You might create a Group Records Coordinator as a service position for your district. Some districts ask their former DR to perform that service since s/he is already familiar with the meetings in your district. Other districts ask their Alternate DR or their Recording Secretary to perform that function.
- Consider creating an email address for yourself as DR that is used for all District/Al-Anon business. It's a good idea to have it reference your district number and position, and *not* include your full name or business (i.e., District25DR@gmail.com or DRD50donna@gmail.com).

#2 Your District's Information on the SCWS website

- Please go onto the SCWS website to make sure that all of your District's information is up-to-date: <https://www.scws-al-anon.org/district-meetings/>. If it is not, please contact our Website Coordinator at webhost@scws-al-anon.org

#3 Filling out the GR-1 (Group Registration/Records Change Form)

Go to the SCWS website: <https://www.scws-al-anon.org/forms/>. *Please familiarize yourself with that form and teach your GRs how to use it to update all relevant group and service position changes.* There are instructions at the left side of that page for filling out the on-line GR-1.

Questions, please contact: grouprecords@scws-al-anon.org

A. SCWS for *all* updates

Please ask all members to use **only the SCWS website** or mail paper forms **to SCWS** to make changes relevant to SCWS/WSO. **Do not send forms to WSO!**

Registration/Group Records Change forms can be found at: <https://www.scws-al-anon.org/forms/>

B. Know your local Al-Anon Information Service Office/Intergroup website

The *local* AIS/LDC registration forms are on their individual websites. A list of links to these sites can be found at <https://www.scws-al-anon.org/al-anon-meeting-locator/>

C. Alateen

Alateen information is kept separate from Al-Anon meeting information due to safety and confidentiality issues regarding minors. **New Alateen meeting registrations and other group updates can *only* be made by the SCWS Alateen Process Person (AAPP).**

The AAPP will send information to the local AIS/LDC, as appropriate.

D. Current Mailing Address (CMA)

A group must have a Current Mailing Address to be considered “Active”.

Many of our members do not know that there are 2 avenues of communication to each group through which the District, Area/SCWS, and WSO communicate to the group. One is the Current Mailing Address (CMA) and the other is the Group Representative (GR). At most SCWS meetings, the GR becomes the CMA. However, many meetings have trouble filling the GR position, so they only have a CMA.

The person who serves as the CMA is a committed member of the meeting who consistently and regularly attends that meeting, and who brings the mail (postal and electronic) to the group’s Secretary or GR. This person is mailed the WSO Annual Update, the quarterly appeal fundraising letters and the revised *Service Manual* every three years to bring to the meeting. S/He is also emailed all updates from the 3 service arms. This is the one “service position” that does not have to rotate, as long as the CMA actively attends the meeting and regularly brings it its mail. (If the CMA does not have an email address, someone at the meeting can be an “e-buddy,” and bring the email communications to the CMA, Secretary or GR.)

The group itself can be the CMA. Some groups have their own PO Box at which they receive all postal communications and a separate email address that a member checks regularly.

If a meeting does not have a CMA, it goes into *Inactive* status. When a prospective member calls WSO asking for a meeting, WSO gives out information *for Active meetings only*. So it is crucial that every group have a functioning and up-to-date CMA. Groups do *not* have to have a GR to be *Active* in the WSO/SCWS system. Without a GR, the group does not have a voice or a vote at District meetings and Assemblies; however, the group’s Status remains *Active* in the data base.

Questions, please contact: grouprecords@scws-al-anon.org