

Southern Maryland Intergroup Association – Group Maintenance Guide

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Contents

SMIA Group Listing Guide	2
Meeting Reopening.....	4
On-Line Meeting Request	7
Temporary Meeting Closure	9
Group Maintenance	11
New Group Submission.....	12
Group Change Submission	17
Appendix 1	24

SMIA Group Listing Guide

Greetings,

The SMIA recognizes and appreciates the struggles everyone has endured since the onset of the COVID-19 pandemic. We have tried to keep the meeting listings accurate and we are grateful to those who have assisted us. We've had new and unique challenges with the addition of on-line and outdoor meetings. We feel it is important that anyone looking for a meeting has the correct information. Imagine being a newcomer, or someone that just moved to our area, and trying to find a meeting.

When we list meetings, there are four specific platforms that must be included in the addition, reopening, change, or closure of meetings, as well as those that need to be listed on-line

- The on-line Where and When Database and Meeting Search
- The on-line Where and When Calendar
- The PDF (printed) version of the Where and When
- The Meeting Guide App

The first three are fairly straight forward as long as the information provided is accurate. The fourth, the Meeting Guide App has some caveats.

- The Meeting Guide App has the functionality to indicate if a meeting is open or closed. I should clarify that; open or closed in the context of whether or not the meeting has actually reopened or is still shut down due to the virus. It can also indicate if a meeting is an open or closed discussion in the traditional sense. That has always been an option.
- The Meeting Guide App has a function call to indicate if a meeting is "outdoors" though I have nothing to indicate that this actually works. I always put that in the "Notes" section, so it should be apparent anyway.
- The Meeting Guide can indicate if a meeting has an online presence. The icon for that meeting will have a camera present if it is online. The address for that meeting would be greyed out with lines through it if the meeting is still closed
- You can have a meeting with both an online and in-person presence
- It is important to note that all meetings in the Meeting Guide App must have a valid physical street address. When the meeting feed is established, it check with Google Maps if the address exists. The meeting will not list in the Meeting Guide App without it.
- The Meeting Guide App updates about every 12 hours, so the information may not update right away. It depends on when it was entered during the update cycle.

The SMIA is committed and mandated by our By-Laws to list all meetings in our service area, and to ensure the information is as accurate as possible. That is why it is important that the sources of the information are reliable. Therefore, all group and meeting information must be submitted by a GSR, SMIA Rep, DCM, or designated group contact. Moreover, that person must include an e-mail address or phone number so they can be contacted in the event that there are disputes about group or meeting information.

The following forms are the preferred methods for submitting this information. All information is protected by secure socket layer, and many other encryption based security methods. It is certainly more secure than e-mailing the information.

Meeting Reopening

The form to reopen a meeting follows:

<https://somidintergroup.org/wwsearch.html#reopen>

Instructions for completing this form

SMIA and District 1 Meeting Reopen Form

Please use this form to enter meeting reopening information. This information will be added to the SMIA On-Line database, the SMIA Where and When Calendar, and The Meeting Guide. Please allow up to 12 hours for this information to be synchronized

Meeting Name *	<input type="text"/>
Meeting County *	<input type="text" value="-Select-"/>
Are you the GSR, SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact *	<input type="radio"/> Yes <input type="radio"/> No

1. Enter the Meeting Name. This should be the name listed in the current Where and When or the name associated with the group number.
2. Select the Meeting County from the drop-down list
3. Select "Yes" or "No" from the question that asks "Are you the GSR, SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact"
4. If you select "No", you will be prompted with the following message and you should contact one of those individuals to complete the form;

If you are not the GSR, SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact, this entry will not be submitted. Contact the GSR, SMIA Rep, DCM for the respective district, Primary Contact, or Program Chair to have this added

5. If you select "Yes", the "I Agree" option will appear. By selecting "Yes" to "Are you the GSR. SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact" you are agreeing that all e-mails and phone calls about this reopening will be directed to you. You must include your first name and last initial, phone number, and e-mail address.

By selecting "Yes" to "Are you the GSR. SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact" you are agreeing that all e-mails and phone calls about this reopening will be directed to you. You must include your first name and last initial, phone number, and e-mail address. If you agree to this condition, check the box below. If you do not check this box, the remainder of this form will not open.

I Agree

6. After selecting "I Agree" the remainder of the form will open.

By selecting "Yes" to "Are you the GSR. SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact" you are agreeing that all e-mails and phone calls about this reopening will be directed to you. You must include your first name and last initial, phone number, and e-mail address. If you agree to this condition, check the box below. If you do not check this box, the remainder of this form will not open.

I Agree

First Name and Last Initial *

Phone *

E-Mail *

7. Enter your First Name and Last Initial. This is mandatory. The form will not submit without it
8. Enter your Phone number. This is mandatory. The form will not submit without it
9. Enter your E-Mail address. This is mandatory. The form will not submit without it
10. Select all the days that the group meets. When you select a day, or days, the time field for each day you selected will appear. Enter the time(s) on the given day when the group meets. If the group meets more than once on any given day, separate the times with a comma.

What days does this group meet?

- Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Sunday Meeting Time

7:30 PM

Wednesday Meeting Time

12:00 PM, 3:30 PM

11. Select if this is an indoor or outdoor meeting
12. Select if the meeting is currently held on line
13. If you answer yes to that question, an option will appear that will ask if you want the on-line link to be disabled.

14. The next question will ask if the meeting is moving to a temporary location.
15. If you select yes, the next two fields that appear will ask for the Temporary Location Name and the Physical Address of the Temporary location. Important note; when the meeting moves back to its permanent site, be sure to advise the SMIA.
16. If the hosting facility has issued specific guidelines to follow as a condition of meeting there, select "Yes" and a field will appear to summarize the conditions
17. Enter the date you expect the meeting to reopen.
18. If you have any comments or additional notes for the SMIA Where and When Chair, enter them in the last field.
19. Select "submit"
20. If you failed to enter information in any of the mandatory fields, and error will raise and you will need to enter the missing information. If you don't, the form will not submit

Enter a value for First Name and Last Initial

Phone *

Enter a value for Phone

E-Mail *

Enter a value for E-Mail

What days does this group meet?

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday


Sunday Meeting Time

Wednesday Meeting Time

Is this an indoor or outdoor

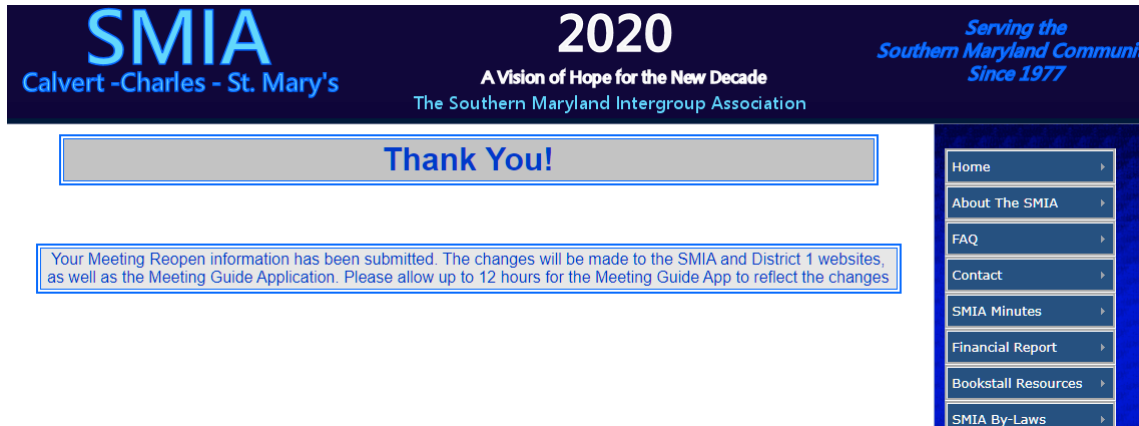
To the weather, you can't hold a meeting

Error Close

 **Invalid entries found. Please correct and submit again.**

OK

21. If you have all information completed and select "Submit" you will be redirected to the following page, and you will know that the submission was successful.



On-Line Meeting Request

If you would an on-line meeting listed on the SMIA or District 1 sites, complete the form at this link:

<https://somidintergroup.org/wwsearch.html#olmr>

Instructions for completing this form:

1. Enter the Meeting Name as you would like it listed on the On-Line Meeting page

Meeting Name *

2. If there is a conventional meeting associated with this on-line meeting, enter the name of the conventional meeting

Conventional Meeting Name (the name of the physical meeting)

- a. It is important to note that this entry will only be included in the Meeting Guide App if it is associated with a conventional meeting. The App only supports meetings with a physical address for now. They are working on an on-line only option.

3. The next three fields are mandatory. The form will not submit without them

4. Enter the First Name and Last Initial of the meeting host

5. E-Mail of the Meeting Host

6. Phone number of the Meeting Host

7. Select all the days that the group meets. When you select a day, or days, the time field for each day you selected will appear. Enter the time(s) on the given day when the group meets. If the group meets more than once on any given day, separate the times with a comma.

Meeting Days	<input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
Sunday Meeting Time	10:30 AM
Thursday Meeting Time	11:00 AM, 2:00 PM

8. Meeting Platform; select the appropriate platform (Zoom, Google Meet, Jabber, et al). If you select "Other:", enter the platform in the field that appears below Other

Meeting Platform	<input type="radio"/> Zoom <input type="radio"/> Google Meet <input type="radio"/> Jabber <input type="radio"/> WebEx <input type="radio"/> GoToMeeting <input type="radio"/> TeamViewer <input type="radio"/> Adobe Connect <input checked="" type="radio"/> Other <input type="text"/>
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9. Meeting Type, select Video, Phone, or both

Meeting Type	<input type="radio"/> Video <input type="radio"/> Phone <input checked="" type="radio"/> Both
---------------------	---

10. Enter the complete meeting link listed by the provider (e.g. <https://us02web.zoom.us/j/81129467877>)

Meeting Link (Please include the full meeting link from the platform provider)	<input type="text" value="https://us02web.zoom.us/j/81129467877"/>
---	--

11. Enter the meeting access code (the format will differ from provider to provider)

Meeting Access Code or Meeting ID *	<input type="text" value="81129467877"/>
--	--

12. Enter the meeting phone number if dial-in is an option

Meeting Phone Number	<input type="text" value="12405383935,,,81129467877"/>
-----------------------------	--

13. Enter where the link should be published (SMIA, District 1, and The Meeting Guide App)

Where would like the meeting published?

- SMIA
- District 1
- Meeting Guide App

Temporary Meeting Closure

This form is intended for temporarily closing meetings due to the COVID-19 response. This is not the correct form for permanently closing a meeting. Use the Change Group Meeting form to permanently close a meeting. The Temporary Meeting Closure form is available at

<https://somidintergroup.org/wwsearch.html#tempclose>

Instructions for completing this form:

1. Enter the Meeting Name as it appears in the SMIA Where and When

Temporary Meeting Closure

Meeting Name *

2. If you select "yes" to "Are the GSR, SMIA Contact, DCM, Group Chair, or Primary Point of Contact", the Agreement clause will appear with the "I Agree" selection box

Are you the GSR, SMIA Contact, DCM, Group Chair, or Primary Point of Contact

- Yes
- No

By selecting "Yes" to "Are you the GSR, SMIA Rep, DCM for the respective district, Program Chair, or Primary Contact" you are agreeing that all e-mails and phone calls about this temporary closure will be directed to you. You must include your first name and last initial, phone number, and e-mail address. If you agree to this condition, check the box below. If you do not check this box, the remainder of this form will not open.


I Agree

3. If you select "no", a notice as follows will appear

This temporary closure must be submitted by the GSR, SMIA Contact, DCM, Group Chair, or Primary Point of Contact

4. When you select "I Agree", the remainder of the fields will appear.

5. Enter your First Name and Last Initial. This is mandatory. The form will not submit without it
6. Enter your Phone number. This is mandatory. The form will not submit without it
7. Enter your E-Mail address. This is mandatory. The form will not submit without it
8. Select the date that the meeting will temporarily close
9. Enter any additional comments or notes that might be helpful for the SMIA Where and When Chair

First Name and Last Initial *	<input type="text"/>
Phone Number *	<input type="text"/>
E-Mail Address *	<input type="text"/>
Temporary Closure Date	<input type="text"/>  [dd-MMM-yyyy]
Comments or Notes for the Where and When Chair	<input type="text"/>

10. Click submit, and if all fields have been completed, you will be redirected to the page below

SMIA **2020**
Calvert - Charles - St. Mary's A Vision of Hope for the New Decade
The Southern Maryland Intergroup Association Southern Maryland Community Since 1977

Thank You!

Your temporary meeting closure submission was successful. This information will be sent to the SMIA Where and When Chair

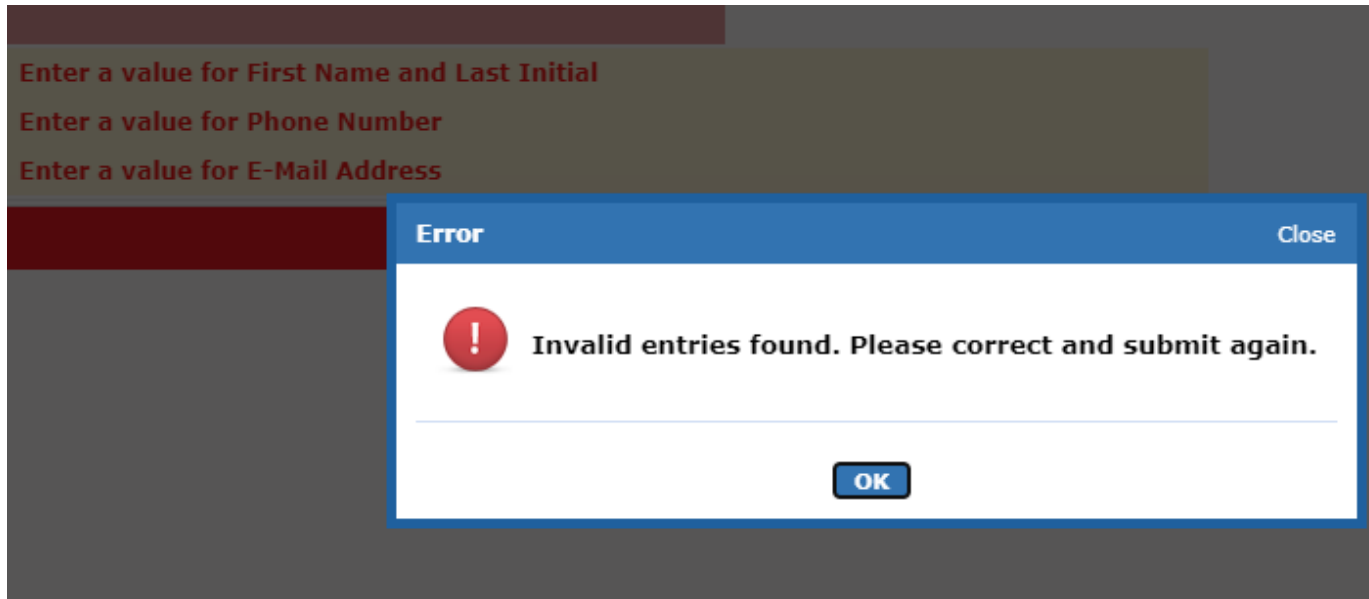
The information will be updated in the SMIA On-Line Where and When search database, the SMIA On-Line Meeting Calendar, the SMIA Printed Where and When, and the Meeting Guide App.

The Meeting Guide App synchronizes their updates about every 12 hours, so it may not reflect right away

† suggest new information or content for posting on the web site please submit an e-mail to the Webmaster webmaster@somdaa.org

- Home >
- About The SMIA >
- FAQ >
- Contact >
- SMIA Minutes >
- Financial Report >
- Bookstall Resources >
- SMIA By-Laws >
- Meeting Search >
- Meeting Pamphlets >
- Meeting Calendar >
- Meeting Guide App >
- District Info >

11. If you failed to enter information in any of the mandatory fields, and error will raise and you will need to enter the missing information. If you don't, the form will not submit



The screenshot shows a web form with three input fields, each with a red error message: "Enter a value for First Name and Last Initial", "Enter a value for Phone Number", and "Enter a value for E-Mail Address". An error dialog box is overlaid on the form, titled "Error" with a "Close" button. The dialog contains a red exclamation mark icon and the text "Invalid entries found. Please correct and submit again." Below the text is an "OK" button.

Group Maintenance

Before we were confronted with the pandemic challenges, we have always had on-line forms for submitting group/meeting information, and again, we encourage you to use these forms rather than send the information through e-mail, word of mouth, or a slip of paper.

To access the primary group maintenance page, use the following link:

<https://somidintergroup.org/groupinfo.html>

When you access this page, you will see two links near the top of the page;

- New Group Submission – This is to add a new meeting to the SMIA Where and When, the SMIA On-Line Meeting Calendar, the SMIA printed Where and When, and the Meeting Guide App. It will also send the information to the Maryland General Service (Area 29) Registrar. Subsequently, this information is also sent to the GSO by the Registrar. It's the same as the paper forms that you've probably seen. You can still use those, but this process is much quicker
- Change Group Submission – This is to change group information, GSR, or to permanently remove a group entry. Again, the information is also sent to the Maryland General Service (Area 29) Registrar and subsequently to the GSO by the Registrar

New Group Submission

You can also go directly to this form at this address

<https://somidintergroup.org/newgroup.html>

Instructions for completing this form:

1. The top of this form contains notes and instructions extracted from the paper form. Read these because they contain important guidelines about creating new groups according to our Traditions.
2. All fields with an asterisk are mandatory. The form will not submit without them
3. The first section of the form is for entering information about the group.
4. Enter the new group name. It is suggested that we avoid naming the group after a facility or person (living or deceased), and that the name of a group not imply affiliation with any sect, religion, organization or institution.

Group Name *

5. Select the group start date. The first day the group will meet

Group Start Date *

  [dd-MMM-yyyy]

6. Enter the Group Meeting Location. This is the name of the facility, building, etc where the meeting will take place. If there are special instructions (basement, enter around back, etc), that can be included in the Additional Notes section later on in the form

Group Meeting Location *

7. Enter the Group Street Address. This needs to be precise and accurate. The Meeting Guide App uses geolocation information, and if it cannot find the address, the meeting will not appear in the Meeting Guide App.

Group Street Address *

8. Enter the City or Town. Again, accuracy is necessary

Group City/Town *

9. Select the state. In nearly all cases, this will be Maryland, but it is included due to a script clause.

Group State *

10. Enter the accurate Zip Code

Group Zip Code *

11. Select the District where this meeting will reside

Group Meeting District *

12. Select all meeting days that apply. For each day that you select, a corresponding time field will appear for those days. Enter the time for each day. If the group meets twice on any given day, enter each time separated by a comma

Group Meeting Days - Select all that apply *	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday
	<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday
	<input type="checkbox"/> Sunday		

If this meeting occurs twice on any selected day, enter both times in the field provided, separated by a comma

Monday Meeting Time	<input type="text"/>
Tuesday Meeting Time	<input type="text"/>
Wednesday Meeting Time	<input type="text"/>
Thursday Meeting Time	<input type="text"/>
Friday Meeting Time	<input type="text"/>

13. The next field requests the meeting type, or what might also be called the meeting format. This is an exhaustive list and contains about every kind of meeting format one could imagine. It is excluded from this guide in the interest of saving space, but when you come to this section, select all formats that apply for the new meeting. The explanation of meeting codes can be found in [Appendix 1](#)

14. Next, you are asked if the group meets in a hospital, treatment center, or detox center. Select the appropriate response. If you select “yes”, a secondary field will appear asking if it is open to A.A. members in the community as well as to patients in the center? Again, select the appropriate response

Does your Group meet in a hospital, treatment center, or detox center?	<input checked="" type="radio"/> Yes
	<input type="radio"/> No
Is it open to A.A. members in the community as well as to patients in the center?	<input type="radio"/> Yes
	<input type="radio"/> No

15. Next, you are asked if there is an AI-Anon Meeting at the same time and location as the AA Meeting. This is not a mandatory selection, so you don't have to answer it at all. We list this as a courtesy. If you select “yes”, a secondary field will appear asking for the AI-Anon Meeting name.

Is there an AI-Anon Meeting at the same location and time as this AA Meeting?	<input checked="" type="radio"/> Yes
	<input type="radio"/> No
AI-Anon Meeting Name	<input type="text"/>

The next section is specific to GSR, Point of Contact, Alternate GSR, and SMIA Rep information. The GSR or Point of Contact information is mandatory. You must have one or the other or the form will not submit. The Alternate GSR and SMIA Rep information is optional, but if you have either or both, it is helpful in communications with your group.

1. Does your group have a GSR? If you answer yes, the fields for the GSR information will appear. If you answer no, a second choice will ask you if you have a point of contact. If you answer yes to that choice, the same GSR fields will appear. We will know by virtue of your second choice that you are the POC and not the GSR. It is likely that the GSO will still send you the correspondence. If you answer no to the second choice, the mandatory GSR fields will not appear, and you will not be able to submit the new group.

GENERAL SERVICE REPRESENTATIVE (G.S.R.)

Does your Group have a GSR? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
GSR Full Name (Necessary for Correspondence from GSO) *	<input type="text"/>
GSR Street Address (Where the GSO should send information) *	<input type="text"/>
GSR City or Town *	<input type="text"/>
GSR State *	<input type="text" value="-Select-"/>
GSR Zip Code *	<input type="text"/>
GSR Email *	<input type="text"/>
GSR Phone *	<input type="text"/>
Does your Group have an Alternate GSR?	<input type="radio"/> Yes <input type="radio"/> No
Does your Group have an SMIA Rep?	<input type="radio"/> Yes <input type="radio"/> No
Send correspondence from G.S.O. in	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Other

- The next choice asks if you have an Alternate GSR. If you answer yes, the fields for the Alternate GSR will appear, similar to the GSR fields. If these fields are completed, the Alternate will also receive a packet from the GSO. Again, the Alternate GSR fields are not mandatory.
- Next, you will see a notice regarding publication of your group and GSR information by the GSO in the printed AA Directories. Select yes if you want the information published, and no if you do not want it published

G.S.O. publishes confidential A.A. Directories for use by A.A. members for Twelfth Step referral and/or meeting information. The Directories include a group's name and service number, and the full names and phone numbers of the contacts listed on this form. Do you want your group listed in the Directory covering your region?

Do you want this information published by the GSO or Maryland General Service? *

- Yes
 No

- Next, select the language you want the GSO correspondence sent in. If you select "other" a field will appear to input that language

Send correspondence from G.S.O. in

- English
 Spanish
 French
 Other

Meeting Language if Other

- The next choice asks if you have an SMIA Rep. This only asks for the First Name and Last Initial, E-Mail, and Phone. The SMIA will not mail anything out, so address information is not necessary for this section

Does your Group have an SMIA Rep?

- Yes
 No

SMIA Rep First Name and Last Initial

SMIA Rep E-Mail Address

SMIA Rep Phone

- The next choice asks if you want the information published by the SMIA. We only publish the meeting information as it pertains to what is necessary for the Where and When in all platforms. We do not publish the member info.

Do you want this information published by the SMIA? *

- Yes
 No

Where would you like the SMIA to publish this meeting information?

- The SMIA On-Line Where and When
 The SMIA On-Line Meeting Calendar
 The SMIA Printed Where and When
 The Meeting Guide App

7. The final two fields are for comments or notes you want to pass along to the Registrar and/or the SMIA Where and When Chair.

**Additional Notes for
the Maryland General
Service Registrar**

**Additional Notes for
the SMIA Where and
When Chair**

8. Finally, select submit to send the new group information. If you have completed all necessary fields, you will be redirected to the following page, signifying that your submission was sent

SMIA **2020** *Serving the Southern Maryland Community Since 1977*
Calvert - Charles - St. Mary's A Vision of Hope for the New Decade The Southern Maryland Intergroup Association

Thank You!

Your new group submission was successful. This information will be sent to the SMIA Where and When Chair and the Maryland General Service Registrar.

If you included GSR Mailing information, the new GSR should receive a packet from the GSO soon.

The information will also be added to the SMIA On-Line Where and When search database, the SMIA On-Line Meeting Calendar, the SMIA Printed Where and When, and the Meeting Guide App.

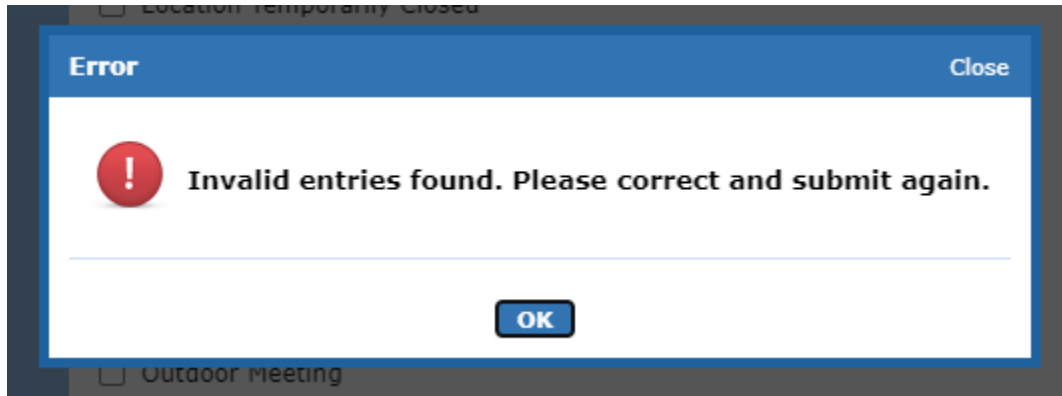
The Meeting Guide App synchronizes their updates about every 12 hours, so it may not reflect right away

While we do frequently update the SMIA Where and When PDF that can be downloaded and printed from the Meeting Pamphlets page, we only print the distribution copies about every three to six months, depending on need

To suggest new information or content for posting on the web site please submit an e-mail to the Webmaster webmaster@somdaa.org

- Home
- About The SMIA
- FAQ
- Contact
- SMIA Minutes
- Financial Report
- Bookstall Resources
- SMIA By-Laws
- Meeting Search
- Meeting Pamphlets
- Meeting Calendar
- Meeting Guide App
- District Info
- Group Maintenance
- Donations and Service
- Announcements
- Lifeline Newsletter
- Anniversary Resources
- Al-Anon/Alateen
- Quick Links

9. If any of the mandatory fields are missing information, you must correct that information and select submit again



Group Change Submission

You can also go directly to this form at this address

<https://somidintergroup.org/groupchange.html>

Instructions for completing this form:

1. The top of this form contains notes and instructions extracted from the paper form. Read these because they contain important guidelines about changing groups according to our Traditions.
2. All fields with an asterisk are mandatory. The form will not submit without them
3. The first section of the form is for entering information about the group.
4. Select the date you are submitting this form

Today's Date [dd-MMM-yyyy]

5. Select the date that this change will become effective

Date Change will take place * [dd-MMM-yyyy]

6. Enter the Group Service Number if you know what that is. If you don't know your group service number, you can search for it on the AA Contributions site. (<https://contribution.aa.org/>) You don't actually have to make a contribution. You just create an account, sign in, then search for your group. This field is not mandatory, so if you can't find or don't know the group number, you can skip this field

Group Service Number (If known)

7. Enter the Delegate Area Number. This will usually be Area 29, and definitely Area 29 if you are in Calvert, Charles. Or St. Mary's counties

Delegate Area Number (e.g. Area 29)

8. Select the appropriate Area 29 District; District 1 for Calvert, District 35 for Charles, or District 36 for St. Mary's

Area 29 District

9. Enter the average number of attendees

Average number of members

10. Select all changes that apply

Type of Change - Select all that apply

- Group Name Change
- Group Location Change
- Group Day Change
- Group Time Change
- Group Format Change
- Group Terminated

11. If you select Group Name Change, a field will appear to enter the New Group Name

New Group Name

12. If you select Group Location Change, fields relevant to the new location will appear. Keep in mind, the location should be the name of the facility only. If there are specific instructions about the location (meet in the basement, enter around back, etc), that information should be entered in the Additional Notes for the SMIA Where and When Chair, later in the form. Additionally, make sure all physical address information is accurate. When this information is entered into the Meeting Guide App feed, they use geolocation data to list the meeting. If the address is incorrect. The Meeting Guide App will ignore it.

New Group Meeting Location

New Group Street Address

New Group City/Town

Group Zip Code

13. If you select Group Day Change, the day choices will appear. Select all days that apply

New Meeting Days (if this group is changing the days it will meet. Select all that apply)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

14. If you select Group Time Change, the day choices will appear again, and for each day you select, a corresponding time field will appear. If the group meets more than once on any given day, enter both times in the field, separated by a comma

New Meeting Times (if this group is changing any of the times it will meet on a given day. For each day selected, a field will appear for the time specific to that day. Select all that apply)

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Sunday Meeting Time


Wednesday Meeting Time

Friday Meeting Time

15. If Group Format Change is selected, a long list of Meeting Types will appear. In the interest of saving space, that list is not included in this part of the instructions, though there is an explanation of the meeting codes in [Appendix 1](#). Select all Meeting Types that apply.
16. If the group is permanently closing, select Group Terminated. A field will open to select the last day the group will meet

Type of Change - Select all that apply

Group Name Change
 Group Location Change
 Group Day Change
 Group Time Change
 Group Format Change
 Group Terminated

Please enter the last day the group will meet  [dd-MMM-yyyy]

17. The next section is specific to GSR, Point of Contact, Alternate GSR, and SMIA Rep information. The Point of Contact information is mandatory. You must designate a point of contact or the form will not submit. The GSR, Alternate GSR, and SMIA Rep are optional, and only necessary if they are being changed.

18. Is the GSR information changing? If you select no, then you can proceed to the Agreement clause. If you select yes, the fields to enter new GSR information will appear. Complete all fields accurately because this is the address where you will receive the packet from the GSO

GSR Full Name	<input type="text"/>
GSR Street Address (where GSO and Area info should be mailed to)	<input type="text"/>
GSR City/Town	<input type="text"/>
GSR Zip Code	<input type="text"/>
GSR Email	<input type="text"/>
GSR Phone	<input type="text"/>

19. Next, you will see a notice regarding publication of your group and GSR information by the GSO in the printed AA Directories. Select yes if you want the information published, and no if you do not want it published

G.S.O. publishes confidential A.A. Directories for use by A.A. members for Twelfth Step referral and/or meeting information. The Directories include a group's name and service number, and the full names and phone numbers of the contacts listed on this form. Do you want your group listed in the Directory covering your region?

Do you want this information published by the GSO or Maryland General Service? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
---	--

20. Next, select the language you want the GSO correspondence sent in. If you select "other" a field will appear to input that language

Send correspondence from G.S.O. in	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input checked="" type="checkbox"/> Other
Meeting Language if Other	<input type="text"/>

21. Is the Alternate GSR information changing? If you select no, then you can proceed to the Agreement clause. If you select yes, the fields to enter new Alternate GSR information will appear. These are identical to the GSR fields.

22. Is the SMIA Rep Information changing? If you select no, then you can proceed to the Agreement clause. If you select yes, this only asks for the First Name and Last Initial, E-Mail, and Phone. The SMIA will not mail anything out, so address information is not necessary for this section

SMIA Rep First Name and Last Initial	<input type="text"/>
SMIA Rep E-Mail	<input type="text"/>
SMIA Rep Phone	<input type="text"/>

23. The next selection is the Agreement clause. You must agree to be the point of contact for the change submission. If you do not select agree, the remainder of the form will not open, and the form will not submit. This may seem redundant if you already entered GSR, Alternate GSR. Or SMIA Rep information, but because the contact fields are mandatory, they must be separated. Moreover, you may be submitting this on someone else's behalf

24. When you select I Agree, the last fields will appear. Those marked with a red asterisk are the mandatory fields

By clicking "I Agree" below, you agree to include your name, e-mail, and phone number in case the Area 29 Registrar or SMIA Where and When Chair needs to contact you about this submission. If you do not click "I agree", the requisite contact fields will not appear, and this entry will not be submitted

I Agree

Contact First Name and Last Initial *	<input type="text"/>
Contact Phone Number *	<input type="text"/>
Contact E-Mail *	<input type="text"/>

25. The next choice asks if you want the information published by the SMIA. We only publish the meeting information as it pertains to what is necessary for the Where and When in all platforms. We do not publish the member info.

Do you want this information published by the SMIA? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Where would you like the SMIA to publish this meeting information?	<input type="checkbox"/> The SMIA On-Line Where and When <input type="checkbox"/> The SMIA On-Line Meeting Calendar <input type="checkbox"/> The SMIA Printed Where and When <input type="checkbox"/> The Meeting Guide App

26. The final two fields are for comments or notes you want to pass along to the Registrar and/or the SMIA Where and When Chair. If you have specific information about the facility where you meet, this is where you enter that information

Additional Notes for the Maryland General Service Registrar

Additional Notes for the SMIA Where and When Chair

27. Finally, select submit to send the group change information. If you have completed all necessary fields, you will be redirected to the following page, signifying that your submission was sent

SMIA **2020** *Serving the Southern Maryland Community Since 1977*
Calvert - Charles - St. Mary's A Vision of Hope for the New Decade The Southern Maryland Intergroup Association

Thank You!

Your group change submission was successful. This information will be sent to the SMIA Where and When Chair and the Maryland General Service Registrar.

If you included new GSR Mailing information, the new GSR should receive a packet from the GSO soon.

The information will also be changed in the SMIA On-Line Where and When search database, the SMIA On-Line Meeting Calendar, the SMIA Printed Where and When, and the Meeting Guide App.

The Meeting Guide App synchronizes their updates about every 12 hours, so it may not reflect right away


While we do frequently update the SMIA Where and When PDF that can be downloaded and printed from the Meeting Pamphlets page, we only print the distribution copies about every three to six months, depending on need

- Home
- About The SMIA
- FAQ
- Contact
- SMIA Minutes
- Financial Report
- Bookstall Resources
- SMIA By-Laws
- Meeting Search
- Meeting Pamphlets
- Meeting Calendar
- Meeting Guide App
- District Info

To suggest new information or content for posting on the web site please submit an e-mail to the Webmaster webmaster@somdaa.org

28. If any of the mandatory fields are missing information, you must correct that information and select submit again

Error Close

 **Invalid entries found. Please correct and submit again.**

Location temporarily closed

Outdoor Meeting

OK

I hope this information is useful and comprehensive. Our purpose is to serve you. I can be available to attend your district meetings on-line or in person given reasonable notice.

Best regards and God Bless!

A handwritten signature in black ink, appearing to be 'R. H. Smith', written in a cursive style.

Chairman and Webmaster,
Southern Maryland Intergroup Association

Appendix 1 – Meeting Code Explanations

EXPLANATION OF MEETING CODES

* Al-Anon/AlaTeen meetings at the same location at the same time.

Code	Description
11	11th Step Meditation
12x12	12 Steps & 12 Traditions
ABSI	As Bill Sees It
BA	Babysitting Available
B	Big Book
H	Birthday
BRK	Breakfast
CAN	Candlelight
CF	Child-Friendly
CD	Closed Discussion
AL-AN	Concurrent with Al-Anon
AL	Concurrent with Alateen
XT	Cross Talk Permitted
DR	Daily Reflections
DB	Digital Basket
DD	Dual Diagnosis
EN	English
FF	Fragrance Free
FR	French
G	Gay
GR	Grapevine
HE	Hebrew
NDG	Indigenous
ITA	Italian
JA	Japanese
KOR	Korean
L	Lesbian
LIT	Literature
LS	Living Sober
LGBTQ	LGBTQ

TC	Location Temporarily Closed
MED	Meditation
M	Men
N	Native American
BE	Newcomer
NS	Non-Smoking (ignored by Meeting Guide)
ONL	Online Meeting (ignored by Meeting Guide)
OD	Open Discussion
OUT	Outdoor Meeting
POC	People of Color
POL	Polish
POR	Portuguese
P	Professionals
PUN	Punjabi
RUS	Russian
A	Secular
SEN	Seniors
ASL	Sign Language
SM	Smoking Permitted
S	Spanish
SP	Speaker
ST	Step Meeting
TR	Tradition Study
T	Transgender
X	Wheelchair Access
XB	Wheelchair-Accessible Bathroom
W	Women
Y	Young People

Meetings appearing in **ITALICS** are **NEW** meetings and less than 6 months old.