



ATTENTION GROUP REPS & SECRETARIES:

If there is a change to your meeting—cancellation, change in time or location, a new meeting, etc.—there are two things you need to do, please:

1. **Go to: oa.org.** Click on the three bars on the upper-righthand area of the page. Click on “meetings” and select the option that applies. If you need help, you can also call OA at 505-891-2664 or click on the “contact us” tab at the bottom of the home page. For a new group, you will need to obtain a group number from oa.org, if you don’t already have one, before contacting Intergroup (Step 2).
2. **Contact the OACFI Intergroup.** Send a DETAILED email with all relevant information to meetinglist@oacfi.org. The meeting list coordinator will update the meeting list and send it to the webmasters; the webmasters will upload the information. The meeting list coordinator will also let the OACFI Treasurer and Newsletter Editor know about the meeting change.

THANK YOU!