

# SOUTHERN CALIFORNIA REGION

## Nar-Anon Family Groups

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### Procedures for Service Position –Data Entry - Directory, Email and GSR Lists

#### Assembly login information

To Join the Regional Meetings

Join Zoom Meeting

<https://us02web.zoom.us/j/5606110072?pwd=Y1htWncrLzFPUXBBWVM1QU1YaW1Edz09>

Meeting ID: 560 611 0072

Passcode: 374596812

SoCal Assembly meetings are held (4) times per year – 2<sup>nd</sup> Saturday of January, April, July & October 10:00 a.m. Please attend if possible and report on updates.

Regional Service Committee meetings are held (2) weeks before the assembly.

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Email for notifications to data entry person will be \_\_\_\_\_

- Documents are found in google drive under **FOLDER - Socalregion-R - FOLDER – Directory & Phone**
- Items to be changed: So Cal Region: Directory (word doc), GSR list (excel) and Email list (SoCal region Gmail CONTACTS)
- Notifications of changes to the directory are emailed from the WSO or sent to the Website Committee. WSO will notify [Socalregion@nar-anon.org](mailto:Socalregion@nar-anon.org). Changes will then be forwarded to Website and data entry person.
- Data entry person will make updates to the directory. Changes are made in the SoCalRegion google drive folder - SoCalRegion-R – Directory & Phone.
- Rename master directory to include current date and save a new PDF copy. Delete outdated copy to prevent confusion.
- Notify Website committee that changes have been made. Send them a revised directory PDF copy to post on the website.
- If applicable, data entry person will also update GSR spreadsheet to reflect any meeting or GSR changes.
- If applicable, data entry person will update any GSR additions or deletions to the Gmail Contact list. If person is no longer GSR they will remove the GSR communications tag on the contact record. If they are a new GSR, check to see if there is an existing contact record. If so, add the GSR Communication tag to the record. If no record, then create one and include the tag.