



Eastern PA Region of NA

Group Registration / Update Form

Please complete all information (Please print clearly)

New Group: Existing Group Update: Remove Group from Meeting List:

Group Name: _____ Today's Date: _____

This group was formed (month/year): _____ Area Service Committee: _____

Contact Name: _____ Contact Phone# or Email: _____

Group's Meeting Information

Meeting Day(s): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
Meeting Time: Begins _____ AM / PM - Ends _____ AM / PM			
Format: Week 1 _____ Week 2 _____ Week 3 _____ Week 4 _____ Week 5 _____			
Please fill in each weeks format using one of the following codes:			
<i>B = Beginners</i>	<i>BT = Basic text</i>	<i>CC = Chairperson Choice</i>	<i>CN = Concepts</i>
<i>D = Discussion</i>	<i>IP = Informational Pamphlet</i>	<i>JFT = Just For Today</i>	<i>T = Topic</i>
<i>TD = Tradition</i>	<i>ST = Step</i>	<i>SD = Speaker Discussion</i>	
Wheelchair Accessible: Yes _____ No _____		Closed Meeting: <input type="checkbox"/> - OR - Open Meeting: <input type="checkbox"/>	

Meeting Location

Place / Building Name: _____ Room Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____

(NOT REQUIRED) ---> Latitude: *N* _____ Longitude: *W* _____

Special Instructions: _____

If this meeting is held in a correctional or treatment facility, are there special criteria for entry?:

NO - Do NOT Register this group with NA World Services. The group will register themselves at <http://www.na.org/updateforms/ngp-form.htm>

YES - Register this group with NA World Services (please complete the following information)

If the group would like to receive any communications that the NAWSO periodically sends out, please include a mail address below. It is not suggested to have this mail sent to your meeting location. You may choose to use your ASC's PO box (recommended) or a stable members home address:

Contact Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

The WSO will send the NA Way Magazine to the above mailing address or email address, please choose the group's preference (circle one) Email Address / Mailing Address

Group Registration / Update Form Information

Groups, please complete this form and take it to your ASC's Meeting list Chair. Your Meeting List Chair will then forward this information to the EPARNA Communications Committee. If you have any questions, please contact the EPARNA Communications Chair at administrator@eparna.org

- **New Group** - If you are registering a New Group, please fill out as much information as possible. REQUIRED INFORMATION for a NEW GROUP: Group Name, Contact Name, Contact Phone# or Email, Meeting Days, Begin and End Time, Building Name, valid Street Address, City, Zip. Meeting Formats are optional as is the NA WAY Magazine mailing address.
- **Existing Group Update** - If you are updating a groups information, please only include enough information to identify which group needs to be updated and the information that needs to be changed. If the group is ONLY changing it's meeting place, you do not need to fill out the meeting format information etc.
- **Remove Group from Meeting List** - Make sure to include as much information as possible to correctly identify the meeting that needs to be removed.
- **Contact Name & Contact Phone# or Email** - A contact name and number or email is REQUIRED for a group to be added to the Multi-Regional Meeting List printed by the GPRSO. Each Area can decide if they want each group provide a contact or to just have your group contact be the Area Meeting List Chair.
- **Meeting Formats** - If your format is not exactly represented, just choose the format that fits closest.
- **Wheelchair Access:** Your meeting MUST be accessible by flat surfaces ONLY to be considered Wheelchair Accessible.
- **Closed / Open Meeting** - Open NA meetings welcome addicts and interested observers; closed NA meetings welcome addicts only.
- **Meeting Location** - It is important that the meeting location address be a VALID street address. Try to avoid using intersections or highway names as the address. If your location does not have a valid street address or you can not find one, you can contact the EPARNA Communications Chair at administrator@eparna.org for help. The new Phone Line will be using the EPARNA website as their database to help addicts calling the Phone Line to find meetings. We are trying to make every effort to ensure all our meeting locations show up in online mapping software.
- **Special Instructions** - You can add information like "Please use the 6th Street entrance to enter and leave from.", "Do not park in the neighboring business' parking lot, your car will be towed." Add any information that might help an addict attending your meeting for the first time find it as easily as possible.
- **Registering your group with NA.ORG** - A group may choose to register themselves online with NAWS at <http://www.na.org/updateforms/ngp-form.htm> . They may also choose to have the Communications Committee register them via the new web services portal. The group will also be sent to the GPRSO for addition to the GPRNA Website at <http://www.naworks.org> and the Multi-Regional Meeting List.