

Submitting web page changes or calendar events to South Coastal Mass Intergroup

Members forming New Meeting/ Members changing time/location or meeting formats

Registration with WSO and IG (expected)

Add or changed on state and local meeting lists

Added to local calendar for two months

NEW-Added to meeting page grid with word "NEW" with flyer if supplied local SCMI calendar updated

Meeting Support requests

Added to calendar 2 months

Add "requesting support" to meeting page grid for 2 months with flyer if supplied

Web changes needed
Submit by email

Posted if possible once a week.
EXAMPLE: Error correction, emergency notification to meeting location with flyer if supplied

Anniversary or special meeting
Announcement Submit by email

Added to local calendar

Added to IG events page with flyer if supplied

IG Webpage changes will be done on Fridays
Local Breeze mailed the 10th the month. Please vote and submit your changes at least the month ahead so everyone will be informed. Submit request to SCMI mailbox