

## Using the Group Information Change Form, New Group Form, and District Change Form from the Area 25 Website.

Here is a quick tutorial on how to do group & district changes, and new group forms on the Kansas Area 25 website.

1. Go to <https://ks-aa.org/>
2. In the black menu bar, click on “Meetings”, then “Registrar Change Forms”.
3. Pick from one of the following links:

Click on any of the links below to download the PDF forms.

- [GSR, Group, or Meeting Change Form](#)
- [New Group Form](#)
- [District Change Form](#)

4. A “pdf” file will show in a tab called “Layout 1” in your browser.

GROUP SERVICE No. \_\_\_\_\_

DATE: \_\_\_\_\_

DELEGATE AREA No. **Area 25 Kansas** DISTRICT No. \_\_\_\_\_

No. OF MEMBERS: \_\_\_\_\_

**OLD INFORMATION**

GROUP NAME: \_\_\_\_\_  
Group Meeting Location: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

**MEETING DAY**

MON  TUES  WED  THUR  FRI  SAT  SUN

**MEETING TIMES**

\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

**GENERAL SERVICE REPRESENTATIVE (G.S.R.)**

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Telephone : \_\_\_\_\_  
E-mail: \_\_\_\_\_

**ALTERNATE G.S.R.  or MAIL CONTACT  (Please check one ✓)**

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Telephone : \_\_\_\_\_  
E-mail: \_\_\_\_\_

**NEW INFORMATION**

GROUP NAME: \_\_\_\_\_  
Group Meeting Location: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

**MEETING DAY**

MON  TUES  WED  THUR  FRI  SAT  SUN

**MEETING TIMES**

\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

**GENERAL SERVICE REPRESENTATIVE (G.S.R.)**

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Telephone : \_\_\_\_\_  
E-mail: \_\_\_\_\_

**ALTERNATE G.S.R.  or MAIL CONTACT  (Please check one ✓)**

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Telephone : \_\_\_\_\_  
E-mail: \_\_\_\_\_

If the Group is to be listed in the Directory, please provide a telephone number and mailing address for the G.S.R., Alternate G.S.R., or Group contact. Listing in the Directory is for Twelfth Step referral and/or for meeting information. The G.S.R.'s (or other contact) name and telephone number will be included in the Directory with the group's name and service number.


OK TO LIST IN THE DIRECTORY?  Yes  No

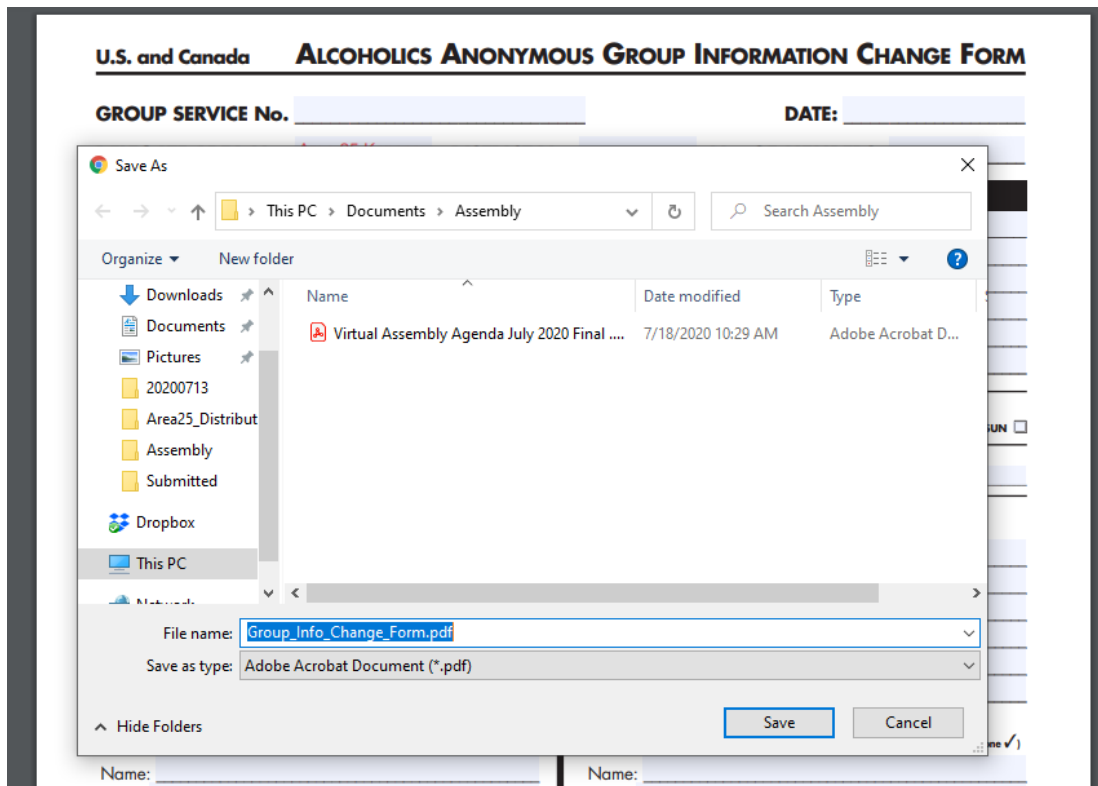
SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Save Form & Data

"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought A.A. Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group they have no other affiliation." — Tradition Three (the long form)

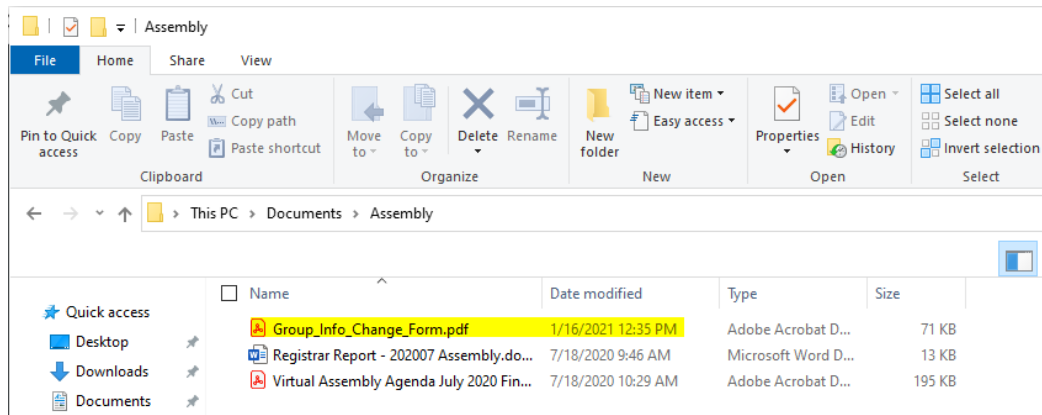
5. In the upper right corner, click on the  icon. This will show a popup window to save the pdf file. In that window, browse to where you want to save the file ...



6. Click the save button when you get to where you want to save the file.

7. Now, open Windows explorer icon in the toolbar .

8. Here is where I saved my file in this example:



9. Double-Click on the file name to open it, and fill out the form.

U.S. and Canada **ALCOHOLICS ANONYMOUS GROUP INFORMATION CHANGE FORM**

GROUP SERVICE No. 123456789 DATE: 1/18/2021

DELEGATE AREA No. Area 25 Kansas DISTRICT No. 8 No. OF MEMBERS: 30

**OLD INFORMATION**

GROUP NAME: Live & Let Live  
 Group Meeting Location: Some Church  
 Street: 123 Main St  
 City/Town: Topeka  
 State/Province: KS  
 Zip Code: 66601 Telephone: 555-555-5555

MEETING DAY  
 MON  TUES  WED  THUR  FRI  SAT  SUN

MEETING TIMES  
 | | | | | | | 7 pm

**NEW INFORMATION**

GROUP NAME: Live & Let Live  
 Group Meeting Location: Some New Church  
 Street: 345 SW 10th Ave  
 City/Town: Some New City  
 State/Province: KS  
 Zip Code: 99999 Telephone: 555-555-5555

MEETING DAY  
 MON  TUES  WED  THUR  FRI  SAT  SUN

MEETING TIMES  
 | | | | | | | 7 pm

**GENERAL SERVICE REPRESENTATIVE (G.S.R.)**

Name: Bob Brown  
 Street: 234 W. West St  
 City/Town: Topeka  
 State/Province: KS  
 Zip Code: 66601 Telephone: 555-555-5555  
 E-mail: registrar@ks-aa.org

**GENERAL SERVICE REPRESENTATIVE (G.S.R.)**

Name: Dennis Guilbault  
 Street: 2489 NE Main St  
 City/Town: Topeka  
 State/Province: KS  
 Zip Code: 66601 Telephone: 785-806-2255  
 E-mail: registrar@ks-aa.org

**ALTERNATE G.S.R.  or MAIL CONTACT  (Please check one ✓)**

Name: Sally Alt  
 Street: 999 S. Wanamaker Rd  
 City/Town: Topeka  
 State/Province: KS  
 Zip Code: 66688 Telephone: 555-555-5555  
 E-mail: registrar@ks-aa.org

**ALTERNATE G.S.R.  or MAIL CONTACT  (Please check one ✓)**

Name: Don Greene  
 Street: 1111 S. Rolling Hills Dr  
 City/Town: Topeka  
 State/Province: KS  
 Zip Code: 66601 Telephone: 555-555-5555  
 E-mail: registrar@ks-aa.org

If the Group is to be listed in the Directory, please provide a telephone number and mailing address for the G.S.R., Alternate G.S.R., or Group contact. Listing in the Directory is for Twelfth Step referral and/or for meeting information. The G.S.R.'s (or other contact) name and telephone number will be included in the Directory with the group's name and service number.

OK TO LIST IN THE DIRECTORY?  Yes  No

SIGNATURE: [Signature] DATE: [Date] [Save Form & Data](#)

"Our membership ought to include all who suffer from alcoholism. Hence we may refuse none who wish to recover. Nor ought AA. Membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an AA. group, provided that, as a group they have no other affiliation." — Tradition Three (the long form)

"Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose — that of carrying its message to the alcoholic who still suffers." — Tradition Five (the long form)

"Unless there is approximate conformity to AA's Twelve Traditions, the group... can deteriorate and die." — Twelve Steps and Twelve Traditions, page 174.

**THREE WAYS TO RETURN THIS FORM:** [Open Return Web Page](#)

Postal Mail to: A.A. World Services, Inc.  
 Grand Central Station  
 P.O. Box 459  
 New York, NY 10163

By Fax: 212-870-3003 (Attn: Records)

E-mail: records@aa.org

F-28 - Revised 7-09

10. Save the form using the  button in the top left corner of the screen.

11. Now we need to send this form to the Registrar, Web Chair, and GSO. Go back to <https://ks-aa.org/meeting/registrar-forms> and enter the information for name, email, and phone, what type of form you are sending, and the form. Click the Send button when done.

**Your Full Name**

**Your Email Address**

**Your Phone Number**

**Please indicate which form(s) you are sending:**

**GSR, Group, or Meeting Change**

**New Group**

**District Change**

**Your change form(s) PDF File Attachment**

Group\_Info\_...e\_Form.pdf

No file chosen

No file chosen

**Send**

Please let me know if you have any trouble with this.  
Thanks!