

Chat Host Guidelines

To download and print this guide, visit your group's website.

For current chat details email: edrgsecretary@gmail.com

Before the Meeting (7:50 AM PST)

- 1 Log on to the Zoom meeting.
- 2 The Tech Host will claim Host and assign Chair, Safety, Timer, and Chat as Co-Hosts.
- 3 Rename yourself in the participant list: hover over your name, click **More**, then select **Rename**. Enter your name in this format: *Your Name (Chat Host)*

7:59 AM — Restrict Chat

Change the chat setting to "**Participants Can Chat with Hosts and Co-Hosts Only.**"

After the First Reading — Paste into Chat

Always update the date and page number before pasting.

Welcome to the Every Daily Readers Al-Anon Family Group. We meet 7 days a week for 30 minutes at the same time each day. We read all four daily readers - One Day at a Time, Courage to Change, Hope for Today and A Little Time for Myself - and share.

Our Zoom Meeting ID is 879 7488 3246

Our Passcode is 607187

Zoom Link:

<https://us02web.zoom.us/j/87974883246?pwd=Y1FYeEdWQVgzT3hiSkwzU0xFL21ndz09>

If you're new to Al-Anon, we suggest reading the newcomer packet we have posted here:

<https://www.dropbox.com/s/neu92qzxf0usr/Newcomers%20Packet.pdf?dl=0>

All Al-Anon literature, including our four daily readers, can be purchased from the Al-Anon website: <https://ecomm.al-anon.org/>

To find other Al-Anon meetings, visit our electronic directory:

<https://al-anon.org/al-anon-meetings/electronic-meetings/>

We have a group conscience every month on the first Thursday, immediately following the meeting. The next group conscience isIf you have any item to add to the next agenda, please contact the Group Conscience Chair,

All readings today are on p., (date).

After the Fourth Reading — Paste into Chat

Our group practices the 7th tradition of Al-Anon, which suggests our group be self-supporting. To make a contribution and help cover the costs of this group and Al-Anon World Services, please Venmo your contribution to Thank you!

At 8:25 AM — Paste into Chat

Our group maintains a phone & sponsor list. If you'd like a copy of the list, be added to the list, remove or modify an existing entry, please use our online form posted here:

<https://bit.ly/EDRGPhoneListForm>

If you are looking for a sponsor or are interested in learning more about sponsorship please contact.....

More information about the Every Daily Al-Anon Family Group including minutes from our group conscience meetings can be found at

<https://www.everydailyalanon.org/group-info>

8:25 AM — Reopen Chat, Then Paste into Chat

Change the chat setting to "**Participants Can Chat with Everyone**" by clicking ... at the top of the chat box, then paste:

Chat is open! If you want to message a member directly, you can do so now.

Ongoing Responsibility: Monitor the Chat

Throughout the meeting, coordinate with the Safety Host to:

- Watch for and delete any inappropriate messages.
- Restrict chat access if needed.
- Remove any participant who posts inappropriately.