

Dear Region 5 Rep:

As we move deeper into the electronic communication age, it has become apparent that one of the best ways to reach Compulsive Overeaters is through the internet. Our Region 5 Web Headquarters has developed a user friendly very informative web page for the use of both people within the fellowship and those who are seeking help outside the fellowship.

In order for this to be an effective tool, it is imperative that the information contained on the website is current and accurate. The Intergroup Outreach committee has developed a check list for intergroups to use to make sure their IG's information is on-line and accurate.

### **RECOMMENDATIONS**

1. Become familiar with the [www.region5oa.org](http://www.region5oa.org) web site.
2. Check the link to your state page.
3. The minimum information that should be there for your Intergroup is name and WSO number of your IG, snail mail address, contact person name, phone number and e-mail.
4. Make sure that each meeting list includes the WSO group number of each meeting listed.
5. If any of the above information is incorrect, please e-mail the corrections to [Webmaster@Region5Oa.org](mailto:Webmaster@Region5Oa.org).
6. If your meeting list information is on the website, *be sure the revision date is current.*
7. When sending updated meeting lists, send e-mail attachment of your new meeting list. (This can be a PDF, excel, word, or word perfect document) *Make sure there is a revision date on the document!!*
8. **Be sure to put your Intergroup Name in the Subject line of the e-mail**
9. Event information can be sent in a simple e-mail, or you may attach a PDF file of the flyer for the event.

**If you need further help, e-mail Leslie P. at [Webmaster@Region5OA.org](mailto:Webmaster@Region5OA.org).**

Your cooperation is greatly appreciated and will go a long way in carrying the OA message to those who share our compulsion.

In OA love and service,

THE INTERGROUP OUTREACH COMMITTEE  
REGION 5 OA  
July 30, 2007