

## CALENDAR ANNOUNCEMENTS INSTRUCTIONS

### HOW TO USE THE SPREADSHEET TO POST YOUR MTGS

Posting your meeting announcements on free calendar, event, or directory sites such as local, national or state online newspapers, bulletin boards, community sites, events sites, radio stations, penny savers, Craigslist, etc. is a free and easy way to get the word out in your area.

### HOW TO POST YOUR MEETINGS ONLINE TO CALENDAR/EVENT SITES

**CALENDAR SPREADSHEET:** Click [HERE](#) for the [Calendar Announcement Resources Spreadsheet](#) which lists online calendar and event listing sites (URLs) where you can post your meeting details online so people can find you. The spreadsheet is organized geographically by country, region, state, county, & city. I recommend starting with one of the National-level event sites, like Eventbrite, which accept calendar items from anywhere in the USA. View the [videos](#) (also see links to videos below). While you are getting started posting calendar announcements to some of the national sites like Eventbrite, Eventsnearhere, & Eventful, send [Weblinks@foodaddicts.org](mailto:Weblinks@foodaddicts.org) the name of your city, so we can update the Calendar Spreadsheet with some local spots for you to list your meetings. Try the state sites also! The Calendar Spreadsheet is updated regularly.

**INCLUDE THE FA WEB LINK:** When posting a calendar announcement, please make sure to insert the FA weblink, [www.foodaddicts.org](http://www.foodaddicts.org) in your post. Some sites have a special spot for the organization's website, [www.foodaddicts.org](http://www.foodaddicts.org), whereas with other sites, you will have to list our website link in the body of the meeting announcement text. Do not forget to list the web link, that is how others find the FA site. Click on some of the examples below. Pre-scripted text that you can insert in your posting is also available on the Calendar Spreadsheet (click on the tabs along the bottom of the spreadsheet to find the text copy that can be used in your posts, "Calendar Announcement Text & logo" or copy and paste from the FA PI Kit in Appendix A or B). Use any verbiage you would like to use from these tabs and copy and paste into your posting (see sample scripts below). I recommend using the local phone number and first name of a local contact person for your meeting, if you don't mind putting it online otherwise you can list the FA office number, 781-932-6300. If you need help, you can contact Margaret L.: 415-336-5529 or [www.foodaddicts.org](http://www.foodaddicts.org).

### FINDING THE RIGHT FREE EVENT SITES IN YOUR STATE, COUNTY & CITY TO POST YOUR EVENT:

1. Click [HERE](#) for the [Calendar Announcement Resources Spreadsheet](#) (OCAR) which lists online location-based calendar and event listing sites (URLs), where you can post your meeting details online so people can find you. The spreadsheet is organized geographically by country, region, state, county, & city.
2. SEARCH online

**<NAME OF CITY> <SUBMIT EVENT or ADD EVENT or POST EVENT or CALENDAR SUBMISSION>**

- If you find new sites that are not on the OCAR spreadsheet, please email any new event sites to [weblinks@foodaddicts.org](mailto:weblinks@foodaddicts.org), and we will include them in the spreadsheet.

### EXAMPLES OF EXISTING CALENDAR LISTINGS FOR FA MEETINGS

[Eventbrite, SF, CA](#)  
[EventsNearHere](#) “

USA National site covers all USA locations and zip codes)

<a href="#">Eventful</a>	“	
<a href="#">Around You,</a>		Australian site (no actual link)
<a href="#">Washington Post</a>		
<a href="#">Air1 Positive Hits</a>		Radio Announcement)
<a href="#">Daily UV. Maine</a>		
<a href="#">Around Olympia</a>		City and Regional event site
<a href="#">Patch</a>		
<a href="#">California Foundation Fund</a>		
<a href="#">Scout Cambridge</a>		

**LOGON TO ANY SITE TO POST YOUR MEETING:** I recommend using the following logon:

Account: **FAweblinks**  
 PW: **FAweb42day!**

#### **UPLOAD AN IMAGE:**

The Office Committee has created some logos specifically for **Eventbrite**, which you can find here. Adding [logos or GIFs](#) to your posting is also possible and explained in the tabs on the Spreadsheet. Click [HERE](#) for 3 files you can download and use.

#### **WATCH THESE VIDEOS TO SEE HOW TO POST ON EVENTBRITE**

To get an idea of how to post on **Eventbrite**, watch the two videos I have attached. This may help if you are having trouble getting started. Remember to include the FA website URL, [WWW.FOODADDICTS.ORG](http://WWW.FOODADDICTS.ORG) somewhere in each calendar listing.

#### **INSTRUCTIONAL VIDEOS FOR CALENDAR POSTINGS**

**Part 1:** [How To Post Calendar Items](#) (YouTube)

**Part 2-** [How to edit calendar posing](#)

#### **CALENDAR ANNOUNCEMENTS & CRAIGSLIST, ETC. SAMPLE SCRIPTS**

More scripts are available in the TABS of the Calendar Spreadsheet when you click [HERE](#) or in the [PI Kit](#) in Appendices A & B: **Meeting Calendar Announcement Long & Short Versions**).

#### **Short Version:**

**Are you having trouble with the way you eat?**

[Food Addicts in Recovery Anonymous](#) (FA) is a free Twelve Step recovery program for anyone suffering from food obsession, overeating, under-eating, bulimia or other food-related issues. Meets weekly on (day of the week) at (location, address) at (time).

For more information or a list of meetings throughout the U.S. or world, call locally at (name of person) XXX-XXX-XXXX or call the main office at 781-932-6300 or visit [www.foodaddicts.org](http://www.foodaddicts.org)

The following meeting is held in  
 [name of town] every week  
 [Day of meeting]  
 [Location or address of meeting]  
 [Directions to the meeting if necessary]  
 [Time of meeting]

### **Long Version:**

#### **Are you having trouble controlling the way you eat?**

*Food Addicts in Recovery Anonymous (FA) is a Twelve Step program of recovery for anyone who suffers from overeating, undereating, bulimia, or obsession with food, weight or body size. There are no dues or fees, and meetings are open to anyone who wants to stop eating addictively.*

*Who might benefit from FA? People who find help in FA vary greatly. Some of us have been diagnosed as morbidly obese while others are undereaters. Among us are those who were severely bulimic, who have harmed themselves with compulsive exercise, or whose quality of life was impaired by constant obsession with food or weight. We tend to be people who, in the long-term, have failed at every solution we tried, including therapy, support groups, diets, fasting, exercise, and in-patient treatment programs.*

*Does FA work? Some of our members have been in continuous recovery (maintaining a stable, healthy weight and enjoying freedom from obsession with food, weight, bingeing, or bulimia) for over twenty-five years. Members with five to ten years of recovery are increasingly common.*

*Would you like more information? Some of our members have been in continuous recovery (maintaining a stable, healthy weight and enjoying freedom from obsession with food, weight, bingeing, or bulimia) for over twenty-five years. Members with five to ten years of recovery are increasingly common.*

<https://www.foodaddicts.org>

[Find A Meeting Near You](#)

#### **CRAIGSLIST, Kijiji (Canada), etc blurb**

**The following paragraph may be used in Craigslist. Craigslist announcements can be renewed weekly or every two weeks, if you don't want to repost from scratch each time. If you have never posted to**

**Craigslist before, here are some helpful generic instructions for [How To Post To Craigslist](#), and [How to Post on Kijiji](#).**

### **Are you having trouble controlling the way you eat?**

Food Addicts in Recovery Anonymous, (FA), is a recovery program for people who suffer from food obsession, overeating, bulimia and under-eating. The program is based on the Twelve Steps of Alcoholics Anonymous. Everyone is welcome at meetings, including those who think they may have a food problem or those who are concerned about someone who may. FA is open to all men, women and teens who want to stop eating addictively.

[For a list of regular weekly meetings in your area, visit \[www.foodaddicts.org\]\(http://www.foodaddicts.org\).](#)

[Find out, Am I A Food Addict?](#)

### **FA WEB LINK**

**The following paragraph may be placed on any website as the FA link, in part or completely. Please either remove or fill in the bracketed sections with your meeting details**

[Food Addicts in Recovery Anonymous \(FA\)](#) is a free Twelve Step recovery program for anyone suffering from food obsession, overeating, under-eating, bulimia or other food-related issues. Meets weekly on [day of the week] at [location, address] at [time], [directions]. Find out, [Am I a Food Addict?](#)

### **WHAT YOU WILL NEED:**

Once you have found the site you want to post your meeting on, and I recommend starting with the big 3 sites that I mentioned, **Eventbrite**, **Eventful**, **EventsNearHere**, this is what you are going to need:

- 1) Create an account name and pw. I recommend using: Account Name: **faweblinks**; PW: **faweb42day!**
- 2) The FA URL [www.foodaddicts.org](http://www.foodaddicts.org)
- 3) A local contact name and number is helpful.
- 4) The blurb on FA – found in the tabs under SAMPLE TEXT FOR CALENDAR POSTINGS
- 5) FA's phone number; email, . (found in same tab)
- 6) An image of the FA logo to use in your post if they accept visuals (instructions are in the same tab)
- 7) The date, time and address of the meeting you are posting.
- 8) The link to the [Tracking Sheet](#) where you will write in all your info related to your post, like, dates you posted from when to when, account name, pw, email, etc

## ONLINE TRACKING FORM

**FOOD ADDICTS**  
*in recovery anonymous*

### Online Calendar Announcement Log

To help the committee keep track of postings, it is very important to complete and submit the form below. Please contact [digit outreach@foodaddicts.org](mailto:digit outreach@foodaddicts.org) if you need to make any changes to your meeting posting.

faweblinks@gmail.com (not shared) [Switch account](#)

[Next](#) Page 1 of 6 [Clear form](#)

Never submit passwords through Google Forms.

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)

### HOW TO USE THE FA [Online Calendar Tracking Form](#) TO RECORD THE SITES YOU HAVE POSTED TO:

You will want to use the [Online Calendar Tracking Fill in Form](#) (shown above) and fill in all the information about the meeting you listed and for how long the calendar item will run (from when to when) and the account and log on you used so you and I can keep track of this. Keep a copy for yourself.

### HOW TO USE THE FA [Online Calendar Tracking spreadsheet](#) TO REVIEW THE DATA YOU PUT INTO THE ABOVE FORM.

Use this ensuing spreadsheet to review the data you have posted, or to make a correction in your data, or to look back and remember which events you posted and to where, etc.

To learn how to post an Eventbrite event. (see below for videos outlining the process)

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### **INSTRUCTIONAL VIDEOS FOR CALENDAR POSTINGS**

[How To Post Calendar Item.mov](#)

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## **CRAIGSLIST POSTING**

**Are you having trouble controlling the way you eat?**

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