

The GR-1 update process 1 September 2016

1. All member requests for changes should begin with the member talking to the Group Representative (GR) for their group. This is another reason the GR is such a vital and necessary position and link in our group service structure.
2. Your District Representative (DR) should have sent you the GR-1 template.pdf along with the GR-1 instructions sheet. GR's can add the information directly into the electronic editable GR-1 template pdf form. The GR's advisor / teacher / link in service is the DR. The updated pdf file is saved as the group name and date using "save as" and attached and sent to the DR.
3. Once received, the DR should review the existing record for any obvious errors or omissions and confirm receipt with the GR to build the link in service. The DR should review the Online Group Records (OGR) database information to consider if the update is complete for processing. If necessary, the DR can send a copy of the existing group record in OGR back to the GR for clarification.
4. The DR forwards the updated and saved GR-1 pdf to the Group Records Coordinator (GRC). GRC will make the changes in the World Service Office (WSO) database and communicate any problems with WSO Records Staff.
5. GRC will send a copy of the OGR updated database record back to the DR to cross check for errors. The DR sends the record back to the group for their records and cross check of the changes.
6. GRC will advise Central Services Office of changes so they can update their internal contact lists. The meeting list on the Area 82 website is only a link to the WSO meeting list that is compiled from the OGR database.
7. GRC updates and emails the Area 82 local rosters to links in service (typically at the beginning of a month).

Updating records can also be done using a printed paper GR-1 form using postal mail if the GR does not have a computer. There is also the option of an ebuddy in the event that a GR does not have a computer to process the GR-1 forms.