

TO: Napa Valley AA Fellowship  
FROM: Napa Valley Intergroup  
SUBMITTED BY: Alston C, Chair  
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Due to the Shelter in Place order from Napa County, it is strongly suggested that all Napa Valley AA meetings start to meet online. Instructions are provided below on how to use Zoom. However, your group may choose any platform that works for you. You will find links to

- How to Facilitate an online meeting
- Best Practice for online meetings
- Online meeting template
- Most used readings for your meeting.

### **Instructions for using Zoom for online AA meetings**

Go to [www.zoom.com](http://www.zoom.com)

Plans and pricing

It is suggested groups purchase the pro plan for \$14.99 a month

This allows for one person to host/facilitate your meeting and invite up to 100 people.

Watch: <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

Use the Support tab in the upper right corner to learn more about how to use Zoom.

Some suggestions:

- Do not require registration or a password for participants, it may deter them from joining the meeting
- Have everyone muted when you begin the meeting.

Copy and paste the URL located next to Invite Attendees on your scheduled meeting and send it to [reportmeetingchange@aanapa.org](mailto:reportmeetingchange@aanapa.org), with the meeting name and time and we will get your meeting on our [aanapa.org](http://aanapa.org) website.

### **Seventh Tradition**

The treasurer of the group can set up a Venmo or Paypal Account to receive the seventh tradition online. Be sure to go to settings and choose the private setting. Otherwise all transactions are seen by everyone that has contributed.

Setting up a Venmo Account – go to [www.Venmo.com](http://www.Venmo.com)

Setting a Paypal Account – go to [www.paypal.com](http://www.paypal.com)