

Event Calendar Submission

Event Calendar (formerly called Datebook) is a special events calendar that allows registered OA groups and service bodies to display retreats, conventions, workshops, and other special functions on the OA website at oa.org/events.

To submit an entry, go to Members, Menu, Events, Event Calendar Submission (or click [here](#)), then fill out all * required fields.

- Enter your event's name—in the title or subtitle, be sure to indicate what kind of function it is (a workshop, marathon, retreat, or other noteworthy occasion).
- Enter dates and times.
- In the Event Details box, put information for the participants, such as a list of things to bring, a brief itinerary of activities, or the cost (if any).
- On the next lines, provide the name and address of the event's location. Be specific. A Google Map will automatically generate to indicate that location.
- Next, provide a contact name and number (or email address). Be mindful of anonymity: This information will appear on the website!
- Finally, enter a web address or flyer link in the Learn More Link box.

After you've entered all the information, answer the simple arithmetic question and click the Submit Event button. Your submission will be checked by the WSO and then posted on oa.org. Approved events are generally posted within five business days.

You may also print this form, fill it out by hand, and fax it to 1-505-891-4320, or send it by mail to:

Overeaters Anonymous/ World Service Office/ P.O.Box 44020/ Rio Rancho, NM 87174-4020.

Include a flyer of the event if possible.

Event Calendar Entry

Date(s) and
start/end times of event: _____

Location (city, state/
province, and country): _____

Name of OA-registered group or
service body hosting the event: _____

Name and type
of event: _____

Name and address
of event venue: _____

One contact person's name (with or
without first initial of last name): _____

Contact person's phone number and/or email
address (*see Anonymity Awareness below): _____

Website address of hosting group
or service body (optional): _____

Name of person submitting this entry: _____

Contact email for person submitting entry: _____

*Anonymity Awareness: Event Calendar will not accept email addresses that include last names. Be sure to use a generic address for OA correspondence to protect your own and others' anonymity. Please be aware that viewers of the OA website have access to posted contact information. Contact persons should consider issues of privacy and anonymity before submitting their Event Calendar entry. Anyone forwarding an entry for which they are not the contact person must check with the contact person prior to submission to obtain his or her permission for Event Calendar posting.