

Submitting events to Event Calendar

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

Submit an event online

At oa.org, go to Menu > Members > 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 start and end times.
- In the Event Details box, put information for the participants, such as a list of things to bring, a brief itinerary of activities, and 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 be generated to indicate that location.
- Next, under Organizer, provide the name and contact information of a person who can give members more information about the event; include an email address and/or a phone number. NOTE: *No* last names may appear, even in email addresses. Be mindful of anonymity and privacy: 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. You should receive a confirmation that your submission was sent.

After it's been received and reviewed at the WSO, your submission will be checked, edited, and posted on oa.org. Approved events are generally posted within seven business days.

Submit an event in hardcopy

If you prefer, you may also email this completed form to info@oa.org. Or you may print it, fill it out by hand, and fax it to 1-505-891-4320, or send it by mail to:
Overeaters Anonymous World Service Office/ PO Box 44727, Rio Rancho, NM 87174-4727.
Include an event flyer if possible. Allow at least two weeks for processing.

Event Calendar Submission Form

Name and type of event: _____

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

Event location name and address: _____

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

Event organizer's name (with or without first initial of last name): _____

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

**Anonymity Awareness: Event Calendar cannot post names or 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.

Organizer/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 her or his permission for Event Calendar posting.

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

Name and contact information of person submitting this entry:
