

## [Posting an Event on the Website](#)

*Do you have an upcoming A.A. event to post to our website? Please submit your poster or information to [admin@cowichanaa.ca](mailto:admin@cowichanaa.ca)*

*All submissions are subject to review (to ensure anonymity and alignment with A.A. Traditions and Internet Guidelines).*

*Suggested parameters for content:*

- 1. The website posts A.A. events only.*
- 2. No person's face may appear on the website, including on posters.*
- 3. Please ensure no last names are in the event information (including email addresses).*
- 4. If you have a poster for your event, please send us a copy; the preferred formats are JPEG or PDF.*
- 5. If you do not have a poster, send all the pertinent information within the email or attached document.*
- 6. Remember, this is a public site. A document's contact information (phone number, email, home address, etc.) is searchable.*
- 7. If your first name, last initial, and phone number appear in the information you send us, we assume you permit them to appear on the website. If you do not wish to have your personal information made public, do not include it on an event poster or information.*
- 8. Please ensure anyone identified in your posting has provided consent (i.e. guest speaker).*
- 9. When appropriate, use a District 8 email address for contact information instead of a personal email address. Event organizers may choose to establish an email account of their own.*
- 10. Event organizers are responsible for submitting their postings to the BC/Yukon Area 79 Website Committee for them to appear there. To do so, copy and paste the reference address at the end of this document into your browser.*

*Please allow up to 5 days for your event to appear on the website. Thank you for your service to the Fellowship!*

**Reference:** <https://bcyukonaa.org/find-an-event/>