How to Get Your 12-Step Group Online Quickly

Because of the COVID-19 Coronavirus, you may want to get your 12-Step group online so it can meet via videoconference or phone conference. Our group had to do it recently and we wanted to share what we did so others can do it too. Take a group conscience before setting this up if possible; or as soon after doing it as you can.

What You Will Get From This Guide

- Zoom videoconferencing account that allows everyone in the meeting to see and talk with each other (with phone dial-in too); or a free telephone conference number
- A way to take online contributions for 7th Tradition

Overview of Actions to Take

This is an overview– see next section below for all the details.

1. Create a free Google Account to store documents and receive emails (necessary for the next steps)
2. Upload PDFs of meeting documents to Google Drive
3. Get shareable links (URLs) for all PDF meeting documents
4. Sign up for Zoom video conferencing ($15/mo) or FreeConferenceCall phone conference (free) (Zoom is recommended so you can see each other)
5. Have the group Treasurer sign up for a Square Cash account and install app on their phone so they can receive 7th Tradition payments from members
6. Test that the Google Drive links to meeting documents and Zoom videoconference or phone conference works
7. Create a phone list for the group in Google Sheets
8. Send everyone the new Google Drive folder link by texting it to them
9. Share phone numbers during the Zoom call
10. List your updated information on the D.A. website temporarily

The Details

1. **Create a free Google Account to store documents and receive emails** (necessary for the next steps):
   Click the link in the line above. You may need to sign out of your Gmail for your personal account, or open the link in a private web browser window if you want to stay signed in.

2. **Upload PDFs of meeting documents to Google Drive:** Click the link in the line above (or use the tic-tac-toe button in the top right of Gmail) to open Google Drive. Once in Google Drive, use the "+" button to upload all your meeting documents to Google Drive. You may have to get the documents

from whoever maintains them for your meeting.

3. **Get shareable links (URLs) for all PDF meeting documents:**
   Right-click on all the documents in Google Drive and select "Get Shareable Link" for each document. This makes them accessible to the Internet. Right-click on the Google Drive folder and share that as well so members can access all documents in the folder.
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4. **Sign up for [Zoom video conferencing]($15/mo) ($15/mo)
   or [FreeConferenceCall.com]() phone conference (free):** (Zoom is recommended so you can see each other) Zoom is easy and works very well–with the Gallery view, you can see everyone's faces. It's the closest thing to an in-person meeting as you can get. It can be used from a laptop or desktop computer, or an Apple or Android smartphone. We strongly recommend choosing this option.
   FreeConferenceCall.com is a free phone conference service. Choose this if all meeting members can't use computers or smartphones, or if members are less technically savvy.
   Note that all the 12-step groups in your Fellowship in the same area can use the same Zoom account, as long as they meet at different times.

5. **Have the group Treasurer sign up for a [Square Cash account]() and install app on their phone so they can receive 7th Tradition payments from members**
   If you are in the US, Canada, or UK, we recommend using Square Cash account because it's the easiest way to accept payments via phone or web. It's free for individuals to send and receive money, and it's confidential. Outside the USA, choose Paypal. Venmo is not recommended since by default transactions are not private. (If you use it, make sure you turn on account privacy so transactions stay private and test this out.)

6. **Test that the Google Drive links to meeting documents, and Zoom videoconference or phone conference works:**
   This is very important, so you don't have problems on the day of the meeting. Get help from one other person to test that the videoconference or phone conference works.

7. **Create a phone list for the group in Google Sheets:** Make a simple spreadsheet with two columns: Name and Phone Number. Take photos of your paper sign-in sheets for 4-6 weeks and enter them into the spreadsheet. You can select the two columns of data and click Data > Sort Selection A-Z to sort the data.

8. **Text everyone the meeting info and new Google Drive folder link:** Do this from a computer if possible, since it's very easy to copy and paste the message. Here's the sample text that we used:

   You're getting this message because you signed into the [Meeting Name] meeting in the last several weeks. This meeting is going to be held by videoconference until further notice in order to help slow the spread of the COVID-19 coronavirus. The videoconference is free. Visit the website link below and click the "Join Meeting" button. You may have to download software and follow instructions to install it and join the meeting. You can

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also dial in by phone, info is on the Google Drive folder below.
Please pass along to anyone who needs this info.
[Include Meeting Name, Day, Time, and details needed]
[Include shared link to the Google Drive Folder]
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9. **Share phone numbers during the Zoom call:**
   Use the Zoom chat functionality to share the phone list during the meeting–
   paste it into the chat so that others can copy it to their computer. Offer the
   opportunity to everyone not on the list to put their name and numbers into
   the chat. Have someone gather these numbers and update the phone list for
   next time.

10. **Temporarily update your meeting list on the world D.A. website**
    Update your meeting listing temporarily. The updated info will appear in red
    and will revert back to the original listing once the World Health Organization
    gives the go ahead for public gatherings to resume. You will need to provide
    your name, email address, meeting name, and meeting number. You can look
    up your meeting number by searching the meeting list.

Here is a list of the URLs for all embedded hyperlinks above:

1. Sign up for a free Google account:
   https://accounts.google.com/signup/v2/webcreateaccount?flowName=Glif
   WebSignIn&flowEntry=SignUp

2. How to open a private web browser:
   https://www.howtogeek.com/269265/how-to-enable-private-browsing-on-
   any-web-browser/
3. Access Google Drive:
   https://drive.google.com/drive
4. Sign up for Zoom videoconference:
   https://zoom.us/signup
5. Sign up for FreeConferenceCall.com
   https://www.freeconferencecall.com/signup
6. Sign up for a Square Cash account:
   https://cash.app/
7. Sign up for a PayPal account:
   https://www.paypal.com/
8. Sign up for a Venmo account:
   https://venmo.com/
9. Update your meeting temporarily on the D.A. website:
   https://debtorsanonymous.org/covid-19-remote-meeting-form/
10. Find your meeting number:
    https://debtorsanonymous.org/meetings

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