

Group Records Coordinator Area Report

I would like to thank all the DRs once again for using the GR1 web form. It has not only made my job easier but more efficient, enabling me to get results turned around to you more quickly. Just a reminder, the tinyurl makes your job easier because it is a one stop shop. I will take care of the rest making sure that WSO and Area databases are both updated and in synch. I would request that you not contact WSO directly with changes because they do not always notify me and that means the Area database does not get updated with current information. I use the Area database for printing reports and mailing labels so it is really important to keep it current.

Some are still reporting that they are unable to access the web form from their Favorites list or by pasting the url address in the address bar. If this is the case, go to our Area website and access it from there.

Also, just a reminder that if you are submitting a change for a CMA or GR, the full information for that individual must be provided:

First and Last Name

Address

Phone #

Email Address (optional)

CMA information is key because both WSO and Area use that information for contacting the groups, regardless of whether the CMA and GR are the same individual or not. This information is explained in detail in the service manual.

Another precaution, for Special Instructions, such as meeting location, room location, etc., please limit your description to 100 characters. That is all the WSO database will allow.

An additional listing of tips has been emailed.

Thank you all again for your service. You're doing a great job!

Respectfully,

Leslie Kruger

Area Group Records Coordinator

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