

# How to Name Yourself on Zoom for the MA Assembly (revised January 2025)

## Important Notes:

1. An asterisk (\*) needs to be included at the beginning of Voting GRs and Voting Alt GRs
2. You need your two digit District number (ex. 02, 14, 09) If you don't know your meeting's District, it is listed next to your meeting on the MA website <https://alanonma.org/en/meetings/>
3. Everyone attending the Assembly please pre-register if you can at <https://alanonma.org/register> and make your 7th tradition contribution to support this assembly.

## **NAMING CONVENTION BY SERVICE ROLE:**

*For Meeting Days use: MON, TU, WED, TH, FRI, SAT, SUN*

### Voting GRs:

*GR	District #	First Name	Last Initial	Meeting Day	Meeting Time	Meeting Town
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*Example: \*GR 25 Lois W TH 7:30am Monroe*

### Voting Alt. GRs:

*AGR	District #	First Name	Last Initial	Meeting Day	Meeting Time	Meeting Town
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*Example: \*AGR 17 Mary C SAT 9am Natick*

### Non-Voting Alt. GRs:

NVAGR	District #	First Name	Last Initial	Meeting Day	Meeting Time	Meeting Town
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*Example: NVAGR 08 Bob K WED 3pm Allston*

### Officers:

NVO	First Name	Last Initial	Title
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*Example: NVO Kim K SECRETARY*

### DRs:

NVDR	District #	First Name	Last Initial
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*Example: NVDR 06 Josh E*

### Coordinators/Chairs:

NVC	First Name	Last Initial	Committee
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*Example: NVC Dave B Website*

### Interested Members:

NVIM	District #	First Name	Last Initial
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*Example: NVIM 09 Kathleen M*

### ***How to rename yourself at the Zoom Meeting in six steps?***

1. Click the Participant Icon to get to the participant list
2. find your name on the list
3. click the menu icon next to your name to open a drop-down list (icon will vary with different devices)
4. select 'Rename'
5. enter naming convention for your role
6. press 'Enter' or 'Done' (If on a computer, a shortcut is to click the 3 dots in the upper right hand corner of your "Zoom square" and select 'Rename'.)