

How to Establish Your Own Meeting (work with your mentor throughout)

- Select a day/time for your meeting, and location (in-person or Zoom). While an important consideration is your own convenience, please also consider the timing and location of other existing meetings.
- Arrange for substitute facilitators (see [How to Find a Substitute Facilitator](#)).

Create and List your meeting:

- Once you have completed your training, have your mentor email the FTC (training@smartrecovery.org) to confirm you are ready to facilitate your own meeting.**
- If you are facilitating a Zoom meeting, please ask your mentor to copy the Zoom license manager (tom.horvath@practicalrecovery.com) on this confirmation email. The manager will then initiate a zoom license for you. You will receive a Zoom confirmation email and can set up your SMART Recovery San Diego Zoom account.
- Once you have a zoom license/account, create a recurring meeting and email the day/time, link, passcode, and any other applicable information to the website manager meeting_updates@smartrecovery.org to get your meeting listed.
- If an in-person meeting, email the website manager with the day/time, location, and any other applicable information to get your meeting listed (meeting_updates@smartrecovery.org).