

# Christian Congregation of Jehovah's Witnesses



Hse. No. J348/4 - Tema Beach Road - Nungua, Accra  
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February 21, 2014

TO ALL BODIES OF ELDERS

Re: Meeting Place Search Data on jw.org

Dear Brothers:

To make it easier for interested persons to use jw.org to find the time of and directions to a nearby Memorial observance, an updated Meeting Search feature will soon be released on jw.org. For this feature to be effective, each congregation needs to ensure that jw.org has complete, accurate data about its congregation meeting place as well as the location and time of the Memorial. We are kindly asking all congregation domain administrators of jw.org to update this information if they have not already done so.

## What do you need to do on jw.org?

- 1) Go to “Congregation” tab > “Contact Information.”
  - a. Make sure your meeting place location address is up-to-date. If it is not, you should write to the branch office (via jw.org) and supply the new address. Please note that this address is not the postal address but your location address. An example of a meeting place location address is: “Behind Nungua Secondary School, Bank Road, Nungua” or “Opposite Total Filling Station, Nungua-Ashiaman Highway, Lashibi.”
  - b. If you do not see any coordinates in the GPS Location box or the coordinates are wrong, please enter the Global Positioning System (GPS) location for your regular meeting place. To do this click on the “Edit” link in the GPS Location box. You can enter the coordinates directly if you know it, or, if *Google Maps* has reasonable coverage in your area, while in jw.org you can drag the marker to the correct location and click “**Use This Location.**” This will assist those looking for meeting places to find them more easily.
- 2) Go to “Congregation” tab > “Meeting Times.” Update your meeting times if your meeting times have changed but you have not entered the new meeting times.
- 3) Go to “Congregation” tab > “Memorial Time.”
  - a. Enter the time of your Memorial observance for this year.
  - b. If the Memorial will be held at a location other than your regular meeting place, enter the location address and GPS coordinates of the Memorial location.

It will be appreciated if you do this exercise before **March 4, 2014**. Following that date you will receive reminders in your jw.org inbox if you have not updated the information. Your assistance in this matter is very much appreciated.

Be assured our warm Christian love.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*