

Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

SDI March 6, 2014

TO ALL BODIES OF ELDERS

Re: Memorial times on jw.org

Dear Brothers:

We are writing to inform you of an improved feature on the jw.org website, and to request your cooperation in making full use of it this Memorial season. The updated jw.org/apps Meeting Search feature will be released in March, making it easier for interested people to use jw.org to find their nearest Memorial observance. If you have already entered the time and location of your Memorial for 2014, please could we ask you to check carefully that the information is complete and up to date. If it has not been entered, it is important that you do so as soon as you have the information.

What do you need to do on your jw.org account?

1. Go to Congregation > Contact Information.
 - a. Make sure the meeting place address is correct. If not, please write to the branch office and supply your new address.
 - b. If you have not already done so, enter the Global Positioning System (GPS) location for the regular meeting place. You can enter the coordinates direct, or, if *Google Maps* has reasonable coverage in your area, 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 > Meeting Times. Update your meeting times if necessary.
3. Go to Congregation > 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 address and GPS coordinates of the Memorial location.

Your cooperation with this request is greatly appreciated. By following the above procedure, you also help us to maintain accurate records of congregation meetings, both on jw.org and our internal system. If you have any difficulty with this, please contact the Service Department at the branch office. If you experience technical problems, you can contact the jw.org Help Desk. Please be assured of our warm brotherly love and best wishes.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*