



The Catholic Women's League of Canada

MEMO

DATE: October 3, 2022
FROM: Deborah Woodbeck, office assistant
TO: Parish council presidents
CC: Diocesan presidents, provincial presidents, and (life members upon request)

Hello presidents!

Fall is upon us, and it will soon be time to complete the annual reports. The national chairpersons have taken all comments, feedback and requests into consideration. The result is a single, shorter and less technical survey. Each section of the survey will be devoted to an executive position, with the final section specific to the strategic plan and how parish councils are moving toward the League's envisioned future.

The annual report survey will be available on November 1st at <https://wh1.snapsurveys.com/s.asp?k=166438024170>. Please complete and submit the report online to national office by January 15, 2023. If you are returning the report by regular post, please submit no later than December 15th.

The time and energy you and your members devote to completing the survey are appreciated. It is because of your efforts that the League continues to be a needed presence in Canada and the world.

To complete the surveys on a Windows based computer or tablet, you will need:

- Windows 10, 8x. 7 OR Windows Server or later version
- a browser such as Chrome, Firefox or Internet Explorer 8 or later
- a modern PC with at least 250 MB of square disk space

To complete the survey on a tablet or phone you will need:

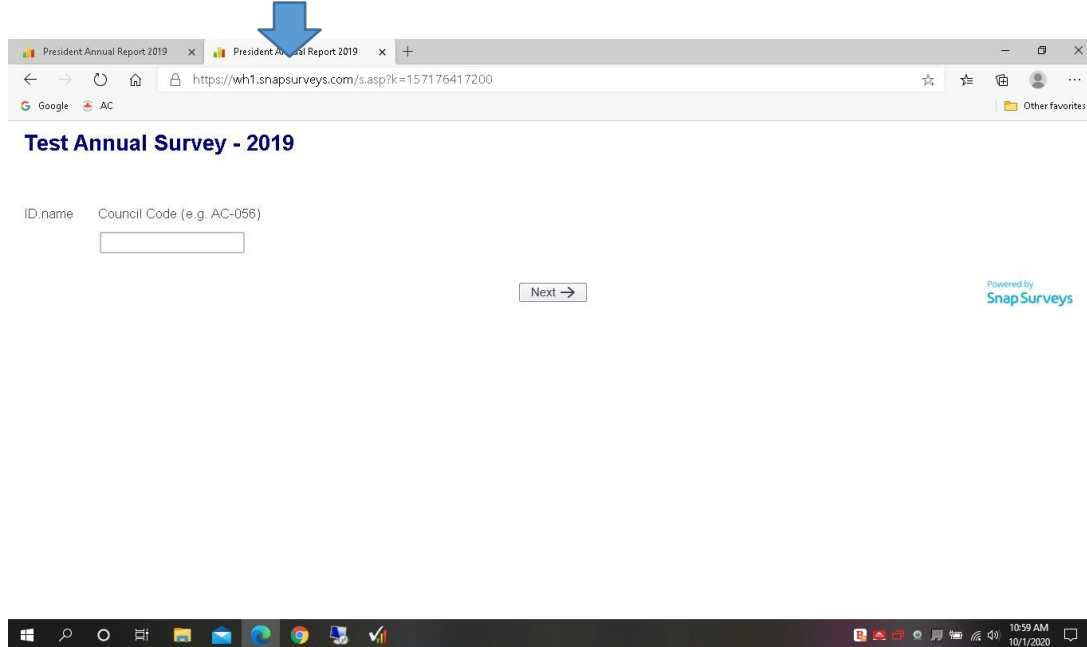
- Apple iPad, iPhone or iPad Touch running iOS8 or later
- Android tablets or smartphones running 4.4 or later
- Amazon Kindle Fire or later

Please keep in mind, not all cell phones can open the reports. You may find using a laptop or desktop computer most efficient.

Important Tips

- a) Enter the address listed above **exactly** into your address bar. You will not be taken to the correct page if you type the address into a search engine such as Google. If you have typed it in correctly, you will be taken to a page that looks like the image below, but with the correct heading.

An address bar looks like this:



- b) Enter your alphanumeric council code to begin the survey, e.g., W-001 or T-123 and press next. For councils in Newfoundland and Labrador, your council code begins with NF. NL is assigned to councils in the Nelson diocese.
- c) Once you get to the first page of the survey, you will see the name of your parish council, the town in which the council is situated and a “reporting to” field that has already been filled in for you.
 - i. DO check the parish council name and town. If it is not yours, you have entered your council code incorrectly and are using someone else’s code. Please press escape and try again.
 - ii. DO NOT write over the information if it is incorrect. You must abort and re-enter your council code.
- d) Enter the answers to the questions. If you are unable to complete the report in one sitting, you may log in multiple times time to complete the report, as long as you press the SAVE button before ending your session. The SAVE button saves the report to the website, not to your device.
- e) To keep a copy of your answers for your own record, you press the PRINT button. You may print the report on your local printer, or you may choose to save it as a PDF file on your device. PRINT is how you keep a copy for yourself and your council. For this function to work, you must allow popups on your device.
- f) You may find it helpful to PRINT the report and review your answers before submitting the final version of the report. This will give you an opportunity to correct any errors.

- g) Once you are fully satisfied with your responses, press **SUBMIT** to load your report to the website. There is **NO** way for you or national office to change your report once it is submitted. Please review your answers and print a copy before submitting it.
- h) There are several buttons on the bottom of the screens to help you navigate the survey.
- ← Back – This will take you back one screen.
 - ↻ Clear – This will clear all answers on the page.
 - |◀ Reset – This will erase all your answers and start from the beginning.
 - 🖨️ Print – Print a copy of your survey for your records (ensure you allow for pop ups)
Please print before submitting. You cannot access the print function after the survey is submitted.
 - 💾 Save – Saves your work to date on the website so you can access it at a later time. This feature allows you to complete the survey over several sessions. Save **does not** submit the completed survey to national office.
 - Forward – This will take you to the next page.
 - ↓ Submit – This will mark the survey as complete and submit the survey to national office. **Please make sure that the survey reflects exactly what you want it to say. National office does not have the ability to alter surveys after they are submitted.**

If you prefer to complete the reports on paper, please contact national office and staff will be happy to send you a link to a printable copy of the surveys. Please note the deadline for paper copies is December 15th.

Staff will be available by telephone or email to assist you with reporting, with the exception of the days between Christmas and New Year's Day when the office will be closed. We look forward to being able to assist you in any way we can during this busy time.