



New Online Reporting Procedure

New for 2019, parishes will now submit reports online. We will no longer accept reports by fax or email.

Now anyone—from parish administrative assistant, to the bookkeeper or pastor—can enter ShareLife information. The user-friendly online form will help you report quickly and on time.

Deadlines: each parish's initial report is due by **Tuesday, April 2** at 4 p.m. Please refer to the 2019 Key Dates calendar in your Parish Campaign Kit for subsequent reporting dates.

1. To access the new online reporting form, click the link below or enter the following URL in your website browser:

www.surveymonkey.com/r/sharelife2019

2. Click on the circle next to your zone, as depicted in the image on the right. Click on the **Next** button.

Basic Information

* 1. Which zone do you belong to?

- Zone 1 - Downtown
- Zone 2 - East Toronto
- Zone 3 - North Toronto
- Zone 4 - West Toronto
- Zone 5 - West Central
- Zone 6 - Mount Dennis
- Zone 7 - Etobicoke
- Zone 8 - North West Metro
- Zone 9 - Dufferin-Peel
- Zone 10 - Mississauga
- Zone 11 - Durham
- Zone 12 - Scarborough
- Zone 13 - York County
- Zone 14 - Simcoe

Next

3. Click on the circle next to your parish name. Click on the **Next** button. You can return to a previous page by clicking on the **Prev** button of any page.

Zone 2 - East Toronto

* 2. Choose your parish:

- Canadian Martyrs Parish, Toronto, 6
- Corpus Christi Parish, Toronto, 8
- Holy Cross Parish, Toronto, 12
- Holy Name Parish, Toronto, 14
- St. Brigid's Parish, Toronto, 50
- St. Dunstan's Parish, Scarborough, 59
- St. John's Parish, Toronto, 70
- St. Joseph's Parish, Toronto, 74

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4. Enter your name. (The name of the individual submitting the report.)

ShareLife Parish Reporting Form

*** 3. Contact Information**

Parish Contact:

Title:

Phone:

Email:

5. Just below the contact information page is **very important** information about how to report your ShareLife totals. Please read carefully.

Instructions

In the total you record below, please include the **Pre SL Sunday** total shown on the Campaign Activity Report sent to your parish by fax in March 2019. This is the amount the parish has already remitted to the ShareLife office since the start of the campaign on August 1, 2018.

Please note

- **Do Not Include** money received at the ShareLife office and credited to the parish.
- On the dates indicated below, please remit funds collected to the ShareLife office. In accordance with archdiocesan policy, proceeds from all special collections must be forwarded to the office within 30 days of the collection date.
- Make cheques payable to SHARELIFE and send them directly to the ShareLife office.

6. Enter your **overall total amount**. This includes your pre-ShareLife Sunday total and what you have collected since the launch of the ShareLife Campaign. Enter today's date.

*** 4. Enter the OVERALL TOTAL AMOUNT your parish has collected for ShareLife to date during the current campaign. In this amount, include the Pre SL Sunday total on the Campaign Activity Report faxed to your parish in March 2019.**

*** 5. In the overall total amount recorded above, please confirm you included the Pre SL Sunday total.**

Yes

*** 6. Please enter the date you are making this report (i.e. today's date).**

Date / Time

7. A confirmation page will appear. Click **Submit** to ensure your data has been sent.

Thank you for taking the time to complete this report.

If all of your information is correct, please **click submit below**. Should you require any assistance, please contact Jane Cleary at jcleary@archtoronto.org or 416-934-3400 ext. 554.

You're finished! Thank you for submitting your report.