



## The Kingston Diocesan Council of The Catholic Women's League of Canada

### President Elect/Organization

***Inspired by the Spirit, Women Respond to God's Call***

#### **Directive #4**

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**Date:** November 11, 2018

**To:** Parish Council President Elect/Organization Chairs

**From:** Nancy Richer, Diocesan President Elect/Organization

**CC:** Diocesan Executive, Provincial President Elect/Organization

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I just received this information from Provincial/National. This is for doing your annual reports. Please remember to email me your council highlights to [cwlnancyricher@gmail.com](mailto:cwlnancyricher@gmail.com). Thanks.

We ask that you complete and return these reports by December 15, 2018, if you are submitting them on paper and by January 15, 2019, if you are filling them out on-line. The reports will be available on-line on November 1<sup>st</sup>. These are the links:

[www.snapsurveys.com/wh/s.asp?k=153694193467](http://www.snapsurveys.com/wh/s.asp?k=153694193467) - President  
[www.snapsurveys.com/wh/s.asp?k=153746896329](http://www.snapsurveys.com/wh/s.asp?k=153746896329) - Secretary  
[www.snapsurveys.com/wh/s.asp?k=153788561073](http://www.snapsurveys.com/wh/s.asp?k=153788561073) - Treasurer  
[www.snapsurveys.com/wh/s.asp?k=153789914603](http://www.snapsurveys.com/wh/s.asp?k=153789914603) - Past President  
[www.snapsurveys.com/wh/s.asp?k=153798417610](http://www.snapsurveys.com/wh/s.asp?k=153798417610) - Spiritual Development  
[www.snapsurveys.com/wh/s.asp?k=153798435991](http://www.snapsurveys.com/wh/s.asp?k=153798435991) - Organization  
[www.snapsurveys.com/wh/s.asp?k=153799227165](http://www.snapsurveys.com/wh/s.asp?k=153799227165) - Christian Family Life  
[www.snapsurveys.com/wh/s.asp?k=153805534536](http://www.snapsurveys.com/wh/s.asp?k=153805534536) - Community Life  
[www.snapsurveys.com/wh/s.asp?k=153814967415](http://www.snapsurveys.com/wh/s.asp?k=153814967415) - Education and Health  
[www.snapsurveys.com/wh/s.asp?k=153806714951](http://www.snapsurveys.com/wh/s.asp?k=153806714951) - Communications  
[www.snapsurveys.com/wh/s.asp?k=153814676080](http://www.snapsurveys.com/wh/s.asp?k=153814676080) - Resolutions  
[www.snapsurveys.com/wh/s.asp?k=153807882460](http://www.snapsurveys.com/wh/s.asp?k=153807882460) - Legislation

Although national office is using a different software program this year, the surveys will look and "feel" like last year's version. This year there has been a change where you will be able to complete the on-line surveys on a computer, a tablet or a phone. You will still be able to log on to the reports as many times as you need to complete the report, however once you submit your report there is NO way for national office to allow you to make any changes.

#### **Please double check and print your report before submitting it.**

An additional change this year is that you will not need a password. When you enter the survey, you will be prompted for a User ID. User ID's for this survey will be your council code. Council codes can be found on the membership packages that are being sent out this month, OR you can call national office and we will be happy to help you.

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 the answers from 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 later. 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 Will NOT HAVE THE ABILITY TO RESET OR DELETE SURVEYS AFTER THEY ARE SUBMITTED. WE STRONGLY RECOMMEND YOU PRINT, SAVE AND REVIEW YOUR PAPER COPY FIRST. THEN RE-ENTER, MAKE ANY NECESSARY CHANGES AND, ONCE YOU ARE SATISFIED, PRESS SUBMIT.**

If you would prefer to fill out the reports on paper, please contact national office and they will be happy to send you a link to a printable copy of the surveys. It is VERY important that you complete the survey on the copy that you have **printed directly from the pdf file**. Do NOT circulate photocopies or photocopy the surveys and send in the copies. For your voice to be heard, the clean, unfolded paper copies must be mailed back to national office and then scanned into the survey system when they arrive. The slightest distortion that occurs when the survey is photocopied, folded or marked in any way will impede the smooth processing of these documents.