

ShareLife

Online Reporting Procedure

We ask parishes to submit their reports online, as we no longer accept reports by fax or email.

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: Due to the pandemic, the reporting deadlines have changed from what was published in the [2024 Key Dates calendar](#). Revised deadlines will be communicated to parishes by email, with reminder emails being sent the week each report is due.

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

<https://www.surveymonkey.com/r/sharelifereport>

2. Click on the your parish name, as depicted below. Click on the **Next** button.

Choose Parish

1. Choose parish

✓

All Saints Parish, Etobicoke,2

Annunciation of the Blessed Virgin Mary Parish, Don Mills,3

Assumption de Notre-Dame, Oshawa,163

Blessed Frederic Ozanam Parish, Markham,327

Blessed Sacrament Parish, Toronto,4

Blessed Trinity Parish, Toronto,5

Canadian Martyrs Parish, Toronto,6

Chinese Martyrs Catholic Church, Markham,113

Christ The King Parish, Etobicoke,7

Corpus Christi Parish, Toronto,8

Cristo Rei Parish, Mississauga,321

Croatian Martyrs Parish, Mississauga,144

Epiphany of Our Lord Parish, Scarborough,9

Good Shepherd Parish, Thornhill,10

Guardian Angels Parish, Brampton,319

Guardian Angels Parish, Orillia,162

Holy Angels Parish, Etobicoke,11

Holy Cross Parish, Oshawa,164

Holy Cross Parish, Toronto,12

Holy Family Parish, Bolton,130

Holy Family Parish, Toronto,13

Holy Family Parish, Whitby,193

Holy Martyrs Of Japan Parish, Bradford,131

Holy Name Parish, Toronto,14

Holy Redeemer Parish, Pickering,173

Holy Rosary Parish, Toronto,15

Holy Spirit Parish, Barrie,312

Holy Spirit Parish, Scarborough,16

Immaculate Conception Parish, Port Perry,176

Next

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

ShareLife Parish Reporting Form

*** 2. Your Contact Information**

Parish Contact Name:

Title:

Phone:

Email:

4. Enter your **overall total amount**. This includes the amount shown on your Campaign Activity Report emailed to your parish plus all additional donations received at the parish since January 1, 2024.

*** 3. Enter the OVERALL TOTAL AMOUNT your parish has collected for ShareLife since January 1, 2024. This includes all cash, cheques and PAG donations received at the parish. DO NOT include monies received from individual donors sent directly to the ShareLife office (soft credits) that appear on the Campaign Activity Report emailed to your parish. DO NOT include commas in your total.**

If all your information is correct, please click **SUBMIT** below. Should you require any assistance, please contact Charlene Williams at cwilliams@archtoronto.org or 416-934-3400 ext. 556.

Please note: Make cheques payable to ShareLife and send them directly to the ShareLife office.

5. Click submit. A confirmation email will be sent to the address you provided on the form.

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