

The Catholic Women's League Of Canada



Toronto Diocesan Council
CWL Fall Training Day
October 29th , 2011 (original presentation)
(Presentation - updated on Oct. 13, 2020)

We will be covering:

- **Benefits of the On-line System**
- **Responsibilities**
- **Getting Started**
- **Member Information – Remittance**
- **Payments**
- **Pre-Authorized Debit Plan**

We will not be covering

- **How to run a membership drive**
- **How to obtain and keep track of membership and renewals at your Council**
- **How to process your deposits into your bank accounts of membership fees**

ON-LINE MEMBERSHIP ENROLMENT SYSTEM - BENEFITS:

- **NEW & RENEWED MEMBERSHIPS CAN BE COLLECTED IN OCT., NOV., DEC. NOTE: FEBRUARY 28TH IS THE DEADLINE, HOWEVER, YOU CAN STILL CONTINUE TO INPUT PAYMENTS THROUGH OUT THE YEAR.**
- **REMITTANCE CAN BE PROCESSED AS SOON AS ADVISED BY NATIONAL**
- **NEW MEMBERS CAN BE ENTERED AS SOON AS CONFIRMATION OF RECORD IS RECEIVED FROM NATIONAL**
- **THIS PROCEDURE FACILITATES CHANGES TO MEMBERSHIP INFORMATION IN A TIMELY MANNER**
- **INFORMATION YOU SEE ON-LINE IS A REPLICA OF WHAT NATIONAL HAS ON THEIR DATABASE.**

Benefits – (Continued)

- **MISSING/WRONG INFORMATION CAN BE DISCOVERED AS SOON AS THE INFORMATION HAS BEEN CONFIRMED BY NATIONAL AND APPEARS ON YOUR SCREEN**
- **NOTICES OF DEATHS WILL BE FORWARDED TO NATIONAL, PROVINCIAL AND THE DIOCESE IN A TIMELY MANNER**
- **NATIONAL WILL NOT BE OVERWHELMED WITH PAPER ALL AT ONCE**
- **THE SYSTEM IS EFFICIENT, EASY SAVES TIME, MONEY AND IF HANDLED PROPERLY – SAVES TREES!**

ON-LINE MEMBERSHIP ADMINISTRATION SYSTEM

- **WHO IS RESPONSIBLE: PRESIDENT-ELECT/ORGANIZATION CHAIR OR SUB-CONVENER**
- **APPROVAL FORM, DUELY SIGNED TO BE SENT TO NATIONAL**
- **PASSWORD WILL BE E-MAILED TO “ADMINISTRATOR”**
- **ONLY ONE PERSON SHOULD HAVE ACCESS TO PASSWORD AND FILES**

ON-LINE MEMBERSHIP ADMINISTRATION SYSTEM

- **INSTRUCTIONS WILL BE SENT FROM NATIONAL WITH PASSWORD**
- **NO PAPER REPORT WILL BE SENT FROM NATIONAL AFTER SIGN-UP**
- **INPUT FOR 2012 CAN PROCEED AFTER E-MAIL NOTIFICATION HAS BEEN RECEIVED BY THE ADMINISTRATOR**
- **ENSURE THAT MEMBERSHIP FEES ARE RECEIVED BEFORE YOU ENTER INTO THE SYSTEM**
- **ENSURE THAT MEMBERSHIP PAYMENTS HAVE BEEN DEPOSITED BY THE TREASURER.**

ENTERING THE SYSTEM

- GO TO YOUR WEB BROWSER AND ENTER secure.cwl.ca/cwladmin INTO THE ADDRESS LINE.
- BOOKMARK THIS PAGE AS ONE OF YOUR FAVOURITES. MARK “CWL-LOGIN PAGE”
- LOG IN WITH YOUR ID AND PASSWORD AND FOLLOW INSTRUCTIONS AS PER THE “*PROCEDURES FOR ADMINISTERING MEMBERSHIP ON-LINE*” (as per your handout – this will be forwarded to you from National)
- ***DO NOT SHARE YOUR PASSWORD WITH ANYONE !!***

ON-LINE ADMINISTRATION FOR MEMBERSHIP – NATIONAL MAIN ENTRY PANEL - NEED USER ID AND PASSWORD

The screenshot shows a Windows Internet Explorer browser window. The title bar reads "CWL-LoginPage - Windows Internet Explorer". The address bar shows the URL "http://www.sympatico.ca/". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar shows "Favorites", "Bell - lucia.vacca@sympatic...", "Windows Live Hotmail", "Bell Mail", and "Free Hotmail". The status bar at the bottom indicates "Done" and "Internet". The taskbar at the very bottom shows the "start" button, several application icons, and the system tray with the time "10:08 PM".

The main content area of the browser displays the following:

The Catholic Women's League of Canada

Catholic Women's League of Canada - Membership Administration and Resources.

Enjoy all the benefits of online administration

- Keep your member's information up-to-date easily.
- Find out which members have renewed their membership.
- Transfer members from one council to another.
- Order and pay for supplies.

Sign in to your account

User ID Number:

Password:

[Forgot your user name or Password?](#)

ON-LINE ADMINISTRATION MEMBERSHIP HOME PAGE

CWL-Home - Windows Internet Explorer

http://secure.cwl.ca/cwladmin/Home.aspx

File Edit View Favorites Tools Help


★ Favorites | ☆ Bell - lucia.vacca@sympatic... | Windows Live Hotmail | Bell Mail | Free Hotmail


CWL-Home


Lucia vacca | St. Joseph, Highland Creek | Settings | Sign Out


[HOME](#) | [MEMBERSHIP](#) | [REMITTANCE](#) | [REPORTS](#) | [COUNCIL ADMINISTRATION](#)


Good evening Lucia , Welcome to the CWL Administration Homepage.

 **Membership**
Membership administration can be accessed from here, including adding new or lapsed members, updating member information, transferring members between councils, and more.

 **Remittance**
If you are sending a membership remittance, this page will help you confirm payment and help inform us as to when we should expect payment.

 **Reports**
This section provides reports about your council. You can view a list of paid members, a list of non-renewed members, and a list of deceased members.

 **Council Administration**
This page will allow you to notify the head office when the council president, treasurer or spiritual advisor has changed.




 **Online Store**
This is the Online Store where you can purchase items from the CWL warehouse.

Internet 100% 9:07 PM

start | CWL-Home - Window... | Bell - lucia.vacca@sy... | Document1 (Preview)...

ON-LINE ADMINISTRATION MEMBERSHIP

The screenshot shows a Windows Internet Explorer browser window displaying the CWL Membership administration page. The browser's address bar shows the URL <http://secure.cwl.ca/cwladmin/Membership.aspx>. The page header features the CWL logo and the text "The Catholic Women's League of Canada". Below the header, there is a navigation menu with the following items: HOME, MEMBERSHIP, REMITTANCE, REPORTS, and COUNCIL ADMINISTRATION. The main content area is titled "Membership" and contains the following text: "All of your membership administration can be accessed from here, including adding new or lapsed members, updating member information, transferring members between councils, and more." Below this text, there are three links, each with a small icon and a description:

-  Add a new or lapsed member
-  Update a member's name or address
-  Update a member's years of services

The browser's taskbar at the bottom shows the Start button and several open applications, including "CWL-Membership - W...", "Bell - lucia.vacca@sy...", "First Panel for Online ...", and "Document2 - Microsof...". The system tray on the right shows the time as 9:15 PM.

On-line Administration -- Membership panel - (continued)







CWL-Membership - Windows Internet Explorer

http://secure.cwl.ca/cwladmin/Membership.aspx

File Edit View Favorites Tools Help

Windows Live Hotmail Bell Mail Free Hotmail

CWL-Membership

-  Update a member's name or address
-  Update a member's years of services
-  Transfer a member between two councils
-  Report a deceased member
-  Cancel renewals
-  Request New Membership Card

start | Scarborough ... | Bell (2) - lucia... | CWL-Member ... | Procedure Pa... | Microsoft Po... | Document1 - ... | 5:22 PM

MEMBERSHIP – Add New or Lapsed Member

This is the main panel when adding a new member or returning member and changing a member's name

Note: When a member is added into the system

- 1) You will be notified by a confirmation email that this records has been added.
- 2) Need to allow 5 working days before this member will appear on the remittance

CWL-AddNewMember - Windows Internet Explorer

http://secure.cwl.ca/cwladmin/AddNewMember.aspx

File Edit View Favorites Tools Help

★ Favorites ☆ Bell - lucia.vacca@sympatic... Windows Live Hotmail Bell Mail Free Hotmail

CWL-AddNewMember

HOME MEMBERSHIP REMITTANCE REPORTS COUNCIL ADMINISTRATION

Membership > Add a New or Lapsed Member

Fields marked with an asterisk (*) are required in order to complete the registration form.

Returning from Absence

Member Number:

Member Name

Salutation: << Select >> ▼

Given Name:*

Surname:*

Nickname:

Address (Please note: Only Addresses in Canada will be Accepted)

Address Line 1:*

Address Line 2:

Address Line 3:

City:*

Province:* << Select >> ▼

start Internet 100% 10:38 AM

Add New or Lapsed Member (continued)

CWL-AddNewMember - Windows Internet Explorer

http://secure.cwl.ca/cwladmin/AddNewMember.aspx

File Edit View Favorites Tools Help

☆ Favorites | ☆ Bell - lucia.vacca@sympatic... | Windows Live Hotmail | Bell Mail | Free Hotmail

CWL-AddNewMember

Address (Please note: Only Addresses in Canada will be Accepted)

Address Line 1:*

Address Line 2:

Address Line 3:

City:*

Province:* << Select >>

Postal Code:*

Publish Address

On Magazine Mailing List

Contact Information

Home Telephone Number:*

Work Telephone Number:

Fax Number:

Email Address:

The Catholic Women's League of Canada. Copyright 2009

start | CWL-AddNewMember... | Document1 - Microsof... | Internet | 100% | 10:39 AM

Membership – Update a Member’s Name or Address

CWL-UpdateMembership - Windows Internet Explorer

http://secure.cwl.ca/cwladmin/UpdateMembership.aspx

File Edit View Favorites Tools Help

HOME MEMBERSHIP REMITTANCE REPORTS COUNCIL ADMINISTRATION

Membership > Update a Member's Name or Address

Please enter the permanent Membership ID found on the council's membership list generated by the national office, or search by entering the first few letters of the first name and/or last name.

Member ID:

First Name:

Last Name:

Search

Search Results for LastName: VACCA

Last Name	First Name	Address	Years Of Service	
Vacca	Lucia	187 CALVERLEY TRAIL, SCARBOROUGH, ON, M1C 3Y4	15	Select

start CWL-UpdateMembers... Document1 - Microsof... Internet 100% 10:45 AM

Membership – Update a Member’s Name or Address

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `http://secure.cwl.ca/cwladmin/UpdateMembership.aspx`. The page title is "CWL-UpdateMembership". The main content area is titled "Membership > Update a Member's Name or Address". Below the title, a message states: "A copy of these changes will be e-mailed to you for your records." The form is organized into two columns: "Former" and "Current".

	Former	Current
Member Name		
Salutation:		<< Select >>
First Name:	Lucia	<input type="text"/>
Last Name:	Vacca	<input type="text"/>
Nickname:		<input type="text"/> <input type="checkbox"/> Delete
Address (Please note: Only Addresses in Canada will be Accepted)		
Line 1:	187 Calverley Trail	<input type="text"/>
Line 2:		<input type="text"/> <input type="checkbox"/> Delete
Line 3:		<input type="text"/> <input type="checkbox"/> Delete
City:	Scarborough	<input type="text"/>
Province:	ON	<< Select >>
Postal Code:	M1C 3Y4	<input type="text"/>
<input checked="" type="checkbox"/> Publish Address		

The browser's taskbar at the bottom shows the Start button, several open applications including "CWL-UpdateMembers...", and the system clock displaying "10:46 AM".

Membership – Update a Member’s Name or Address

CWL-UpdateMembership - Windows Internet Explorer

http://secure.cwl.ca/cwladmin/UpdateMembership.aspx

File Edit View Favorites Tools Help

☆ Favorites | 📧 Bell - lucia.vacca@sympatic... | 📧 Windows Live Hotmail | 📧 Bell Mail | 📧 Free Hotmail

CWL-UpdateMembership

Line 1: 187 Calverley Trail

Line 2: Delete

Line 3: Delete

City: Scarborough

Province: ON

Postal Code: M1C 3Y4

Publish Address

On Magazine Mailing List

Contact Information

Home Telephone Number: (416) 283-3536 Delete Publish

Work Telephone Number: Delete Publish

Fax Number: Delete Publish

Email Address: lucia.vacca@sympatico.ca Delete Publish

The Catholic Women's League of Canada. Copyright 2009

Internet 100%

start | CWL-UpdateMembers... | Document1 - Microsof... | 10:48 AM

Membership – Transfer a Member Between Councils

In this panel you have the option of transferring a member from your Council to another Parish Council.

Note: all the areas with an asterix (*) must be filled in.

What you need to know is the Council designation -- Diocese or Province.

The member will need a letter from the previous council to confirm her membership in that council.

By doing a transfer the member will not lose her years of service.

CWL-TransferMembershipCouncil - Windows Internet Explorer

http://secure.cwl.ca/cwladmin/TransferMembershipCouncil.aspx

File Edit View Favorites Tools Help

★ Favorites ☆ Bell - lucia.vacca@sympatic... Windows Live Hotmail Bell Mail Free Hotmail

CWL-TransferMembershipCouncil

HOME MEMBERSHIP REMITTANCE REPORTS COUNCIL ADMINISTRATION

Membership > Transfer a Member Between Councils

Fields marked with an asterix (*) are required in order to complete the registration form.

Member Name

Member ID: *

Given Name: *

Surname: *

New Address (Please note: Only Addresses in Canada will be Accepted)

Street Address: *

City: *

Council

From Council: *

To Council: *

From Province or Diocese: *

To Province or Diocese: *

Done Internet 100% 11:02 AM

Membership – Report a Deceased Member

Membership > Report a Deceased Member

Please enter the permanent Membership ID found on the council's membership list generated by the national office, or search by entering the first few letters of the first name and/or last name.

MemberId:

FirstName:

LastName:

Search results for last name vacca

Last Name	First Name	Address	Years Of Service	
Vacca	Lucia	187 CALVERLEY TRAIL, SCARBOROUGH, ON, M1C 3Y4	15	Select

The Catholic Women's League of Canada. Copyright 2009

Membership – Report a Deceased Member

In this panel you will see the member's information.

Make sure that this is the member who has deceased.

Select the date from the calendar and the “Date Deceased” will automatically fill in and then hit “Report as Deceased”

The Administrator will receive a confirmation notice by email.

The record will show the date of notification and the date of death.

The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `http://secure.cwl.ca/cwladmin/ReportDeceased.aspx`. The page title is "Membership > Report a Deceased Member". The main content area contains a form with the following fields:

- Member Name**
 - Given Name: Lucia
 - Last Name: Vacca
- Address**
 - Apartment: 187 Calverley Trail
 - Street Number:
 - Street Name:
 - City: Scarborough
 - Province: ON
 - Postal Code: M1C 3Y4
 - Parish Council: St Joseph , Highland Creek
 - Arch Diocese: T-Toronto
 - Date Deceased: (with a calendar icon)

At the bottom of the form are two buttons: "Report as Deceased" and "Cancel". The browser's taskbar at the bottom shows the Start button, several open applications (including the current browser window and a Microsoft Word document), and the system clock showing 11:06 AM on 10/11/2011.

Membership – Report a Deceased Member - Confirmation

You will receive a confirmation of this transaction

NOTE:

By inputting the deceased information on the online system a copy of this notice will go to Provincial and Diocesan Spiritual Development Chairs for the Book of Life.

For those using the Online System: There is no need to fill out the paper “*Form for Reporting Deceased Members*” and no more mailing or faxing required.

CWL-ReportDeceased - Windows Internet Explorer

http://secure.cwl.ca/cwladmin/ReportDeceasedConfirmation.aspx

File Edit View Favorites Tools Help

Lucia Vacca St. Joseph , Highland Creek Settings Sign Out

HOME MEMBERSHIP REMITTANCE REPORTS COUNCIL ADMINISTRATION

Membership > Report a Deceased Member > Confirmation

An e-copy of this form will be e-mailed for your records and to your provincial and diocesan spiritual development chairperson for inclusion in the Book of Life.

I am the resurrection and the life. Those who believe in Me, even though they die, will live, and everyone who lives and believes in Me will never die. [John 11:25]

[Back to Membership Management](#)

start CWL-ReportDeceased... Bell - lucia.vacca@sy... Registration Training ... 4:34 PM

REPORTS

From this entry Panel you have a choice of 3 types of reports

- 1) List of paid members to date, this will give you a count of processed members and the data stored. In this panel you have the option of sorting by years of service. As well options of output e.g. to excel or labels**
- 2) List of unpaid members to date**
- 3) Report of Deceased Members for the year or previous year**

The screenshot shows a web browser window titled "CW-Reports - Windows Internet Explorer". The address bar displays the URL "http://secure.cwl.ca/cwladmin/Reports.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar shows several entries, including "Bell - lucia.vacca@sympatic...", "Windows Live Hotmail", "Bell Mail", and "Free Hotmail". The main content area features a header for "The Catholic Women's League of Canada" with a logo of a woman in prayer. Below the header, the user is logged in as "Lucia Vacca" for "St. Joseph, Highland Creek". A navigation menu includes "HOME", "MEMBERSHIP", "REMITTANCE", "REPORTS" (which is highlighted), and "COUNCIL ADMINISTRATION". The "Reports" section lists three options: "List of paid members", "List of unpaid members", and "List of deceased members", each with a corresponding document icon. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "9:22 PM".

Reports

[HOME](#)

[MEMBERSHIP](#)

[REMITTANCE](#)

[REPORTS](#)

[COUNCIL ADMINISTRATION](#)

Member Administration Module == Member Roster

Current Year Previous Year

Sort by Years of Service

Total Members: 90

Membership Year 2011

St. Patrick
T000
Stratford, ON

President: Name

Treasurer: Name

Member ID	Full Name		Mag		
123445	Jane Doe	340 – 300 Penthouse Scarborough, ON M1B ET4	Y	Home: (416) 234-2222 Email:	Year Joined: 2009 Years Of Service: 3 Comments:
345622	Francine Port	23 East Dale, ON Scarborough, ON M1B ET4	Y	Home: (416) 234-2555 Email:	Year Joined: 2007 Years Of Service: 5 Comments:
343332	Lucy Fun	345 Nowhere Scarborough, ON M1B ET4	N	Home: Email:	Year Joined: 1986 Years Of Service: 26 Comments:

Make a PDF

Export to Excel

Mailing Labels

Back

Remittance

HOME

MEMBERSHIP

REPORTS

COUNCIL
ADMINISTRATION

1
SELECT

2
SUBMIT

3
PRINT

REMITTANCE == Step 1 – Select Members

Please check each box for which payment has been received.

If no box is available, the member has been recorded as having paid her per capita fees in a previous year.

Parish Name
T00
Toronto, ON

President: Name

Treasurer: Name

List of members that have not paid.

Member ID	Full Name	Address	Payment for 2010 Paid (Batch 270)	Payment for 2011
123445	Jane Doe	340 – 300 Penthouse	<input type="checkbox"/>	<input type="checkbox"/>
345622	Francine Port	23 East Dale, ON	<input type="checkbox"/>	No Renewal
223344	Lucy Fun	345 Nowhere St	Paid (Batch 345)	Pending (Batch 940)
342312	Paoline Tan	34 Fanfair St.	Paid (Batch 315)	<input type="checkbox"/>
345222	Greta Shim	2356 State Ave.	<input type="checkbox"/>	Paid (Batch 2118)
234455	Ann Thomas		<input type="checkbox"/>	No Renewal

Next

Cancel

Save Progress and Exit

PRE-AUTHORIZED DEBIT PLAN (PAD)

- **NO LONGER WILL YOUR COUNCIL NEED TO ARRANGE FOR THE PREPARATION AND MAILING OF A CHEQUE TO NATIONAL OFFICE.**
- **NO LONGER WILL YOU HAVE TO WAIT WHILE IT SITS IN THE REMITTANCE QUEUE.**
- **BY CHOOSING THE PAD OPTION, NATIONAL OFFICE WILL DEDUCT FROM YOUR COUNCIL'S ACCOUNT THE AMOUNT DUE AS INDICATED ON THE E-MAIL CONFIRMATION OF YOUR MEMBERSHIP REMITTANCES.**

PRE-AUTHORIZED DEBIT PLAN (PAD)

- **AMOUNT WITHDRAWN WILL BE EQUAL TO THE AMOUNT REFLECTED ON THE CONFIRMATION YOU RECEIVE FIVE BUSINESS DAYS AFTER YOU HAVE REMITTED YOUR BATCH.**
- **FIVE DAY DELAY WILL PROVIDE ENOUGH NOTICE FOR YOUR TREASURER TO DEPOSIT ANY MEMBERSHIP CHEQUES SHE HAS ON HAND PRIOR TO THE WITHDRAWAL OF FUNDS.**
- **WHEN YOU COMPLETE A BATCH – FORWARD THE E-MAIL CONFIRMATION YOU RECEIVED TO YOUR TREASURER FOR HER AWARENESS.**

Additional information in your booklets include:

- **On-line Membership System Enrolment Form**
- **Procedures for Administering Membership On-Line**
- **Membership – Deceased Members Roster**
- **Membership – Request New Membership Card**
- **Council Administration Screen**
- **Remittance Details – email confirmation (Note: Membership increase not reflected in this sample)**
- **List of members and fees – total payment to National Treasury**
- **Pre-Authorized Debit Plan**

CONTACTS

National Office

**Membership Coordinator
Membership Renewals:**

membership@cwl.ca

Phone: (204)927-2310

Fax: (204)927-2321

Toronto Diocesan Executive

On-Line Membership Support:

Lucia Vacca 416-283-3536

lucia.vacca@sympatico.ca