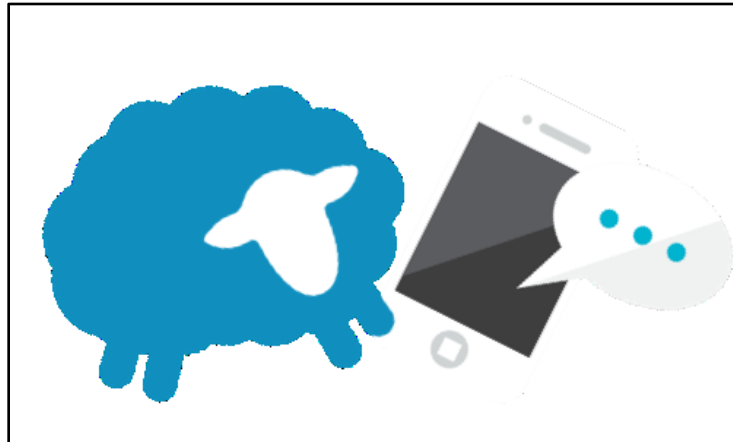


St. Joseph Catholic Community

Flocknote E-mail and Text Messaging System

Instructions



Why Flocknote?

We care about you! We want to provide you the information for your journey in faith and connect with you along the way! Flocknote created an easy and effective way for us to stay connected via email or text.

Is My Information Secure?

Yes! All of your data is transmitted across an encrypted internet connection, and all of your personal information is stored in secure databases. Your information is never sold, rented or given away to any third-parties. More info: <https://flocknote.com/privacy>.

To stay connected with St. Joseph Catholic Community and its many ministry groups, Flocknote provides ways to keep us connected!

What You'll Find in This Document?

[How to Sign Up for Flocknote](#)

[How to Log into My Existing Flocknote Account](#)

[How to Update My Contact Information \(Name/Email/Phone\)?](#)

[How to Change My Preferences or Send Notes?](#)

[How to Set My Method of Receiving Flocknotes?](#)

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[Leaving Flocknote?](#)

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Additional Information and Flocknote Training Videos: <https://help.flocknote.com/category/3-the-basics>

How to Sign Up for Flocknote?

It's easy! Choose your method below to sign up with no cost, no app, and it only takes a minute!

Just enter your name, email and/or mobile phone using one of the signup methods below. Once Flocknote verifies your information, you will be prompted to indicate the St. Joseph's groups that you would be interested in receiving information from.

Online Signup

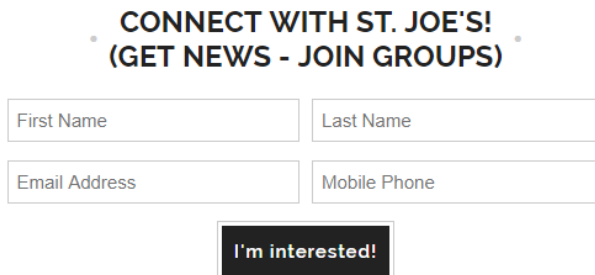
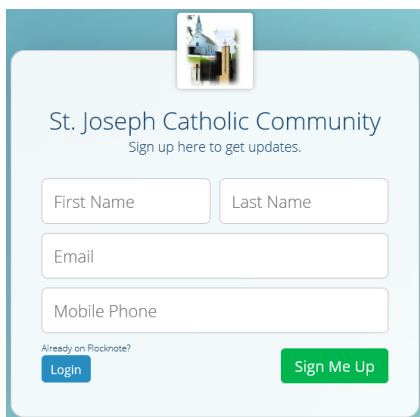
1. Go to St. Joseph's homepage: <https://stjosephparish.com> and complete "Connect with St. Joe's!"
2. Open a browser (e.g. Chrome, Internet Explorer) and visit: <https://stjoesnewhope.flocknote.com>.

Mobile Phone Signup

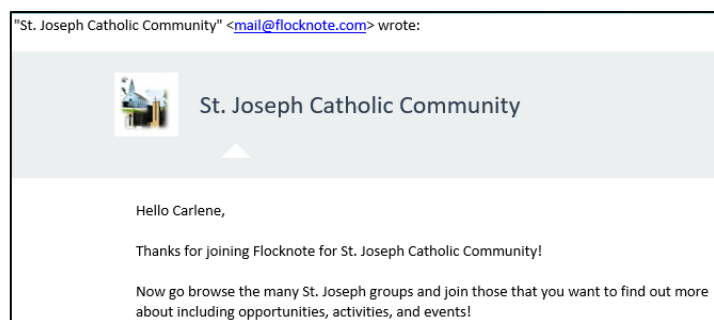
3. Text JOES to 84576. Make sure to add your first/last name and email as well!

Step-by-Step Sign-up Details

(Depending on the method used to sign up for Flocknote, the below instructions may be in a different order.)



1. Enter contact information, click "Sign Me Up" or "I'm interested."



2. Click the Church Logo to join the Network.



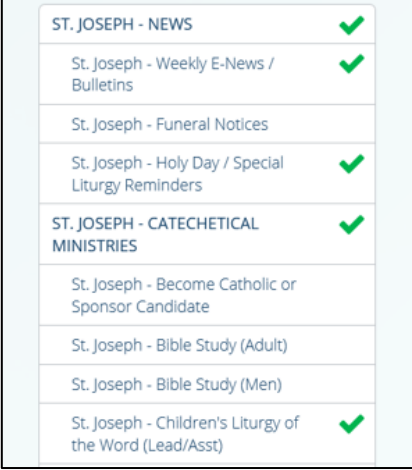
3. Click "Join this Network." The next screen will prompt you to Create a Password. You can either:

3A. Close the Screen – your Sign Up is complete and you can now work within Flocknote via emails/texts received (Note: You will not be able to update your information or join any groups), **OR**

3B. Create a Flocknote Account that requires a Password (recommended) to easily log in and change your contact and profile

information, subscribe and unsubscribe to groups, and delete your account if necessary. Flocknote will send you an email with a link to create your password.

Here are a few groups in *St. Joseph Catholic Community* you might like. Just click on the ones you'd like updates from.



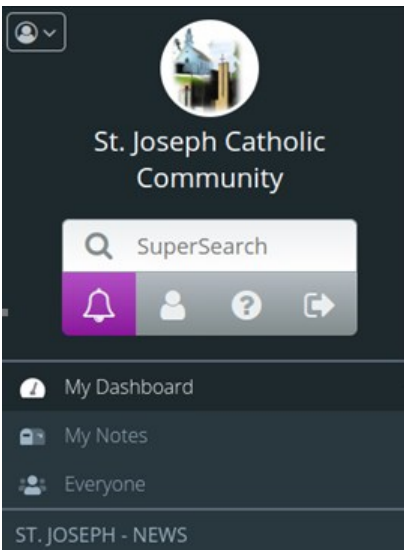
4. Click the groups that you want to be a member of and receive communications from, then click “Next.”



5. Click “OK” to display the Password screen.



6. Enter a Password (write it down somewhere!) and click “Create Password). Your Flocknote Dashboard will then display.



7. Now, play around with the features available on your Dashboard! You will be able to view/update your contact information, subscribe to/from groups (such as e-News, Fall Festival, Bible Studies, and Book Club) and view Flocknotes that you have sent or received via email or text.

If you have Admin or Note Sender permissions, you will be able to read/send notes, create/delete groups, add/remove group members, update member contact information, join/ unsubscribe to groups, etc.

See below for instructions on working within your Dashboard.

Managing Your Flocknote Account

How to Log into My Existing Flocknote Account

EXISTING Flocknote Members

1. **No Login:** Read and/or reply to emails or texts, and unsubscribe from groups within notes you receive from St. Joseph. This method indicates you are already signed up and have received either a note from "<mail@flocknote.com>" or text from 84576. Additional notes you may have received would have come directly from the Flocknote groups such as Fall Festival, Bible Study, etc.
2. **From Welcome Email:** Click the church icon.
3. **Login:** Log into your existing Flocknote account at "<https://stjoesnewhope.flocknote.com>":



- a. Enter your name if you are already in the system.
 - b. Click Login (pre-set email and password may be required)
 - c. Update your Flocknote contact information (e.g. name/email/mobile phone)
 - d. Add or remove yourself from Flocknote groups
 - e. Create and send Flocknotes (Admin and Note Sender only)
 - f. Create or delete Flocknote groups (Admin only)
 - g. Delete your Flocknote account
4. **System Functionality:** See below for additional areas of instruction!

How to Update My Contact Information (Name/Email/Phone)?

Whether you were signed up by a group admin or you signed up yourself, you can change your contact information at any time or remove yourself from the system.

Notes:

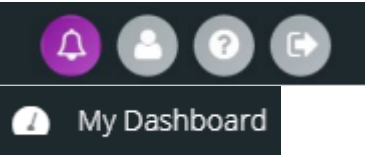
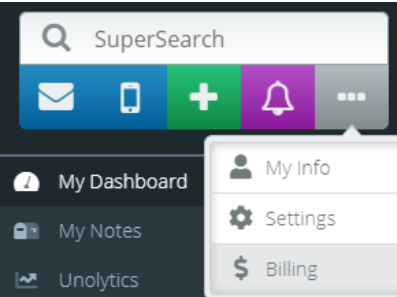
- If your new email or phone number was part of another record that was in Flocknote already, the system may ask you to re-verify your phone or email address to make sure you are the owner.
- This does not update your information in the parish registry, it simply changes how we communicate to you through Flocknote, so you can use a family email and home phone with the parish, and a personal email and mobile phone within Flocknote. Follow the directions below to get to your dashboard.
- Flocknote is not connected to our parish registry (for mailings, sacramental information, etc.), so please forward all contact and address changes to Pam at pschmitt@stjosephparish.com or 763-544-3352 x108.

How to Change My Preferences or Send Notes?

Log in to your Flocknote account at <https://stjoesnewhope.flocknote.com/dashboard>.


Note: If you forget your password, add your email/mobile phone number (that you signed up with) on the log in screen, click Reset and follow direction until you are logged in and the Dashboard appears.

As a Flocknote Member, your **DASHBOARD** will appear as displayed below with the indicated functionality:

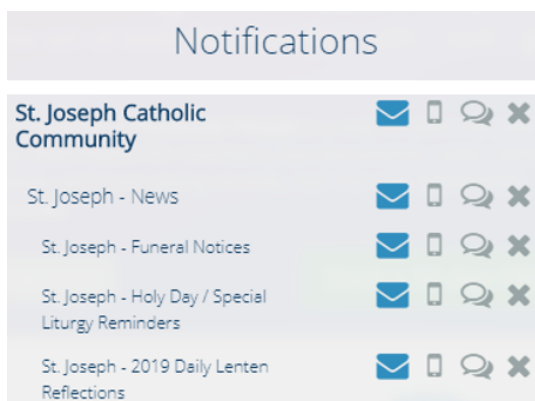
Regular Member	Administrator or Note Sender
 <ul style="list-style-type: none"> • Bell: Notifications (see below) • Person: Change your personal details (name, email, mobile number) • Question Mark: Help • Arrow: Log Off • Dashboard: Your Notes and Groups 	 <ul style="list-style-type: none"> • SuperSearch: For system management • Envelope: Create an email • Phone: Create a text • “+” Sign: Add members to a group • Bell: Notifications (see below) • 3 Dots: Profile info, system settings, and billing • Dashboard: Notes and group listings • My Notes: That you have sent or drafted • Unolytics: System analytics

How to Set My Method of Receiving Flocknotes?

Log into the Flocknote Dashboard as described above. In the menu on the left side of the screen, select the

“Notifications” bell . The Notifications list all the groups to which you belong. Next to each group are 4 icons. Click/Highlight the type(s) of notification that you would like to receive for each group; deselecting type(s) as desired. No matter how the Flocknote is created, it will arrive to you as indicated as long as Flocknote has your information (email and/or phone number).

Working with Notifications – Highlight the desired method(s) how you want to receive information:




- Envelope: Receive Flocknotes via email
- Phone: Receive Flocknotes via mobile phone
- Quotation Bubble: Receive comments from others via email from Flocknotes sent
- An “X”: Remove yourself from this group. Note, clicking the “X” by St. Joseph Catholic Community will remove you from all groups and Flocknote.

Posting and Commenting within Flocknote?

All notes and comments must be relevant, in your own words, sent to a selected audience, and with an informational, invitational or constructive discussion in mind. Posts must include complaints, self-promotion, personal attacks, be vulgar, abusive, racist, etc., and/or be posted multiple times in a short time frame – these types of posted will not be tolerated and the user may be banned permanently from the system.

Commenting on a Flocknote message can be made 1) Public to the group, or 2) Private to the sender by checking the “Make Private” box (the note sender, group/parish admins can also see your response).

How to Remove Myself from a Group or Flocknote Completely?

1. At the bottom of any Flocknote email or text received, click “Unsubscribe” or rely “STOP” and you will be removed from group the note was sent from. Note: If it is a subgroup, you will still remain a member of the parent group if you belong to another subgroup. If you unsubscribe from a parent group, you will automatically be unsubscribed from all subgroups.
2. You can also unsubscribe by logging into Flocknote and going to your dashboard, clicking the Notifications icon , and clicking the “X” next to the group you want to leave, OR sending an email to communications@stjosephparish.com and request to removed entirely from Flocknote.

Leaving Flocknote?

We don’t like losing connections with our members, however if you are moving or no longer want to receive St. Joseph Catholic Community online communications, etc., you can be removed from Flocknote by modifying your Flocknote Notifications or contacting communications@stjosephparish.com.

If you are moving and want to keep receiving only general news after you move, just follow the directions above to remove yourself from any other groups you don’t want to hear from. Also, please contact Pam at pschmitt@stjosephparish.com or 763-544-3352 to remove yourself from our parish registry and mailings. We will miss you – but feel free to come back at any time!

Need Help?

We know new system frustrations may come into play. Please reach out to our technical team for assistance! First, we’ll ask you to review the above instructions. If those do not work for you, please send an email to communications@stjosephparish.com or help@flocknote.com and include detailed information about what is not working, what you are seeing on the screen (screen captures are encouraged!), and/or where you are stuck and what you want to do. We’ll get back to you within 2 days or less!