Communicating Through Flocknotes:

A New and easy was to instantly send and schedule messages to all your members. All Ministry heads are given access to their Ministry Flocknote Group.

- This gives you access to send notes via email or text message.
- You will also be able to reply to comments made on your note from members.
- As well as, add and remove members.

1. Create your account.
    a. Visit **http://flocknote.com/StIgnatiusofLoyola4**
    b. Sign up with a username & password.
        i. Be sure to add your email, phone number, and photo.
2. Once your account is created, you will be logged in and see what your DASHBOARD is.
    a. On the left-hand side of webpage, you will see a search bar. Under that you will see a person icon. Click here. (This is to edit your profile.)
    b. Once your profile opens, make sure to update your email, name, phone number, and photo
    c. This is where you will request to join another group.
    d. Click the Join another group and choose which group you would like to see notifications from.
        i. You will see an email, cell phone, phone, & comment icon. This allows you to decide how you would like to receive the information from each individual group. (*Please note: Phone is a phone call which we don't use., and Comments is allowing you to receive a notification for all comments made.)
        ii. Once you have requested to join a group, it will automatically show on your dashboard unless the group is closed, and you will wait for approval from admin. ***(*If your ministry is missing please email Kgarcia@silcc.org, so the group can be created.)***
        iii. **Please note: if you are a ministry head and need to be able to send messages/ emails through your group, you will need to contact Kristin Garcia at kgarcia@silcc.org to be added to the approval admin for that group.**
        iv. **If you have a co-chair that only needs to have the option of sending notes but not to manage group members, let Kristin Garcia know and this option can be applied.**

3. On left-hand panel you will be able to see your group that you are a part of or all groups that are available. As well as your dashboard and your notes.

Sending Notes to Members:

1. From your dashboard, on left-hand tab, click the blue email icon.
   a. This will bring up a new screen that says To, Subject.
      i. A group box will pop up in the TO: section: this is where you will choice the Group you would like to send the message to. **(* If you are an Admin on multiple groups you will see them all. Please be sure to click the correct group.)**
      ii. Type the subject in the subject line just like you would an email.
      iii. In the bottom section you will see that you have a body box.
         1. Here you can type your message, add images, files, action button, calendar (people can RSVP, when you add this.), videos, survey questions (they can answer them), quotes.
         2. You can also change the color of the body box for change the layout, and width.
         3. If you would like to add a section to have another portion to your message, click add a section.
      iv. On the bottom of the pop out, you will see colors, comments, schedule, and delivery.
         1. **Colors:** helps you choose a color scheme (not necessary)
         2. **Comments:** Allows you to decided Public Comments *(This means everyone in the group can see the comments. If you unclick the check mark, only group admins of group can see the comments and comment back.)*
         3. **Schedule:** This allows you to choose a date and time that you would like to send the message out. **(*This is optional. If you want to send the message out right away, you don't need this option. This is only for future messages. HELPS WITH REMINDERS.)**
         4. **Delivery:** This gives you the option to send to the people that are opted in on Text messages only. They receive the same message as a link to their phone.
      v. **Test button:** This sends you a test email to see how it looks.
      vi. **Draft button:** Saves your message.
      vii. **Preview**: When your done with your message, you will click Preview.
         1. This will then show you the preview of your message and you now have the option to send or go back and edit.

Adding Members:

1. From your dashboard, you will see the left-hand tab.
2. Choose the group you would like to add members to.
   a. This will open the group.
3. You will see 2 tabs: Notes & People
   a. Notes: is the notes you have sent, scheduled, & a current drafts.
   b. People: is all your members in the group
4. Click people tab
5. You will see an add a member (green) button.
   a. Click
6. You will be asked to add First name, Last Name, email address, & phone number.
   a. Then Click Add to Group.
7. The person will only receive an email stating Thank you for joining SILCC Flocknotes. **(doesn't state the ministry name.)**
   a. *It is up to them to then decide whether they want to go to the Flocknote site to sign up, officially.*
   b. *Its also their decision to opt out of any messages.*
   c. Adding the member, will add them to your list to receive all forms of communication based on the email & phone number you entered.