

A Summary

Everyone is a Member of our Church. Our Church has **Groups**.

Groups have members who are subscribed to them.

Notes (information) are posted to Groups and sent out to members in the Group according to their notification settings (texts or email).

Other Information

An I set up a new Group or a new Sub Group?

Only Super Admins can create a group or a Sub Group. See the list of contacts to the right.

What is a Closed Group?

A Closed Group is a group that requires an admin's approval to be a part of. The Admin has to deny or approve access.

Sign Up Information

Text the word 'albert' to 84576

or

Visit us online at

StAlberttheGreatKett.flocknote.com

Super Admin
Contacts:

Parish
298-1122

Sara
Schwager
or
Lauren
Schierloh

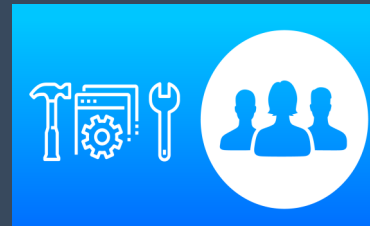
School
293-9452

Janelle
Brand

Flocknote
help@
flocknote.com



What does it mean to
be a **Group Administrator**?



- Leader of the Group
- Manage Members
- Change Settings
- Send Notes

GROUP ADMIN



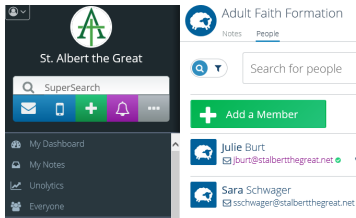
St. Albert the Great

What Can a Group Admin do?



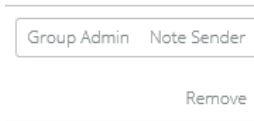
1 Manage Members

They can add a member to the Group.



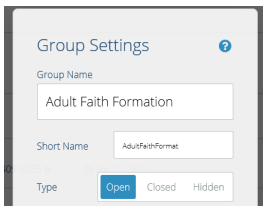
They have the ability to make other members in their group a 'Group Admin' or a 'Note Sender'.


To make a member a 'Group Admin' or a 'Note Sender' simply find their name on the 'People' page within the desired Group and click the appropriate box to the right of or below their name. You can also remove a 'Group Admin' or a 'Note Sender' by unclicking the box.



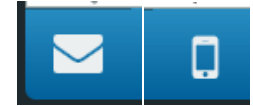
2 Change Settings of Group

They can change the settings for that group, such as Group Name, Type of Group, and the Welcome Message.



From the Dashboard, click on the Group. Then click the  from the upper right corner of the screen.

3 Send Notes



A Note is what you send out to your people from Flocknote. Notes are text messages or emails, and can be sent to an entire group, multiple groups, or just a few individuals.

To send a note to a group, simply select the **Send an Email** or **Send a Text Message** button from the top left hand corner. If you don't see these options, it means you don't have permission to send out Notes to the group.

Public verses Private Notes and Comments

If you DO NOT allow public comments on your Note, a blue reply button will not appear at the bottom. If you DO allow public comments on your note, a blue reply button will appear at the bottom.

Who can see what?

Group Admin: They can see all replies—even private for the entire Group.

Note Senders & Members: They can see only replies sent directly to them or public replies.

Does anyone receive a text if I send an Email Note?

If a group member has an email address AND cell phone number on file and you choose to send an 'Email' note, they will only receive the email note.

However, if a group member only has a phone number on file (not an email), you can select the **Delivery Option** and click the box to send these members a text instead.