

## 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**

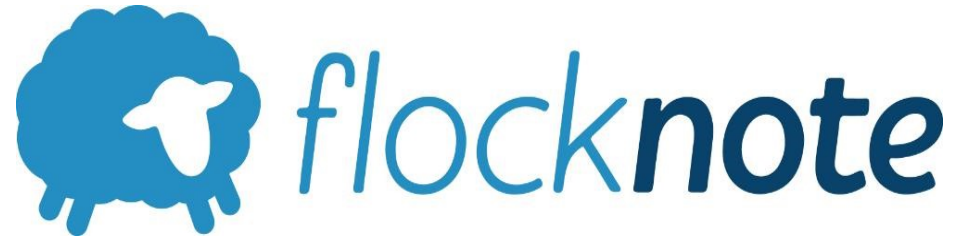
Sara  
Schwager  
or  
Lauren  
Schierloh

**School  
293-9452**

Janelle  
Brand

**Flocknote**

help@  
flocknote.com



What does it mean to  
be a **Note Sender**?



- Create Notes
- Send Notes in the Group

**NOTE SENDER**



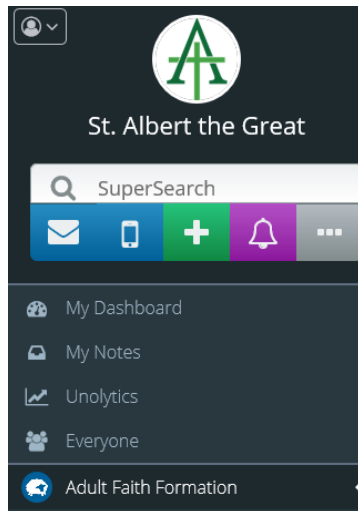
St. Albert the Great

# What Does a Note Sender do?



## 1 Create & 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.



Login to Flocknote as a Note Sender, and select the group you want to Send a Note. 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.

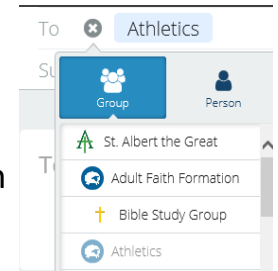
### Note Composer

To use Note Composer, click on the group that you would like to send the note to on the left hand side of the screen, followed by the blue 'Send an Email or Text' button. The Composer will pop up and you can start crafting a perfect note.

## 2 More About Notes

### Send a Note to an individual of the group

Once the composer opens, click the round plus icon to the left of the group name. A drop down menu will appear with a list of other available groups and a **Person** option to search for individual members.



### 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.