



St. Albert the Great



# flocknote

Flocknote:

Sending Information  
*(a Note)*  
to members of St. Albert  
*(the Flock)*

**Everyone** is a  
Member of our Church.  
Everyone that signs up with  
Flocknote is a **Member**:

Our Church has **Groups**.  
Groups are the ministries  
and groups of our Parish.

Parishioners **join** the **Groups**  
they want to receive **Notes**  
(information) from.  
There is no limit to how  
many you can join; and you  
can unjoin at anytime.

Any member added to a  
Group is automatically  
added to the Everyone  
Group (St. Albert the Great)

**Notes** (information) are  
posted to Groups and sent  
out to members in the  
Groups according to how  
they chose to receive them  
(text or email message).

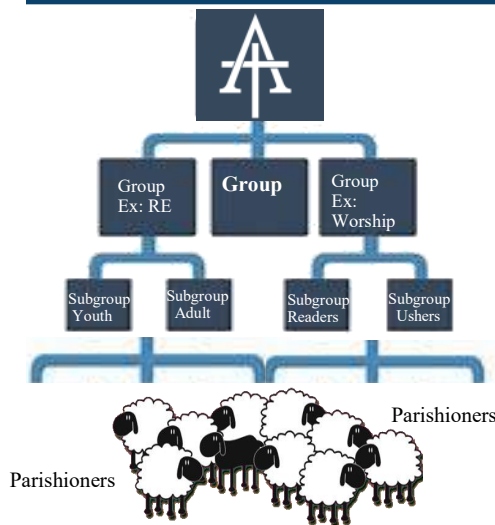
**Better Communication to  
our Flock!**

**Super Admin Contacts:**

Parish: 298-1122  
Sara Schwager or Lauren Schierloh  
School: 293-9452  
Janelle Brand

## Groups and Sub Groups

'Groups' are created for each group or ministry within the Church. When you sign up with Flocknote, it allows you to choose what groups you want to join, therefore receive information from. **There is no limit to how many Groups or Sub Groups you can join.** And you can join or unjoin a group at any time. Groups can be open or closed. **Only Super Admins can create Groups and Sub Groups.** Example: Group: Worship  
Sub Groups: Readers; Ushers, etc.



## Levels

**Super Admin:** Can make changes to the church settings, add members, groups, and sub groups. They have access to all information. *Staff*  
**Group Admin:** Can add & manage members in their group; have ability to make others in group an Admin or Note Sender. *Group Leaders / President*  
**Note Sender:** Can send notes to the group members.  
**Member:** The people in your group that you are communicating with. Members include the Admins and Note Senders and all the people you are sending information (notes) to.

## 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 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.

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.

## Who can see what?

**Group Admin:** can see all replies—even private for the entire Group.  
**Note Senders & Members:** 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.