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**Flocknote**

Our Lady of Grace has joined Flocknote, a communication tool created specifically for Catholic parishes. Flocknote makes communication simpler, centralized, and more professional. Thank you for joining our flock!

How does Flocknote work?

Flocknote creates lists within a parish network. Lists can be ministries, committees, one-time events, and more. Parishioners subscribe to lists and receive notes from that ministry as well as parish-wide announcements. Notes can be either emails or text messages and are easily sent to social networking sites.

What do I have to do to sign up?

Go to flocknote.com/ourladyofgrace to register or text GRACE to 84576. Then use the Flocknote website to sign up for any list you want!

What are the benefits of using Flocknote?

Flocknote offers a centralized parish communication hub. All of your information about OLG will come from one place and you'll only have to visit one place to change your email or phone number. Flocknote utilizes other common forms of communication besides email, including text messaging, Facebook pages, and Twitter. Flocknote allows you to include color, photo, video, events, and much more to your notes to make them more appealing and professional. Flocknote ensures you'll never have bounced messages, out-of-date email lists, or have to ask, "Where do I go to sign up for that group?"

What can Flocknote do for my ministry?

Keep track of your ministry participants or committee members and their contact information with an easy-to-use, professional tool. You can send reminder text messages about meetings and events. You can send notes to email, phone, Facebook, and Twitter all at once. You can determine your own privacy settings and note-sending privileges. And you can help the entire parish to communicate together!

www.flocknote.com/ourladyofgrace



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DETAILS FOR LIST ADMINISTRATORS & MINISTRY LEADERS

How do I use Flocknote to send notes?

Login to Flocknote and go to your list. Select 'Send an Email' or 'Send a Text.' Compose your message. Use the buttons at the bottom of the screen to add special features. Click the button with three horizontal bars at the top right to send to social networks or schedule the note for later. Click 'Send It!' That's it!

How do I sign someone up for our list?

Go to your list and click the 'Subscriber' tab. View subscribers here or click 'Add Subscribers' to add people in a variety of ways, including a .csv file from Outlook. You can also make major changes to your list subscribers by clicking the 'Bulk' tab.

Who can send notes in my list?

This can be customized to your needs. There can be only one or two people who send notes and do not allow replies, or you can give everyone the privilege to send notes and reply to the group.

Who can join my list?

Anyone who signs up for Our Lady of Grace's flock can join your list unless you decide new subscribers need administrative approval first. Similarly, you can decide on whether subscribers can view who else is a part of the group. There are many adjustable privacy settings on Flocknote!

Should I send an email or text message?

That depends on your note. A longer message generally can be sent as an email with photos, video, or quotes. A text message should be reserved for brief notes to remind, cancel, or update. If a subscriber signs up to receive only emails or only texts, all messages will be delivered according to their preference.