Flocknote Guide

Flocknote is a communication tool used by Assumption and Resurrection parishes. We encourage anyone who wants to be connected and receive information from us to sign up. **This is not the same as parish registration.** Parish registration forms are available in the parish office or on the website. Registering for the parish is important for many reasons, including sacramental readiness, parish census and financial reporting.

Contents:

BASICS

How do I sign up for Flocknote?

Many ministries have had "Sign up sessions", and some ministry members have already been added by leaders and staff. If you are not already signed up, you can do so by phone or online:
By cell phone: text **UNITY** to 84576
Online: visit **cota.church/flocknote or resurrectionfairport.org/ and look for the sign-up form.**
Upon signing up, you'll be prompted to complete the registration process either in a follow-up verification email, or in a follow-up text.

I'm signed up, but how do I log in?

STOP! You might not ever need to login in.
You can receive our parish communications, manage your group subscriptions, and contribute to the conversation without creating a password. See below for instructions to **get to your dashboard** without a password.

BUT if you are a group admin or note sender, or you want to be able to go back and look at previous notes and comments, you might find it easier to log in directly sometimes. No worries--setting up a login only takes a few seconds.

Go to **flocknote.com/login**

Enter your email address (or your phone number if you registered by texting)
Click "Reset or create a password" below the big blue Sign In button.

Now click the big yellow Reset my password button, and follow the prompts from there. You'll receive a link to create your password. Click the link, set the password, and you're all set.

How do get to my dashboard to I change my preferences or to send notes?

Many users will never need to go to the Flocknote dashboard on the web. If you just want to get Fr. Ed's eNews, you're all set. And you don't need the dashboard to unsubscribe from a group. But if you need to change your contact information, or join a new group, or if you're an admin or note sender, you'll need to go to your dashboard.

If you already have a login setup for Flocknote, log in at flocknote.com/login to get to your Flocknote dashboard.

If you don't have a login (or if you just find this more convenient):
First, find a Flocknote in your email and click the Add a Comment button on the bottom of the note.
When the note opens in your browser, click the group name or newsletter header at the top.
This will take you to your Flocknote dashboard.

As a Group Admin or Note Sender, you will see these buttons:
Blue pen: Write a Note to send by email or text.
Green plus: Add members to a group that you administer
Purple bell: Change your notifications
...: "More" - click to change your info, manage groups, etc.

As a Regular Member, these are the buttons you'll see:
The purple bell: notifications (see below)
The person (1st grey circle) is where you can change your personal details (name, email, cell number).
The question mark for Help.
The arrow to Log Off.

How do I sign up for a group?

Sign in or navigate to your dashboard as described above.
On the left side you will see a list of the lists you're currently subscribed to.
Scroll to the bottom and click the "Show All Groups" button.
If you see a group with a lock next to it, that's a "closed" group .You can request to join, and will be approved by an admin if it's the right group for you.
Some groups (such as staff) are "hidden" and members can only be added by an existing admin, not by request. These groups will only show up in your list if you are a member of them.

How do I remove myself from a group?

The easiest way is to click "Unsubscribe" at the bottom of any note you have received from that group. (If it is a subgroup, you will still remain a member of the parent group if you belong to any other subgroup. If you unsubscribe from a parent group, you will automatically be unsubscribed from all subgroups. (You can also unsubscribe by going to your dashboard, clicking the purple Notifications bell, and hitting the X next to the group you want to leave.)

How do I change the email address or mobile phone number associated with my account?

Whether you were signed up by a group admin or you signed yourself up, you can change your contact information at any time.

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Note: This does not update your information in the parish registry, it simply changes how we communicate to you through Flocknote, so you can use a family email and home phone with the parish, and a personal email and cell phone with Flocknote.

Follow the directions above to get to your dashboard.
Select **My Info** button with the person icon (for admins, My Info is under the … MORE button)
Adjust your phone number or email as needed and select **Done**

NOTIFICATIONS:

Can I get all my Flocknotes by email?

(If you don't have a phone number listed, all notes will only come to you as email.) Log into Flocknote as described above. In the menu on the left side of the screen, select the purple "Notifications" bell.
This screen lists all the groups to which you belong. Next to each group are 4 icons.
- An email button
- A mobile phone button
- A fancy quotation bubble
- And a big "x"

If you want to receive emails from a group, make sure the email button is selected. It will be a darker blue. At the same time, if you   want to receive emails, deselect the cell phone icon for that group. **When a text message is sent to the group, it will come to you as an email.**
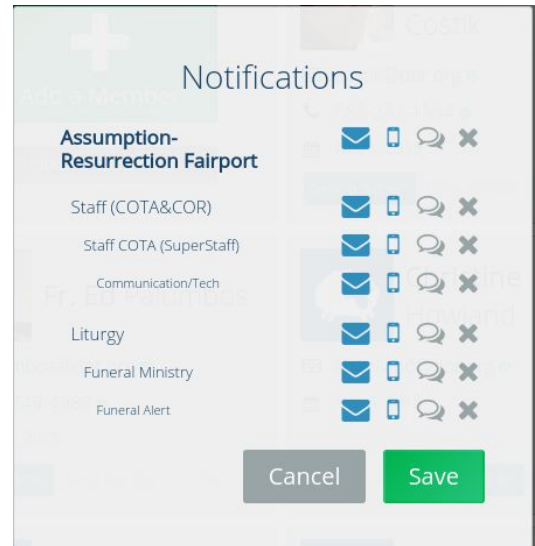
Can I get all my Flocknote messages by text message?

First, read the answer to the previous post. Secondly, only choose this option if you have a smartphone. When you select the purple button to change your notifications, the screen with all the groups that you belong to will appear. Deselect the email icon so that it is no longer a darker blue. Keep the mobile phone button selected as a darker blue. **Now, any message sent, even an email, will come to you as text message. When that occurs, you will receive a link to the message which you can view on your smartphone.**

If I make a comment on a post, who will see it?

If you comment on a Flocknote message, the comment will be visible to <u>everyone</u> in your group who looks at the comments, unless you check the box to "Make private." In that case, only the note sender, group admins, and parish admins can see your response. If you reply directly to the note via email, that will also be posted as a **private** comment, visible only to the author of the Note, and to the group and parish administrators.

How can I see all the comments that are added to a post?

If you really want to be connected to your group, then you can have all the comments sent to your email automatically. This is helpful if you are a group leader, or want to be kept up to speed on the overall conversation of the group. Follow the instructions above to go to the Notifications screen. The third icon, shaped like a quotation bubble, turns on the Comments setting. If it is dark blue, this means that every comment made to a post will be emailed to you. That way you'll be kept up to speed on all the correspondence.

LEAVING the network

I am moving--What do I need to do to remove my registration?

If you want to keep receiving our eNews after you move, just follow the directions above to remove yourself from any other groups you don't want to hear from. **To remove yourself from our network altogether**, go to your dashboard and click the purple Notifications bell icon. The first option is your notification settings for the Assumption/Resurrection network. Click the 'x' icon to the right to leave all groups within the Assumption/Resurrection Flocknote network.

Flocknote is different than being registered at the parish, so if you are moving, we would ask that you call our office to remove yourself from our parish registry and mailings. We will miss you!