

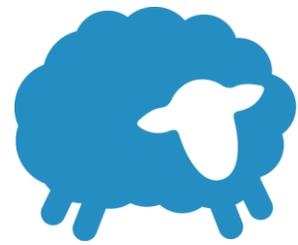
COURAGEOUSLY
Living the Gospel



Good communication helps us
to grow closer,
to know one another better,
and ultimately,
to grow in unity.

- Pope Francis World Day of
Communications Message 2014

Why

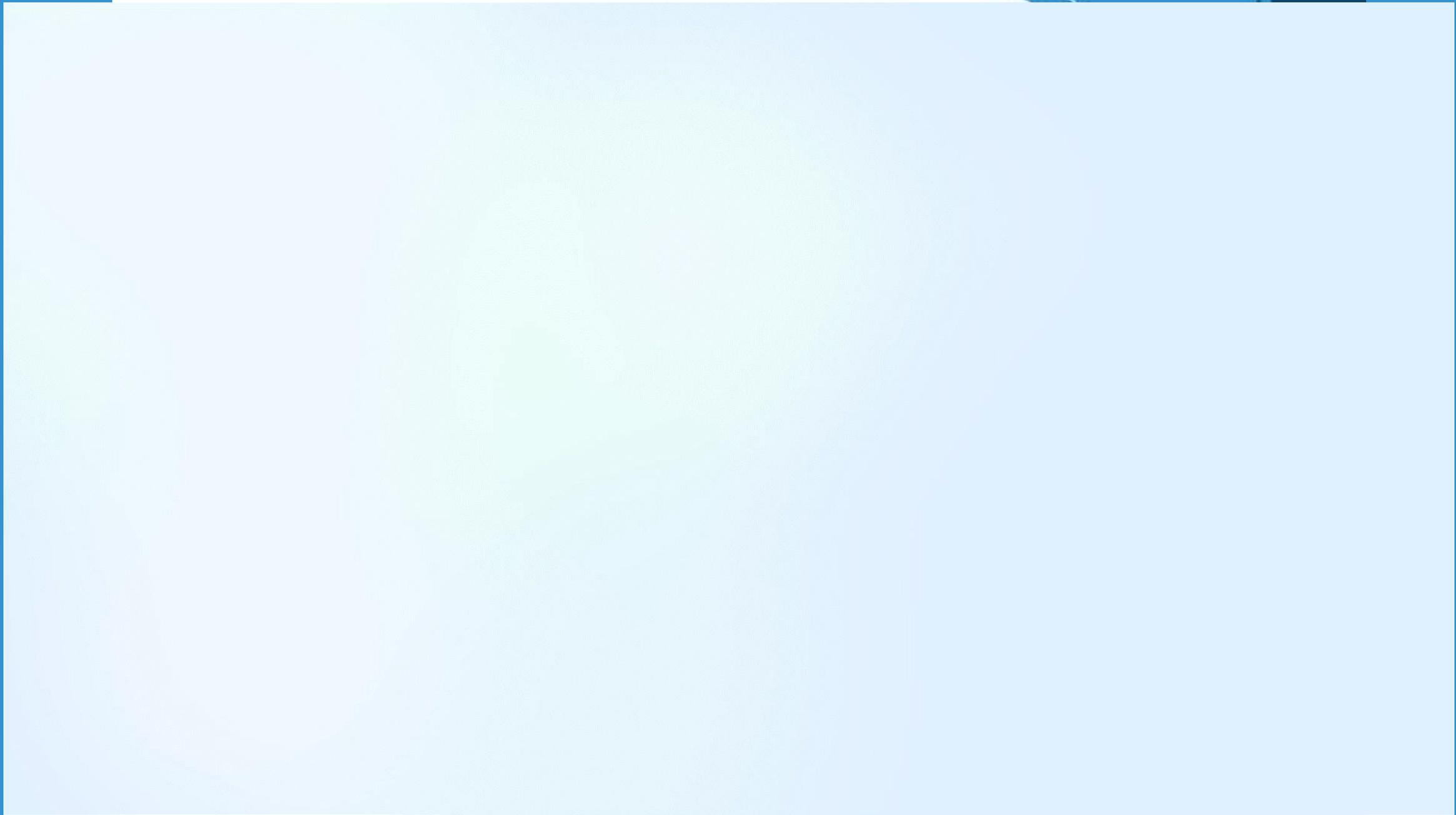


flocknote

?

Flocknote is a communications platform that provides the tools to:

- Create and send e-newsletters, reminders, updates and invitations, collect RSVPs, conduct surveys and track who is opening your email.
- Create and send text messages and track who is opening your text message.
- Comply with spam prevention rules, such as including an unsubscribe link in every email you send.
- Comply with safe environment rules such as archiving of emails and text-messages.
- Collect contact information for your parishioners and ministry members with their permission and create parish-wide groups and ministry-specific groups based on common interests.
- Create communication groups and assign administrators to establish a cohesive and integrated communications system.









Super Administrators can **create and manage groups and assign administrators** to groups.

- Assign Group Level – Top, Middle or Sub
 - Notes to top group are sent to all middle and sub groups as well.
 - Notes to Middle are sent to sub groups as well.
 - Notes to sub groups are only sent to sub group.
 - (Notes to Everyone are sent to all top, middle and sub groups.)

Super Administrators can

- **Send a note to any group**
- **Send a note to everyone – (all groups/people at the same time)**

Create a Group – for Super Administrators only

The screenshot shows a web browser window with multiple tabs. The active tab is 'Training // Flocknote' with the URL <https://training1.flocknote.com/dashboard>. The browser's address bar and tabs are visible at the top. The page content is as follows:

- Left Sidebar:** Features a 'Training' header with a cross icon, a 'SuperSearch' bar, and a 'MINISTRIES' list including 'Outreach Ministry', 'Altar Servers', and 'Youth Ministry'. The 'MANAGE GROUPS' link is circled in red.
- Main Content Area:**
 - Welcome to Flocknote!**: A central heading with a sub-message: 'Click on those big buttons below for some helpful tips on finding your way around Flocknote. You can also check out our Getting Started guide here. And if you have any questions, drop a line to one of our awesome Happiness Engineers - help@flocknote.com.'
 - The Library**: A blue box containing text about pre-made email templates and a link to 'Check out the Library >'. Below this is a section titled 'Who's that Sheep?' with text about 'Uno' and a link 'Read more about Uno >'. Further down is a 'Referrals' section with text about sharing links and a link 'Email my referral link >'. A blue question mark icon is in the bottom right of this section.
 - Action Buttons**: A grid of buttons for 'Add an image', 'Add a member', 'Send an email', 'Send a text', 'Create a group', 'Import contacts', and 'Set a keyword'. The 'Send an email' and 'Send a text' buttons have green checkmarks.
 - Tell us a little more about Training**: A section with a 'Church Website' input field.

The Windows taskbar at the bottom shows the search bar, task view, and several open applications including Word, Chrome, and Excel. The system tray on the right shows the time as 7:45 PM on 7/22/2019.

Create a Group – for Super Administrators only

The screenshot shows a web browser window with the Flocknote dashboard. The browser's address bar displays `https://training1.flocknote.com/dashboard`. The dashboard includes a sidebar with a 'Training' header, a 'SuperSearch' bar, and a 'MINISTRIES' list containing 'Outreach Ministry', 'Altar Servers', 'Youth Ministry', 'High School Youth', and 'High School Parents'. A central modal titled 'Manage your groups' is open, containing instructions on how to reorder groups and a 'New Group' button circled in red. The main content area features a 'Flocknote!' header, a 'The Library' section, and a 'Who's that Sheep?' section. The Windows taskbar at the bottom shows several open documents and the system clock at 7:45 PM on 7/22/2019.

Browser tabs: (1) IHMCO (@IHMCO) | Twitter, Diocese of St. Petersburg // Flocknote, Training // Flocknote, Mail - tlp@dosp.org

Browser address bar: `https://training1.flocknote.com/dashboard`

Browser bookmarks: Apps, Mail - tlp@dosp.org, Catholic Diocese of..., Diocese of St. Peter..., Dropbox, Dashboard < Dioces..., Presentation – Your..., Diocese of St. Peter..., Digital Disciple Net...

Dashboard sidebar: Training, SuperSearch, MINISTRIES: Outreach Ministry, Altar Servers, Youth Ministry, High School Youth, High School Parents

Modal: Manage your groups. To reorder groups, drag the handles next to any group. To organize them using subgroups, click the ... next to any group. Members of a subgroup are automatically made members of its parent group. Learn more about subgroups here. **New Group** Done

Main content: Flocknote! some helpful tips on finding your way... Check out our Getting Started guide here. a line to one of our awesome... note.com.

Send an email, Send a text, Set a keyword

The Library: The Library has tons of pre-made email templates, content, and lessons you can share and walk through with your members. [Check out the Library >](#)

Who's that Sheep? Uno! You know - that one lost sheep that got away! He (or she!) is why we made Flocknote. [Read more about Uno >](#)

Referrals: Know other churches who could use Flocknote? Share the link below with them and if they become a paying customer, you'll BOTH get a \$30 Flocknote credit! <http://flocknote.com/try/27097> [Email my referral link >](#)

Windows taskbar: 2019 All Are Wel....docx, all responses expo....xlsx, 06-12-19 Comm....docx, What is your safe....pdf, Show all, Type here to search, 7:45 PM 7/22/2019

Create a Group – for Super Administrators only

The screenshot shows a web browser window with the URL <https://training1.flocknote.com/dashboard>. The browser's address bar and tabs are visible at the top. The main content area is a dark grey dashboard with a modal dialog box in the center. The dialog box is titled "Make a new group" and contains the instruction "Give your group a name below." Below this is a text input field with the placeholder text "Group Name". Underneath the input field are three radio button options labeled "Open", "Closed", and "Hidden". At the bottom of the dialog are two buttons: "Cancel" and "Add group". A red circle is drawn around the "Group Name" input field and the "Add group" button. The Windows taskbar is visible at the bottom of the screen, showing several open applications and the system clock displaying 7:46 PM on 7/22/2019.

Change Group Level – for Super Administrators only

The screenshot shows a web browser window with the following tabs: (1) IHMCO (@IHMCO) | Twitter, Diocese of St. Petersburg // Flocknote, Training // Flocknote, and Mail - tlp@dosp.org. The address bar shows the URL: https://training1.flocknote.com/dashboard. The browser's address bar and tabs are visible at the top.

The dashboard interface includes a dark sidebar on the left with the following elements:

- Logo: A cross inside a circle.
- Text: Training
- Search bar: SuperSearch
- Navigation icons: Envelope, Mobile, Plus, Bell, and More.
- MINISTRIES section:
 - Outreach Ministry
 - Altar Servers
 - Youth Ministry
 - MANAGE GROUPS** (circled in red)

The main content area features a large heading: "Welcome to Flocknote!" followed by a paragraph: "Click on those big buttons below for some helpful tips on finding your way around Flocknote. You can also check out our Getting Started guide here. And if you have any questions, drop a line to one of our awesome Happiness Engineers - help@flocknote.com."

Below the welcome message are several action buttons:

- Add an image
- Add a member
- Send an email (with a green checkmark)
- Send a text (with a green checkmark)
- Create a group
- Import contacts
- Set a keyword

On the right side, there is a blue box titled "The Library" with the text: "The Library has tons of pre-made email templates, content, and lessons you can share and walk through with your members. Check out the Library >".

Below that is a section titled "Who's that Sheep?" with the text: "Uno! You know - that one lost sheep that got away! He (or she!) is why we made Flocknote. Read more about Uno >".

At the bottom right, there is a "Referrals" section with the text: "Know other churches who could use Flocknote? Share the link below with them and if they become a paying customer, you'll BOTH get a \$30 Flocknote credit! http://flocknote.com/try/27097 Email my referral link >".

At the bottom of the dashboard, there is a section titled "Tell us a little more about Training" with a form field labeled "Church Website".

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (Edge, Teams, Mail, File Explorer, Word, Chrome, Excel), and the system tray with the time "7:45 PM" and date "7/22/2019".

Change Group Level – for Super Administrators only

The screenshot shows a web browser window with several tabs open, including 'Apps', 'Mail - tlp@dosp.org', 'Catholic Diocese of...', 'Diocese of St. Peter...', 'Dropbox', 'Dashboard < Dioces...', 'Presentation - Your...', 'Diocese of St. Peter...', and 'Digital Disciple Net...'. The main content area is a group settings page for 'Altar Servers', which has 2 members. A left-hand navigation menu is open, showing the 'Training' group selected. Below the navigation menu, there are several group settings options: 'Back', 'Make this a top-level group', 'Detach from parent group', and 'Make this group a subgroup of...'. The 'Make this group a subgroup of...' option is expanded, showing a list of groups: 'Test 1', 'From the Pastor's Desk', 'Weekly Bulletins', 'Staff', 'Admin Test Group', 'Outreach Ministry', and 'Youth Ministry'. The 'Youth Ministry' group is currently selected. In the bottom right corner, there is a blue circular button with a white question mark.

Altar Servers

2 members

Back

Make this a top-level group

Detach from parent group

Make this group a subgroup of...

Test 1

From the Pastor's Desk

Weekly Bulletins

Staff

Admin Test Group

Outreach Ministry

Youth Ministry

High School Youth

High School Parents

at St. Paul in Tampa. File: Training July 24th.docx Learn about
te.com/article/45-group-settings Event: Flocknote 101 Training

Training will be held on July 24, 2019 at St. Paul in Tampa.

Learn about Group Settings.

Flocknote 101 Training

24

Are you going? Yes No Maybe

Add People to Group

The screenshot displays a web browser window with several tabs open: (1) IHMCO (@IHMCO) | Twitter, Diocese of St. Petersburg // Flocknote, Training // Flocknote, and Mail - tlp@dosp.org. The address bar shows the URL <https://training1.flocknote.com/Test1>. The browser's toolbar includes icons for Apps, Mail, Catholic Diocese of..., Diocese of St. Peter..., Dropbox, Dashboard, Presentation, and Digital Disciple Net... The main content area shows a group page for 'Test 1' with a 'Notes' tab selected. The page features a large document icon and the text: 'It doesn't look like there are any notes here yet.' A sidebar on the left contains a search bar labeled 'SuperSearch' and a list of navigation items: My Dashboard, My Notes, Unolytics, Everyone, Test 1 (highlighted with a red circle), From the Pastor's Desk, Weekly Bulletins, and Staff. The Windows taskbar at the bottom shows the search bar, taskbar icons for Edge, Teams, File Explorer, Word, and Chrome, and the system tray with the date and time: 8:19 PM 7/22/2019.

Add People to Group

The screenshot displays a web browser window with several tabs open, including Twitter, Diocese of St. Petersburg, Training // Flocknote, and Mail - tlp@dosp.org. The active page is <https://training1.flocknote.com/Test1/people>. The page header shows the group name 'Test 1' with a profile picture of a sheep, and navigation tabs for 'Notes' and 'People' (the latter is circled in red). A search bar labeled 'Search for people' is present. Below the search bar, a green button with a white plus sign and the text 'Add a Member' is circled in red. To the right of this button is a grey button labeled 'Import a contact list'. Below these buttons, a member profile for 'Teresa Peterson' is visible, including her email 'tlp@dosp.org', phone number '407-432-1974', and join date 'Jul 22, 2019'. A 'Remove' button is located to the right of her profile. The left sidebar contains a 'Training' header with a cross icon and a 'SuperSearch' bar. Below the search bar are icons for mail, mobile, a plus sign, a bell, and a menu. The sidebar lists various items: 'My Dashboard', 'My Notes', 'Unolytics', 'Everyone', 'Test 1', 'From the Pastor's Desk', 'Weekly Bulletins', and 'Staff'. The bottom of the screen shows a Windows taskbar with the search bar, several application icons (Edge, Mail, File Explorer, Word, Chrome), and system tray icons including the date and time '8:19 PM 7/22/2019'.

Add People to Group

The screenshot shows a web browser window with the address bar displaying <https://training1.flocknote.com/Test1/people>. The browser's tab bar includes several tabs, including 'Mail - tlp@dosp.org'. The main content area shows a modal dialog box titled 'Add a member to Test 1'. The dialog box contains the following text and fields:

Add a member to Test 1

Fill out the information below to add a new member to this group.
If their name appears on the right, just click on it to add them.

The 'Name' field is split into two input boxes containing 'Pope' and 'Francis'. The 'Email' field contains 'communicate@dosp.org'. The 'Mobile Phone' field is empty. A red circle highlights the 'Name' and 'Email' fields. At the bottom of the dialog box are two buttons: 'Cancel' and 'Add to Group'.

The Windows taskbar at the bottom shows several open documents: '2019 All Are Wel....docx', 'all responses expo....xlsx', '06-12-19 Comm....docx', and 'What is your safe....pdf'. The system tray shows the time as 8:24 PM on 7/22/2019.

Assign an Administrator or Note Sender

The screenshot displays the Flocknote web application interface. The browser's address bar shows the URL `https://training1.flocknote.com/Test1/people`. The page title is "Test 1" and it indicates "2 members".

On the left side, there is a navigation sidebar with the following items:

- Training (with a cross icon)
- SuperSearch
- My Dashboard
- My Notes
- Unolytics
- Everyone
- Test 1 (selected)
- From the Pastor's Desk
- Weekly Bulletins
- Staff

The main content area shows a list of group members:

- Teresa Peterson**: Email `tlp@dosp.org`, Phone `407-432-1974`, joined Jul 22, 2019. Roles: **Group Admin** (circled in red), Note Sender. A "Remove" button is visible.
- Pope Francis**: Email `communicate@dosp.org`, joined Jul 22, 2019. Roles: **Group Admin**, Note Sender. A "Remove" button is visible.

A tooltip box explains the role: "Group Admins can manage members, send notes and change settings for this group (and only for this group)."

At the bottom of the page, there is a taskbar with several open documents and a system tray showing the time as 8:25 PM on 7/22/2019.

Add People to Group – Import Contact List

The screenshot displays the Flocknote web application interface. The browser's address bar shows the URL `https://training1.flocknote.com/Test1/people`. The page title is "Test 1" and it indicates "2 members". A search bar labeled "Search for people" is present. Below the search bar, there is a green "Add a Member" button and a grey "Import a contact list" button, which is circled in red. The "Import a contact list" button is located to the right of the "Add a Member" button. Below these buttons, a list of members is shown, including "Teresa Peterson" and "Pope Francis", each with a "Group Admin" and "Note Sender" role and a "Remove" button. The left sidebar contains navigation options such as "My Dashboard", "My Notes", "Unolytics", "Everyone", "Test 1", "From the Pastor's Desk", "Weekly Bulletins", and "Staff". The bottom of the screen shows the Windows taskbar with the search bar and several application icons.

Edit Contact Info

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Training // Flocknote, FN Test Page | Office of Commun...
- Address Bar:** https://training1.flocknote.com/Test1/people/user/6150560
- Left Sidebar:** Training logo, SuperSearch, My Dashboard, My Notes, Unolytics, Everyone, Test 1, SHOW ALL GROUPS.
- Group Header:** Test 1, Notes, People, Search for people, Add a Member.
- Contact List:**
 - Pope Francis (communicate@dosp.org, Jul 22, 2019)
 - Teresa Peterson (tlp@dosp.org, 407-432-1974, Jul 22, 2019)
 - Maria Mertens (mrm@dosp.org, Jul 23, 2019)
- Contact Profile (Teresa Peterson):** Profile picture (circled in red), Name, Edit icon (circled in red), Email (tlp@dosp.org), Phone (407-432-1974).
- Latest Activity:**
 - Training to Test 1 (Sent yesterday at 10:00PM)
 - Opened the note Training in Test 1
 - Replied to the note Two days until training: "Should I bring a pen?" (yesterday at 9:56PM)
 - Voted Yes, looking forward to it! on the poll Will you be joining us for the training? (yesterday at 9:55PM)
 - Is going to the event Flocknote 101 Training (yesterday at 8:47PM)
 - Scheduled the note Training to Test 1 for today at 8:02AM
- Right Sidebar:** LATEST, INFO, GROUPS, REMARKS, DOCS, GIVING.
- Taskbar:** Windows Start button, search, task view, Edge, Chrome, File Explorer, Outlook, Word, Excel.
- System Tray:** 8:02 AM, 7/23/2019.

Configure Group Settings

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** (1) IHMCO (@IHMCO) | Twitter, Diocese of St. Petersburg // Flocknote, Training // Flocknote, Mail - tlp@dosp.org.
- Address Bar:** https://training1.flocknote.com/Test1/notes
- Page Title:** Test 1
- Navigation:** Notes, People
- Message:** It doesn't look like there are any notes here yet.
- Group Settings:** A red circle highlights a gear icon in the top right corner. A red oval highlights a dropdown menu that appears when the gear icon is clicked, containing the option "Group Settings".

The sidebar on the left includes a search bar labeled "SuperSearch" and a list of navigation items: Unolytics, Everyone, Test 1, From the Pastor's Desk, Weekly Bulletins, Staff, and Admin Test Group. The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

Configure Group Settings

The screenshot displays the 'Group Settings' interface for a Flocknote group. The settings are as follows:

- Group Name:** Test 1
- Short Name:** Test1
- Type:** Open (selected), Closed, Hidden
- TTJ Keyword:** Training2019
- TTJ Language:** English
- Include Call to Action in TTJ Reply:**

Below the settings, there is a note: "Have your members text your keyword to 84576 to automatically sign up for your Flocknote. En Español: 202-765-3441 Canada: 514-900-0130".

The browser's taskbar at the bottom shows the following open documents: "2019 All Are Wel....docx", "all responses expo....xlsx", "06-12-19 Comm....docx", and "What is your safe....pdf". The system clock indicates the time is 8:31 PM on 7/22/2019.

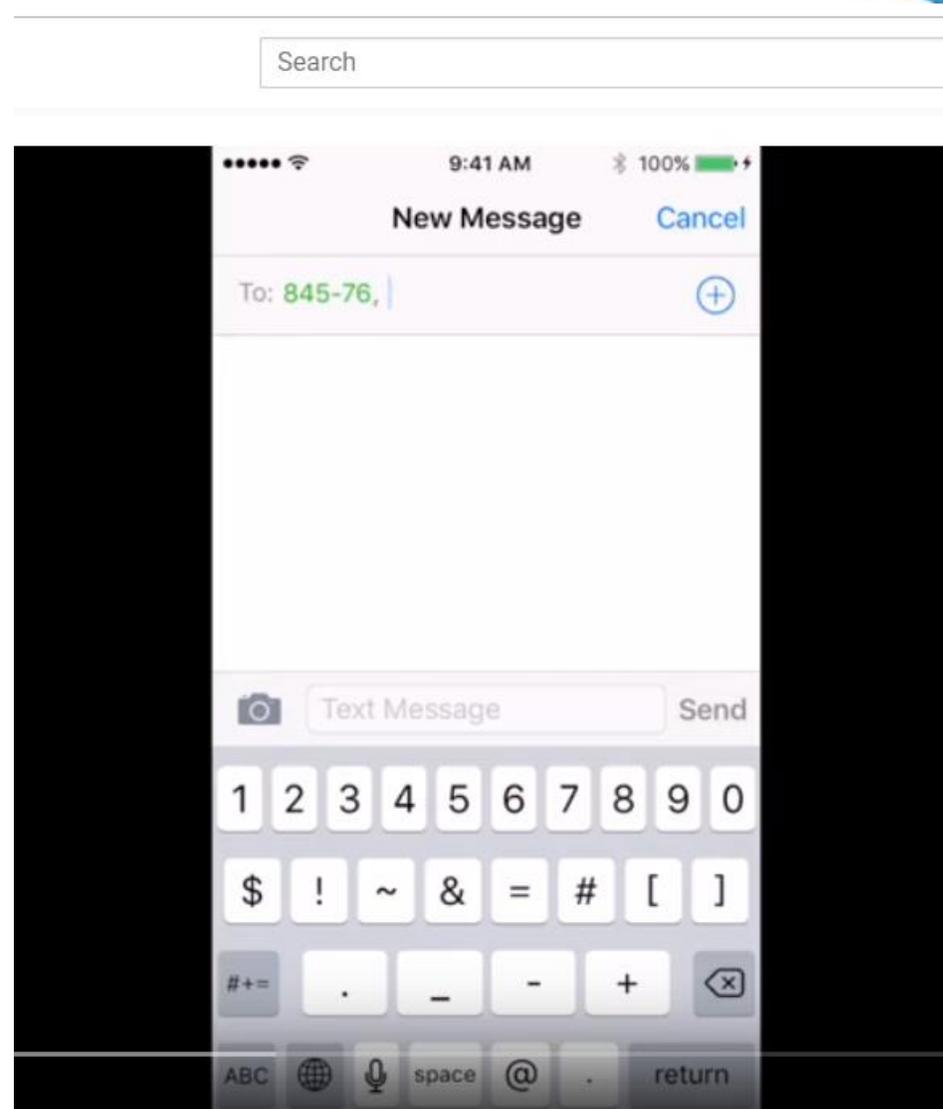
Configure Group Settings

The screenshot displays a web browser window with the following elements:

- Browser Tabs:** (1) IHMCO (@IHMCO) | Twitter, Diocese of St. Petersburg // Flock..., Training // Flocknote, Mail - tlp@dosp.org
- Address Bar:** <https://training1.flocknote.com/Test1/notes>
- Navigation Bar:** Apps, Mail - tlp@dosp.org, Catholic Diocese of..., Diocese of St. Peter..., Dropbox, Dashboard < Dioces..., Presentation - Your..., Diocese of St. Peter..., Digital Disciple Net...
- Group Settings Panel:**
 - Group Name:** Test 1
 - Short Name:** Test1
 - Type:** Open (selected), Closed, Hidden
 - TTJ Keyword:** Training2019
 - TTJ Language:** English
 - Include Call to Action in TTJ Reply:** (highlighted with a red circle)
- Background Content:** A blurred view of the Flocknote interface with a blue question mark icon in the bottom right corner.
- Taskbar:** Windows taskbar with search bar, icons for Edge, Mail, File Explorer, Word, and Chrome. System tray shows the time as 8:31 PM on 7/22/2019.



Grow Your Group – Text to Join



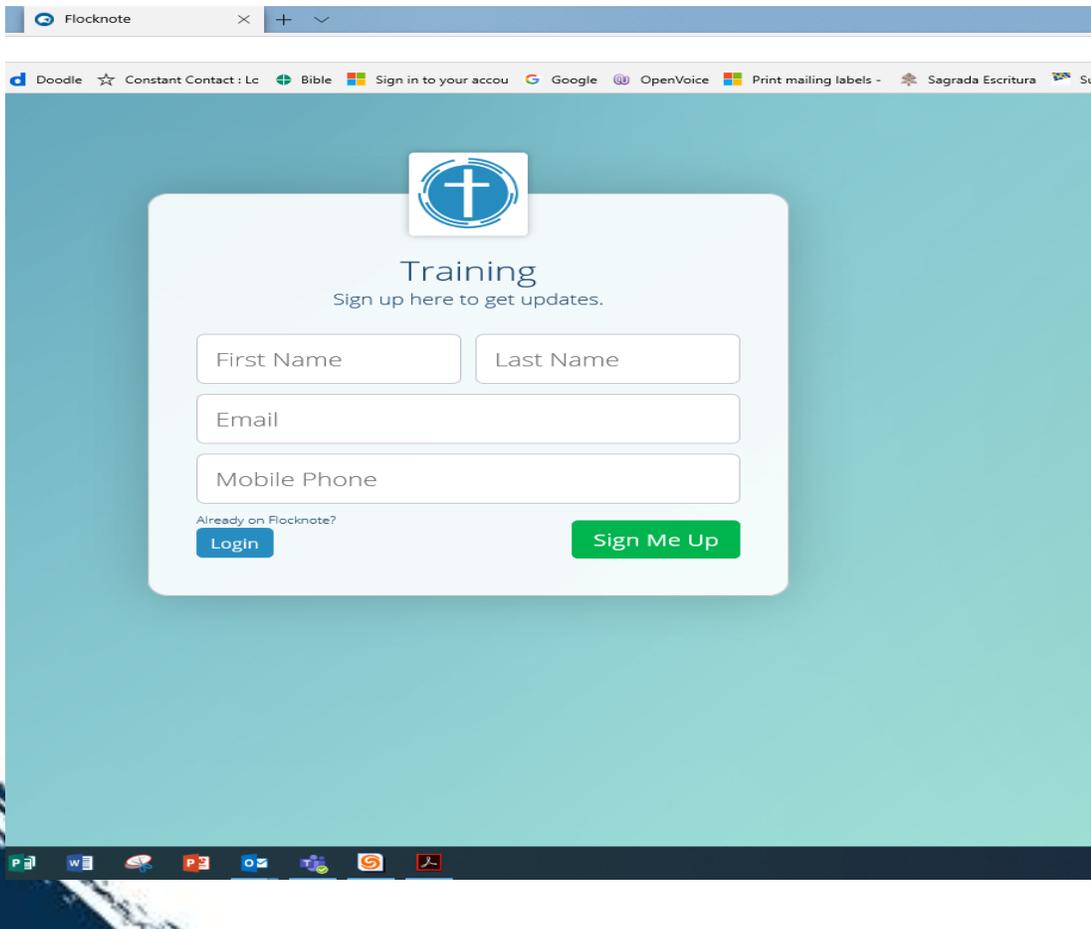
https://www.youtube.com/watch?v=5Fq6GK-_yc4

Grow Your Group – Embed a Form on your Website

The screenshot shows a web browser window displaying the website <https://www.dosp.org/communications/fn-test-page/>. The website header includes the Diocese of St. Petersburg logo and the text "COURAGEOUSLY Living the Gospel DIOCESE OF ST. PETERSBURG". The navigation menu includes "ABOUT", "RADIO", "SOCIAL MEDIA", "LIVESTREAMING", "NEWS", "FOR PARISHES AND SCHOOLS", and "FOR THE PRESS". The main content area features a sign-up form titled "FN Test Page" with the text "Sign up to receive emails from us!". The form is circled in red and contains the following fields: "First Name", "Last Name", "Email Address", and "Mobile Phone". Below the fields is a green "Sign Me Up" button. At the bottom of the form, there are links for "Edit" and "Edit with Visual Composer". The browser's address bar and taskbar are also visible.

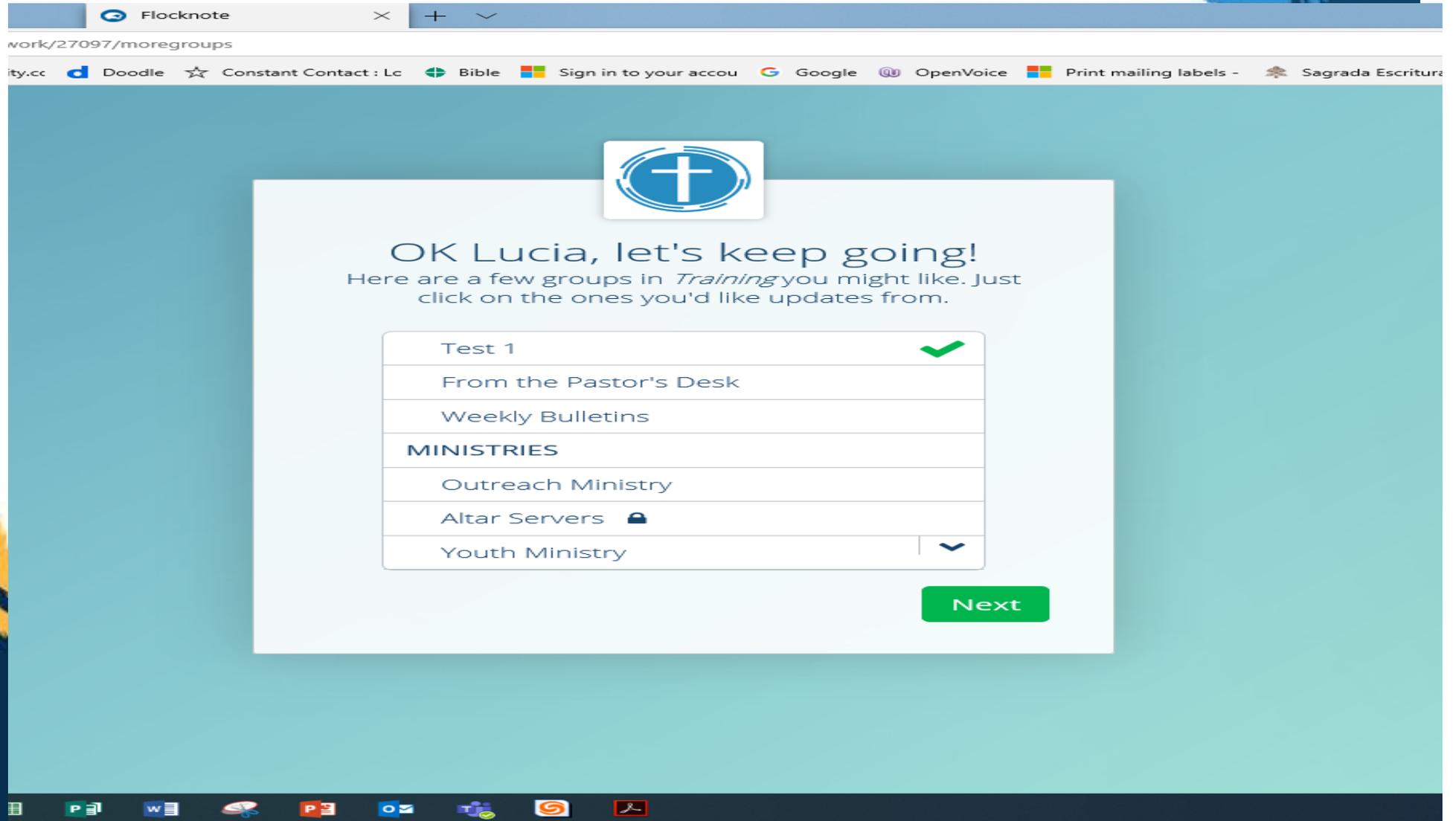
Grow Your Group – Send a Link to Join

Send a link: <https://Training1.flocknote.com/Test1>



The image shows a screenshot of a web browser displaying the Flocknote Training sign-up page. The browser's address bar shows the URL <https://Training1.flocknote.com/Test1>. The page features a teal background with a white sign-up form in the center. The form includes a logo with a cross, the title "Training", and the text "Sign up here to get updates." Below this, there are input fields for "First Name", "Last Name", "Email", and "Mobile Phone". At the bottom of the form, there is a "Login" button for existing users and a green "Sign Me Up" button for new users. The browser's taskbar at the bottom shows various application icons.

Grow Your Group – Subscriber Joins



Flocknote

work/27097/moregroups

ity.cc Doodle Constant Contact : Lc Bible Sign in to your accou Google OpenVoice Print mailing labels - Sagrada Escritura



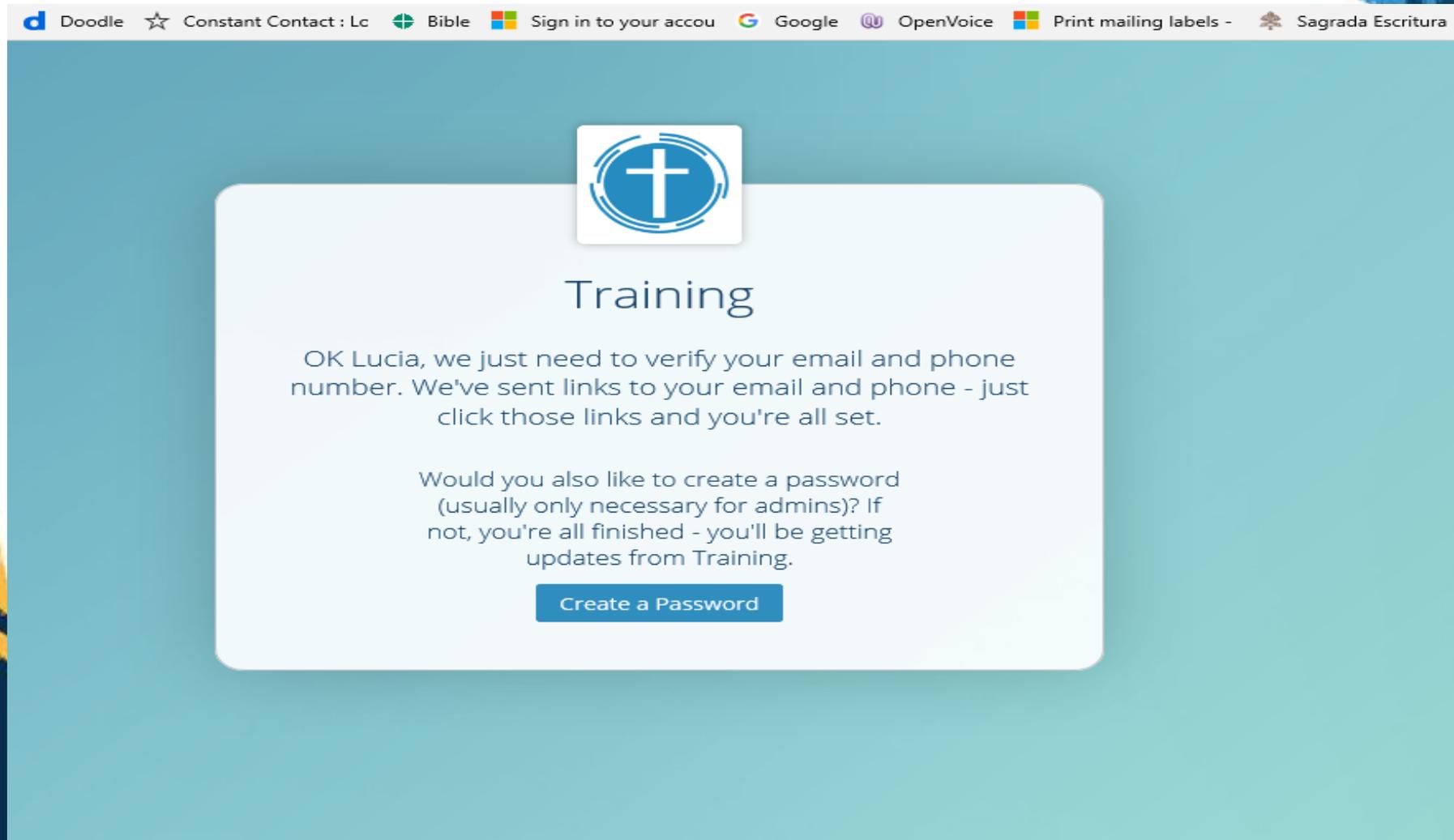
OK Lucia, let's keep going!
Here are a few groups in *Training* you might like. Just click on the ones you'd like updates from.

Test 1	✓
From the Pastor's Desk	
Weekly Bulletins	
MINISTRIES	
Outreach Ministry	
Altar Servers	🔒
Youth Ministry	▼

Next

Taskbar: P, W, S, O, S, A

Grow Your Group – Subscriber Confirmed



The screenshot shows a web browser window with a teal background. At the top, the browser's address bar contains several tabs: 'Doodle', 'Constant Contact : Lc', 'Bible', 'Sign in to your accou', 'Google', 'OpenVoice', 'Print mailing labels -', and 'Sagrada Escritura'. Below the browser tabs is a white rounded rectangle containing a blue cross icon inside a circle. The word 'Training' is centered below the icon. The main text reads: 'OK Lucia, we just need to verify your email and phone number. We've sent links to your email and phone - just click those links and you're all set.' Below this is a question: 'Would you also like to create a password (usually only necessary for admins)? If not, you're all finished - you'll be getting updates from Training.' At the bottom of the white box is a blue button with the text 'Create a Password'.

Doodle ☆ Constant Contact : Lc Bible Sign in to your accou Google OpenVoice Print mailing labels - Sagrada Escritura



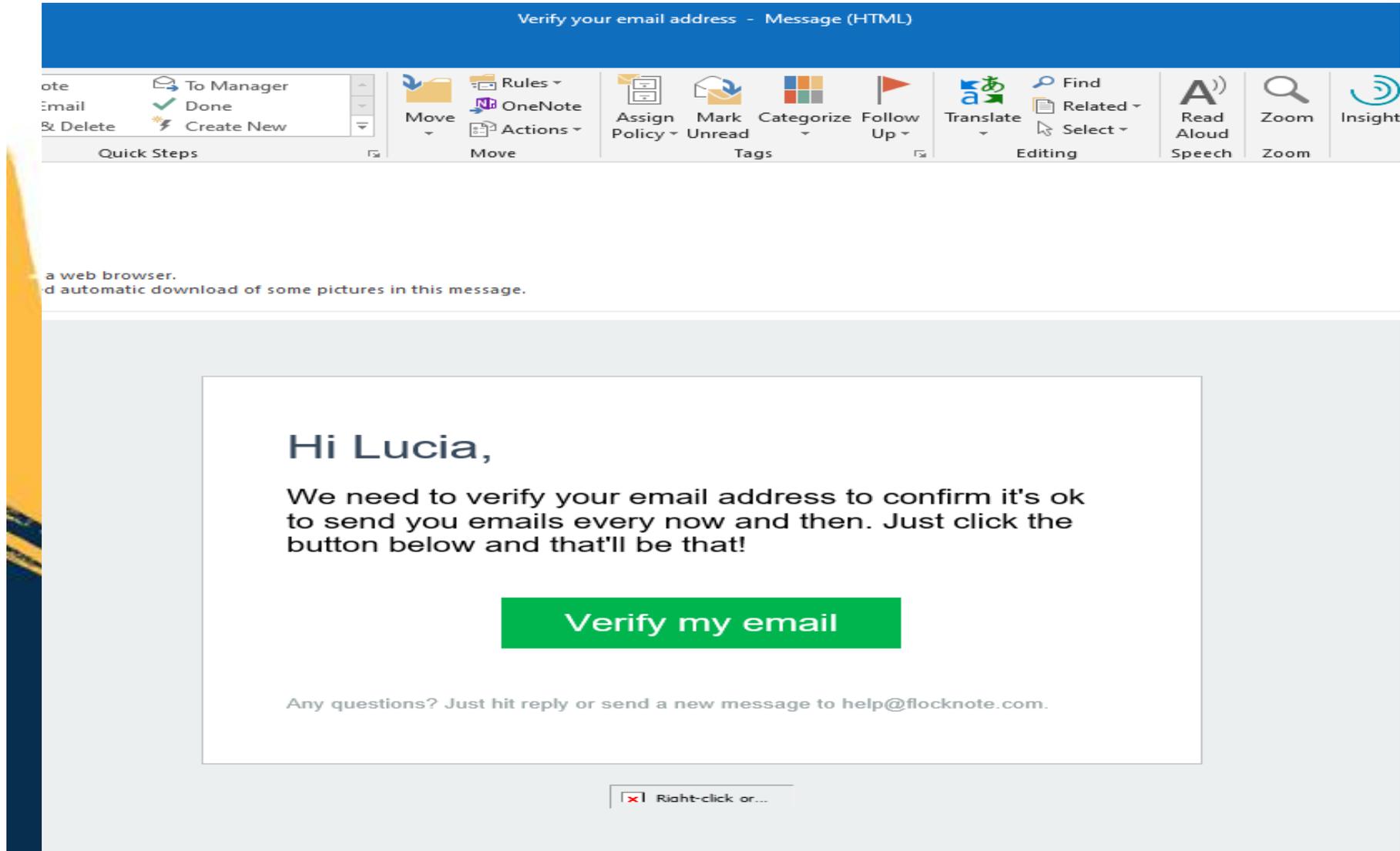
Training

OK Lucia, we just need to verify your email and phone number. We've sent links to your email and phone - just click those links and you're all set.

Would you also like to create a password (usually only necessary for admins)? If not, you're all finished - you'll be getting updates from Training.

[Create a Password](#)

Grow Your Group – Subscriber Verified



The image shows a screenshot of an email client interface. At the top, a blue header bar reads "Verify your email address - Message (HTML)". Below this is a ribbon-style menu with various icons and labels: "To Manager", "Done", "Create New", "Move", "Rules", "OneNote", "Actions", "Assign Policy", "Mark Unread", "Categorize Tags", "Follow Up", "Translate", "Find", "Related", "Select", "Read Aloud Speech", "Zoom", and "Insight".

Below the ribbon, a small text block reads: "a web browser. and automatic download of some pictures in this message."

The main content area features a white box with the following text:

Hi Lucia,

We need to verify your email address to confirm it's ok to send you emails every now and then. Just click the button below and that'll be that!

Verify my email

Any questions? Just hit reply or send a new message to help@flocknote.com.

At the bottom of the email client, a small tooltip reads: "Right-click or..."

Verification Confirmation



Your email address has been verified. Way to go!
Now your groups can send you email.

Feel free to close this window or explore your groups.

Grow Your Group – Website Invitation

The screenshot shows a web browser window displaying the website for Light of the World Catholic Church. The browser's address bar shows the URL <https://lotw.org/flocknote/>. The website's header includes the church's logo, navigation links for 'ABOUT US', 'MINISTRIES', 'SACRAMENTS', 'EVENTS', 'CONNECT', and a red 'DONATE' button. The main content area is titled 'WHAT IS FLOCKNOTE?' and contains two paragraphs of text explaining the service. Below the text is a large banner with a church interior background, featuring a 'SIGN UP' heading and a sign-up form. The form includes fields for 'First Name', 'Last Name', 'Email Address', and 'Mobile Phone', along with a 'SIGN ME UP' button. A 'flocknote' logo is also present in the banner. The browser's taskbar at the bottom shows the time as 2:23 PM on 7/23/2019.

Light of the World Catholic Church

ABOUT US MINISTRIES SACRAMENTS EVENTS CONNECT DONATE

WHAT IS FLOCKNOTE?

Light of the World partners with **Flocknote**; a communication service created by Catholics for Catholic Parishes. Stay connected to your parish by receiving emails or even better, texts from us! We promise never to bombard you with useless information!

We only send **one email/text** a week, along with occasional reminders for Parish events, Holy Days of Obligation and other information to help you grow in your faith! You can also choose to receive updates from any of our ministries or parish groups.

SIGN UP

To subscribe simply text **LOTW** to **84576** or fill out the form below! **You can unsubscribe anytime.**

flocknote

First Name Last Name Email Address Mobile Phone SIGN ME UP

2:23 PM 7/23/2019

The image features a white background with abstract, hand-painted brushstrokes in blue and yellow. The strokes are located in the corners and along the right edge, creating a dynamic, artistic frame. The text 'Start Communicating!' is centered in a bold, black, sans-serif font.

Start Communicating!

Send Email to Group

Apps Mail - tlp@dosp.org Catholic Diocese of... Diocese of St. Peter... Dropbox Dashboard - Dioces... Presentation - Your... Diocese of St. Peter... Digital Disciple Net...

Training

SuperSearch

✉ 📱 + 🔔 ...

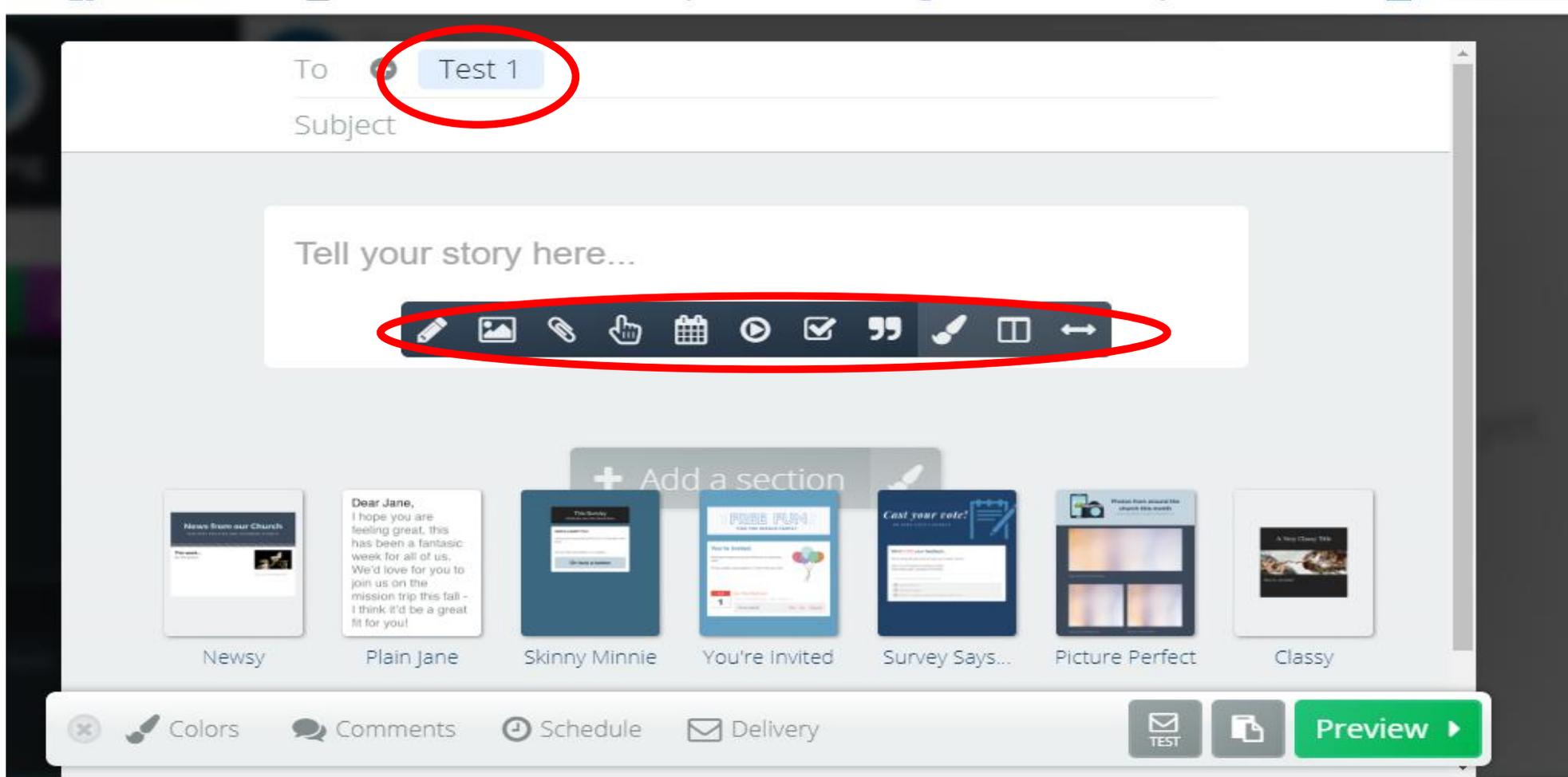
My Dashboard
My Notes
Unolytics
Everyone
Test 1
From the Pastor's Desk
Weekly Bulletins
Staff

Test 1
Notes People
2 members

It doesn't look like there are any notes here yet.

Make Sure Your Group is Selected

Send Email to Group – Email Composer & Options



Send Email to Group – Text Formatting Options

The screenshot displays an email composition window. At the top, the recipient is listed as "Test 1" and the subject is "Training". The main text area contains the phrase "Training will be held on", with a red oval highlighting the text formatting toolbar. This toolbar includes options for font type (Helvetica), font size (T), bold (B), italic (I), text color, background color, bulleted list, numbered list, indent, link, unlink, and code. Below the text area is a secondary toolbar with icons for undo, redo, link, unlink, insert image, insert video, insert calendar, insert quote, insert signature, insert table, and insert link. At the bottom of the window, there are several email templates: "Newsy", "Plain Jane", "Skinny Minnie", "You're Invited", "Survey Says...", "Picture Perfect", and "Classy". The bottom right corner features a "Preview" button and a "TEST" button.

Send Email to Group – Public Comments Option

The screenshot shows an email composition interface. At the top, the 'To' field contains a plus sign and a blue pill labeled 'Test 1'. The 'Subject' field contains the text 'Training'. The main body of the email contains the text 'Training will be held on July 24th!' followed by a green circular icon with a white 'G'. Below the text is a dark toolbar with icons for text formatting, image insertion, link insertion, list creation, table creation, and other functions. Below the toolbar is a grey button labeled '+ Add a section' with a pencil icon. A white tooltip box is overlaid on the 'Comments' button in the bottom toolbar, containing the text 'Allow public comments' with a checked checkbox icon, and a paragraph: 'Public comments means anyone can post a public reply to your note. If you turn this off, only admins will be able to see the replies to this note.' The bottom toolbar also includes buttons for 'Colors', 'Schedule', 'Delivery', and a green 'Preview' button with a right-pointing arrow. The background of the window is a blurred view of a desktop with several open files.

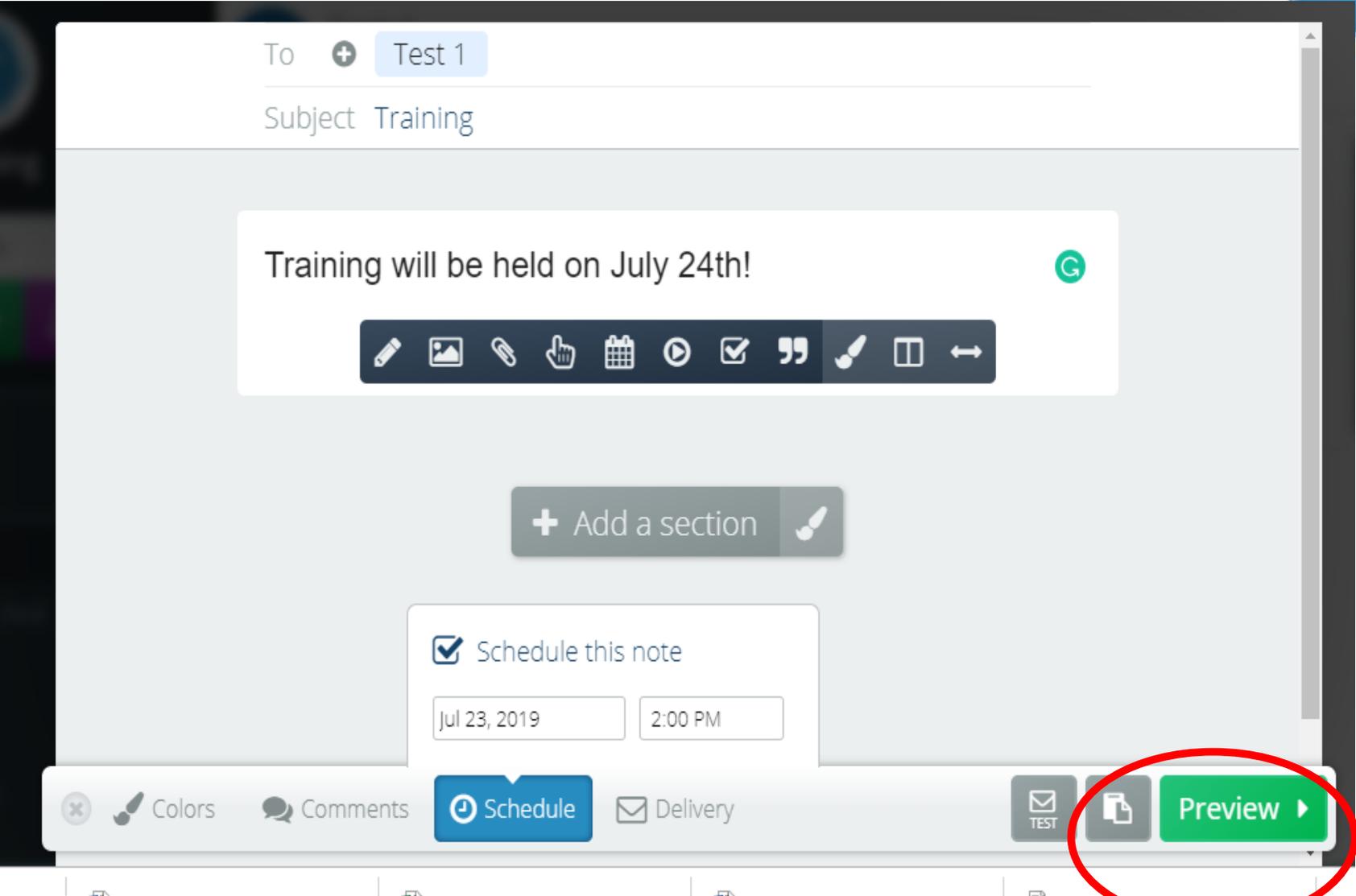
Send Email to Group – Scheduling Option

The screenshot displays an email composition window. At the top, the recipient is listed as "To + Test 1" and the subject is "Subject Training". The main content area contains a text box with the message "Training will be held on July 24th!". Below the text box is a rich text editor toolbar with icons for text formatting, image insertion, link insertion, and other editing tools. A "Add a section" button is visible below the toolbar. At the bottom of the composition area, a "Schedule" dialog box is open, featuring a checked checkbox labeled "Schedule this note", a date field set to "Jul 23, 2019", and a time field set to "2:00 PM". This dialog box is highlighted with a red circle. The bottom of the interface includes a footer with buttons for "Colors", "Comments", "Schedule", "Delivery", "TEST", and a green "Preview" button.

Send Email to Group – Send Test Email Option

The screenshot shows an email composition window. At the top, the 'To' field contains a plus sign and a blue pill labeled 'Test 1'. The 'Subject' field contains the text 'Training'. The main body of the email contains a text block: 'Training will be held on July 24th!' with a green circular icon to its right. Below the text is a rich text editor toolbar with icons for text color, image, link, cursor, calendar, play, checkmark, quote, highlight, table, and undo. Below the toolbar is a button that says '+ Add a section' with a pencil icon. A 'Schedule this note' dialog box is open, showing a checked checkbox, the text 'Schedule this note', a date field with 'Jul 23, 2019', and a time field with '2:00 PM'. At the bottom of the window is a toolbar with buttons for 'Colors', 'Comments', 'Schedule', 'Delivery', 'TEST' (circled in red), and 'Preview'.

Send Email to Group – Save Draft & Preview Option



Send Email to Group – Delivery Overview

The screenshot displays an email composition window. At the top, the recipient is listed as "To + Test 1" and the subject is "Subject Training". The main body of the email contains the text "Training will be held on July 24th!". Below the text is a rich text editor toolbar with icons for text formatting, image insertion, link insertion, and other editing tools. A button labeled "+ Add a section" is positioned below the toolbar. At the bottom of the composition area, a delivery overview box is highlighted with a red circle, containing the text "2 members will get this as an email.". The bottom of the interface features a navigation bar with tabs for "Colors", "Comments", "Schedule", "Delivery", "TEST", and a green "Preview" button with a right-pointing arrow. The "Delivery" tab is currently selected.

Send Email to Group – Delivery Overview

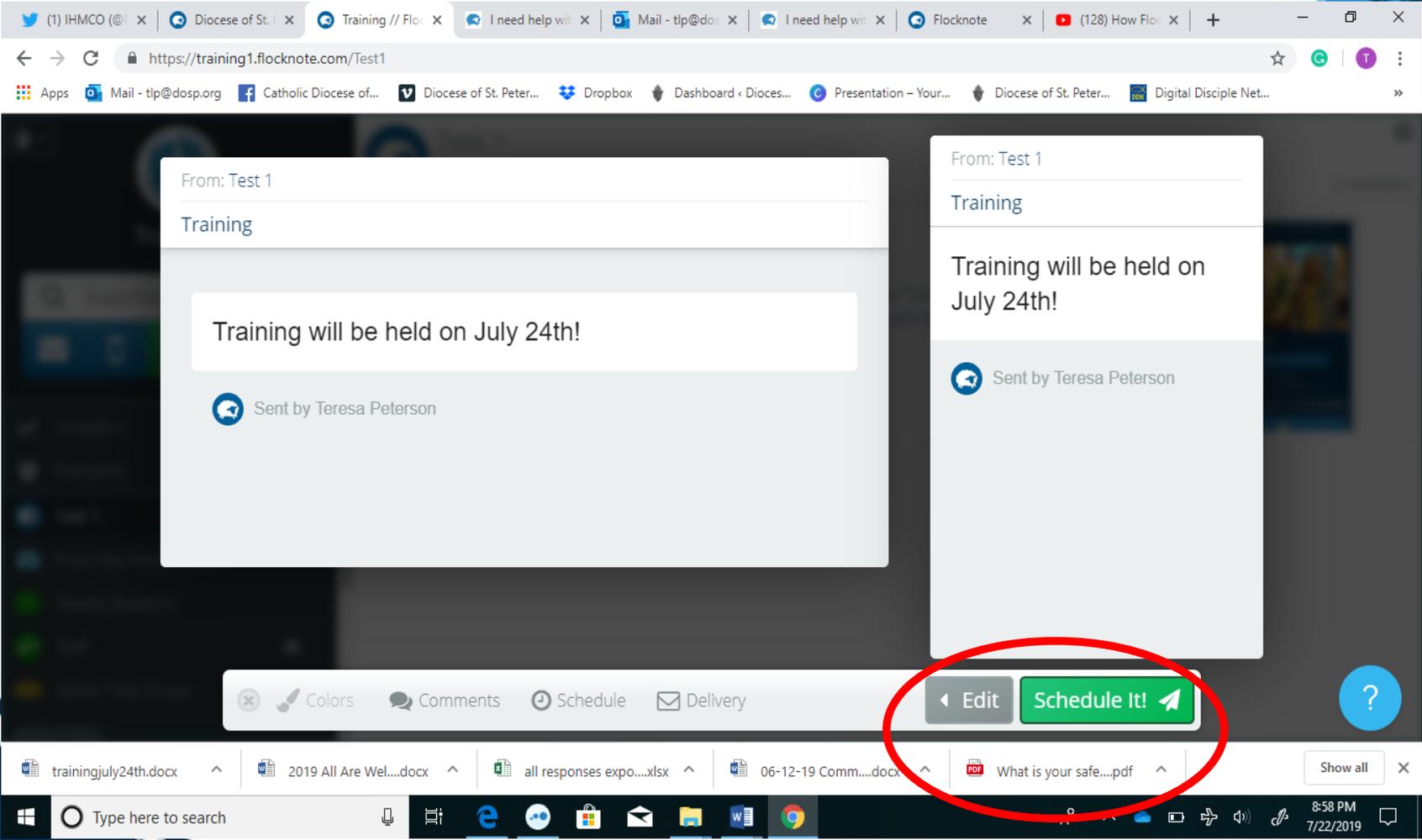
3 members will get this as an email.

- Text message members who are not opted in to receive email. (1 mem)

 Schedule

 Delivery

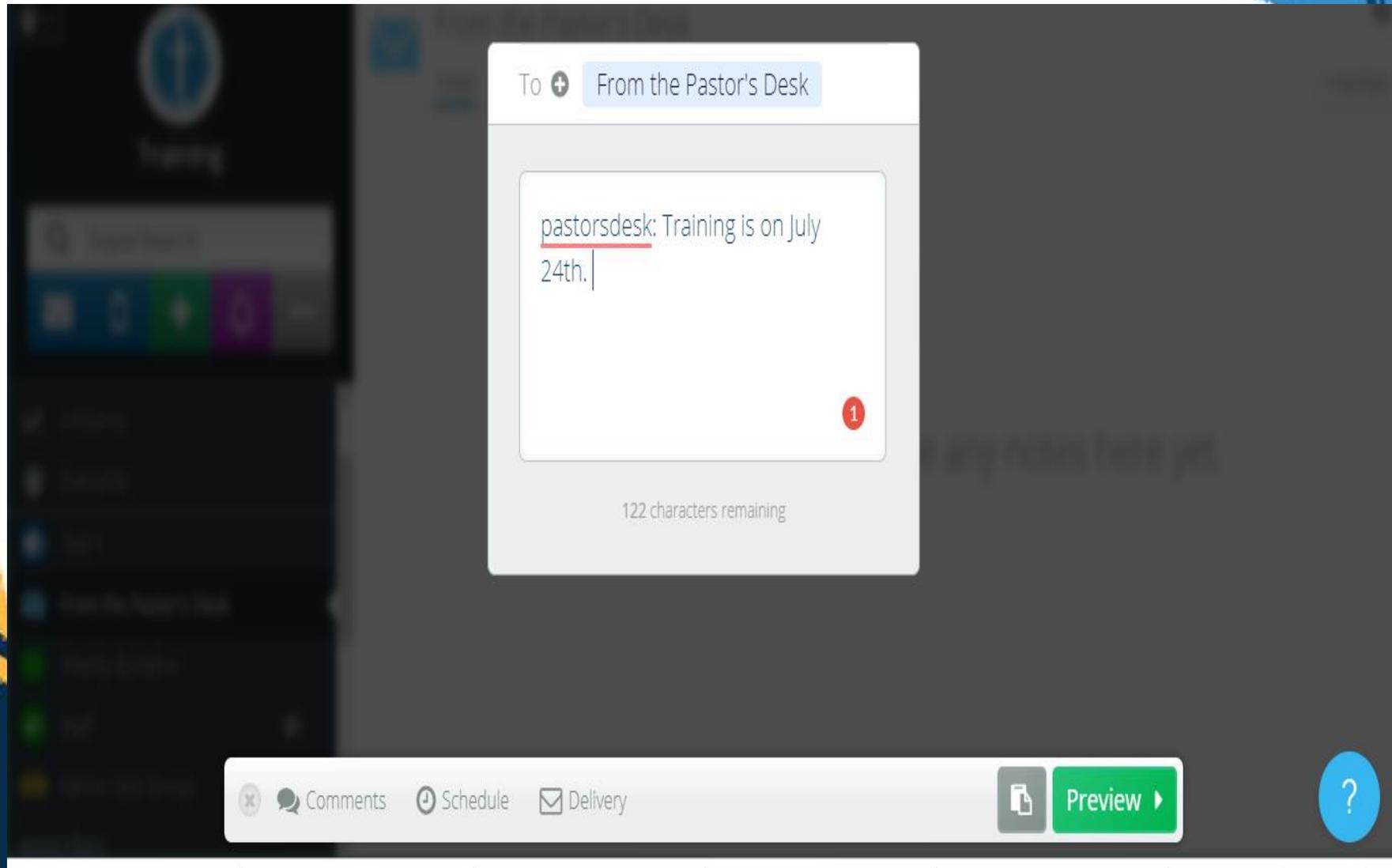
Send Email to Group – Button to Schedule/Send



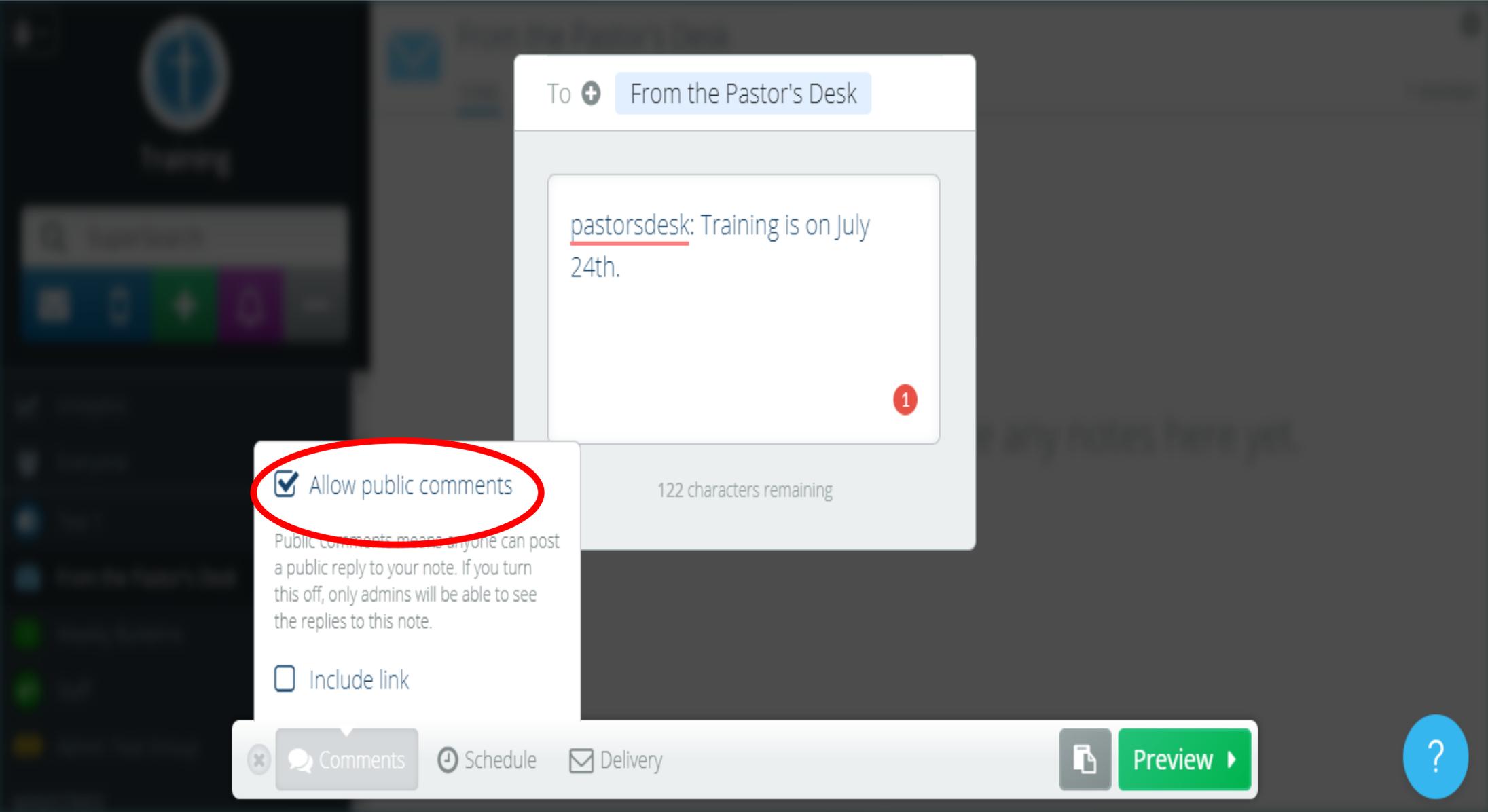
Send Text Message to Group

The screenshot displays a mobile application interface for a church group named "Training". On the left, a navigation menu lists various options: "Unolytics", "Everyone", "Test 1", "From the Pastor's Desk", "Weekly Bulletins", "Staff", and "Admin Test Group". The "From the Pastor's Desk" option is circled in red. The main content area shows a header "From the Pastor's Desk" with a blue envelope icon and a "Notes" tab circled in red. Below the header is a large document icon and the text "It doesn't look like there are any notes here yet." A blue question mark icon is visible in the bottom right corner.

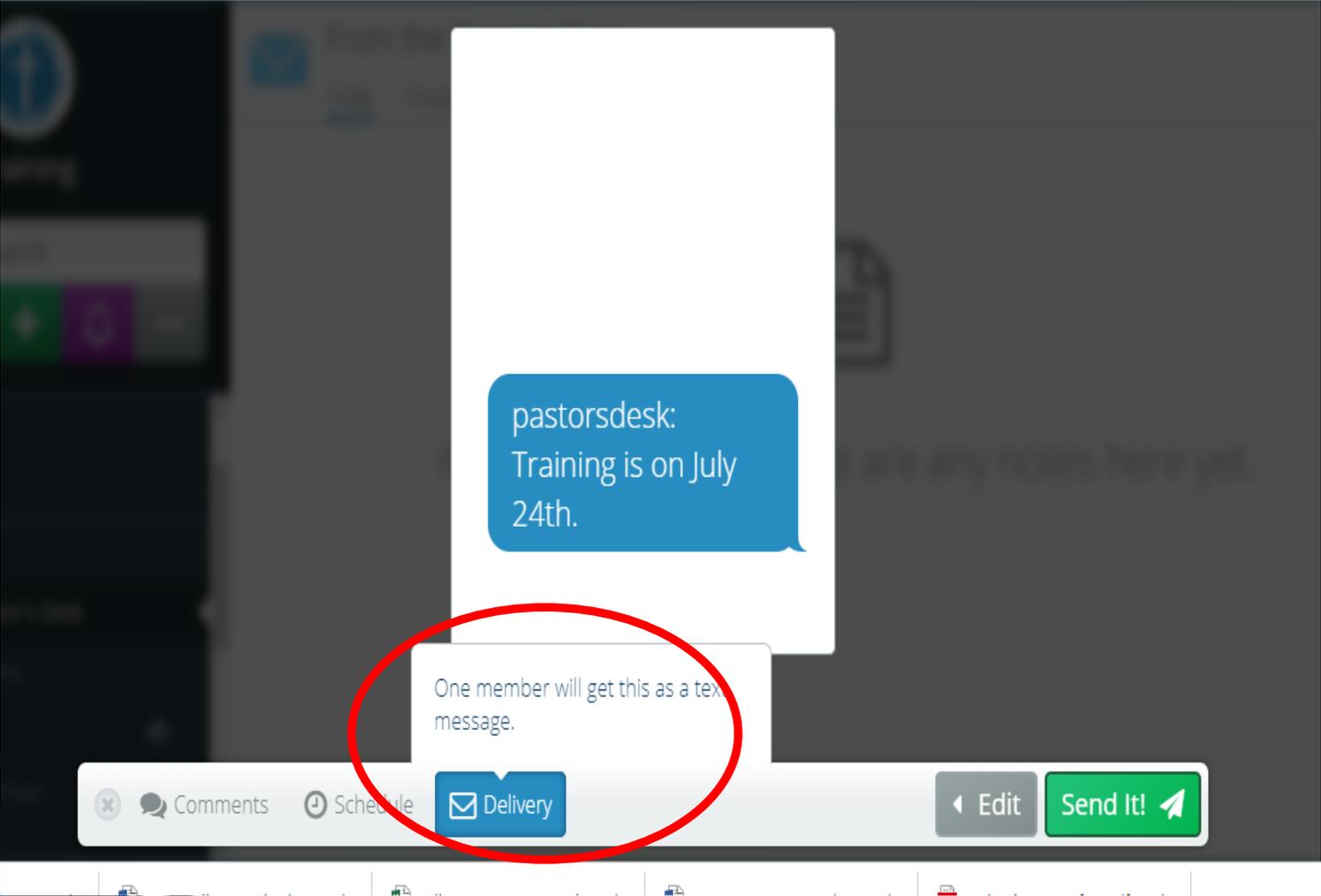
Send Text Message to Group



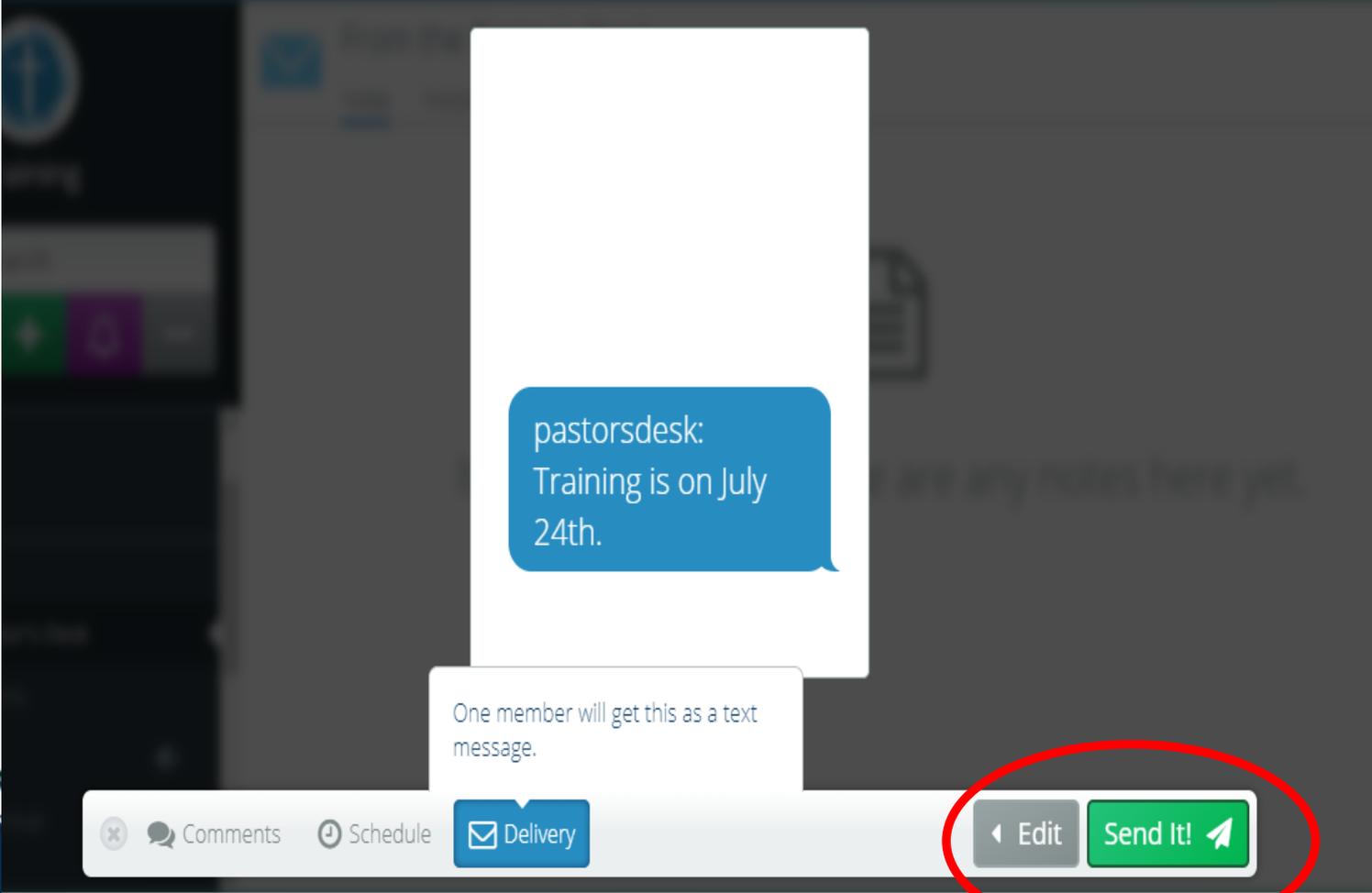
Send Text Message to Group – Public Comments Option



Send Text Message to Group – Delivery Overview



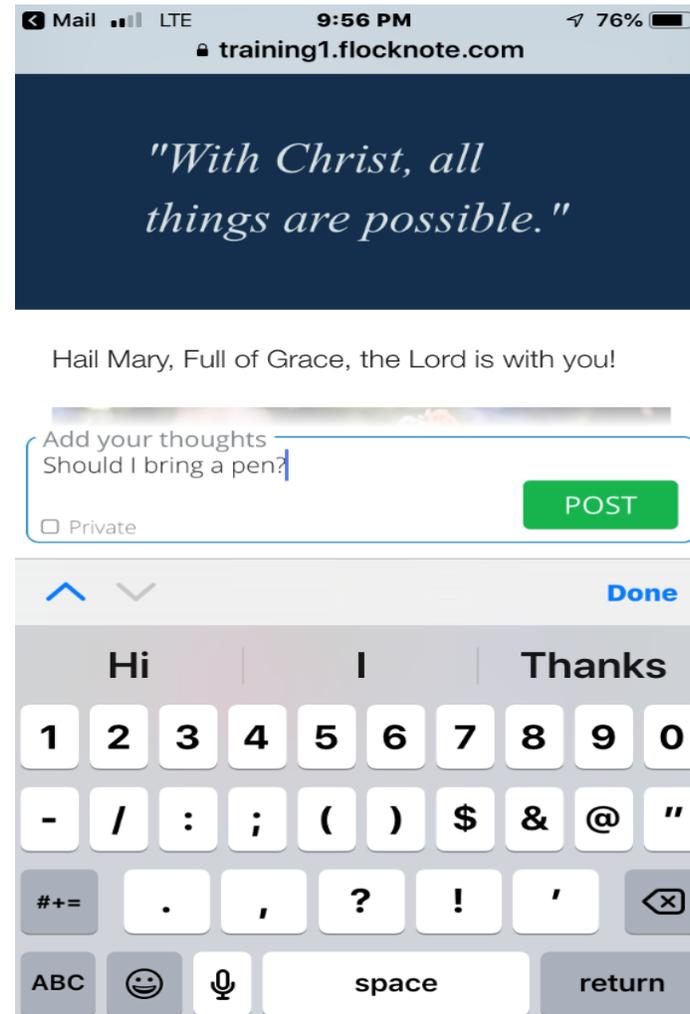
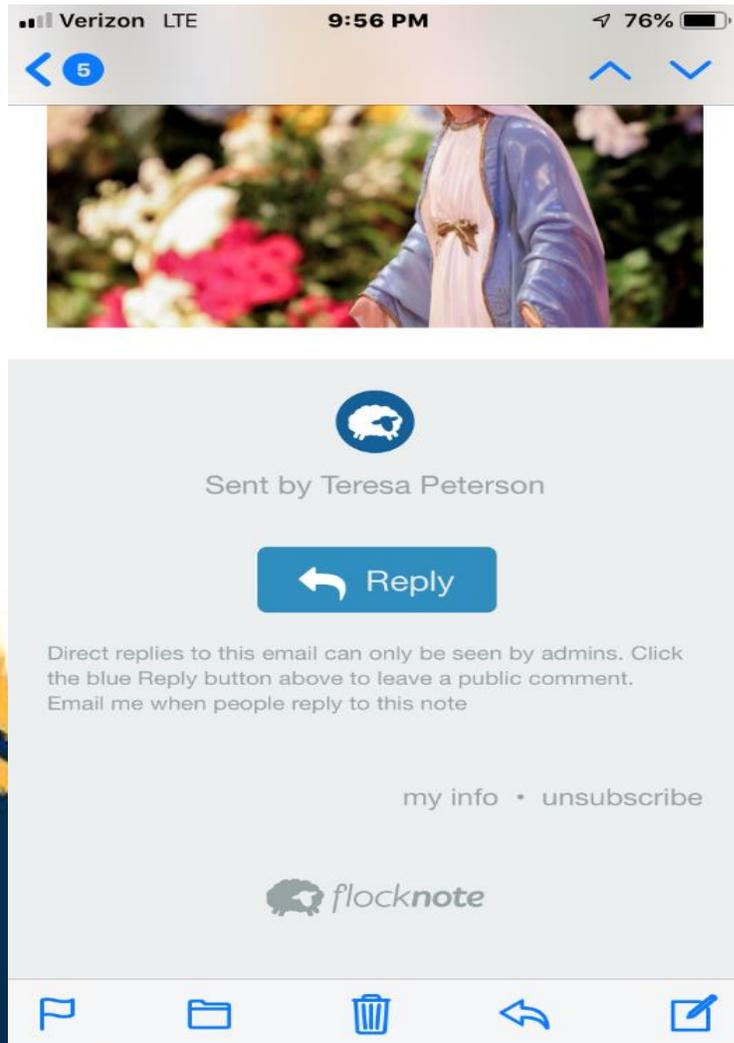
Send Text Message to Group – Edit/Send/Schedule



Sent Text Message to Group – First Notification



Listen to Group – If They Reply



Listen to Group – If They Reply

Responding to a reply is not visible to the group. However, it is archived with the note per safe environment compliance.



Listen to Group through RSVPs and Polling

Thanks for letting us know
you're coming!

We can't wait to see you!



JUL

24

Flocknote 101 Training

Learn the basics to get started with your new communication/evangelization way to connect with your parish community!

Are you going?

Yes

No

Maybe

 View the note

Mail LTE 9:55 PM 76%

training1.flocknote.com

Thanks for voting!

Will you be joining us for the training?

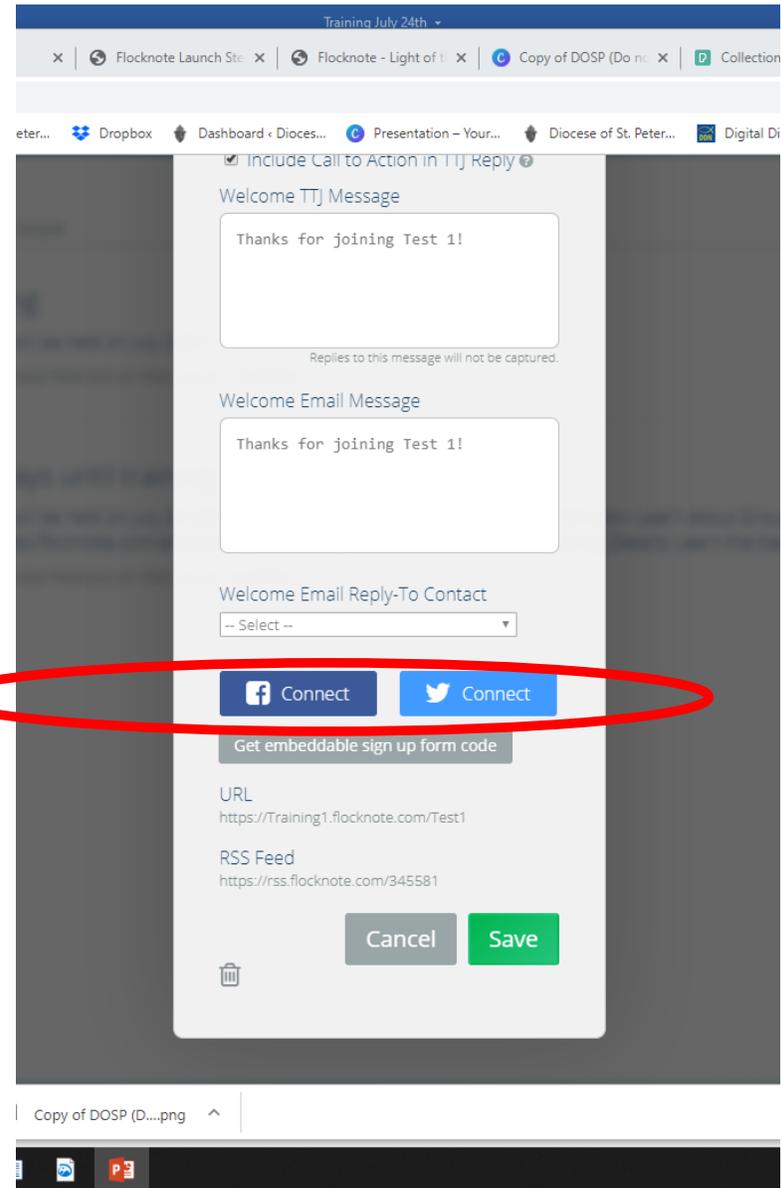
No, sorry!

Yes, looking forward to it!

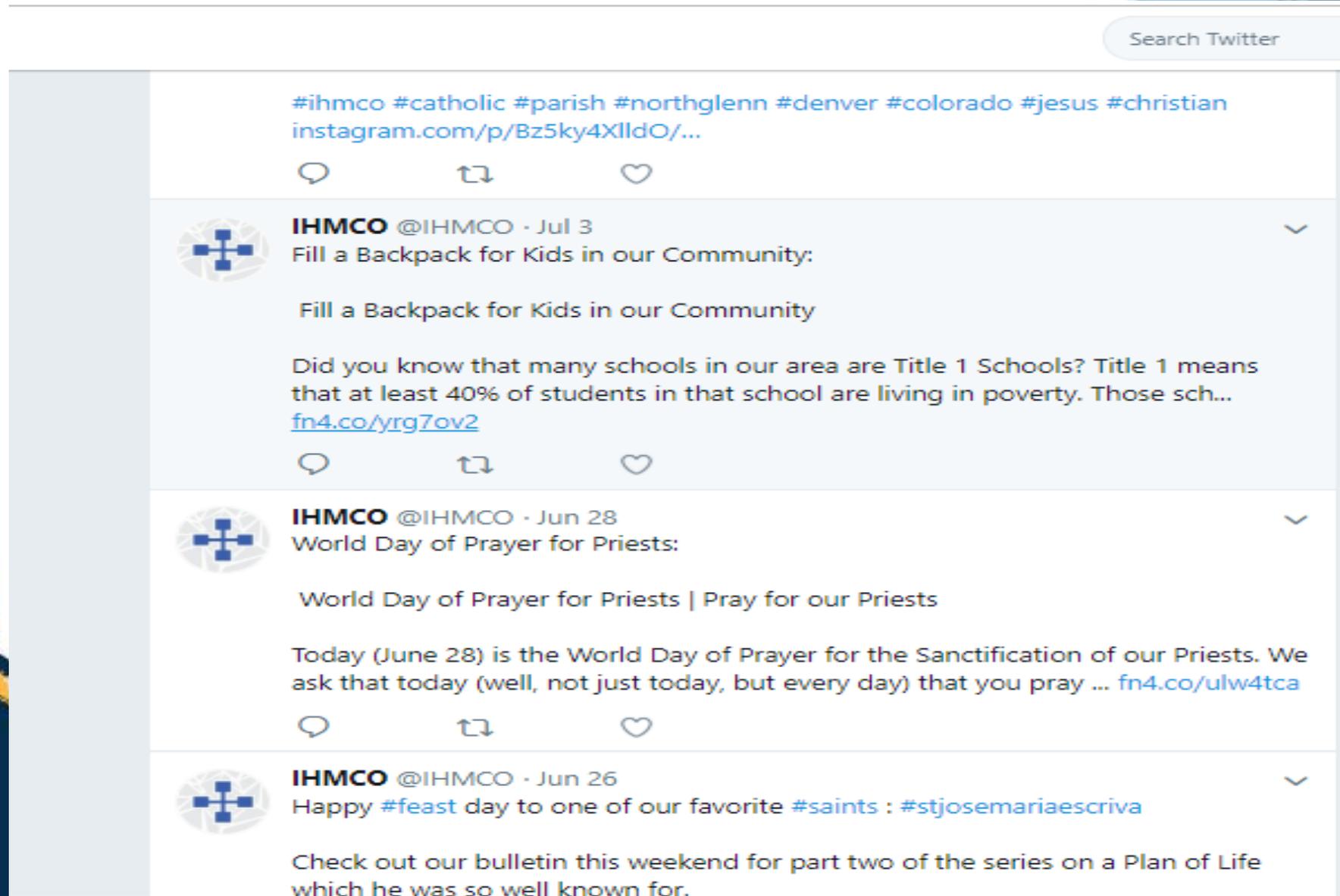
I am not sure yet.

< >   

Connect with Social Media



Connect with Social Media-Twitter Example



Search Twitter

#ihmco #catholic #parish #northglenn #denver #colorado #jesus #christian
[instagram.com/p/Bz5ky4XlldO/...](https://www.instagram.com/p/Bz5ky4XlldO/)

 **IHMCO** @IHMCO · Jul 3 ▼

Fill a Backpack for Kids in our Community:

Fill a Backpack for Kids in our Community

Did you know that many schools in our area are Title 1 Schools? Title 1 means that at least 40% of students in that school are living in poverty. Those sch...
fn4.co/yrg7ov2

 **IHMCO** @IHMCO · Jun 28 ▼

World Day of Prayer for Priests:

World Day of Prayer for Priests | Pray for our Priests

Today (June 28) is the World Day of Prayer for the Sanctification of our Priests. We ask that today (well, not just today, but every day) that you pray ... fn4.co/ulw4tca

 **IHMCO** @IHMCO · Jun 26 ▼

Happy #feast day to one of our favorite #saints : #stjosemariaescriva

Check out our bulletin this weekend for part two of the series on a Plan of Life which he was so well known for.

Connect on Your Website with RSS Feed

The screenshot shows the website for Christ the Redeemer Catholic Church, Archdiocese of Galveston-Houston. The header includes the church logo, social media icons for Facebook, Twitter, YouTube, and Instagram, and search boxes for 'Youth Website' and 'CtR Catholic School'. The main navigation menu includes 'Home', 'Who We Are', 'Sacraments & Liturgy', 'Grow in Faith', 'Get Involved', 'Helping Others', and 'Contact Us'. The 'Who We Are' section is expanded, showing a list of links: 'Who We Are', 'Meet the Staff', 'History of CtR', 'Financial Review', 'Join the Parish', 'Welcoming Committee', 'Parish Council', 'Fr. Sean's Weekly Column', 'Safe Environment', 'Come back to Jesus 2019 with Fr. Ji...', 'Stories of Encounter', and 'University of St. Thomas Parish...'. Below this is an 'Other Links' section with 'Word on Fire - Engage' and a 'Marian-inspired New Year's Resolutions' section with 'Fr. Sean's Homily - Mary, Mother of God - Jan. 1, 2019'. The main content area features 'Fr. Sean's Weekly Column' with a sub-section 'Fr. Sean's Weekly Bulletin Column'. It includes the text: 'See Fr. Sean's column every week in the CtR bulletin online. WEEKLY BULLETIN'. Below this is a photo of Fr. Sean at a table. The section 'Fr. Sean's Sunday Preview - This, That & the Other' lists several articles with their dates: 'Fr. Sean's Sunday preview 4 days ago', 'Fr. Sean's Sunday preview 1 weeks ago', 'Fr. Sean's Sunday preview 2 weeks ago', and 'Fr. Sean's Sunday preview 3 weeks ago'. Each article has a short excerpt.

After the Note is Sent

The screenshot displays the Flocknote mobile application interface. On the left is a dark sidebar menu with a 'Training' header and a 'SuperSearch' bar. Below the search bar are icons for email, mobile, add, notifications, and a menu. The sidebar lists 'Unolytics', 'Everyone', 'Test 1' (selected), 'From the Pastor's Desk', 'Weekly Bulletins', 'Staff', and 'Admin Test Group'. At the bottom of the sidebar is the 'MINISTRIES' section.

The main content area shows a group chat for 'Test 1' with '2 members'. The chat header includes a group icon, the name 'Test 1', and tabs for 'Notes' and 'People'. A note is displayed with the text: 'Two days until training', 'Training will be held on July 24, 2019 at St. Paul in Tampa. File: Training July 24th.docx Learn about Group Settings.: <https://help.flocknote.com/article/45-group-settings> Event: Flocknote 101 Training Details: Learn the basics...', and 'Sent by Teresa Peterson at 8:46PM'. To the right of the text is a preview of a document titled 'Training July 24th.docx' with a 'Learn about Group Settings' button.

At the bottom right of the chat area is a blue circular help icon with a white question mark. The bottom of the screen shows a navigation bar with several icons and a 'SEARCH' button.

Options to Edit, Forward & Duplicate

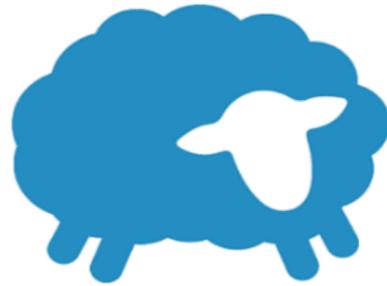
The screenshot shows a Microsoft Teams chat window. At the top, the chat title is "Two days until training" next to a profile picture of a sheep. To the right of the title, a red circle highlights four icons: a pencil (edit), a curved arrow (forward), a document with a plus sign (duplicate), and a trash can (delete). Further right, it says "100% reached" with a green progress bar and "2 sent" with a bell icon. The main message content is "Training will be held on July 24, 2019 at St. Paul in Tampa." Below the text is a photograph of a woman in a blue and gold religious habit with her hands clasped in prayer. To the right of the message is a large, faint speech bubble icon. At the bottom of the chat, there is a text input field with the placeholder "Add your thoughts" and a "Private" checkbox. The Windows taskbar at the bottom shows several open applications: "ainingjuly24th.docx", "2019 All Are Wel....docx", "all responses expo....xlsx", "06-12-19 Comm....docx", and "What is your safe....pdf".

Sign Up

Sunday

Generic Graphic by Flocknote

We  love
having you as part of our *flock*



Keep in touch
with us via
email & text

- Choose to get updates from groups you're interested in
- Unsubscribe anytime, no spam we promise

Customized Graphic by Flocknote, email help@flocknote.com to add your logo and change “Diocese” to “Parish”



Keep in touch
with us via
email & text

- Choose to get updates from groups you're interested in
- Unsubscribe anytime, no spam we promise

A Service of Flocknote

Reach Out for Help

help@flocknote.com

Teresa Peterson tlp@dosp.org

Maria Mertens mrm@dosp.org

The background features a white central area with abstract brushstrokes in blue and yellow. The blue strokes are thick and expressive, framing the white space from the top and bottom. A yellow stroke is visible on the left side, partially overlapping the white area.

COURAGEOUSLY

Living the Gospel

DIOCESE OF ST. PETERSBURG



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