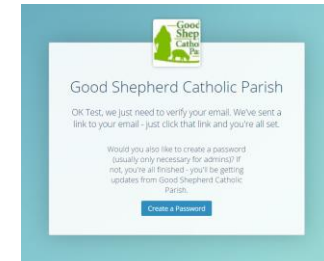# FLOCKNOTE – EASY AS 1. . . 2 . . . 3. . .

STEP 1- Sign Up / Create a Password

From your browser, type in: **flocknote.com/GoodShepherdCatholicPar1**

1. On the sign-up page enter your name, email, and mobile phone number

2. Select the group(s) you wish to receive updates from, or this can be done later. Use the arrows to expand and view any sub-groups.

3. Next the screen will say it needs to verify your email. When it arrives, simply click the "verify my email" link
. . . *now you're set to begin receiving Flocknotes!*

4. Back on your browser, click the button to create a password. You will receive another email. Hit the button and follow the directions to create a password..
. . . now you're ready to set up your groups!

Step 2 – Set Up Your Ministry

1. Inform the GSCP Communication Coordinator (Andrea at dreac18@hotmail.com) who will be the designated "administrator" and "note sender" for your group.

2. Send Andrea your member's list (names, email and/or cell numbers) and the title of your group or any sub-groups you wish to have created.

Step 3 - Set up a Training Session

1. Schedule a session with Andrea. . . once trained, leaders are now ready to communicate in an exciting new way!

2. Keep your members updated on meetings, membership news, photos from events, and *MUCH MORE*!

Consider using Flocknote for your ministry TODAY!