



FLOCKNOTE LAUNCH STEPS

Here's the goal: To build a more connected church.

*The only way to do that is by first gathering contact info you don't already have, and then getting *all* your members plugged into the ministries they're interested in.*

Need help? Email your Happiness Engineers at help@flocknote.com

All resources mentioned here can be found at flocknote.com/GetStarted

LAUNCH DATE --> _____

✓ ORIENTATION - PHASE 1

- Create your network (3-5 mins)
- Watch the "Get Started" video (15 mins)
- Watch the [Flocknote Training Videos](#) (20-30 mins)
- Email help@flocknote.com with any questions (1-10 mins)

✓ EASY SETUP - PHASE 2

- Set up groups for your different teams & ministries (5-10 mins)
- Assign admin roles to your leaders (5-10 mins)
- Email the "Get Started" & "Training" videos to your new admins (5-10 mins)
- Set your Text-to-Join keyword & Vanity URL (3-5 mins)
- Send out some test notes to yourself (5-10 mins)

Thinking ahead:

- Put a [reminder graphic](#) in the bulletin & online (5-10 mins)

✓ GATHERING CONTACTS - PHASE 3

- Export your members' contact info from your central member database to a spreadsheet (15-20 mins)
- Import this spreadsheet into Flocknote (3-5 mins) OR email the spreadsheet to help@flocknote.com and we'll import it
- Email your admins and ask them to [add their contacts to their groups](#) (5-10 mins)

✓ SIGNUP SUNDAYS - PHASE 4

- Announce / remind people to bring their phones next weekend (1-2 mins)
- Edit and print out [Signup Sunday script](#) (5-10 mins)
- Edit and print out our super simple flyers in [English](#) or in [Español](#) (15-20 mins)
- On the big Launch Date, follow the script and hand out the flyers (5-10 mins)
- Repeat this process for 2-3 more Sundays

✓ KEEP GROWING - PHASE 5

- Embed the signup form on your website (10-20 mins)
- Promote your Text-to-Join keyword and Vanity URL on social media and in your bulletin regularly
- Monitor your growth on the [Dashboard](#) and by using your [Unolytics](#)