



FLOCKNOTE LAUNCH STEPS

*Easy peasy lemon
squeezy! Follow these
simple steps, and you'll
be reaching your sheep
in no time!*

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

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

✔ ORIENTATION

- Create your network
- Watch the "Get Started" video and Flocknote Training Videos
- Sign up for a New Admin Orientation

✔ QUICK & EASY SETUP

- Set up groups for your teams & ministries
- Assign admin roles
- Email the "Get Started" & "Training" videos to your admins, and invite them to sign up for a New Admin Orientation
- Set your Text-to-Join keyword & Vanity URL

✔ IMPORT CONTACTS

- Export your members' contact info from your central member database to a spreadsheet
- Import this spreadsheet into Flocknote **OR** email it to help@flocknote.com and we'll import it for you

✔ SIGNUP SUNDAY

- Watch our "Holding a Successful Signup Sunday" webinar
- Edit and print out the Signup Sunday script
- Email help@flocknote.com and request your custom flyer
- On the big Launch Date, follow the script and hand out the flyers

✔ KEEP GROWING

- Embed the signup form on your website
- Promote your Text-to-Join keyword and Vanity URL on social media and in your bulletin regularly