Flocknote Launch Steps

Follow these simple steps, and you'll be reaching your flock in no time!

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

ORIENTATION

- ☐ Create your network
- ☐ Watch the "Intro to Flocknote" 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 "Intro to Flocknote" & "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

- ☐ Check out 9 Keys to a Successful Signup Sunday
- ☐ Edit and print out the Signup Sunday script
- ☐ Download and print out a custom flyer for your church
- ☐ 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
- ☐ Periodically host more Signup events and continually pass out flyers throughout the year!