



Flocknote Launch Steps

Follow these simple launch steps and you'll be leading your flock in no time. Communication, member management, online giving, and more – all in one place.

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 "Intro to Flocknote" video and Flocknote Training Videos
- Sign up for a New Admin Orientation
- Sign up for a free Flocknote Complete Webinar

> 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
- Import more than just contact info with Flocknote Complete – store custom information, track Sacraments, upload historical giving data, and much more

> 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
- With Flocknote for online payments, consider setting up a Text-to-Give keyword to get all your members signed up for communications and online giving at once

> 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!
- If you're using Flocknote Complete, share the link to your Family & Visitor Registration on your website