



Flocknote Launch Steps

Follow these simple launch steps and you'll be leading your flock in no time. Communication, household database, 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
- ☐ Set up your Home Page

> 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