



Office for the Chancellor

MEMORANDUM

TO: Pastors
FROM: María Olivia Galván
DATE: May 14, 2020
RE: Flocknote Parish Accounts

As mentioned in Bishop McElroy's letter on May 8th, the Diocese of San Diego has partnered with Flocknote, a means of communication and an effective aid to evangelization and catechesis for all parishes in the diocese at no cost through May, 2021. I will serve as your local contact to provide you updates and respond to questions that may arise. In order to assist you in getting your parish Flocknote account set up, I am providing a few introductory steps that will help get you started:

Parishes New to Flocknote:

- 1) To establish a Flocknote account visit www.flocknote.com/sandiego and find your parish from the drop down menu.
- 2) Select a "Flocknote Champion", this individual will serve as the parish Flocknote administrator.
- 3) Additional "Group Admins" can be assigned according to the parish ministry they oversee.
- 4) Champions and Group Admins should select and register for a New Admin Orientation session, see schedule below.
- 5) Once you begin creating the groups, you can begin importing your contact lists into each respective group you have created.
- 6) There is **no limit** to the number of groups, sub groups or members you can have in your parish Flocknote.

We have a designated Flocknote team ready to assist. You may contact them at sandiego@flocknote.com or if you prefer to schedule a quick 30 minute call, you may do so here <https://calendly.com/flocknote>.

See list below for upcoming webinars and trainings.

Existing Parish Flocknote Users:

- 1) The Flocknote team is working on migrating all existing parish accounts into the diocesan membership. There is nothing you need to do, a Flocknote team member will be in contact to confirm the account has been migrated over. There will be no interruption in service.
- 2) Flocknote will suspend billing until May 2021. If you made a recent payment, you will be refunded. Confirm with a Flocknote team member at sandiego@flocknote.com.
- 3) With the Diocesan Membership, there is **no limit** to the number of groups, sub groups or members you can have in your parish Flocknote.

Please Note: Additional T*IJ (Text To Join) codes, Flocknote's automated phone calling service and Word on Fire ENGAGE are not covered by the Diocesan Membership. Parishes will be billed separately for these additional features.

The Diocesan Membership **DOES** include the **Flocknote People** add-on which is a church member management software. For more information, contact sandiego@flocknote.com

Upcoming Opportunities:

New Admin Orientation- (45 minutes)

Wednesday, May 20, 2020 at **9 am** - [Register Here](#)

Wednesday, May 27, 2020 at **9 am** - [Register Here](#) (**San Diego Exclusive**)

Thursday, June 18, 2020 at **9 am** - [Register Here](#)

Flocknote People Webinar- (45 minutes) Church Management System

Tuesday, May 19, 2020 at **9am** - [Register Here](#)

Wednesday, June 10, 2020 at **9 am** - [Register Here](#)

Once your parish Flocknote Admins have participated in the Orientation, we encourage you and your Flocknote team to join our **San Diego Exclusive Webinar series**, see details below for upcoming dates:

Thursday, May 28th, 2020 at 9 am:

[**8 Things You May Not Know About Flocknote**](#)

Wednesday, June 24th, 2020 at 9 am:

[**10 Keys to Reaching Boatloads More of Your People with Flocknote**](#)

Details about additional training opportunities are forthcoming.

If I can be of assistance during this time of transition, please rest assured you have my support ready and willing to help you get started. You may reach me at mgalvan@sdccatholic.org or 858-490-8237.

Alternatively, you may also contact our Flocknote Team at sandiego@flocknote.com or schedule a call at <https://calendly.com/flocknote>.