



Office for the Chancellor

**MEMORANDUM**

TO: Pastors and Parish Office Staff  
 FROM: María Olivia Galván  
 DATE: May 27, 2020  
 RE: Flocknote Updates

As a follow up to the Memorandum that was sent two weeks ago, I am providing the following updates on our progress with Flocknote:

- 1) We held our San Diego Exclusive New Admin Orientation meeting this morning. We had great representation and many questions. If you missed the orientation, you can access it [here](#). Alternatively, there will be another live orientation meeting on Thursday, June 18<sup>th</sup> at 9 am. Your parish Flocknote team may register [here](#).
- 2) So far, we have 72 parishes that have signed up or have migrated their existing accounts to the diocesan membership. I will continue to update the Deans on the progress of parish sign ups in each of their respective deanery areas. If you still have not created your account, please visit: <https://flocknote.com/sandiego> . Flocknote will greatly assist your communication efforts especially as you begin to inform parishioners of the resumption of Masses and other pertinent information taking place at your parishes.
- 3) We will be offering a series of San Diego Exclusive webinars in the upcoming weeks. These will help guide your parish Flocknote teams maximize their use of this communication tool. We kick off the series tomorrow, **Thursday, May 28<sup>th</sup> at 9 am** with the topic: [8 Things You May Not Know About Flocknote](#). For more information on the upcoming webinars, see below.

For your review, I am including below resource links that will help respond to the most frequently asked questions.

<a href="#">Launch Steps</a>	<a href="#">The Dashboard and Unolytics</a>	<a href="#">Comments Section</a>	<a href="#">Training Videos</a>
<a href="#">Flocknotables</a>	<a href="#">Importing Members With a Spreadsheet</a>	<a href="#">Public vs. Private Replies</a>	<a href="#">How to Hold a Signup Sunday</a>
<a href="#">Subgroups</a>	<a href="#">Text-to-Join</a>	<a href="#">Note Analytics</a>	

**Upcoming Opportunities:**

**New Admin Orientation-** (45 minutes)

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

**Flocknote People Webinar-** (45 minutes) Church Management System

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 28<sup>th</sup>, 2020 at 9 am:**

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

**Wednesday, June 24, 2020 at 9 am:**

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

Additional training opportunities are being scheduled. Those details are forthcoming.

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

If I may be of assistance, please rest assured I am happy to help. You may reach me at [mgalvan@sdcatholic.org](mailto:mgalvan@sdcatholic.org) or 858-490-8237.