

**SAINT JOHN NEUMANN
ROMAN CATHOLIC CHURCH**

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Registering for Flocknote®

There are two ways to register for Flocknote: from a cell phone or from a computer.

From Your Cell Phone

- Text the phrase "pastorsjn" (all small letters, no quotation marks) to 84576.
- You'll get a response indicating that you are registering for "A Message from the Pastor" and there will be a highlighted link to click to complete the sign-up process.
- You'll be asked for your first name, your last name, and your email address. After you enter these, click "Save."
- The words "A Message from the Pastor" will have a check mark next to them. Click "Next."
- You will be asked for your birthday. Add that information and click "Save."
- The system will then send you an email to verify your account. This may take several minutes. You can now exit the Flocknote page. Keep an eye out for the verification email from Flocknote; it will go to the email address you entered earlier. When you receive and open that email message, you will see a prompt that says "Yes, I confirm this email address." Click on that link. You'll get a message that says you are now enrolled.
- That's it! Now you'll be able to receive timely messages from the Pastor!

OR

From Your Computer

- Open your web browser. In the search bar, type "sjnberlinmd.flocknote.com" (all small letters, no quotation marks, no "www" or "https"). Press "enter" or "return" on your keyboard.

(see reverse)

- A box will appear with the words “Get Involved”. Enter your first name, last name, email address, and phone number. When finished, click on “Sign Me Up.”
- A box will appear that shows the name of various groups. You are looking for “A Message from the Pastor”. You may have to scroll down within the groups. Once you find “A Message from the Pastor”, click on it and a green check mark will appear. Once the green check mark has appeared next to “A Message from the Pastor”, click “Next”.
- You will have the opportunity to enter your birthdate. You can do this or skip it. When finished, click “Save”.
- You’ll see a message that says “We just need to verify your email and phone number.” On that same screen, you’ll be invited to add family members. They can also sign up separately if they have their own email addresses.
- Toward the bottom of the page you’ll see a small box with your name on it. Click on your name (not on the icons on each side of your name). You will see the words “log out” at the bottom. Click on those words to end your session.
- The system will then send you an email to verify your account. This may take several minutes. Keep an eye out for the verification email from Flocknote; it will go to the email address you entered earlier. When you receive and open that email message, you will see a prompt that says “Yes, I confirm this email address.” Click on that prompt. You’ll get a message that says you are now enrolled.
- That’s it! Now you’ll be able to receive timely messages from the Pastor!