

## OLV Flocknotes – How to Subscribe & Navigate Your Profile

- 1) Text the word “**OLOV**” (upper or lower case – doesn’t matter) to **84576**
- 2) You will receive a text back from Flocknotes with a welcome message. They will ask you to reply back with your email address. Please do so.
- 3) Flocknotes will then send you a verification email to the address you specified.
- 4) Go into your email and click on the verification link inside the email they provide. If successful, it will tell you that your email has been verified.
- 5) Flocknotes will take you to their website and ask you for First Name, Last Name and password. Pick whatever password you like and remember it. This will be used to login online directly to their website to subscribe to groups, modify your profile, etc.
- 6) Flocknotes will then ask you for the following information – ALL OF THESE ARE OPTIONAL but will help the parish office ensure our records are up-to-date:
  - Secondary phone number (in addition to the original cell phone you started with.)  
For example, provide your home phone number
  - Home address
  - City/State/Zip
  - Gender (Male or Female)
  - Click “**Save**”
- 7) You can always log into the OLV Flocknotes website directly by going to “[flocknote.com/olywindsor](http://flocknote.com/olywindsor)” or clicking on the Flocknotes link on the OLV website. Once you get to the Flocknotes website, click on the link at the bottom that says “**Already on Flocknote? Login**”. Log in using your email address and password.
- 8) You are then taken to a banner on a page that shows multiple groups - Archdiocese of Denver, Flocknotes public community lists, and OLV. You can choose to subscribe to any of them, but for now, click on “Our Lady of the Valley” to see all the groups set up specific to our parish.
- 9) Subscribe to whichever groups you choose by clicking on the “**Subscribe**” button on the right of each group. **For RE please choose Religious Ed. Pre-k-5<sup>th</sup>, 2018-2019 plus the grade(s) of your child(ren).**
- 10) Everyone belongs to the master group when they first join. Father Gregg will use this master group to send out parish-wide information.
- 11) If you click on the purple bell shaped button on the left, you can choose how you want to receive your Flocknotes. **It is recommended that you choose EITHER texts OR Emails – not both**. If you select both, you will only get one (copy of the) message and it may not go where you intended. Do this on a group-by-group basis. That way, you can select if you want texts for some groups, but emails for other groups. When finished, hit the green “**Save**” button.
- 12) The grey “...” (dot dot dot) button on the left allows you to edit your profile under My Info, get Help, or Logout. You can make changes or even opt-out any time you’d like. It’s all under your control.
- 13) Questions? Problems? Send email to: [mike@ourladyofthevalley.net](mailto:mike@ourladyofthevalley.net).