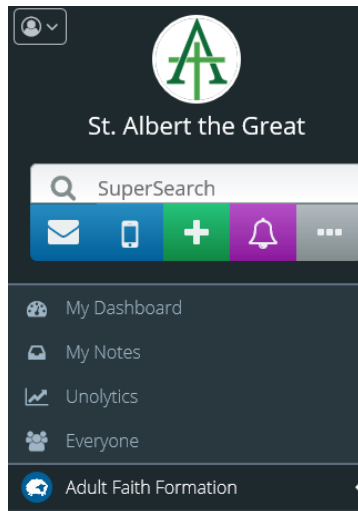


What Does a Note Sender do?



1 Create & Send Notes

A Note is what you send out to your people from Flocknote. Notes are text messages or emails, and can be sent to an entire group, multiple groups, or just a few individuals.



Login to Flocknote as a Note Sender, and select the group you want to Send a Note. Select the **Send an Email or Send a Text Message** button from the top left hand corner. If you don't see these options, it means you don't have permission to send out Notes to the group.

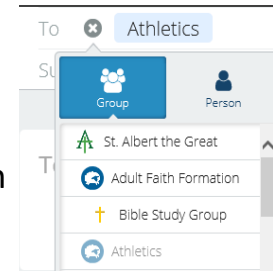
Note Composer

To use Note Composer, click on the group that you would like to send the note to on the left hand side of the screen, followed by the blue 'Send an Email or Text' button. The Composer will pop up and you can start crafting a perfect note.

2 More About Notes

Send a Note to an individual of the group

Once the composer opens, click the round plus icon to the left of the group name. A drop down menu will appear with a list of other available groups and a **Person** option to search for individual members.



Public verses Private Notes and Comments

If you DO NOT allow public comments on your Note, a blue reply button will not appear at the bottom. If you DO allow public comments on your note, a blue reply button will appear at the bottom.

Who can see what?

Group Admin: They can see all replies—even private for the entire Group.

Note Senders & Members: They can see only replies sent directly to them or public replies.

Does anyone receive a text if I send an Email Note?

If a group member has an email address AND cell phone number on file and you choose to send an 'Email' note, they will only receive the email note.

However, if a group member only has a phone number on file (not an email), you can select the **Delivery Option** and click the box to send these members a text instead.