



SMCS Flocknote Network Sign Up Guide & Tips

Our St. Martha Catholic School Flocknote network is the method through which the majority of communication from the school, teachers, and extracurricular sponsors is sent to parents. It is mandatory that at least one parent in each family is subscribed to the network and applicable homeroom teacher group for each student throughout the school year. Families may subscribe with multiple email addresses if desired, but current students are not permitted to subscribe to the network.

1. To register for our SMCS Flocknote network, please sign up on the bottom of the home page of the school website at www.stmarthacs.org. Please be sure to enter your complete first and last name so you may be properly identified as a school parent to ensure your approval to our closed network. Optional: You may enter a cell number if you wish to select text messaging in addition to email notifications. You should be approved within 24 hours.
2. Flocknotes will come to you as a regular email and will be identified as coming from SMCS or a particular teacher, extracurricular activity, or volunteer group.
3. Flocknote accounts are subscriber managed.
 - a. To subscribe to groups or manage your account, please log into your account at www.flocknote.com/login using the email with which you subscribed. The first time you logon, you will need to create your own password by clicking on the “Reset” link.
 - b. To subscribe to your child(ren)’s homeroom teacher lists:
 - i. log into your account and click on “+SHOW ALL GROUPS” at the bottom of the left-hand column
 - ii. click on the down arrow to the right of the applicable grade level
 - iii. click on the applicable homeroom teacher’s name
 - iv. click on the green “Join this group” buttonOnce you are subscribed to the homeroom teacher group, you will be added to the grade level group and combined grade level groups (you do not have to do this yourself).
 - c. You may also subscribe to other groups as applicable to your volunteer involvement and your student’s activities.
 - d. *If you change your email address, please update your existing account profile rather than creating a new account.* SMCS pays for Flocknote based on the number of subscribers, so please help us be good stewards of your tuition and donation money.
4. You should always receive at a minimum one Flocknote per week – the SMCS e-Blast which normally is sent every Friday afternoon. If you do not receive the e-Blast in your inbox by Friday evening, please:
 - a. check your spam or junk folder as your email filter may have directed it there.
 - b. log into your Flocknote account and check your notifications settings (purple bell icon) to ensure your envelope icon is blue. If it is gray, click on it, and it will turn blue indicating you are set to receive email notifications. Do this for all your subscribed groups to ensure you receive all your email notifications.
5. To help reduce bouncing of Flocknotes by your email provided, please add mail@flocknote.com to your list of contacts. If your emails bounce back to Flocknote three times or more, you may stop receiving Flocknotes.

For more information, or if you have questions or concerns about our SMCS Flocknote network, please email Communications & Marketing Director Lynn Lucas at lucasl@stmarthacs.org.

Thank you for helping us communicate our SMCS information and news to you by reading all your Flocknote emails!