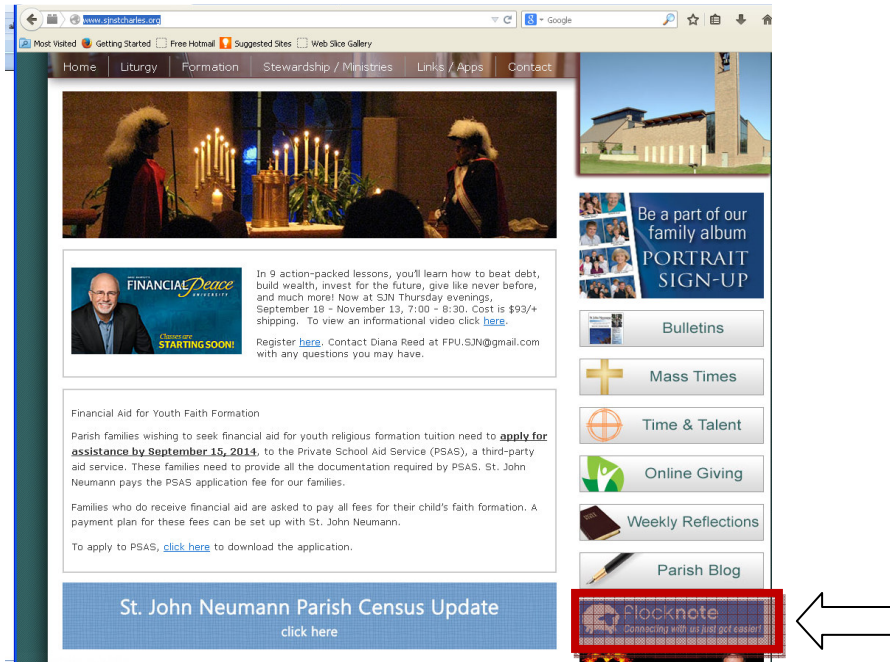


To get onto the Officer's Knights of Columbus Flocknote List one must first register for the St John Neumann Flocknote site which is on the St. John Neumann Web page. This can be reached by entering the following in your Web browser:

<http://www.sjnstcharles.org/>

Then notice on the lower right side the button for Flocknotes (See Below highlighted in Yellow)



One can register via their web browser or via their mobile phone

- A. To register on their browser click the link which will bring you to the registration site
- B. Or text per the instructions listed under # 2 on the screen



For those using their cell phones follow the instructions on the screen

For those registering on the browser the following information is required.

Once you fill in this information the next screen will come up requesting information regarding some optional information.

The next step is critical. The system will send an email to the mail address you put in. You must go to your email and follow the instructions in that email. You can at that point log into the flocknote account by clicking on "Log in here"

The screenshot shows a web browser window with the URL www.flocknote.com/spcatholic?reg=true#overlay=register/overlay/110532. The page title is "Register for St. John Neumann Catholic Church". The form includes fields for "Name" (split into "First" and "Last"), "Email", and "Password". Below the fields, there is a disclaimer: "By clicking the button below, you agree you are at least 13 years old and agree to Flocknote's Terms of Use." At the bottom of the form, there is a blue "Register" button and a link "Already registered? Log in Here."

Subscribing to the Knights of Columbus List

Once you login you will see the lists which you are signed up for.

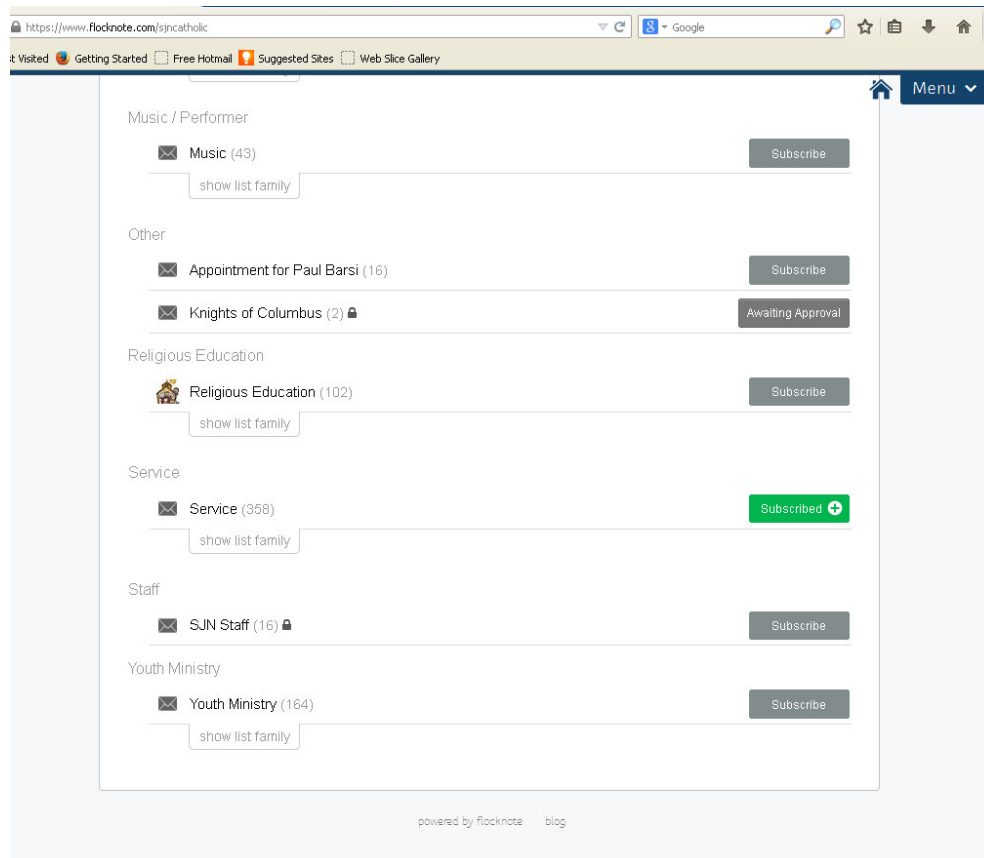
Everyone is automatically "subscribed" to St. John Neumann Catholic Church.

The screenshot shows a web browser window with the URL <https://www.flocknote.com/user/730852/view/lists>. The page title is "Thea Stowell's Lists". The main content area displays a list of subscriptions:

- St. John Neumann Catholic Church** (3,548) - Subscribed + (A yellow box highlights the "view network" link, with a white arrow pointing to it from the right.)
- Service** (358) - Subscribed +
- Blood Drive** (15) - Subscribed +

At the bottom of the list, it says "1 - 3 of 3 lists". The footer of the page reads "powered by flocknote blog".

Notice it says View Network (Highlighted in yellow) click on that to view all of the lists with in St. John Neumann. The one we are specifically speaking of here is find “Knights of Columbus” and press the subscribe button. For the Knights of Columbus it will say Awaiting Approval. This is a private list for only the officers of the Knights of Columbus Unless the person is given approval to be in this list they cannot either enter or get the information. The administrator of the List will get an email telling them that an approval is waiting. Once approved you may go into and out of the list. While you are subscribing you can subscribe to other lists which you would be interested in as well. Most are automatic



That is all there is to it. Once signed in we can test the system and see how it works.