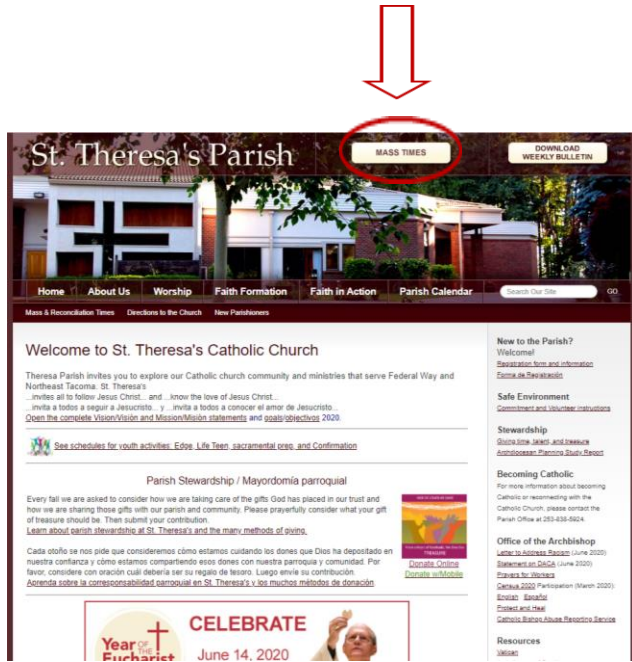
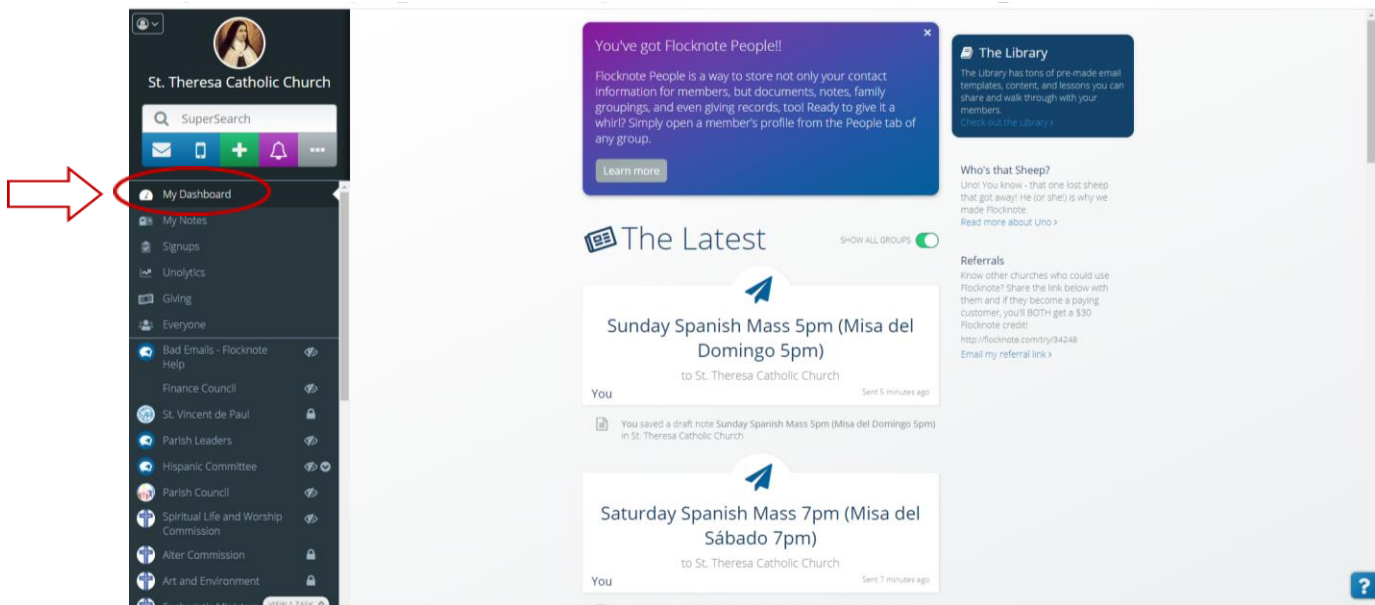


HOW TO REGISTER A PLACE FOR MASS OR EVENTS:

Option 1: On the St. Theresa's Home page, click on the yellow MASS TIMES button. All the links to each mass time should be here. Click on the mass time you wish to attend (the link will direct you to the *Flocknote* website).



Option 2: On your computer, log in to your Flocknote account and scroll down directly to the SIGNUPS notes you see for the mass you wish to attend. (Make sure you are navigating under “My Dashboard” tab): <https://flocknote.com/>.



Option 3: Once logged in from the Flocknote app on your phone, scroll down and tap on the available mass time you wish to sign up for. (Make sure you are navigating under “My Dashboard” tab on the app.)



EMAIL STATEMENT TO PARISHIONERS:

Thank you for reserving a spot for mass at Saint Theresa's! We are excited to see you at mass! For your safety and safety of others, please remember to bring your own universal face covering (face mask) as these are REQUIRED to be worn while attending mass.

Please read the following carefully:

- 1) While Saint Theresa's welcomes you back with great joy, parish staff also request your cooperation if following all signage rules and new parish rules.
- 2) In creating an account with *Flocknote*, you agree to provide your contact information where stored for 30 days under HIPAA Law and confidentiality is honored. (You are also given the option to freely unsubscribe and Cancel from *Flocknote* at any time).
- 3) You also agree that you will be attending this outdoor/indoor mass at your own risk of COVID-19 exposure.

- 4) Therefore, when reserving a place for mass, you are agreeing to Saint Theresa's policies of wearing your face covering/mask while being on the premises.
- 5) In addition, when reserving a spot for others such as family members, friends, and/or relatives, they agree to these same terms.

Cancellation Policy

- 1) If you feel sick or begin to show symptoms of the Flu/COVID-19, please cancel your reservation as soon as possible and reschedule when you are feeling better. For the courtesy and safety of our Church and fellow parishioners, DO NOT keep your reserved spot and attend the event.
- 2) For Mass reservations, please provide at least a 24-hour notice of your decision to cancel. You can cancel by calling the parish office during business hours at 253-838-5924 or cancelling your appointment on *Flocknote* by tapping "CANCEL" on your reserved mass time.
- 3) Confirmed reservations can be cancelled on *Flocknote* 24 hours prior to the mass time.
- 4) Failure to cancel a reservation may result in the loss of privilege to reserve and attend Mass in person for the month. Thank you for your understanding!