

Hi All,

Here are a few tips relating to Spond that will make it easier to administer the App

All questions you might have can be found here <u>Help Center (spond.com)</u>

Such as <u>How is Spond different to Facebook/WhatsApp? | Help Center</u>

All teams were setup by the club, and you would have received the link in team WhatsApp group, so all parents/players got to do is join.

- Players over 18 can join as members by setting up a Spond account
- Player under 18 must have parent set up on Spond and click the link and join as a guardian and add daughters' details (both parents/guardians can join if they wish)

				Add group image
U8 Camog	ie			
Events	Posts	Payments	Polls	Members Files
🛗 Event 🖌 Post		Payment request		Attendance history
	No.o	Edit ever	nts Upcoming 👻	Get an overview of attendance history across multiple events. Export attendance history

Home Page

Highlighted in yellow are the main fields you'll use

- 1. Personal your home page by adding a photo of your team (Remember members can see this)
- 2. Files will contain any information from club relating to Club development plan, safeguarding statement, code of behaviour & Injury claim form plus any attachment you add when posting information in Posts.



U16 C	amogie			$\langle \cdot \rangle$	
Events	Posts	Payments	Polls	Members	Files
28 members	5 administrators	La Add	Search	Import from Exce	l or Google Docs

Some important points here: in the members screen above we can see that there are 28 members & 5 administrators

- **The 28 members should all be players** (this is important when it comes to send invited to matches or training and is recorded in attendance history)
- The 5 administrators should all be coaches

How do you know which they are?

АМ	this box has the initials of the player – a guardian has set this up. By clicking on the player, you can see 1 or both guardians – please ensure there is a guardian behind every player.
СН	this box has the initials of the player but has a red Spond symbol. This is a member of Spond. If this is a player u18 please ensure that there is a guardian linked to the account by clicking on the player
JR 1	this box has the initials of the player but has an orange explanation symbol. This player has received an invitation to join the group but has accepted yet.

Where to find the link to forward to any new member

-Members Files	In members tab you can see invite to group with link Highlighted in yellow
Import from Excel or Google Docs	
Import members in a few seconds by copy and paste from Excel or Google Docs.	Every group has a different link so only members who have the link can join
Invite to group with link	
Group link https://group.spond.com/BAZAY Anyone can join this group by using the link. An administrator must approve new membership requests before the members get access to the group. Learn more Disable group link	



Event /	/ Post	& Polls
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Create eve Senior Camo	ant ogie	When o	creating an event the 2 mainly used are: Event = match or game
17 Ever Invite	Event Invite people to a single event		Recurring event = training
G Recu Invite	urring event people to an event that repeats on a regular basis, such as weekly or monthly		
Seas Sche	son planner dule multiple events		
Create post i	n U11 Camogie X	Creatin •	g a post Have a welcome post to thank
Title	Title of post	 parents/guardians for joining and p for year ahead if possible) Any information you need to send t main group of subgroups 	
Description	Description		
Visibility	Visible for members and guardians Members that have no guardians are considered adult members		
Allow comments	٥		
Add	Add photo or video		
	Back Create		
	Payment request	Polls: 2 types	
Aa	Text poll Make a list of text options	•	Text – this is where you can have different options to choose from : i.e.
2	Time poll Suggest dates		are you around at the weekend for a match yes or no
		•	Time – what suits neither this or this time

3 dots



If you have any questions about Spond please don't hesitate to contact me

Kind Regards Sean