Hi All,

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

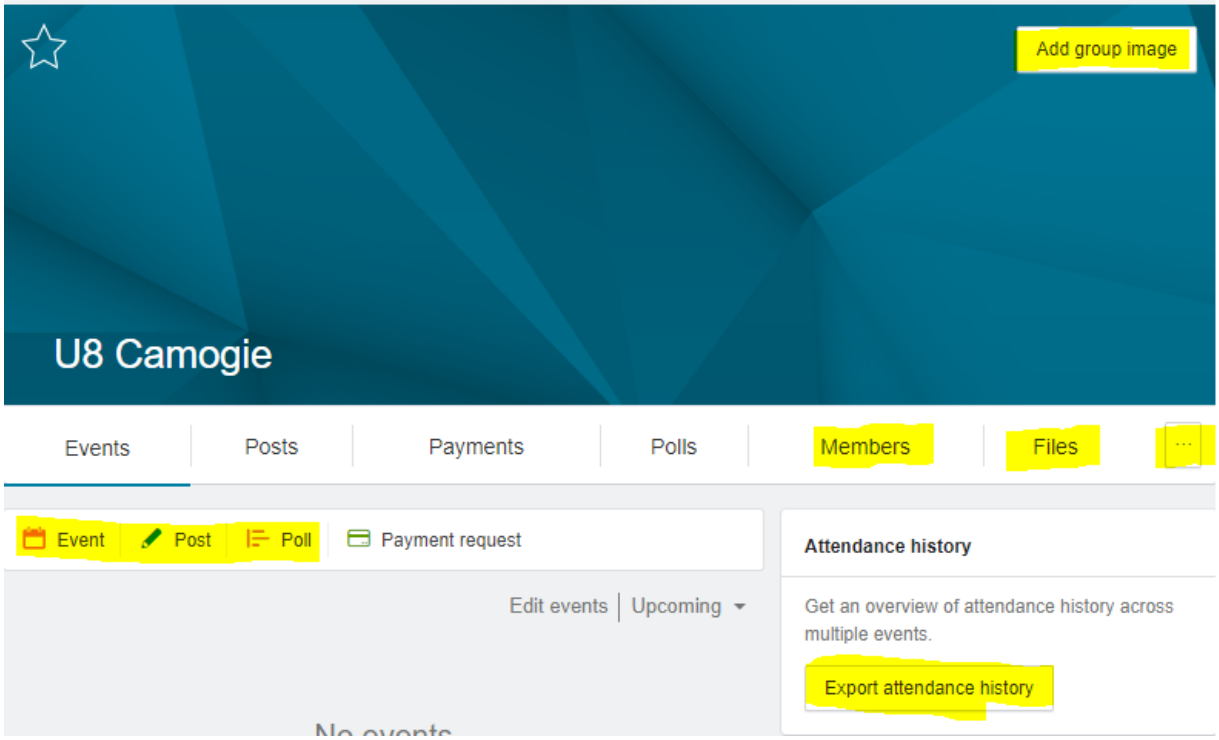
All questions you might have can be found here [Help Center (spond.com)]

Such as [How is Spond different to Facebook/WhatsApp? | Help Center]

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)

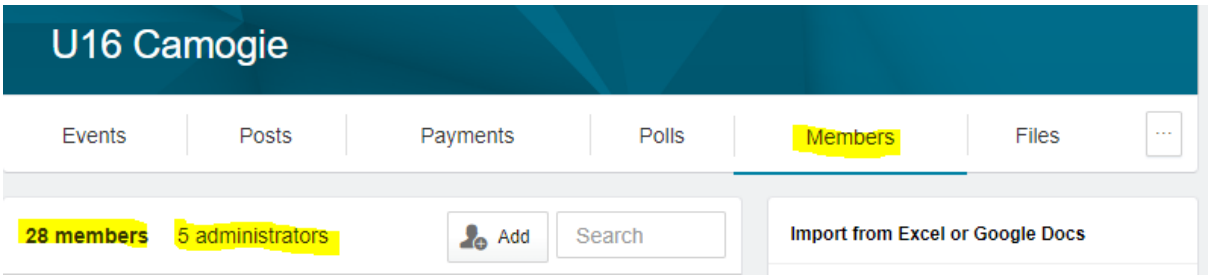
Home Page



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.

Members



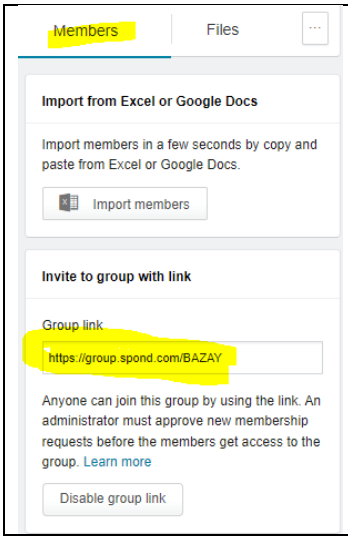
Some important points here: in the members screen above we can see that there are 28 members & 5 administrators

- **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

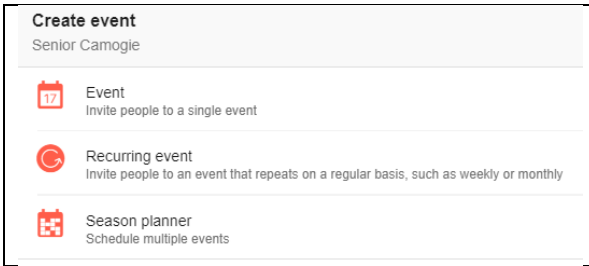
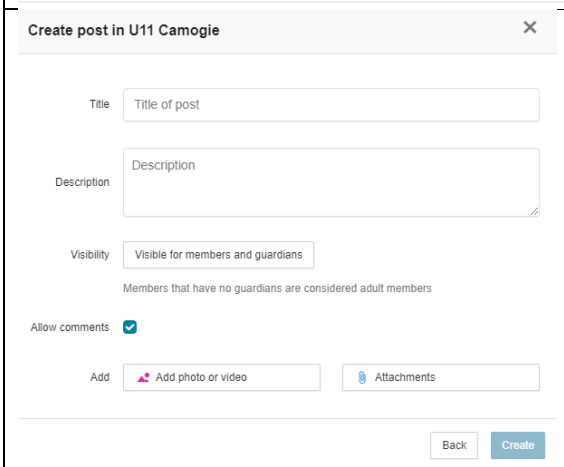
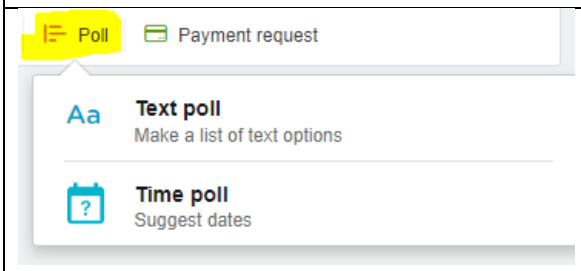
How do you know which they are?

	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.
	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
	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.

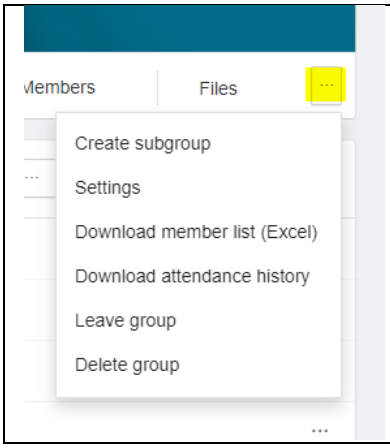
Where to find the link to forward to any new member

	In members tab you can see invite to group with link Highlighted in yellow Every group has a different link so only members who have the link can join

Event / Post & Polls

<table>
<tr>
<td> 
</td>
<td>When creating an event the 2 mainly used are:
• Event = match or game
• Recurring event = training</td>
</tr>
<tr>
<td> 
</td>
<td>Creating a post
• Have a welcome post to thank parents/guardians for joining and plan for year ahead if possible)
• Any information you need to send to main group of subgroups</td>
</tr>
<tr>
<td> 
</td>
<td>Polls:
2 types
• Text – this is where you can have different options to choose from : i.e. are you around at the weekend for a match yes or no
• Time – what suits neither this or this time</td>
</tr>
</table>

3 dots

<table>
<tr>
<td> 
</td>
<td>This is where you can create Subgroup:
If you have 3 or 4 teams within the age group, you can split the members from the main page into each group
• On the main page you can direct message to all members
• but in each subgroup the message is only received/seem by the selected members</td>
</tr>
</table>

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

Kind Regards
Sean