SPOND

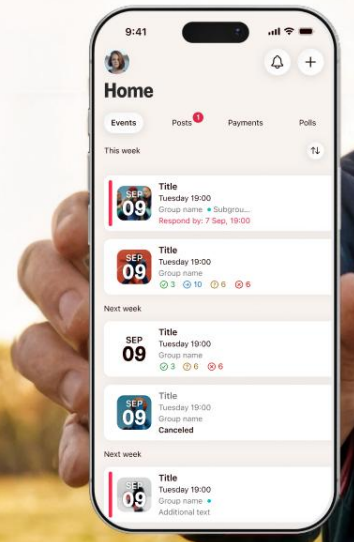
# Bench the admin

## Spond is the free app that keeps your club organised, so you can focus on coaching.

- Free to use
- Fully GDPR compliant
- 4 million+ users worldwide

**The features that coaches love:**

- Scheduling & attendance
- Messages to members
- Membership fees & payments
- Multiple teams & roles
- Safeguarding mechanisms to keep children safe




Want to find out more about Spond? Sign up to one of our product demos!

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SPOND

# Guide for parents and members: How to get started

Welcome to Spond, the sports organising app used by millions of coaches, guardians, and players worldwide. This document explains the benefits of using Spond and how to get started as an admin.



**Why use Spond**

- **Everything in one place:**
  Consolidate your group's activities, communication, tasks, payments, and more in one app.
- **Free and accessible:**
  Available on iOS, Android and web. Members can even receive updates by email without downloading the app.
- **Privacy-first:**
  GDPR-compliant and built to European privacy standards with strong data protection.
- **Safeguarding in mind:**
  Guardians can manage their children's accounts, with zero direct communication between adults and minors.

# SPOND

## Getting started is simple

1. **Receiving an invitation:** Follow the link or enter the code from your coach or club and select your role as a member or guardian. Each child may have multiple guardians.
2. **Creating your profile:** Enter your name, contact details, and a photo. Guardians can create and manage profiles for their children.
3. **Joining your group:** Once approved by the admin, your group will appear in the app.

## Manage before the match

4. **Viewing events:** All upcoming practices, games, or meetings appear in the Events tab. RSVP, set reminders, or sync with your calendar.
5. **Home tab:** View the events, posts, payments, and polls of all your groups.
6. **Messaging and posts:** Chat with coaches or other members. Posts in the group feed to share announcements, match results, or polls.
7. **Tasks and volunteering:** Coaches may assign tasks (e.g., bringing snacks, driving) within events. Accept a task by tapping it.

## Control and customise

8. **Payments:** Pay membership and match fees securely with a card, Apple Pay or Google Pay. Your receipts are stored in the app (Profile → Payment → Payment history).
9. **Notifications:** Tap the bell icon in the group settings to customise what you're alerted to.
10. **Enable privacy:** Guardians can monitor communications involving their children and adjust messaging settings. Admins can delete inappropriate messages and remove members who
11. violate the code of conduct.
    **Leaving a group:** Go to group settings and select "Leave group." Deleting a child's account or your account removes all personal data from the group.




### Top tips

- Review team news, polls, and posts.
- RSVP promptly to help coaches plan.
- Keep your contact details up to date.
- Sync events to your calendar.

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