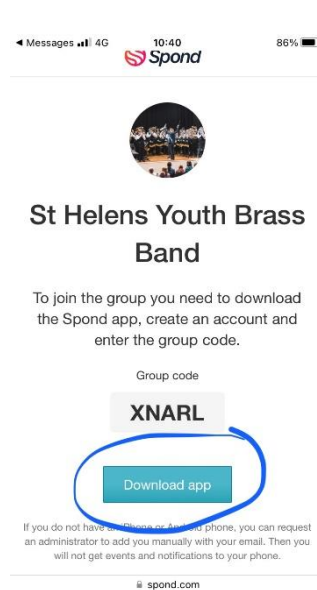


## Spond Joining Instructions

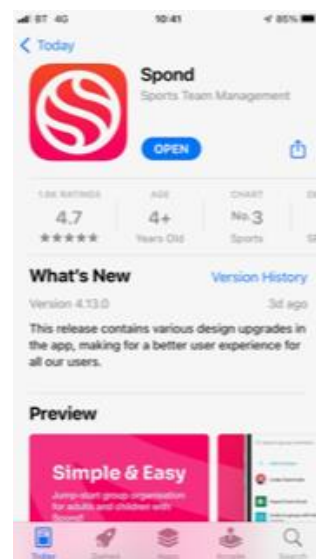
Keeping track of rehearsal and event dates – details and attendance is a big job. We are going to try using the Spond App to manage this for the next year. This will only help us if everyone is willing to give it a go. It's a free App which we will send a rehearsal or event invitation to and you simply need to respond to each one with accept or decline to indicate availability. This will mean less emails for everyone and a good at a glance reference for our musical directors to be able to make good plans and decisions. It will also mean the details of events will all be in one easily accessible place for you.

Here are screen shots to guide you through setting up the app – follow this link to join <https://spond.com/landing/group/XNARL>

**Step 1** Click the link and the click Download app



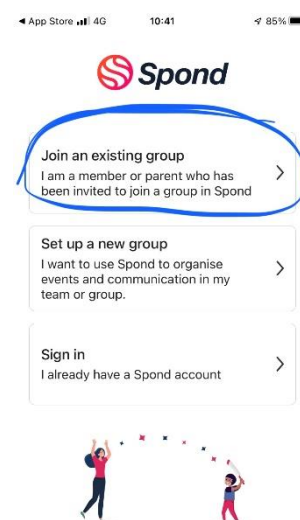
The app looks like this:



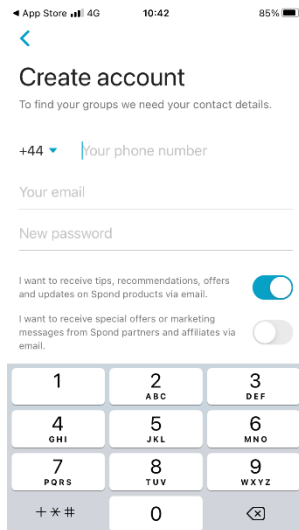
**Step 2** click Get Started



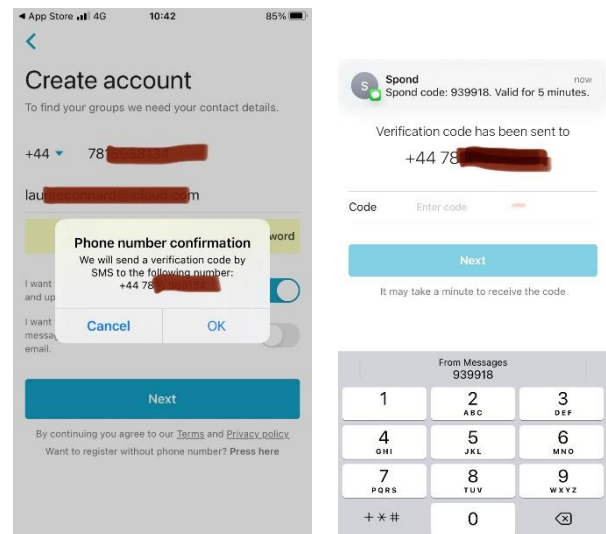
**Step 3** Click Join an existing group



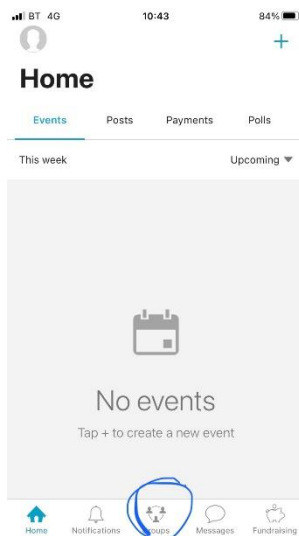
**Step 4** Add your details. We have set the app so that only the administrators (Secretary, Chair and MD) can see your contact details, they will not be visible to other members unless you change your settings in the app.



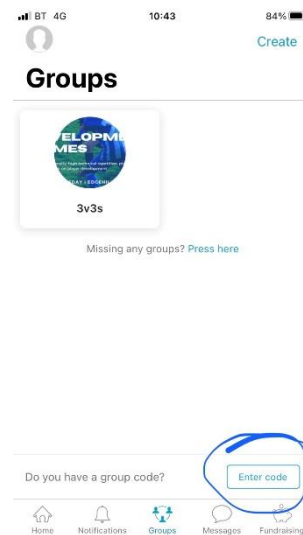
You will then be sent a text message with a code to give you access



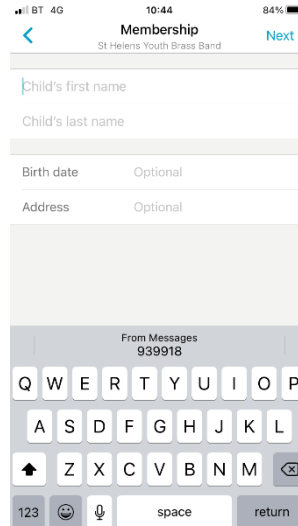
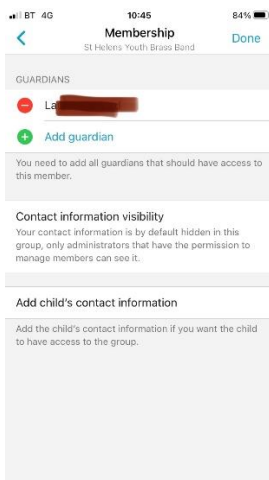
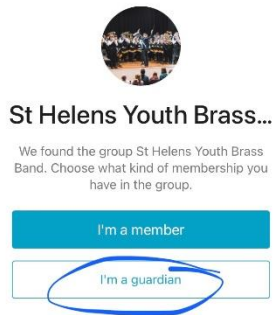
**Step 5** Click on Groups at the bottom of the app



Click enter code and enter **XNARL**



**Step 6** Click the correct option for you – parents and carers please click guardian, if you want your young person to have their own direct access in addition to your access they need to follow the instructions to here and then click member



The last step is that we will receive the request to join and will allocate you to the correct band group

