# Spond User Guide - March 2024

Welcome to the CCL Spond app. This has been chosen to host all of our club communications including club rides, announcements and chat.

*Note: Screenshots are from the iOS app with admin rights – your screen might not have the same options or layout. You can also access on a web browser, but here are fewer functions and the pages take longer to load.*

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## Important

We expect all members of CCL to act responsibly and respectfully, including all online interaction such as within Spond. Please ensure that you are familiar with our Code of Conduct here:

https://cycleclub.london/wp-content/uploads/2024/02/CCL_Code_of_Conduct_Feb24-1.pdf

Please also see Spond's own guidelines at the back of this document

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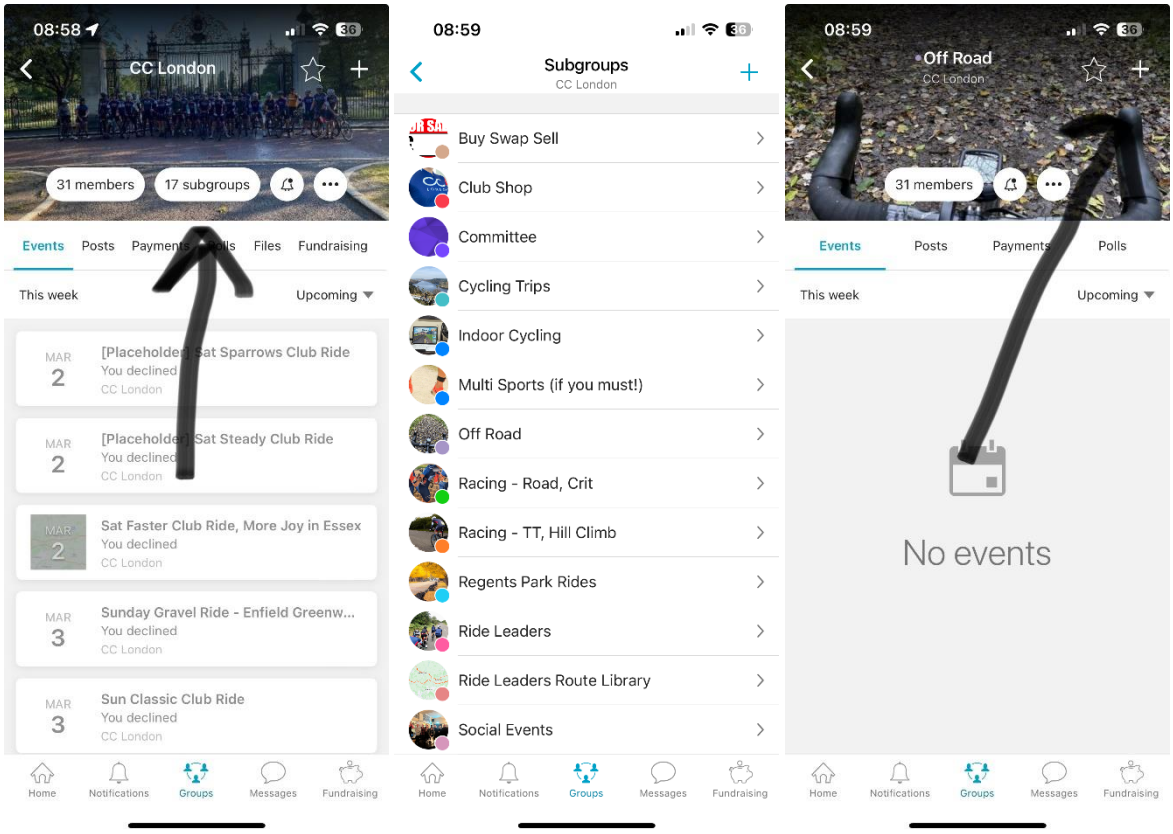
Please have a tour of the content, which will build as we use the app.

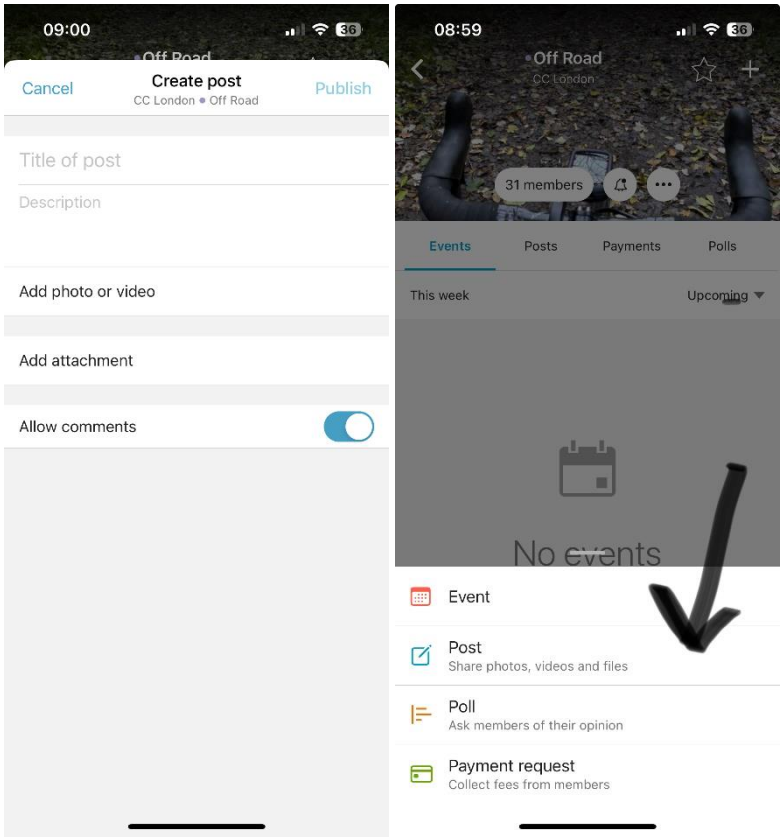
The main CCL group page is for publishing club rides ("Events") and important announcements. Club Rides have a comments section, so any questions on a specific ride can go there.

There are many subgroups which should be the location for most messages and questions, selecting the subgroup, then +, then post (see below).

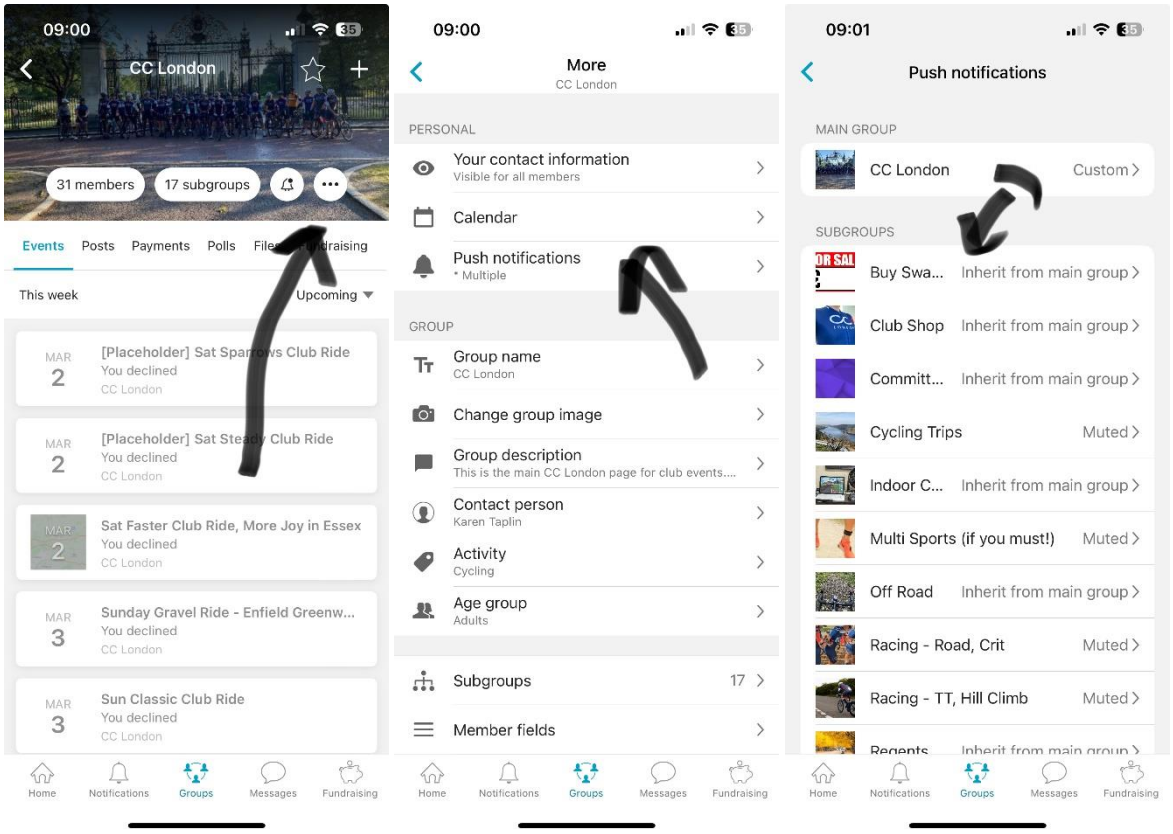
Please avoid using the main CCL group for messages – there is a 'General Chat' subgroup.

Please also avoid sending direct messages to large groups as this will spam all members with all replies. If you want to suggest a new subgroup send a direct message to Simon Lockwood.




You might find that there are a lot of notifications, especially at the start of the roll out. You can manage these at both the main group level (and mirror those settings in the subgroups) or you can customise notifications for each group.




Every new user is invited to every subgroup, but you are welcome to leave any subgroup by requesting this from Simon Lockwood via Spond Messages.

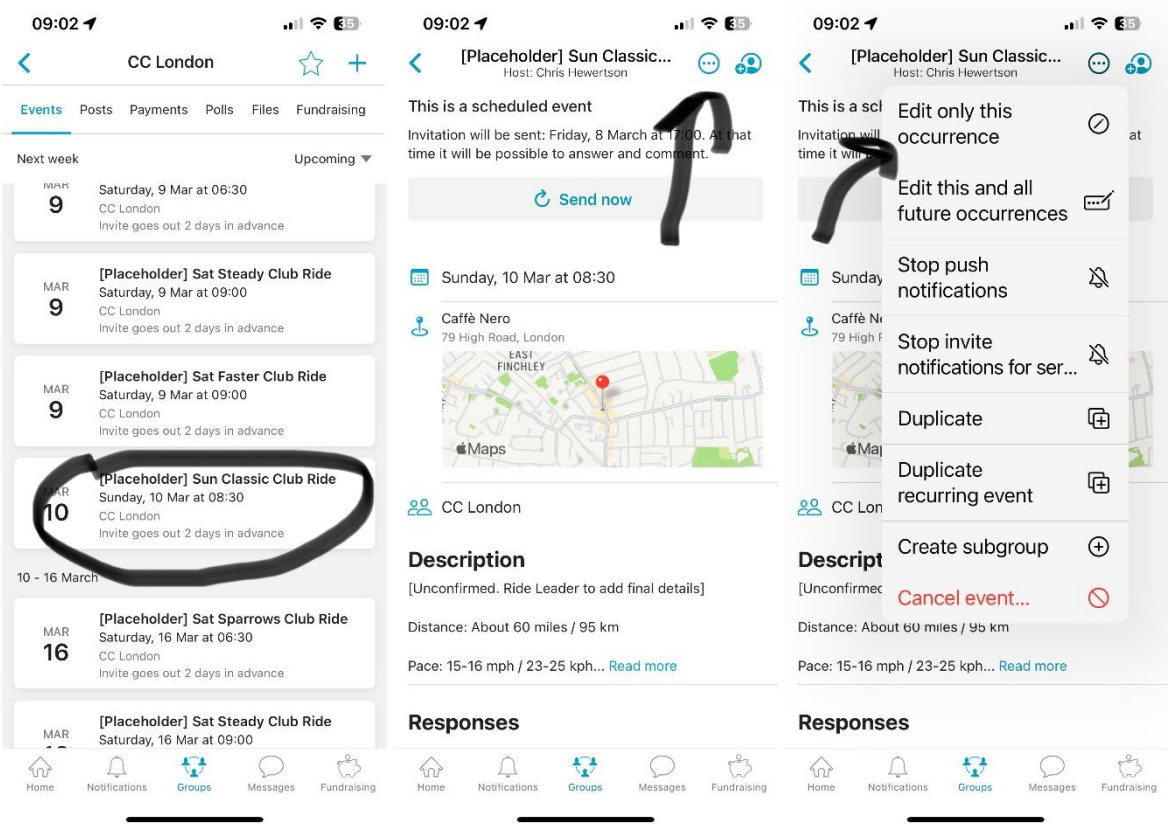
# Publishing Club Rides (Ride Leaders / ‘coach’ admin level required)

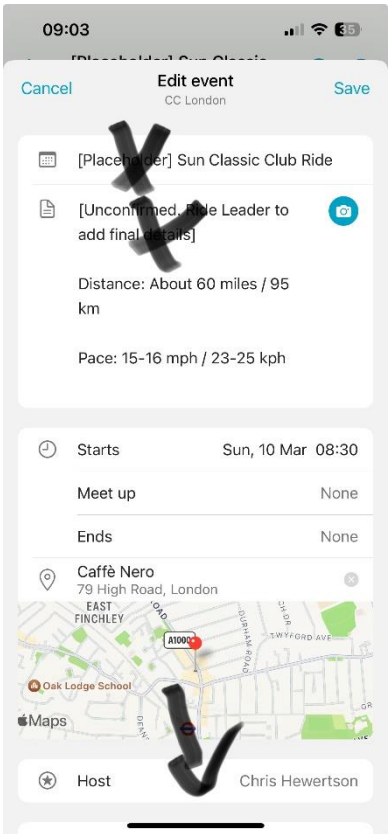
Currently only the weekend regular Club Rides are being published as events on Spond (subject to later review)

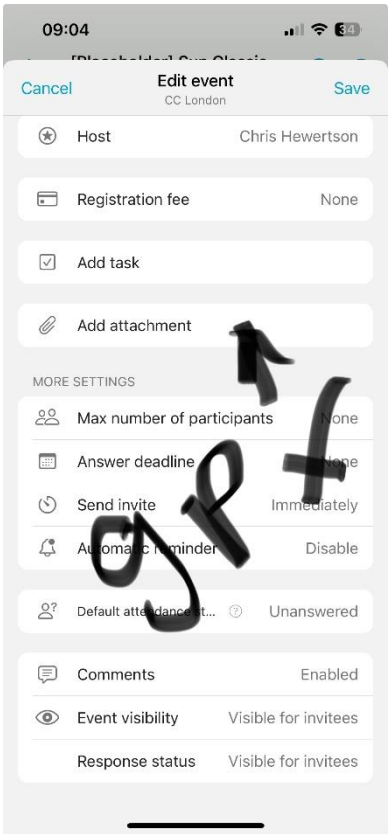
Ride Leaders need to publish their own rides when they are happy to confirm. This is done by editing one occurrence of the reoccurring club rides already set up on Spond. You do not need to create a new event.

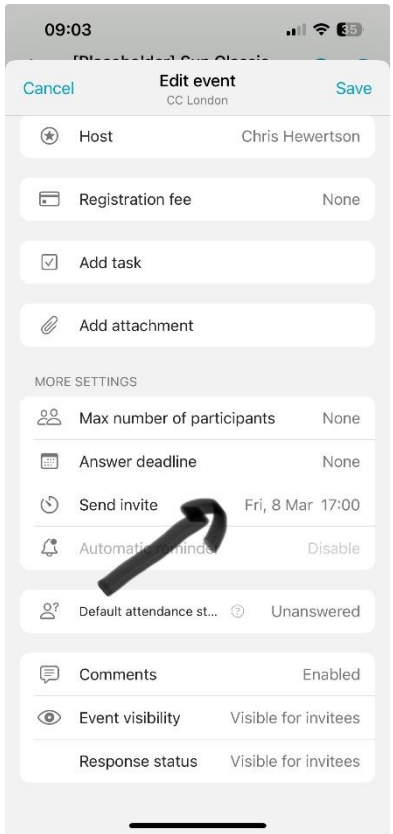
Instructions:

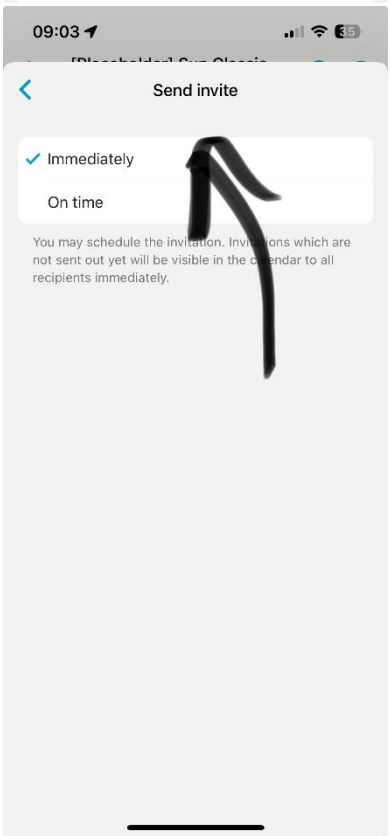
1. Select the specific ride (type and date), press “…” and “Edit only this occurrence”
2. Remove “[Placeholder]” from the title line and “[Unconfirmed: Ride Leader to add final details]” from the description line. Leave the rest of the header clear
3. Add a strava link, comments (eg Ride into Herts) and update distance to your route
4. Change “host” to your name
5. Use “add attachment” to add the gpx file
6. Update “Send invite” to “immediately”, and then hit “save” – this will publish the ride straight away, giving maximum notice to members
7. If the RL can’t make it after confirming, either change the host to a leader who can make it, or update the ride as a member led ride, making it clear that there’s no official CCL ride leader.
8. If there’s no ride leader, the RL Coordinator can update the individual ride as a member led ride

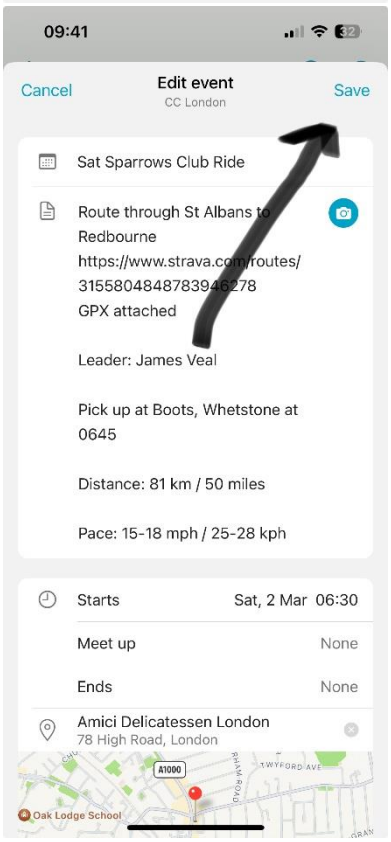


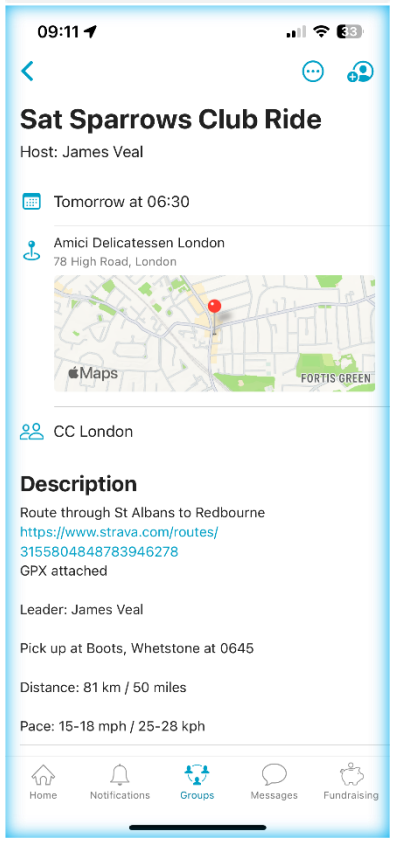

09:03
Cancel
Edit event
CC London
Save
[Placeholder] Sun Classic Club Ride
[Unconfirmed. Ride Leader to add final details]
Distance: About 60 miles / 95 km
Pace: 15-16 mph / 23-25 kph
Starts
Sun, 10 Mar 08:30
Meet up
None
Ends
None
Caffè Nero
79 High Road, London
Maps
Host
Chris Hewertson


09:04
Cancel
Edit event
CC London
Save
Host
Chris Hewertson
Registration fee
None
Add task
Add attachment
MORE SETTINGS
Max number of participants
None
Answer deadline
None
Send invite
Immediately
Disable
Unanswered
Comments
Enabled
Event visibility
Visible for invitees
Response status
Visible for invitees


09:03
Cancel
Edit event
CC London
Save
Host
Chris Hewertson
Registration fee
None
Add task
Add attachment
MORE SETTINGS
Max number of participants
None
Answer deadline
None
Send invite
Fri, 8 Mar 17:00
Disable
Unanswered
Comments
Enabled
Event visibility
Visible for invitees
Response status
Visible for invitees


09:03
Send invite
Immediately
On time
You may schedule the invitation. Invitations which are not sent out yet will be visible in the calendar to all recipients immediately.


09:41
Cancel
Edit event
CC London
Save
Sat Sparrows Club Ride
Route through St Albans to Redbourne
https://www.strava.com/routes/
GPX attached
Leader: James Veal
Pick up at Boots, Whetstone at 0645
Distance: 81 km / 50 miles
Pace: 15-18 mph / 25-28 kph
Starts
Sat, 2 Mar 06:30
Meet up
None
Ends
None
Amici Delicatessen London
78 High Road, London


09:11
Sat Sparrows Club Ride
Host: James Veal
Tomorrow at 06:30
Amici Delicatessen London
78 High Road, London
Maps
CC London
Description
Route through St Albans to Redbourne
https://www.strava.com/routes/
GPX attached
Leader: James Veal
Pick up at Boots, Whetstone at 0645
Distance: 81 km / 50 miles
Pace: 15-18 mph / 25-28 kph
Home
Notifications
Groups
Messages
Fundraising

# Your use of Spond

By using Spond you accept that you will not:

a) Use Spond in any way other than in accordance with its purposes and intentions of Spond.

b) Act in violation of these Terms.

c) Publish content or other materials that is, or may be perceived as, inappropriate, indecent, offensive or degrading.

d) Publish content or other materials to which any other person hold proprietary rights, without prior agreement.

e) Copy, publish, resell, modify, interfere, obtain unlawful access to (or attempt to do so) to Spond, its software, user interface or personal information or other content in Spond.

f) Gain access to, copy, publish or in other ways use the personal data of other Spond users for any other purpose than to create, administrate and participate in Spond groups or events.

g) Add participants to a Spond group or event that you either know, or have reason to believe, does not wish to be in the group or event.

h) Distribute any of the contents in Spond. Content includes text, image, audio, video, software, script or other materials available in Spond.

i) Try to bypass security-related features in Spond.

If you use Spond in violation of these principles or the Terms and Conditions in general, we may close your user account and terminate the agreement with immediate effect. Spond may, on its own initiative, monitor and investigate specific or randomly selected content with the intention of uncovering violations of applicable Terms. We may also remove or censor content or other material that we believe violates these terms, the purpose, or intentions with Spond.