



## Spond User Guide - October 2024

Welcome to the CCL Spond app.

*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](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

Please treat other people's contact details as private and do not share them with anyone outside of CCL Spond

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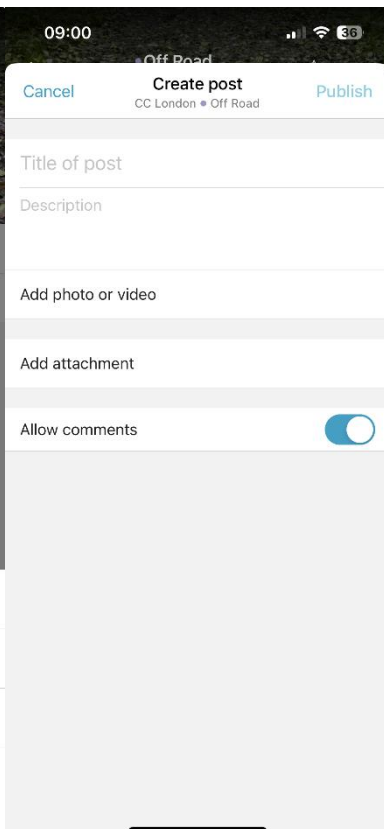
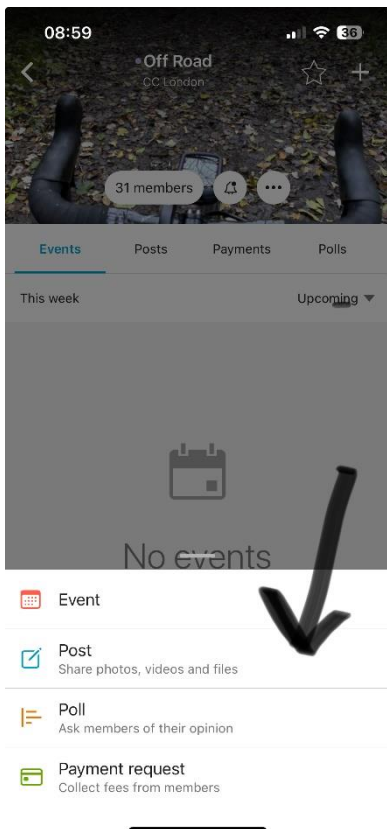
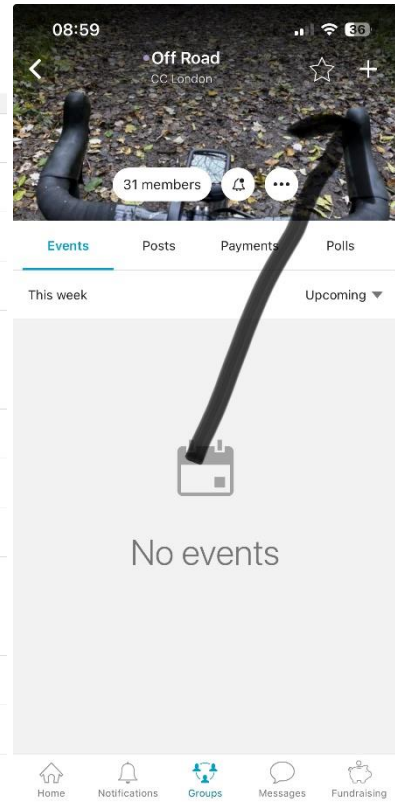
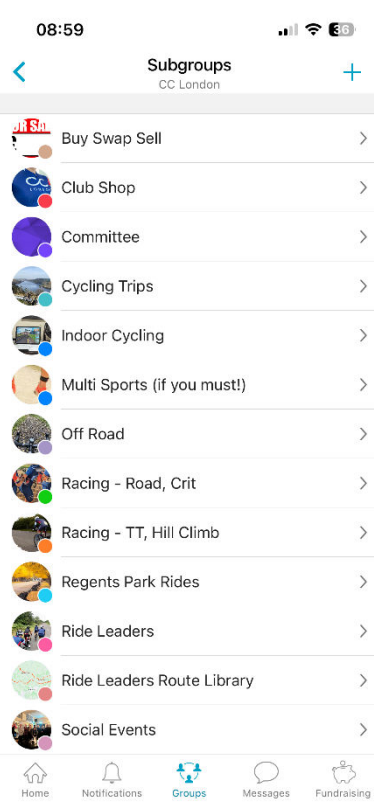
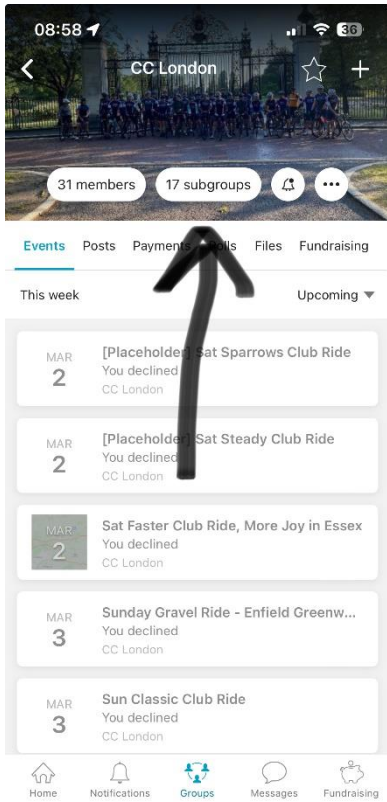
### Making a new post

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. *We do not want a facebook style single feed.*

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

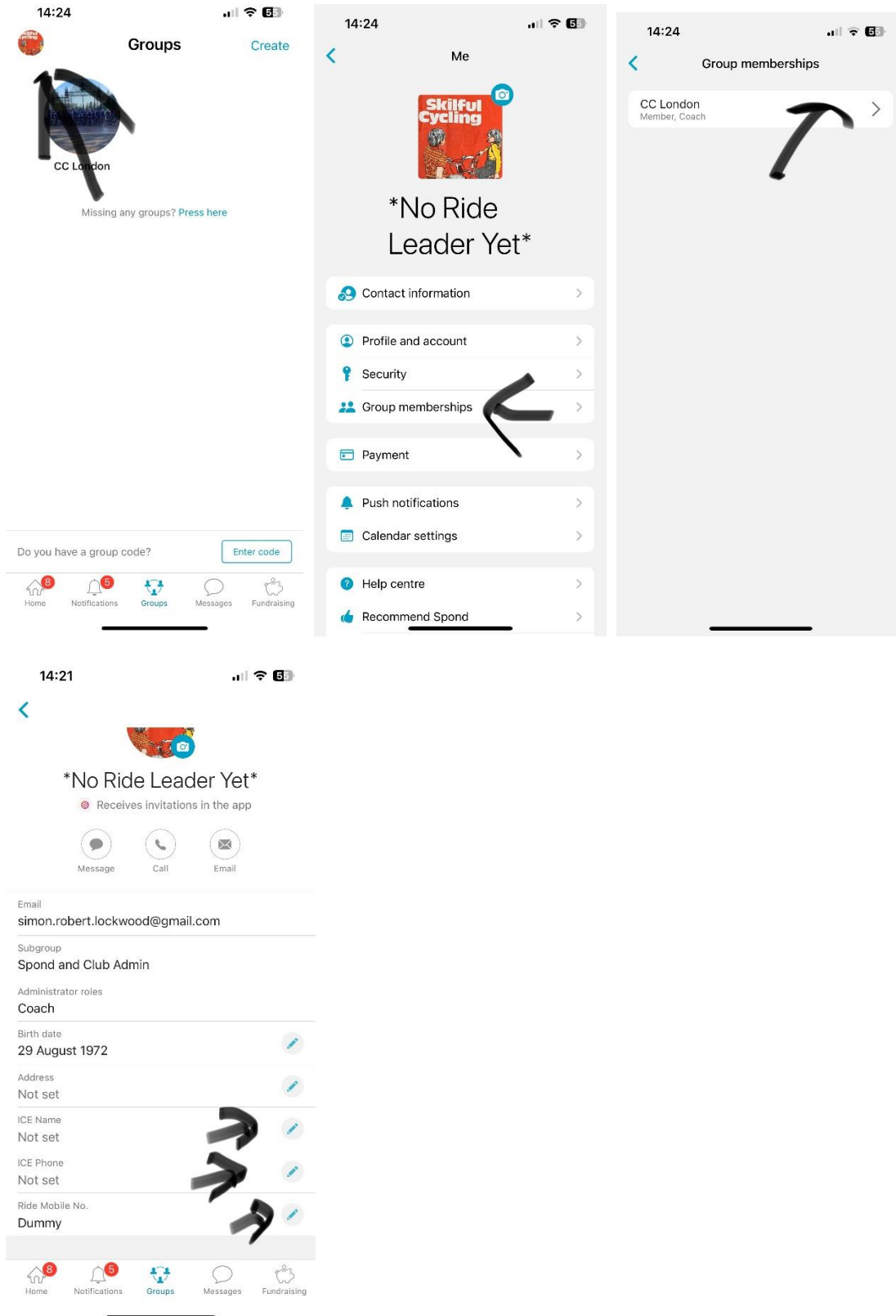
Please avoid using the main CCL group for messages – there is a 'General Chat' subgroup.

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.



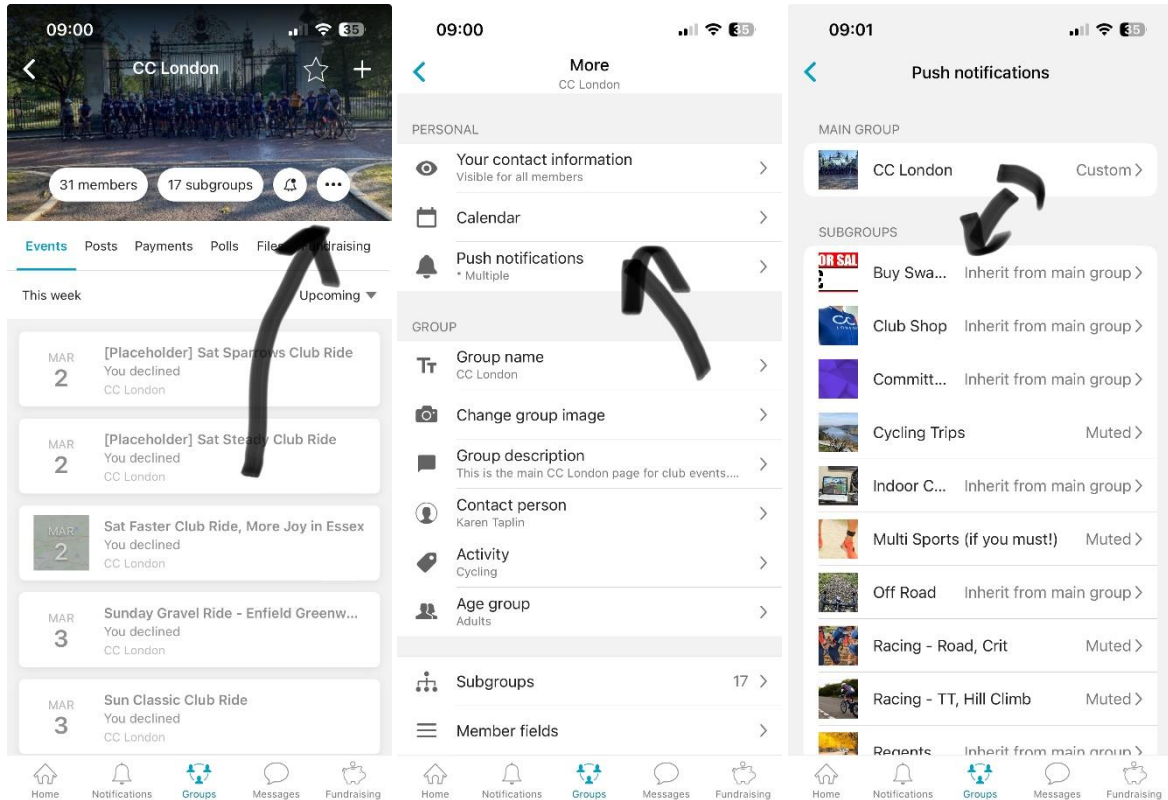
## Adding Personal Details

Please add your ICE details and your own mobile number ("Ride Mobile No."). This is crucial safety information and will be visible to other members. Start by clicking your profile photo on the top left:



## Notifications Settings

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



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.

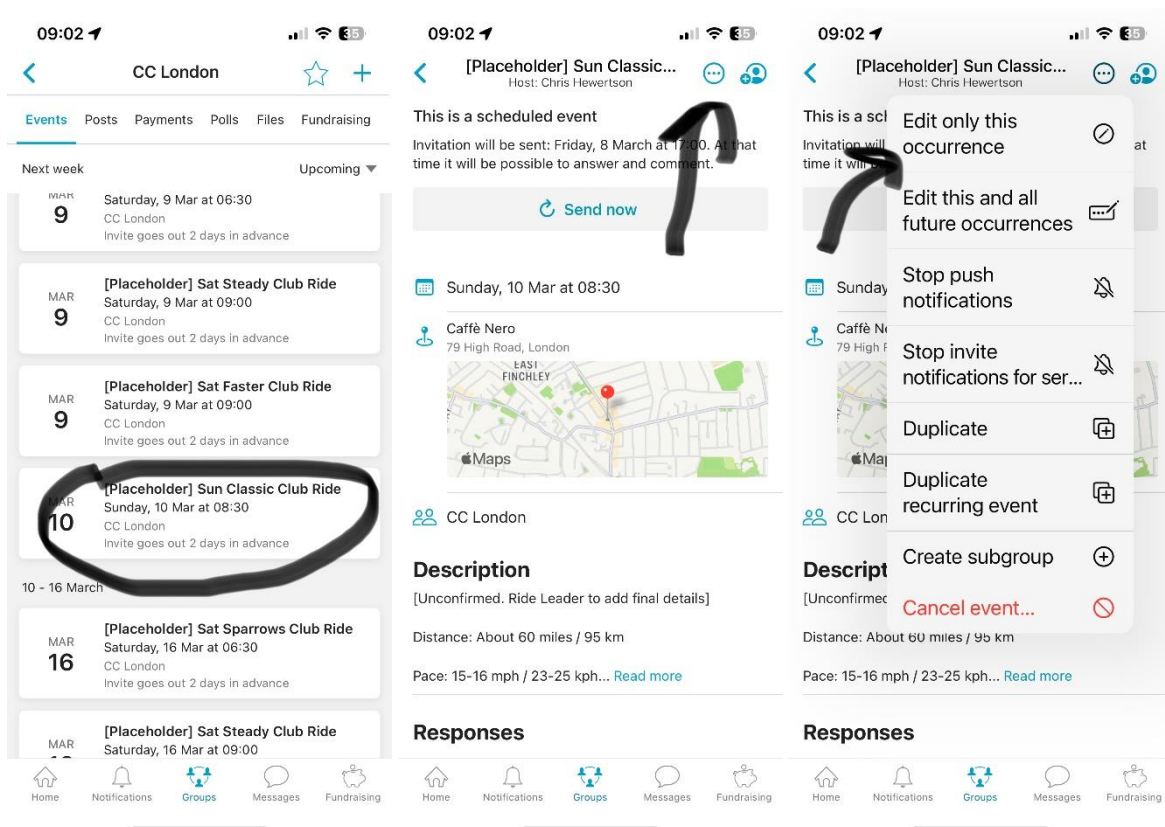
## Publishing Club Rides (Ride Leaders / 'coach' admin level required)

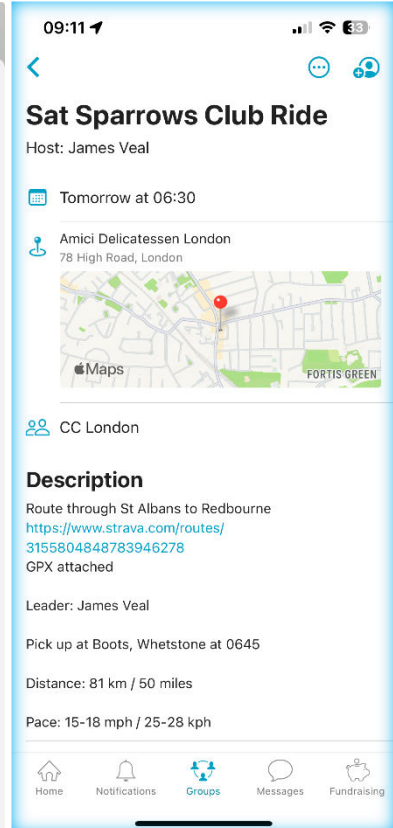
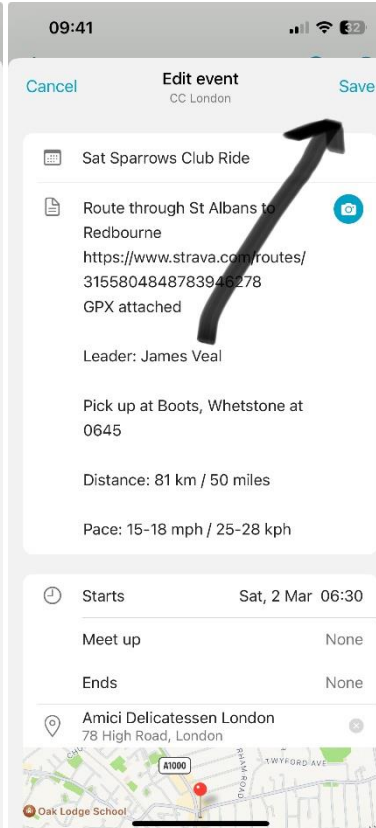
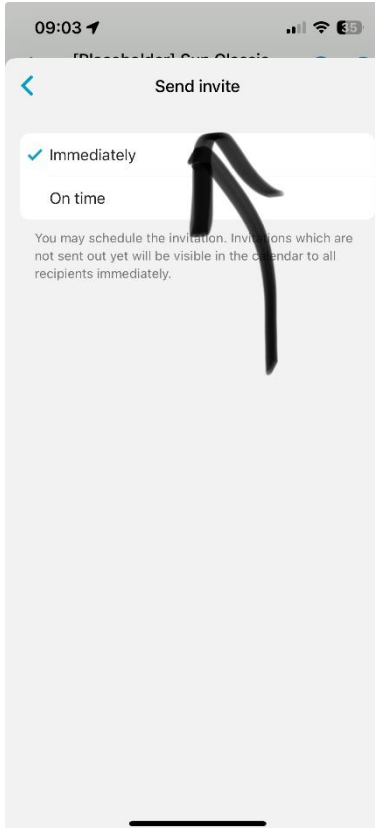
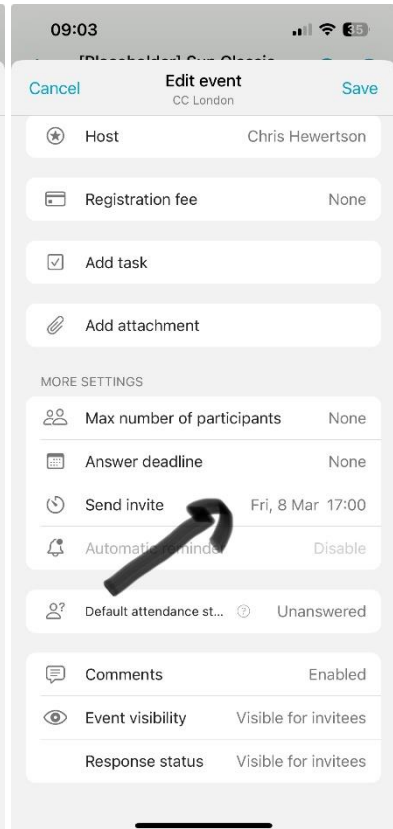
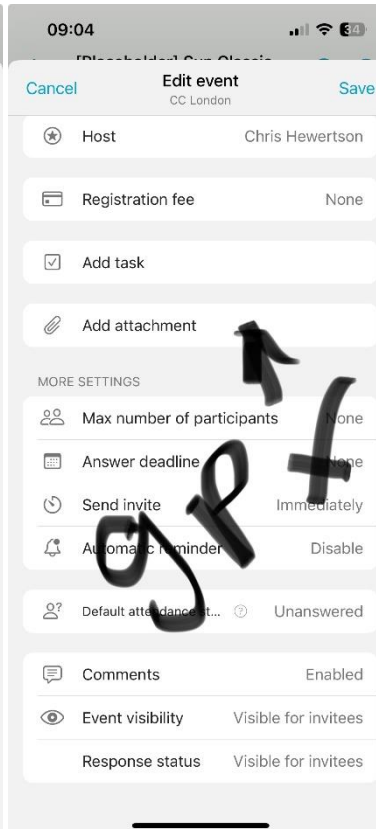
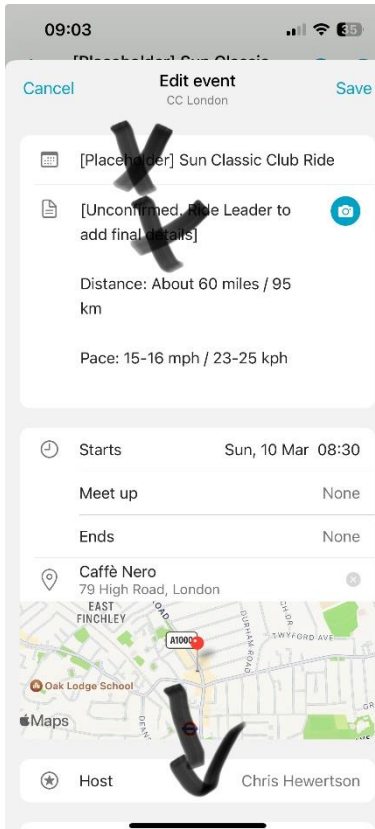
Currently only the weekend regular Club Rides are being published as events on Spond

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 your mobile number, a strava link, comments (eg Ride into Herts) and update distance to your route
4. Change "host" to your name
5. Do not use the "Meet Up" field as it is shown as the ride time and causes confusion
6. Use "add attachment" to add the gpx file
7. Update "Send invite" to "immediately", and then hit "save" – this will publish the ride straight away, giving maximum notice to members
8. 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.
9. If there's no ride leader, the RL Coordinator can update the individual ride as a member led ride





## 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.
- j) Misuse any contact details of any member.
- k) Share any contact details of any member, except in the case of an emergency. You must then notify the member of what details were shared, with whom and why, within 24 hours.

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.

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