

# DCC SPOND – How to Guide

## Overview

DCC uses an app called Spond for:

- Club and other rides ('Events')
- Social and other events ('Events')
- Members to communicate with each other ('Posts')
- Emergency Contact Numbers

WHEN USING SPOND, KEEP ANY POSTS / COMMENTS POSITIVE, IN LINE WITH THE CLUB'S CODE OF CONDUCT, AND APPROPRIATE FOR A CLUB THAT INCLUDES JUNIOR MEMBERS. Any comment / Post that is not in line with these rules may be deleted by Administrators.

## How Spond works: sub-groups

Spond works by allocating members to different subgroups of which DCC currently has:

- D1 to D5
- Gravel/CX
- MTB
- Long distance / multi-day
- Time Trial
- Racing

You will be notified of all Events/Posts that relate to any sub-groups that you are in. If you only want to change the sub-groups that you are in then send Richard Woodroffe a message in Spond.

## Rides ('Events' in Spond)

Spond is used to organise the Sunday club rides and any other rides during the week that you want to make DCC members aware of. Any member can post rides in Spond and are encouraged to do so.

Members then sign-up for the Rides. The Club operates a maximum of 8 riders in a group, so if more than that sign-up for a Ride, it will need to be split into 2 groups.

### Using Spond to post rides

All DCC members can post rides ('Events') in Spond. It's a fairly simple process:

- Click **+**
- Click **'Events'**
- Click **'One specific date'**
- Click **'One or more subgroups' \***
- Choose which group(s) the ride is aimed at. For Sunday club rides, make this 1 group (i.e: D1 or D2 or D3 etc.). For other rides you might want to target this at more than one D group & Click **'Next'**
- Click **'Select all'** in the first shaded row. Click **'Next'**
- Next screen, there are various fields. Suggest complete:
  - **Title of event**
  - **Description:** Include distance, target average pace & brief description of the ride (where; terrain). Can also include a link to the route file in this field
  - **Starts:** Start time
  - **Location:** Dorking Leisure Centre for Sunday Club rides

*\* PLEASE MAKE SURE THAT YOU SELECT SUB-GROUPS RATHER THAN INVITE THE WHOLE CLUB TO A RIDE*

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### Other Events

It's the same process for other events in Spond, which is used to organise Club Events such as AGM, BBQ, Xmas Dinner etc.

Members are also able to post Events such as Sportives, Races etc. that they have entered, so that other members can see who is doing what.

### Posts

Members are welcome to add Posts as long as they are cycling related and non-commercial. e.g: ok to sell your own bike on Spond, but not to promote your own business.

### Emergency contact numbers

Emergency contact names and numbers can be included in Spond. This makes it easy for fellow Club group riders to access these details in the event of an accident.

### Other

#### Notifications

You will receive notifications of all Events and Posts for the sub-groups you are in. If you want to reduce the number of notifications, then you can either:

- (i) Ask to be removed from sub-groups (see earlier)
- (ii) Click the three dots @ top of page & 'Stop push notifications' for any individual Event, Post or Poll
- (iii) Change notifications globally.... -> Click on Profile icon (top left hand corner) -> Click on 'Push notifications' -> Can choose whether receive Push Notifications for (i) all Events & Posts (or just switch off Push Notifications for comments) or (ii) for responses to Events that you post yourself

#### Privacy settings

The default setting in Spond is that your email address and phone number will be visible to all members of that Spond group. When you first accept the invitation to join Spond you can elect to hide your contact details so that they are only visible to Administrators. Alternatively, privacy settings can be changed so that they are only visible to Administrators as follows:

- Click 'Groups'
- Click '....'
- Click 'Contact information'
- Change to 'Only visible for administrators'