

Spond admin guide

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Create a group

1. Create a Spond profile on <https://spond.com/register>
2. Go to your profile and click on 'Groups' on the left hand side followed by 'Create group'
3. Create a group name and add potential subgroups. Read more below.
4. Choose the activity type.
5. Choose age group type. Read more about the difference [here](#).
6. Optional and currently only available in Norway: [Set up Spond Cashback](#)
7. Create a welcome message that will be included in the invitation
8. Click 'Create group' to finish setting up the group
9. Invite members. [Read more](#).

IMPORTANT!

Deleted groups or subgroups can not be restored. This also applies to other content such as photos, comments and attachments. If you wish to merge two or more groups you can [export the members](#) from the existing groups and import in the new.

Adjust group settings

Once you finish setting up the group and before inviting members you can adjust the Group settings including adding custom member fields, group description and permissions. The admins are the only one who can change these settings and they can be changed at any time.

Group name

Contact person

Activity

Age group

Group description

Your contact information

Visible for all members
All group members have access to view your contact information.

Only visible for administrators
Only group administrators have access to view your contact information.

Custom member fields By default you can register contact information, date of birth and address for members. You can add custom fields to register other information.

[Add custom field](#)

Administrator roles

With administrator roles you can choose what permissions different administrators should have.

Permissions

Opens a table where you can view and edit permissions for members, guardians and all administrator roles.

Set age group type

You can choose between youth, adult and mixed group types. This depends on whether you would like to add guardians to the member or not. The group type follows through the whole group, including all subgroups. You can also change this later.

Youth groups

- Add guardians to the member who can respond on behalf of the child.
- You can allow the child to respond as well as the guardians: Press 'tap here to add email or phone on the child' (Keep in mind that the contact point has to be unique, not the same as the guardians)
- If someone changes the answer, the most recent response will apply.
- Both the guardian/s and the child will be notified by any new events or comments if they are all registered with their contact info.

Adult group:

- All members respond for themselves. No option to add guardians.

Mixed group

- When adding members you have the option to add with or without a guardian.

Read more about how to add members [here](#).

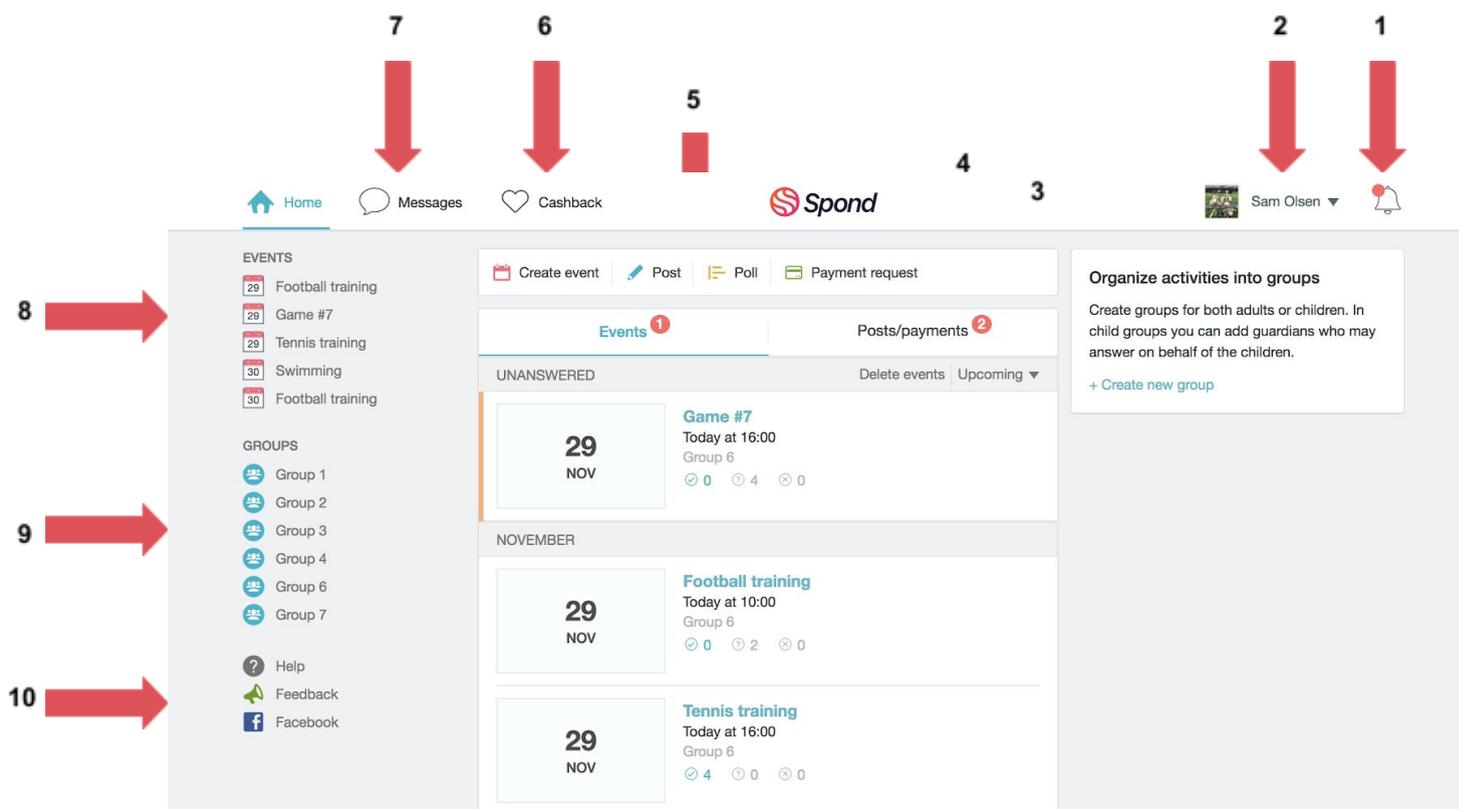
Add custom member fields

If you add custom member fields these will show in the member import tool when you add members as well as be included in the [member export](#). Only Administrators of the group can fill in and edit these fields on the members. You can choose if this field is visible to all members of the group, visible for admins and member self (including the member's guardians) or only for admins.

Create subgroups

The purpose of subgroups is to make it easier for larger cohorts consisting of several teams. Each subgroup can communicate amongst themselves with this feature. If some information is meant for a particular sub group, that information can be added in that particular group and no other group will see that information unless they are an admin. You can also create events and posts in the main group if you want all subgroups to be notified. For example, if you create a main group by the title "Team name - Boys under 14s", the title of the subgroups might be Squad 1, Squad 2, Squad 3.

Your admin dashboard



The screenshot shows the Spond admin dashboard with the following elements:

- Top navigation:** Home, Messages, Cashback, Spond logo, user profile (Sam Olsen), and a notification bell.
- Left sidebar:**
 - EVENTS:** Football training, Game #7, Tennis training, Swimming, Football training.
 - GROUPS:** Group 1 through Group 7.
 - Help/Feedback:** Help, Feedback, Facebook.
- Main content area:**
 - Buttons: Create event, Post, Poll, Payment request.
 - Tabs: Events (1), Posts/payments (2).
 - Section: UNANSWERED (Delete events, Upcoming).
 - Calendar view for NOVEMBER showing events: Game #7 (16:00), Football training (10:00), and Tennis training (16:00).
- Right sidebar:** Organize activities into groups (Create groups for both adults or children. In child groups you can add guardians who may answer on behalf of the children. + Create new group).

1. Notifications
2. Main menu - Edit your profile, payment overview and log out
3. Click the drop down menu to see upcoming, mine, past and declined events.
4. New posts and pending payments
5. Quick buttons to create events, posts, polls and payment requests.
6. Cashback (currently only in Norway) Set up cashback for the groups you administer, add/remove your cards, and see your receipts. [Read more about cashback](#)
7. Create messages, both private and group messages.
8. Overview over all upcoming events you have a relation too (you or someone you are the guardian of are attending or are invited). If you want to see all events, go into the groups which you can find below.
9. All groups you are an admin or member of. Hover the mouse over this section to click View all. This is where you create new groups.
10. Help, feedback and social media section

Invite members to your group

It is easiest to do the largest administrative tasks of adding members through the web, but it is also possible to add members in the app. There is space for a total of 500 members in a main group.

Once you have invited the members and they have accepted the invite they can chose to register either in the app or on the web to get access to the app or the web version. If they accept the invite but don't register, they can keep receiving notifications by email.

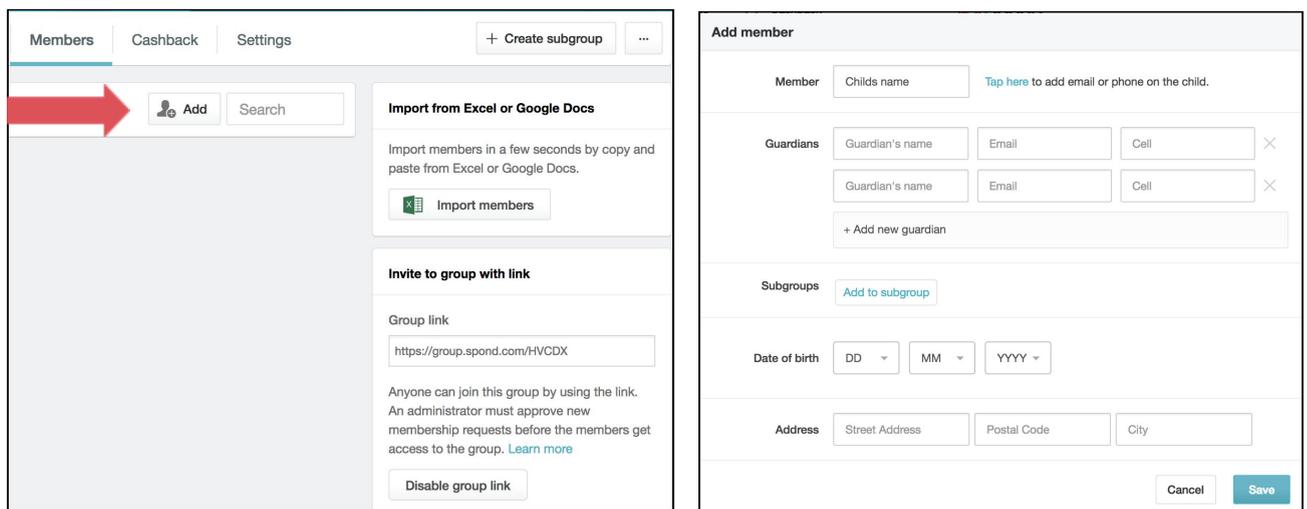
IMPORTANT!

When adding members with a contact point (mobile number and/or email), ensure they are all *unique* contact points otherwise they will come up as duplicates and you will not be able to import them. Read more under [“Adding guardians”](#)

On the web

You can add a new member directly through the **+Add** function, **Import from Excel or Google docs** or by sharing the **group link/code**. The +Add option is mainly used to add individual members and the Import from Excel or Google Docs to upload multiple members, whilst the group code allows members to request access themselves. Go into the specific group and press Members to find the options.

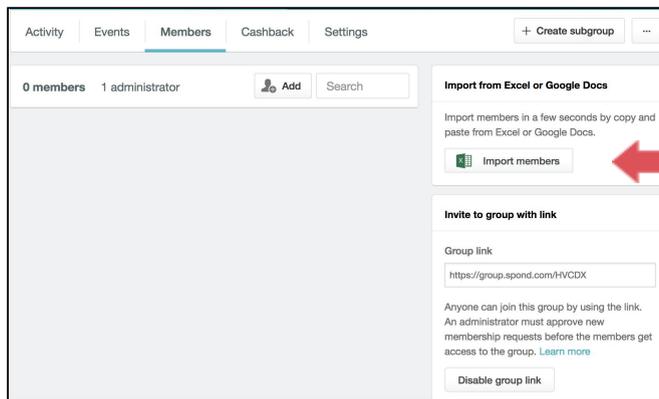
+Add (to add individual members)



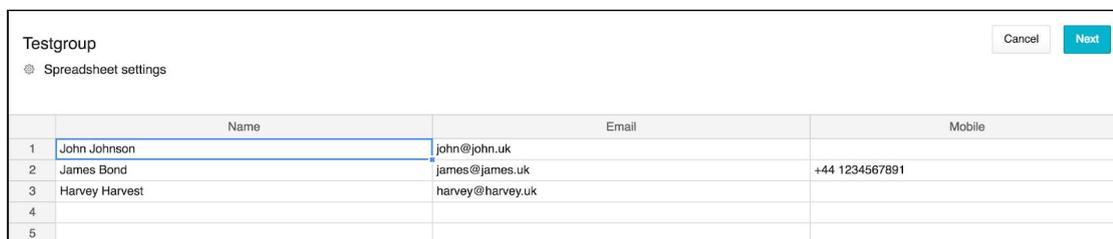
The image shows two side-by-side screenshots of the Spond web interface. The left screenshot shows the 'Members' tab with a red arrow pointing to the '+ Add' button. The right screenshot shows the 'Add member' form with the following fields:

- Member:** Child's name (text input), [Tap here to add email or phone on the child.](#) (link)
- Guardians:** Two rows of Guardian's name, Email, and Cell (text inputs), each with a close button (X). A '+ Add new guardian' button is below.
- Subgroups:** [Add to subgroup](#) (button)
- Date of birth:** DD (dropdown), MM (dropdown), YYYY (dropdown)
- Address:** Street Address, Postal Code, City (text inputs)
- Buttons:** Cancel, Save

Import from Excel or Google Docs (adding multiple members, only available on web)



Click on the 'Import Members' button in the Members section to get to the spreadsheet. From here you can copy/paste directly from an existing Excel sheet.



The screenshot shows the 'Testgroup' spreadsheet settings page. At the top right, there are 'Cancel' and 'Next' buttons. Below the title, there is a 'Spreadsheet settings' section. The main part of the page is a spreadsheet with the following data:

	Name	Email	Mobile
1	John Johnson	john@john.uk	
2	James Bond	james@james.uk	+44 1234567891
3	Harvey Harvest	harvey@harvey.uk	
4			
5			

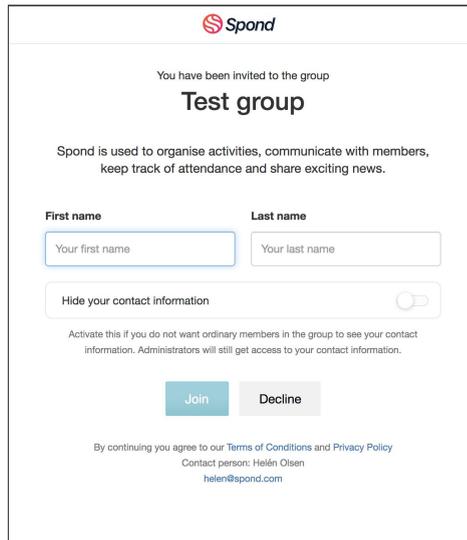
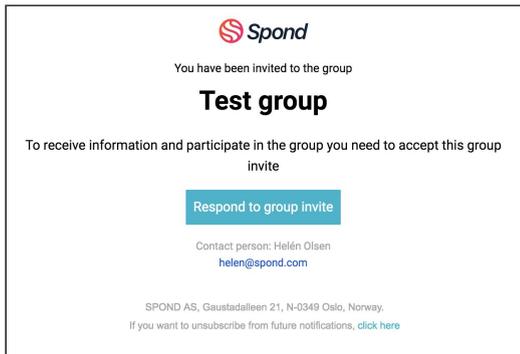
Click the settings wheel on the top left to edit the spreadsheet set-up.

Once you click Next, you will be given the option to invite them to all or selected upcoming events in the group. You can also skip this step and invite them to the events later.

After the members in the spreadsheet have been successfully imported an email/text will instantly be sent to them let them know they've been invited to the group and they can approve or decline the invite.

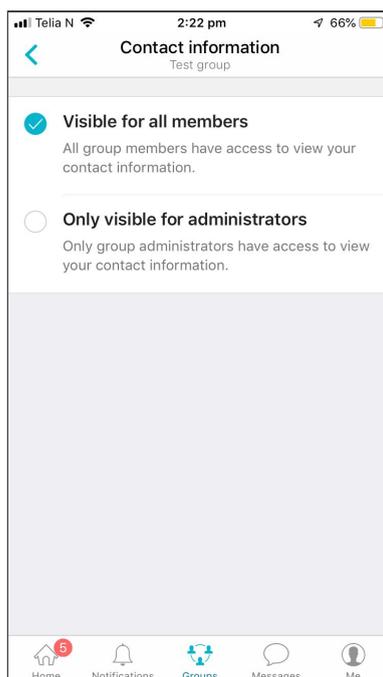
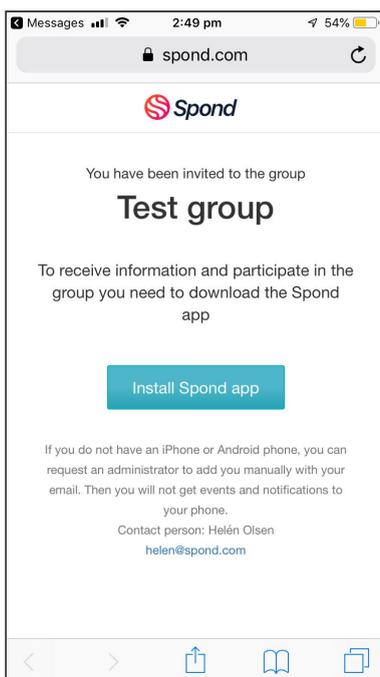
What the group invite looks like in an email:

The person will receive an email with this information and will be able to join or decline. They will also be able to select to hide their contact information from other members of the group (except group admins). Until they have responded to the invite, their contact info is kept hidden from other members. If they decline, their information will be removed completely.



What the invite looks like on a phone:

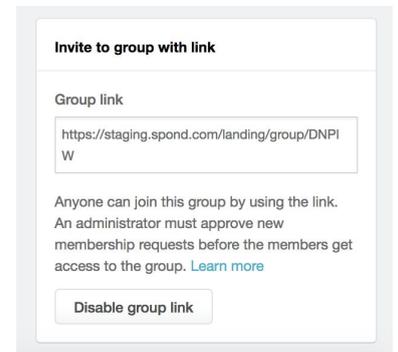
Once the member has downloaded the app they can choose to register to access the group. Inside the group settings they can hide their contact information if they wish.



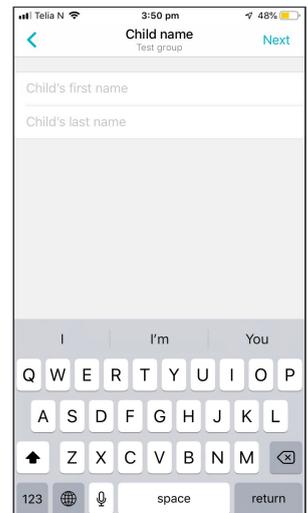
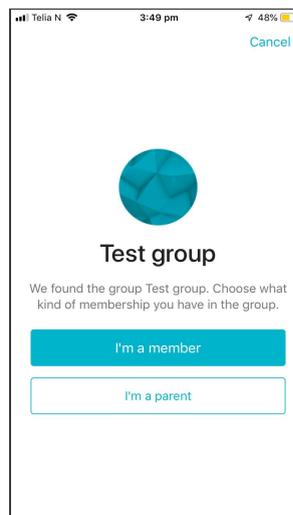
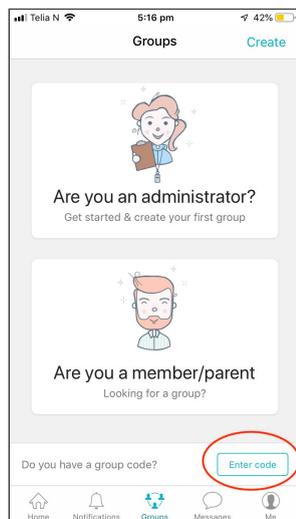
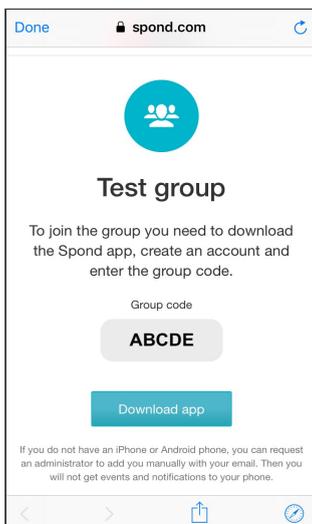
Invite with a group link/code (members request access)

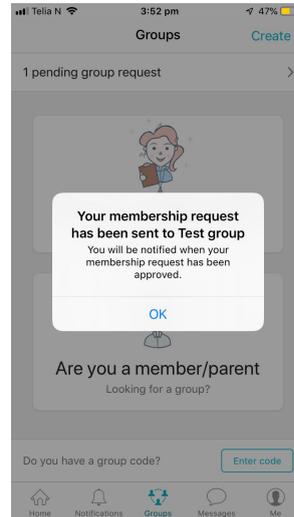
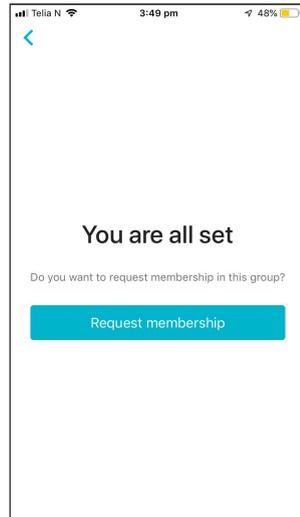
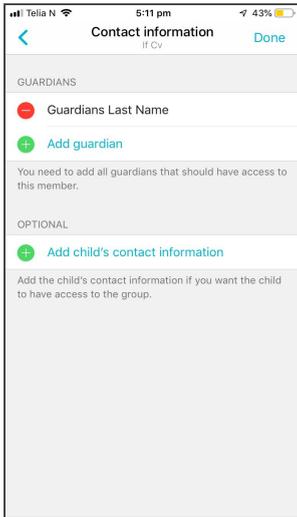
You can find and enable the group link under Members > Invite to group with link (just below the Excel import)

The group link can easily be shared via text message, email, Facebook or Whatsapp. The member will then get a code they can input in the app. Group admin will receive a notification and needs to approve (or delince) all requests to join the group. Admin will also be asked which of the already existing events they would like to invite the member too.



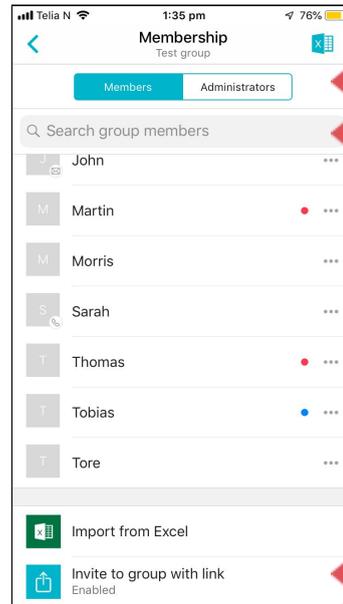
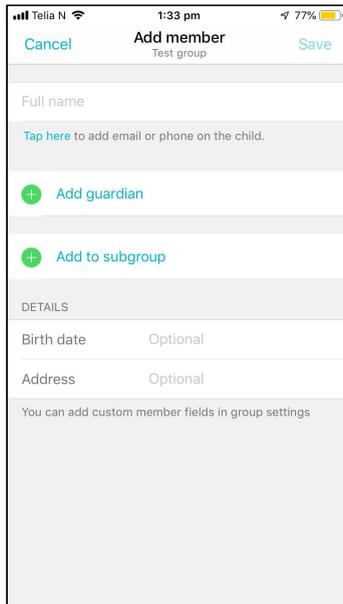
Once the member has added the code in the app, the flow goes like this for guardians. If they have more than one child they need to go through the process again for the next. Members without guardians only need to add their own contact info to request access.





In the app

Go to the group and press **Members** and **+Add member** to add individual members. If this is a Mixed og Adult group you can select to import members from your phones contact list if you enable this. You can also invite to group with the group link which you can find under the Members section.



Add administrators
Search and edit members

Opens link to web
Copy and share

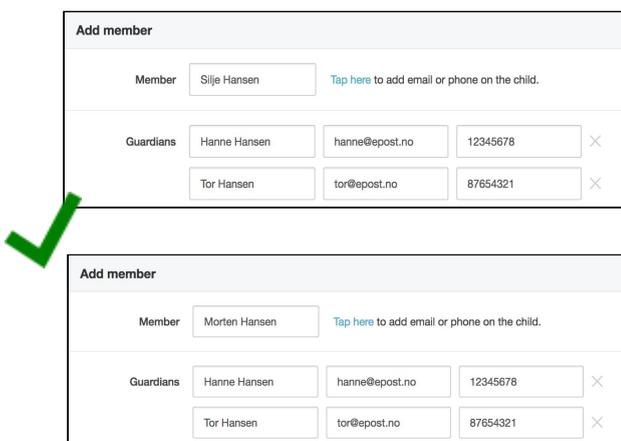
IMPORTANT!

If the members of your group say that they can't access the group even though you have already added them as members you should check to make sure they have registered with the same contact details that you have added them to the group with.

Adding guardians

Depending on your age group set-up you can choose to add guardians to the member. (you can edit this in your **Group Settings** at any time if the group changes) If you want the guardians to respond on behalf of the child you only need to add the guardians contact points next to the guardians name and leave the child's contact info open. If you are adding siblings, you can still add the same guardians without getting duplicates.

If you also want the child to respond you can add their contact point by clicking 'Tap here to add email or phone to the child'. Important to note that these contact points all have to be unique otherwise the accounts will merge (for example if you add parents details on both them and the child).

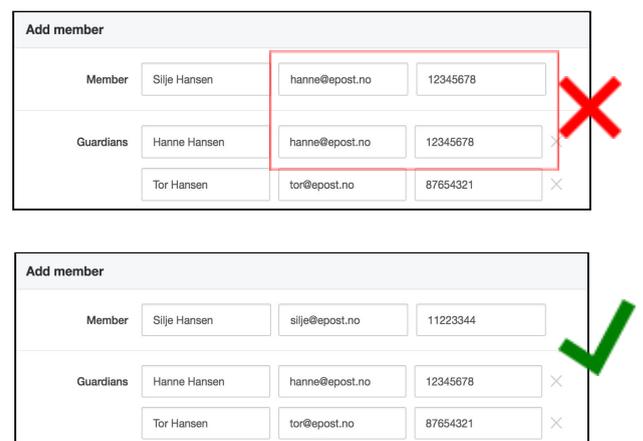


Add member

Member: Silje Hansen [Tap here to add email or phone to the child.](#)

Guardians:

- Hanne Hansen | hanne@epost.no | 12345678
- Tor Hansen | tor@epost.no | 87654321



Add member

Member: Silje Hansen | silje@epost.no | 11223344

Guardians:

- Hanne Hansen | hanne@epost.no | 12345678
- Tor Hansen | tor@epost.no | 87654321

(For siblings or members where the guardians reply on behalf of the child)

(When both child and guardians respond)

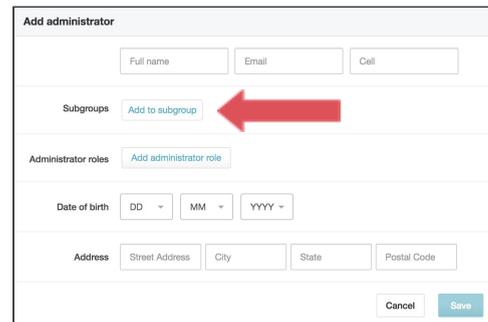
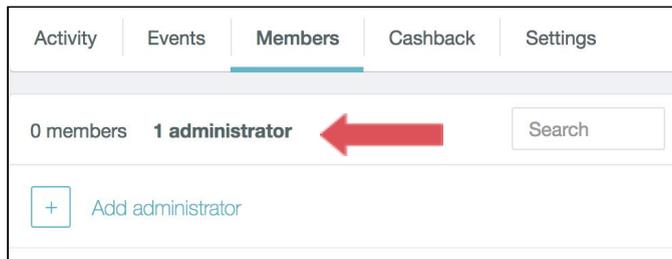
How does it work for a guardian?

- As a guardian, you will be able to manage your child's Spond invitations and respond on behalf of them.
- Guardians can reply on behalf of several children within the same group, and you can add several guardians if needed.
- All guardians receive push notifications when an invite is sent out or new information is added to the group. If there are more than one guardian the most recent answer will apply.
- The child and all guardians that are connected with that child will receive a push notification alerting them that they have replied to an event. This allows other connected individuals to change the reply if for example mom knows they will be away on that particular event date.

Add administrators to your group

Go to the **Members** section in the group and click on **Administrator** > **+ Add administrator**. You can add current members or add a new member. If you start typing an already existing members name, the member will come up. (You can also add new members.) You can do this both in the app and on the web.

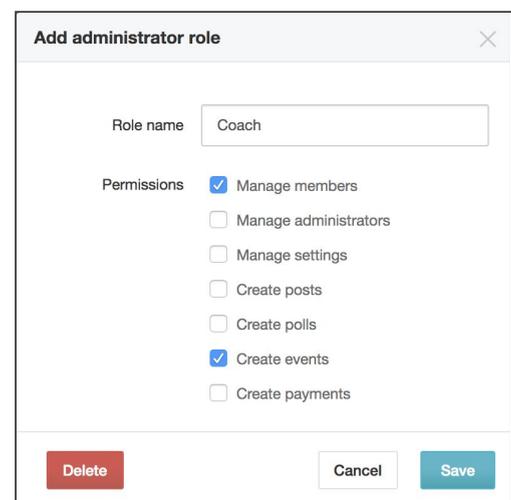
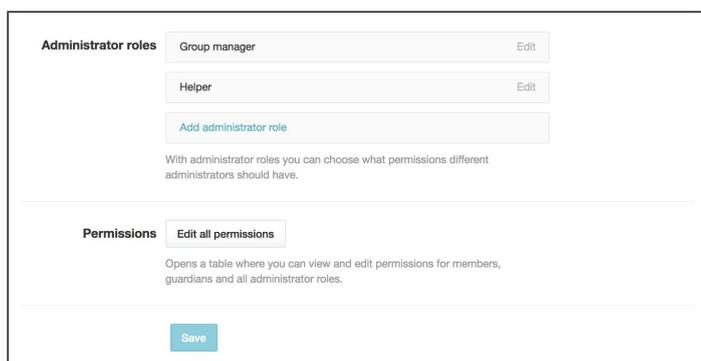
When adding a new administrator you can select which sub group they are responsible for. They will have the same permissions in the other groups but they will show in the member list as admin/contact for this group.



Edit admin roles and permissions

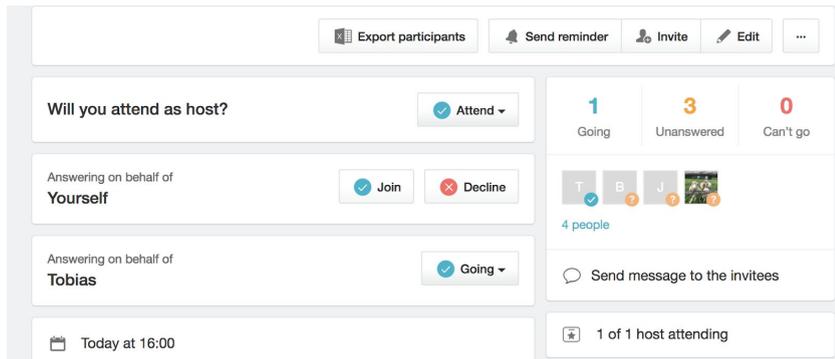
You can edit or add admin types within your **group settings**. Some admins you can set to for example only have access to creating and managing events, while some can only create posts and polls. Group manager will always have all permissions set. All admins roles will have access to the members contact info from the member list.

Permissions you can edit: Manage members, Manage administrators, Manage settings, Create posts, Create polls, Create events and Create payments



How does it work if I am an admin and a guardian?

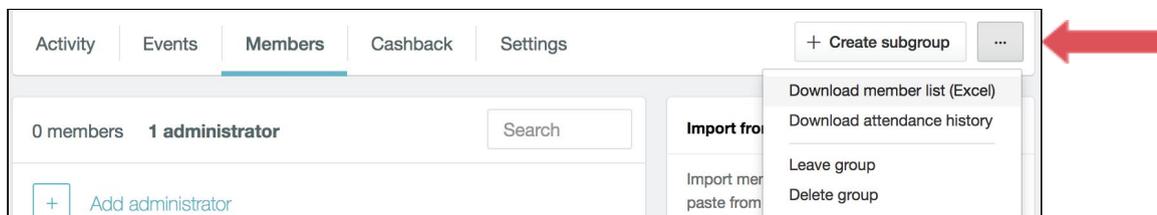
If you're managing a group as well as being a guardian you will get the option to reply as a host, a member (if you add yourself as a member) as well as for the child you're the guardian of.



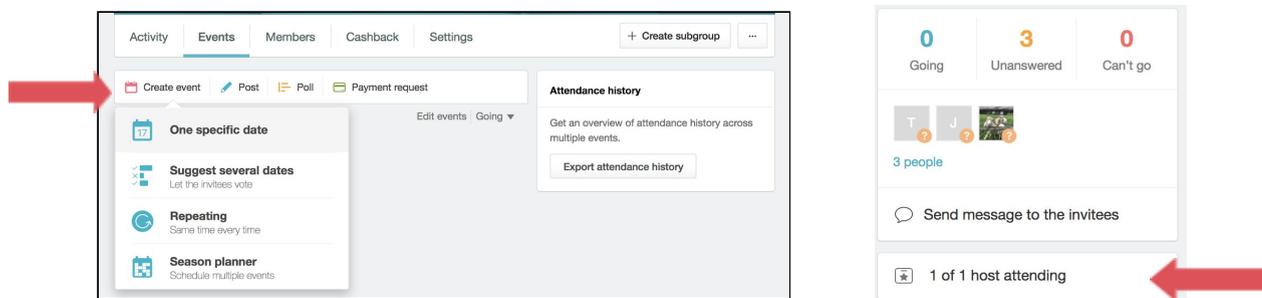
Download member list (excel)

The member list can only be downloaded through the web. Select a group and press the three dots on the right hand side to **Download member list (Excel)**

This export will contain 3 pages. 1st page includes all subgroups, the members and potential guardians details. The next page is a print friendly version and the next contains all subgroups separately.



Create an event

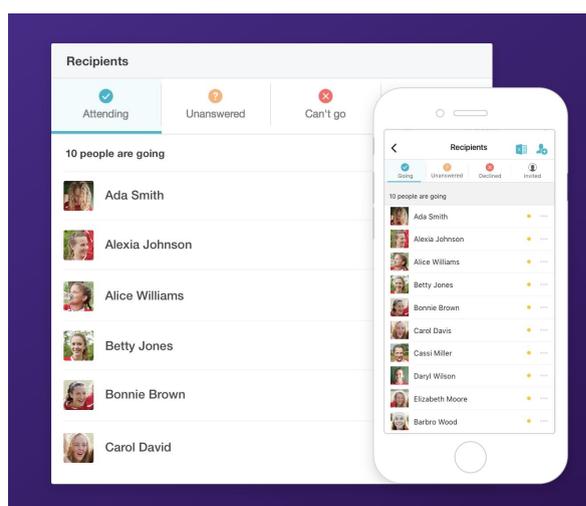


1. Go to your group
2. Click **Create Event** and select between the different types of event options (see below). Select if you would like to post the event in the main group or sub groups as well as which members you would like to invite.
3. Fill in the event information (this can be edited at any time)
4. Add the administrators you would like to invite as hosts. This will also show in the overview underneath the participants (see picture on the right) If you click on this you will also be able to add more in the future.

When creating an event you can set it up so the event invitation is delayed. This is often useful when setting up matches that are several months ahead – your players might not know if they are able to attend you are much closer to the date. By making it so the invitation is sent out closer to the event date you can get much more accurate replies. Note that even though the invitation is not yet sent out, the participants will still see the events in their event overview. You can always change your mind later and manually push the invite out.

You can also set an automatic reminder to be sent out 48 hours after the invitation has been sent if they have not yet responded or 48 hrs before the event start time.

You get a full overview over who's attending and you can choose if the participant list is visible to all or only admins.



Different event types

One specific date

For single events where the date and time is arranged in advance. (For example a cup or a performance) It is also possible to include attachments, registration fee, max number of participants and an answer deadline when creating a single event. To delete a participant, press the X next to their name in the participant list.

Repeating events

For recurring events (for example weekly practices). The invitation can be sent between 1 and 5 days before the event will take place. For repeating events you have the option to set the participants as automatically attending which means they only have to respond if they cannot attend. If you wish to remove someone from the series you can do so by clicking the X next to the participants name. It is also possible to include attachments, registration fee, max number of participants and an answer deadline if you go into each event to edit this after creating the event. You can chose to turn notifications off for a whole recurring series by clicking the 3 dots inside the event.

Season planner

Plan several events for the whole season on the web. If you choose this alternative in the app you will receive a link to your email with the Excel Importer to do the work at a computer. The invitation can be sent 1,3,5 days or 1 or 2 weeks ahead of event start. It is also possible to include attachments, registration fee, max number of participants and an answer deadline if you go into each event to edit this after creating the event.

You can manually add the timetable from an existing Excel spreadsheet, just copy/paste row by row from your Excel spreadsheet. You can also import a calendar file (.ics)
(Only available in Norway: directly import from fotball.no and handball.no)

Season planner
Group 1

Cancel [Select recipients >](#)

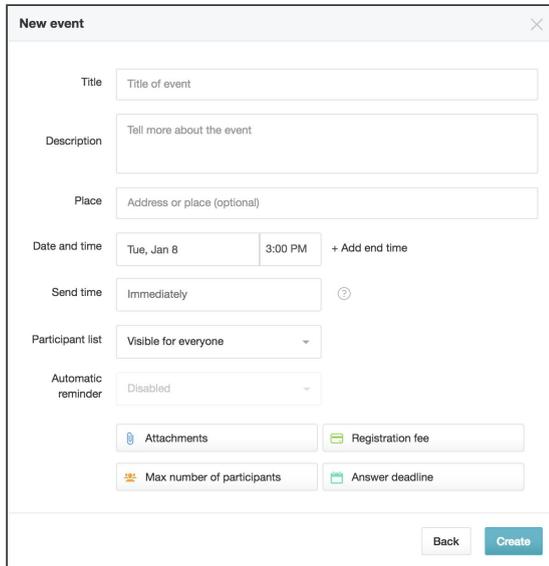
Send time: 3 days in advance 5:00 PM Participant list: Visible for everyone Automatic reminder: After 48h [Import...](#) [Show tips](#)

	Start date	Start time	End date	End time	Title	Description	Place
1	09.01.2019	10:00 AM	09.01.2019	11:00 AM	Team 1 vs Team 2		
2	16.01.2019	2:00 PM	16.01.2019	3:00 PM	Team 1 vs Team 2		
3	23.01.2019	1:00 PM	23.01.2019	2:00 PM	Team 1 vs Team 2		
4	30.01.2019	9:00 AM	30.01.2019	10:00 AM	Team 1 vs Team 2		

Suggest several dates

You as the initiator can suggest numerous dates and/or times. The administrator can choose the option where the most people are able to attend. Everyone that has been invited to the event will receive a notification of the final date when this has been established.

Event information settings



Participant list

You can choose to have the participant list visible to all invitees or just the administrators.

Automatic reminder

You can set an automatic reminder to be sent out to the members either 48hrs after the invitation is sent or 48hrs before the event starts.

Attachments

Files accepted: PDF, JPEG, xlsx, PNG and CSV

Registration fee

All participants will have to pay before they will be approved as participants at the specific event. You as admin will still be able to change the participant's registration status - for example if someone has paid you in cash. People on a waiting list will not be charged before they have received a safe spot for the event. Read more about setting up a payout method [here](#).

Max number of participants

If you choose the "Maximum participants" option for an event, the first people to accept the invitation (to the limit the administrator has decided) will be able to attend. People will be able to put themselves on a waiting list when the number of spaces has been filled.

If someone attending withdraws from the event, the first person on the waiting list will receive a push notification regarding the free space, and will be able to attend. If he or she declines, the next person on the waiting list will receive the offer and so on.

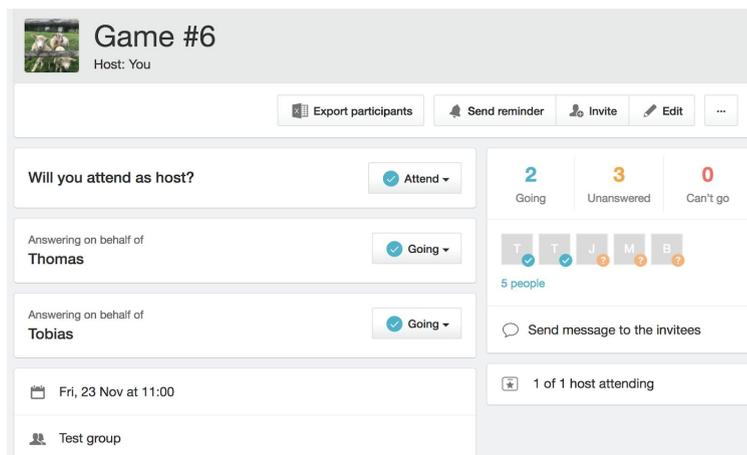
Answer deadline

You can set an answer deadline. After this deadline it is not possible to change your response to the event.

What does the events look like to the administrator?

Events that's been sent out invitation to you have the option to:

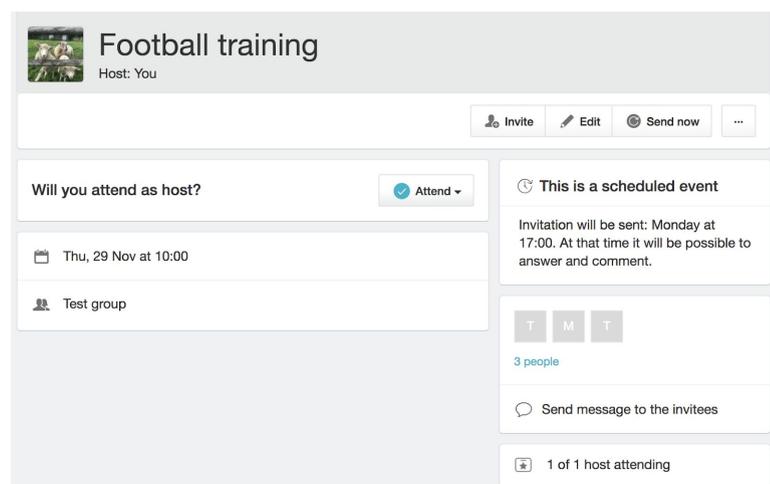
- Export participants
- Send reminders to members who's not responded
- Invite more members
- Change members replies
- Send message to invitees, either as a group, or separately
- Edit event
- Press the 3 dots on the right to duplicate, create subgroup from event, cancel event. Cancelled event cannot be un-cancelled but can be duplicated if you go to your event overview. Events can not be restored if they are deleted.



The screenshot shows the event details for "Game #6" hosted by "You". The interface includes a toolbar with "Export participants", "Send reminder", "Invite", "Edit", and a menu icon. Below the toolbar, there are sections for "Will you attend as host?" (set to "Attend"), "Answering on behalf of Thomas" (set to "Going"), and "Answering on behalf of Tobias" (set to "Going"). A calendar view shows the event on Friday, 23 Nov at 11:00. The right-hand side displays attendance statistics: 2 Going, 3 Unanswered, and 0 Can't go. A calendar grid shows the event on the 23rd. A "Send message to the invitees" button is visible, and a status bar at the bottom indicates "1 of 1 host attending".

What does scheduled events look like?

All future events will still show in the participants event overview even though the invite is not yet sent out. They will not be able to respond until the invitation is sent out. You can still invite and edit the event. You can also Send Now if you would like to send the invitation ASAP. Keep in mind if you do so the invite will sit as unanswered (and a notification) for the member until they respond.

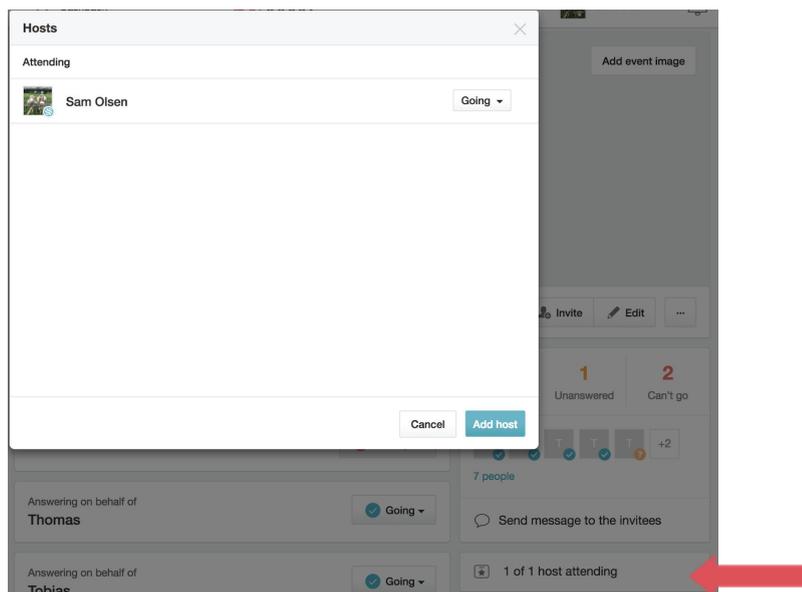


The screenshot shows the event details for "Football training" hosted by "You". The interface includes a toolbar with "Invite", "Edit", "Send now", and a menu icon. Below the toolbar, there are sections for "Will you attend as host?" (set to "Attend"), the event date "Thu, 29 Nov at 10:00", and the group "Test group". A prominent message states "This is a scheduled event" and "Invitation will be sent: Monday at 17:00. At that time it will be possible to answer and comment." A calendar view shows the event on the 29th. The right-hand side displays attendance statistics: 3 people. A "Send message to the invitees" button is visible, and a status bar at the bottom indicates "1 of 1 host attending".

Add hosts to your event

When creating an event you can choose to invite other administrators to attend as hosts. The creator of the event will automatically be set as attending whilst the other invited co-hosts will be asked if they can attend.

You can also invite more hosts after the event is created by clicking the 'X of X host attending' underneath the participant list in the event. (You can not invite members to attend as hosts unless they are admins.) The hosts will be shown in a participant list separately to the other members and will also be included in the event export.

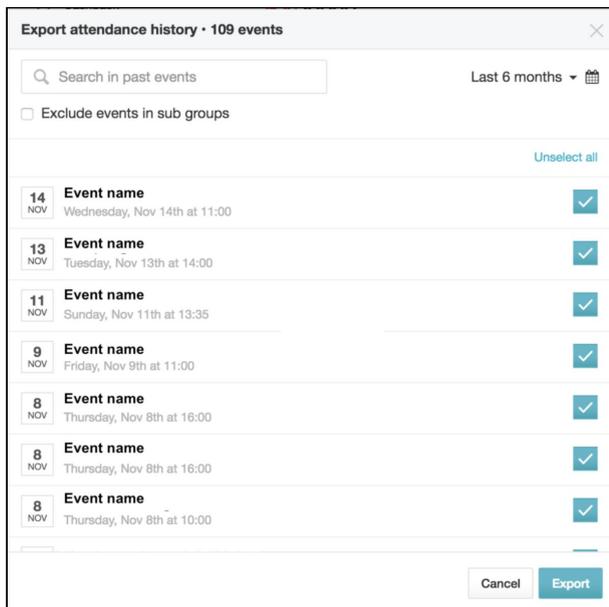
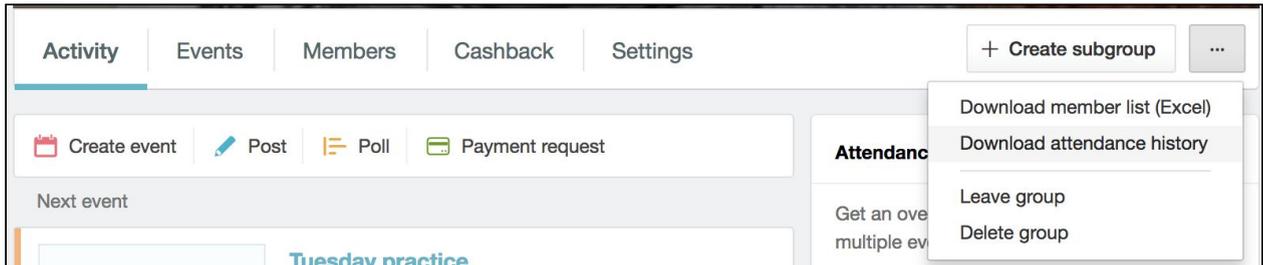


Tip!

If you are an admin but would also like to respond if you can attend as a member you can add yourself as a member to the group. You can do so by going to the Members tab > Add > Add yourself with your name and the same contact details as your admin account.

Download attendance history

Attendance history can only be downloaded through the web. Enter the group and press the three dots on the right hand side under the groups cover photo. You can change a participants answer after the event has started to ensure the statistics is correct.



You can choose which events you would like included in the export as well as the timeframe

Name	ATTENDED TOTAL	ATTENDED %	14/11/2018	13/11/2018	11/11/2018	09/11/2018
	109		Event name	Event name	Event name	Event name
Member 1	18	18 %		1	1	
Member 2	16	16 %	1			1
Member 3	16	19 %			1	
Member 4	10	14 %	1		1	1
Member 5	10	16 %			1	
Member 6	0	0 %				
Member 7	0	-				
	Attended					
	On waiting list					
	Did not attend					
	Not invited					

The export includes:

- The members name
- Number and % of total attended events
- Date and name of the events

- Whether or not the member attended,
if they were on the waiting list or were
not invited.

Payment

Set up a payout method

If you are planning on creating events that requires a registration fee or you would like to create a payment request for example for new shoes you can use Sponds Payment method. We support Visa, Mastercard and Amex. You can set up a payout method under the main menu under **Payment > Payout method**.

(If you choose to use this feature there is a small [transaction fee](#). You can choose to include this in the request to the member or add on top.)

You can choose the **payout schedule** to be daily, weekly or monthly. Read more about this [here](#).

You will see all received payments under the payment section, although the best way to get the full overview over payments, you should use the [Payment Export](#).

Each administrator who collects money have to add the payout account in their Spond account. This means if there is more than one admin collecting money in the group, they need to add the details to their own Spond account.

We will verify that the information we receive is right before the payment process begins. This will normally take a maximum of 5 days. Once we have been able to verify your account the money will be transferred according to the payment schedule you have set up.

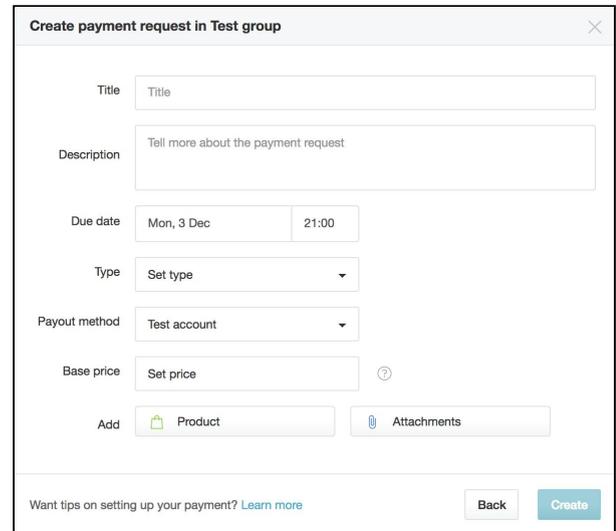
1. **As a private person** we require bank account number, name, date of birth and street address from individuals.
2. **As a company**, we require the company number and any further owners of the company (because of the eu-regulations that our provider is obligated by). Any other private owners (other than yourself) that own more than 25% of the company need to be added to this section. This is not relevant to teams, associations and foundations.

To comply with laws and regulations we, and our payment processor Stripe, may require that you verify your identity. We will contact you directly if this is the case. This requirement exists to promote transparency and prevent money laundering and other financial crimes. [Read more here](#) or get in touch on support@spond.com.

Create a payment request

If you wish to collect money for a trip, new uniforms etc. you can create payment requests within your group or subgroups. You can choose to have a set price (everyone pays the same amount) or create numerous products/prices as well as if the payment is optional or required.

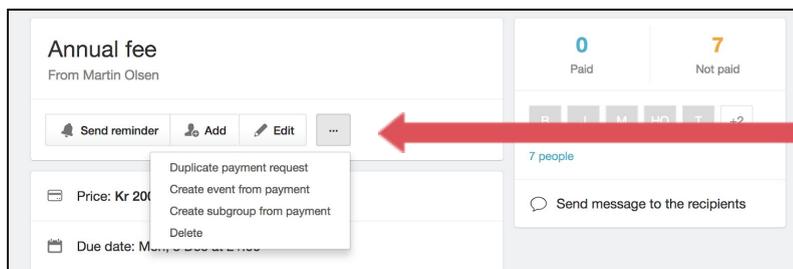
The request will only be visible to the ones who's been asked to pay and you will get a full overview over who's paid both in the request itself and under Payment in the main menu. You can also set a due date and send reminders or messages to the recipients. If someone has paid cash outside of Spond you can click on their name in the list and 'Set status to paid'



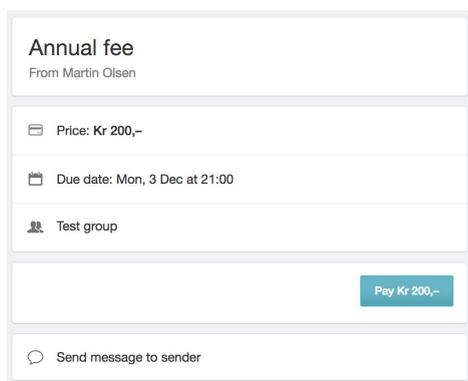
If a payment request is deleted from the group all pending funds will still be transferred to the payout account but the request itself can unfortunately not be recovered.

Payments can not be refunded through Spond. This has to be organised between the member and the receiver.

Members can see their payment receipt in Payment > Performed payments.



Edit options inside the request



What it looks like to the recipient (both in the app, on the web and email)

If they haven't already added their payment information they will be asked to do so when pressing the pay button. The member will see their payment receipt under Payment > Performed payments in the app. If they receive notifications per email they will receive an email receipt.

Export payments

To get a full overview over all payments you have received from your group you can use the Export Payments feature. Go to **Payment** in the top menu and select **Payout methods**. For the relevant account, press **Export Payments** and fill in the email/s you wish the excel export to be sent to. The first page of the export will include date of payout, expected arrival date, the event and the amount as well as the fee. The second page includes the same as well as a full list over who made the payments for which member.

Payment methods
Payout methods
Performed payments
Received payments
Invoice overview

Payout methods are used when you collect money through Spond. When you create a payout method you enter a bank account number where you want payments to be deposited.

Name	Status	Account number	
Test account	Verified		Export payments View Delete
+ Add payout method			

Example export:

Payouts	Transactions				
Date of payout	Expected arrival date	Payment	Net	Gross	Fees
04. 09. 2018	09. 09. 2018	Total	181	190	9
		Payment for Cup	181	190	9
05. 08. 2018	10. 09. 2018	Total	181	190	9
		Payment for Cup	181	190	9
10. 09. 2018	15. 09. 2018	Total	181	190	9
		Payment for Cup	181	190	9

Send direct messages

Both in the app and on the web there is a separate message symbol for "Messages". With very similar user interface as Facebook's Messenger. You can send private messages (and pictures) one-on-one, or create group conversations.

Members who uses the app receives a push notification for new direct messages. Those who don't have the app but are registered with a mobile number will receive an SMS the first time they receive an instant message (with a request to download the app to respond). Those who are registered with only email will receive an email, but will need to download the app or register and use the web to respond (They will be notified for each *new chat* by email, not each message in the chat, but can go into the link they received to see new replies)

Can I delete messages?

Yes, you can delete *individual* messages that you have sent within 48 hours by holding down the message. It will only be deleted from your side and the other user will not see that it has been deleted. This cannot be undone.

If you want to archive the *entire chat*, you can access the message and press the 'i' icon in the app or 'details' if you are on the web. The message will only be archived for you, the other users will not see that you have archived it. You can archive messages between you and another member as well as group messages.

Can I recover archived messages?

If you or someone else starts a new private message with each other, the archived message will be restored. The same happens if you have an unnamed (Eg Eric, Sandra, Sam) group message and one of the members starts a new message with these members.

It is not possible to restore named group messages (for example, "Norway Cup 2018")

Create polls

You can create polls within groups. You can choose whether everyone has access to answer the polls within the main group, or if you want to create a poll specifically for members within a subgroup.

You can add a question and any additional information if needed. You can add up to 10 different answers allowing each participant to choose their answer. You can also allow members to choose more than 1 answer. "Blank vote" is also an option if the member press the downwards arrow in the poll. You can set a deadline for when the members must answer by. Additionally, you can export the final answers directly into an excel spreadsheet. The vote that the member made will be visible to everyone in the group.

You can send a reminder and see which members that have seen the poll. The members can like and comment on the poll in line with how regular posts work.

Create poll in Test group ✕

Question

Description

Option 1

Option 2

[+ Add option](#)

Multiple choice Allow same person to vote on multiple options

Due date

[Learn more about polls.](#) Back Create

 **Martin Olsen** ▶ Test group
a minute ago

[Edit post](#)
[Export responses](#)
[Delete post](#)

Which colour shorts should we buy?

We are getting new shorts! Which colour do you prefer? The majority will win

Blue	1
Green	0

Due by: Tomorrow at 23:59
2 people have not answered - [Send reminder](#)

1 comment Seen by 2

👍 Like 💬 Comment

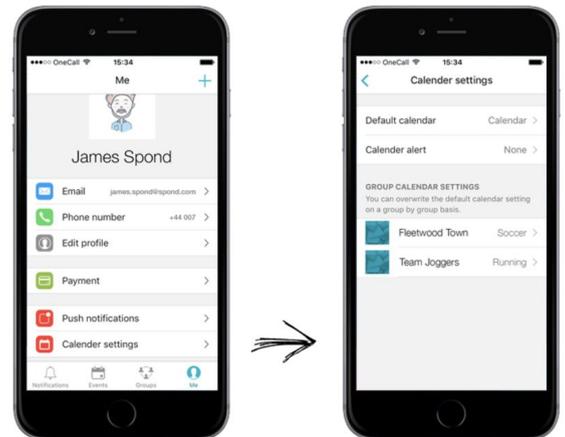
 **Simone** I also like pink
[Reply · now](#)

Write a comment... 📷 Publish

Synchronize events with your calendar

You will be able to synchronize events with your calendar if you have the Spond app. If you declined this option the first time you downloaded Spond, your preferences can be changed within the “Me” tab in the app.

You can choose which groups or subgroups you would like synchronized and also set a calendar alert for events that you are participating.



Notifications

You can choose to get notifications to your app or email. If you don't download the app you will keep receiving notifications to your email. If you log out of the app for a longer period of time you will start receiving notifications to your email again. You can also use Spond on web (spond.com/login)

To customize your app notification, press **Me**, and then **Push notifications**. Several alternatives will then appear and you can adjust the settings to your preference. If you don't want to be alerted when someone replies to someone's comments, or when someone responds to an invite, this is easily adjusted in this section.

Push notifications can also be adjusted in your phones settings. Keep in mind that if you turn notifications off on the phone, all push notifications from Spond will then be turned off, and you might miss important information.

TIP!

You can turn off notifications for certain events or a whole repeating series. You will no longer receive more push notifications from this particular event if you choose this option. Click the “More” tab and the alternative “Stop push-notifications” will appear. You can also stop push notifications for certain posts by clicking the downwards arrow on the post.

Spond Cashback (currently only available in Norway)

Hvordan fungerer Spond Cashback?

Spond Cashback er en enkel, trygg og gratis måte å samle inn penger til laget på. Hvis du eller andre gruppemedlemmer handler hos våre partnere blir en prosentdel av kjøpet utbetalt direkte til lagkassen! Dette kan dere bruke til å kjøpe nytt utstyr, finansiere turer eller hva som helst annet som gruppen din behøver. Det finnes nå 30 Cashback partnere totalt i butikk og på nett, og flere legges til fortløpende. Du kan lese mer om dem på Spond kontoen din.

Hvordan setter jeg opp Cashback for gruppen min?

Gå til gruppen og trykk på Cashback fanen og Aktiver Cashback. Skjerm bilde viser hvordan det ser ut for deg som administrator. For medlemmer er det det samme minus mulighet for å legge til utbetalingskonto og å deaktivere Cashback.

The screenshot shows the 'Cashback' settings for a group. On the right side, there are four main sections with red arrows pointing to them:

- Støtt gruppen selv:** Points to the 'Støtt denne gruppen' button.
- Legg til utbetalingskonto:** Points to the 'Legg til utbetalingsmåte' button.
- Kopier og del lenken med venner og familie:** Points to the URL field for sharing the cashback link.
- Deaktiver Spond Cashback:** Points to the 'Deaktiver Spond Cashback' button.

Hvordan registrerer medlemmer seg til å bidra til gruppen?

Cashback i butikk: De må registrere bankkontonummeret sitt (opptil 3) (kun debetkort med BankAxept, ikke kredittkort) under Cashback i appen eller på web.

Cashback på nett: De trenger ikke bruke kortene som er registrert i Spond da Cashback blir kun registrert dersom de bruker linken til nettbutikken gjennom Spond under 'Cashback på nett.'

Les mer om [Cashback i butikk](#) og [Cashback på nett](#) på hjelpesenteret eller send en e-post til support@spond.com dersom du har andre spørsmål.

