

Registering with Spond

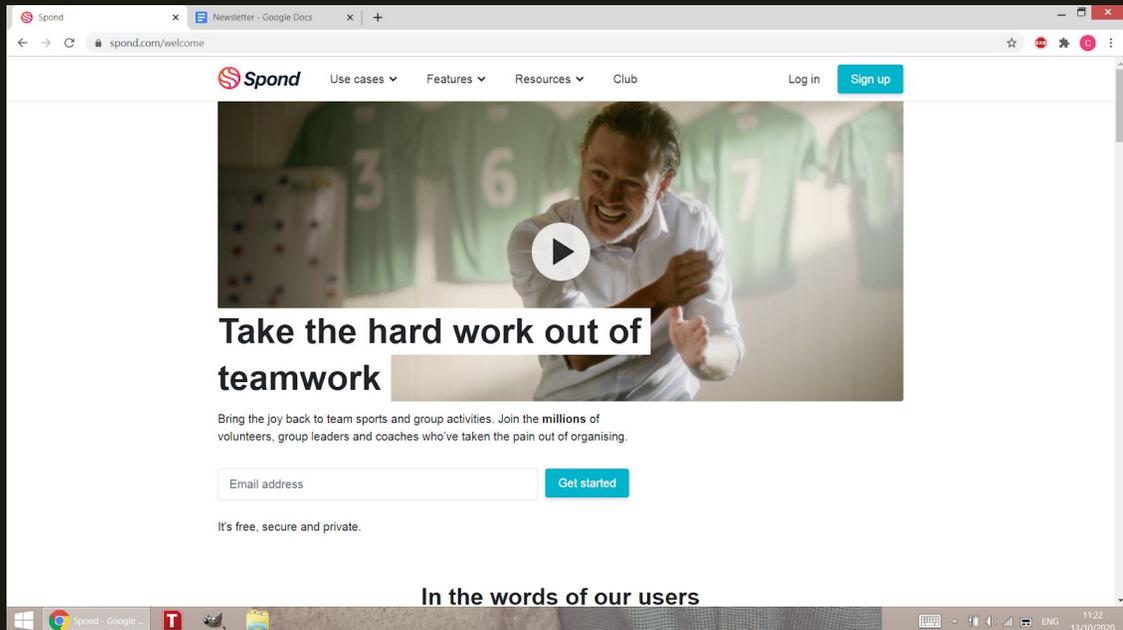
Manchester Bees Dodgeball



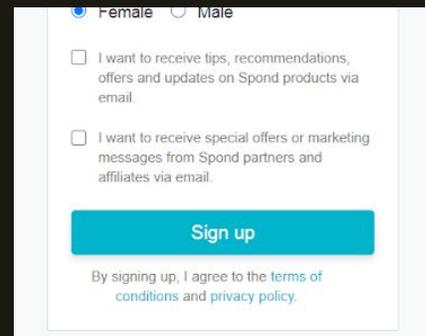
**Manchester Bees
Dodgeball**

Using the website to register

(using your phone directly to register will be the method underneath)



- Click the following link <https://spond.com/welcome> , or copy and paste it into your URL bar, or Search for 'Spond' on google. Once you're on the home page it should look like the above.
- In the top right of the webpage there is a blue button that says 'sign up'. Click this to proceed to the next page.
- On this page will be information about yourself to fill in. Please register your own info as a parent, as the account will be under your name, and you can click attending to a session for your child under your account.
- You do not need to accept the two boxes at the bottom giving permission for updates from spond to be able to continue. (screenshot on the right)



**Manchester Bees
Dodgeball**



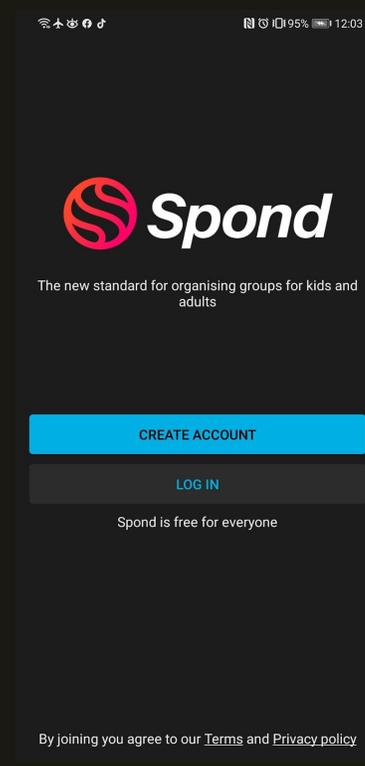
- Once you click sign up, you will be sent an email to the address provided which will contain a link saying 'verify email'. If you don't receive it within the hour check your spam. Click this link to verify the account.
- After you have created and verified the account, go to the app store on your phone and download the app 'SPOND', the logo looks like the image on the right.



Using your phone to register

(please ignore this if you have already taken the steps above on the website)

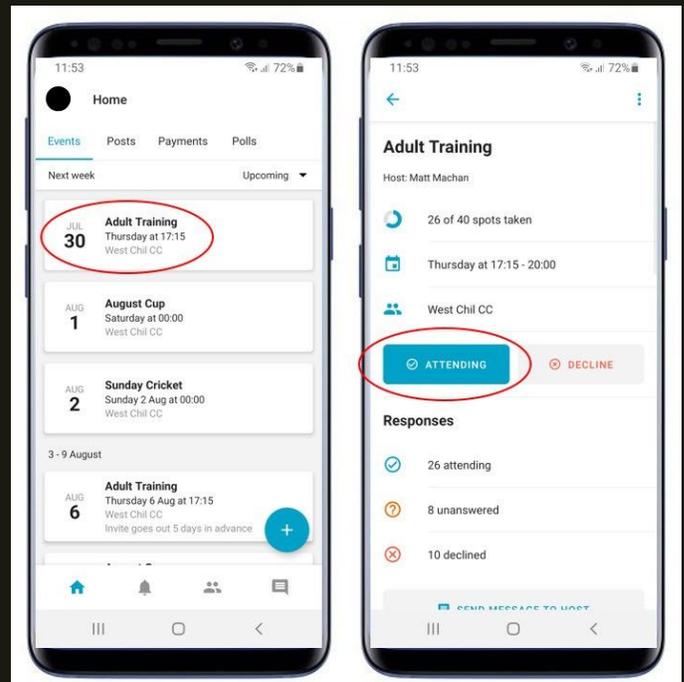
- Go to the app store on your phone and download the app 'SPOND' the logo looks like the image on the right.
- Once downloaded, open it on your phone and you should be greeted with the following welcome screen with two options, create account and Log in.
- Click create account, and fill in the information it asks for, phone number, email and a chosen password. Please use your own details as the parent of the child attending.
- You do not need to accept the 'receive spond tips or special offers' boxes to be able to continue, so feel free to opt out of this extra marketing offers.
- Click next, and SPOND will send you a confirmation email with a link to activate the account, to the email address you registered with.
- You will be sent an email to the address provided which will contain a link saying 'verify email'. If you don't receive it within the hour check your spam. Click this link to verify the account.
- Your account should now be active and you should be able to log in.





Registering to Attend a Session

- Sign in using the details registered above, and once logged in, click the "Groups" tab, press the "Enter code" button near the bottom right corner and follow the instructions.
- **enter 'SXZHY'.**
- This will notify Manchester Bees Committee that you are looking to join the academy dodgeball group, and we will assign you.
- Once assigned you will get updates through SPOND directly, notifying you of session dates/times, updating you if things change in real time, and allowing you to register your child for individual sessions each week.
- The session registration will go live prior to the day of the session, and you'll be able to see a countdown on the app as to when you can register for that specific session. To register, simply click attending on that individual event, highlighted in the image on the right .
- Please note you'll have to register for each weekly session individually, and make sure you only come to sessions you have registered for.
- The spaces may fill up quick, so its first come first served, please make sure you register as soon as you know you're available to attend.
- If you have more than one child that will be attending Manchester Bees Dodgeball sessions, you need to add the code and follow the steps for the first child, then do the same for the next. When both children have been accepted in the group and they are invited to events you will be able to respond on behalf of both separately.



Answering on behalf of Yourself (as guardian)	<input checked="" type="checkbox"/> Attend	<input type="checkbox"/> Decline
Answering on behalf of Anna Smith	<input checked="" type="checkbox"/> Attend	<input type="checkbox"/> Decline
Answering on behalf of Tom Smith	<input checked="" type="checkbox"/> Attend	<input type="checkbox"/> Decline

