



**U.S. NAVAL
SEA CADET CORPS**

Raleigh Battalion

Spond App Introduction

FALL 2024



What Is Spond?

Spond is a free communication and event coordination application with over 3M active users.

- Spond is available on the App Store and Google Play
- Spond is also available from an internet browser at www.spond.com





Why Spond?

We've chosen Spond for the following reasons:

- Free for the Raleigh Battalion and all users
- Improved communication options
- No ads
- Additional tools for managing events
- Designed with parental oversight and safeguarding at its core



First Things



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Conduct

All communication in and out of the Spond app should always abide by our rules of conduct:

- CO's Top 6
- Regularly check for communication and event updates

Additionally,

- Cadets should follow their chain of command with any questions, requests, or communication
- Parents should contact the Parent's Liaison at parents@seacadetsraleigh.com with any questions or concerns

Be sure your phone notifications are turned on so you don't miss any important announcements or events!

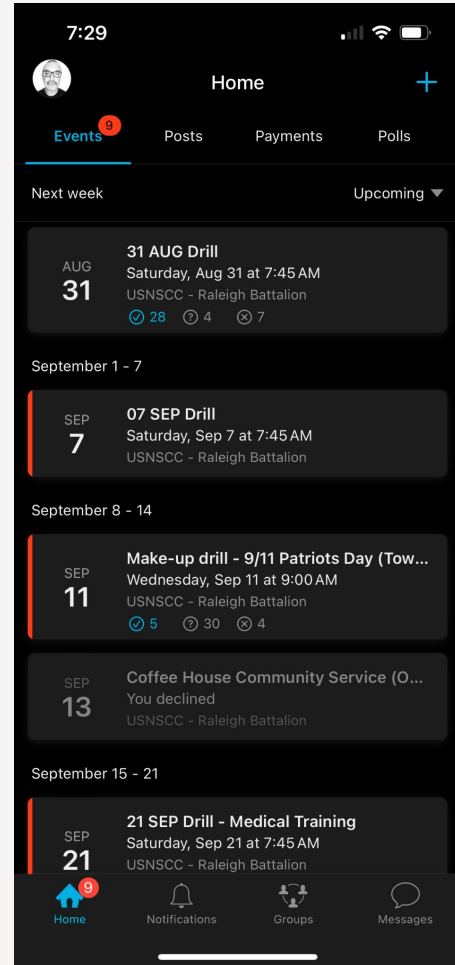


Spond Tools

Home Screen

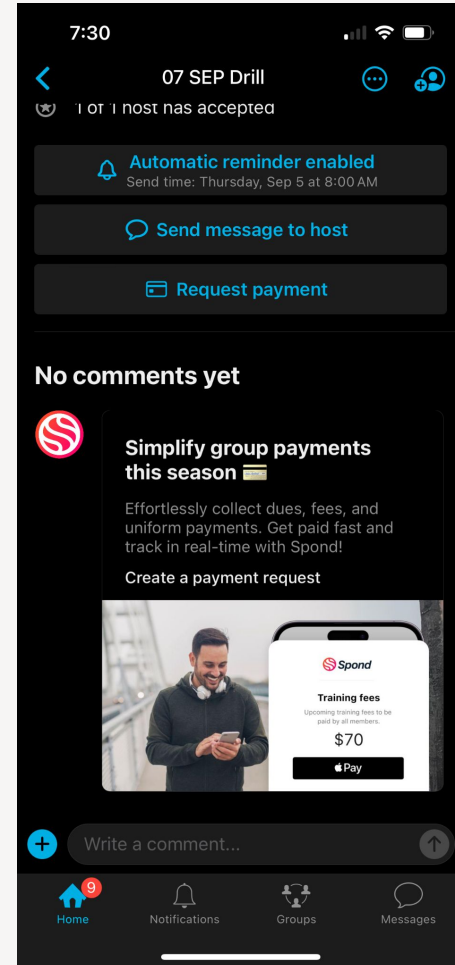
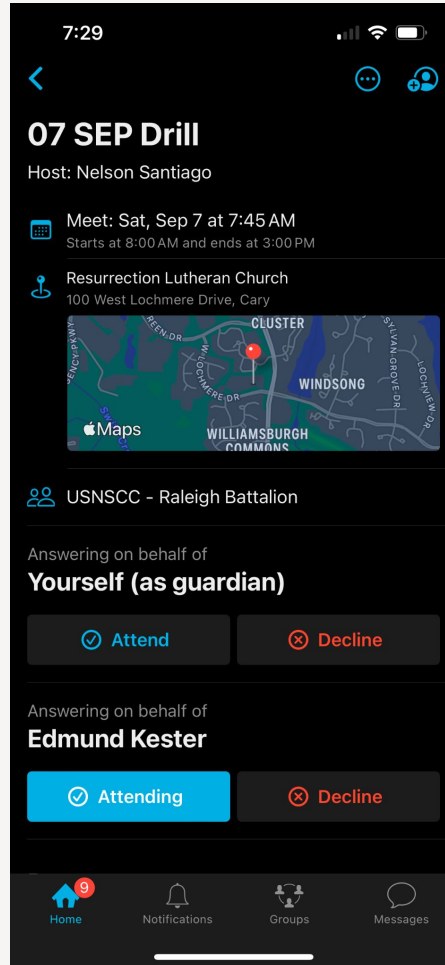
On your home screen, you will find 4 tabs across the top of the app

- **Events** - Note that if you see a red stripe next to an event, you have not yet responded with your availability for that event
- **Posts** - When an announcement or update has been posted to the entire Battalion, you will find it here
- **Payments** - We are not currently using this feature
- **Polls** - We'll occasionally use polls to gather ideas and feedback from Cadets for upcoming events



Events

- Note the location for each event since we have more than one location for drills.
- You can comment on an event if you have questions or comments about that specific event.
- Reminder: Guardians should not mark attendance for the cadets. This is their responsibility.



Scroll down
in the event
to comment
here

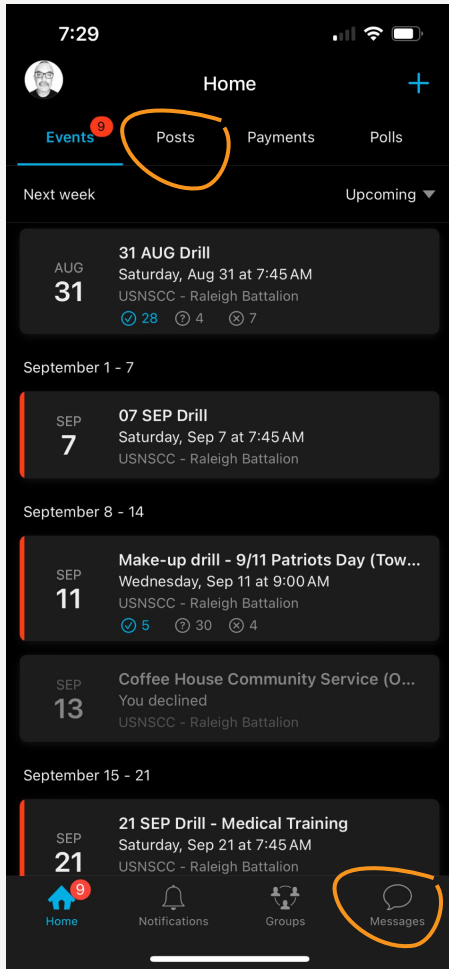




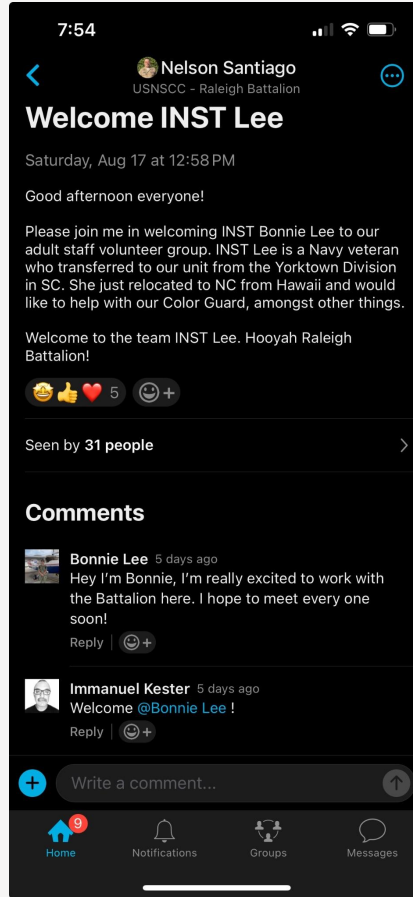
Posts & Messages

Spond provides two means of communication: **Posts** and **Messages**. All cadet communication can be seen and monitored by the cadet's parent or guardian.

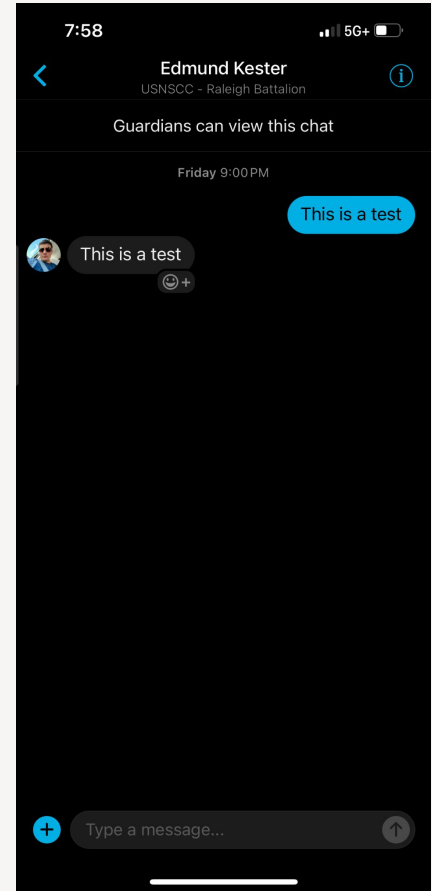
- **Posts** are broadcast communications sent to everyone within a group or subgroup
 - *We'll use Posts to communicate important announcements to the Raleigh Battalion.*
 - *If desired, cadets and parents may leave comments in response to individual Posts.*
 - *Please keep comments focused on the original post. Send a message if you need to contact someone about an unrelated issue.*
- **Messages** are direct communications to a particular individual or group of individuals
 - *Similar to a text message*
 - *Cadets: Remember to follow your chain of command.*
 - *Note that guardians can see their cadet's communications in Messages.*



This is a Post



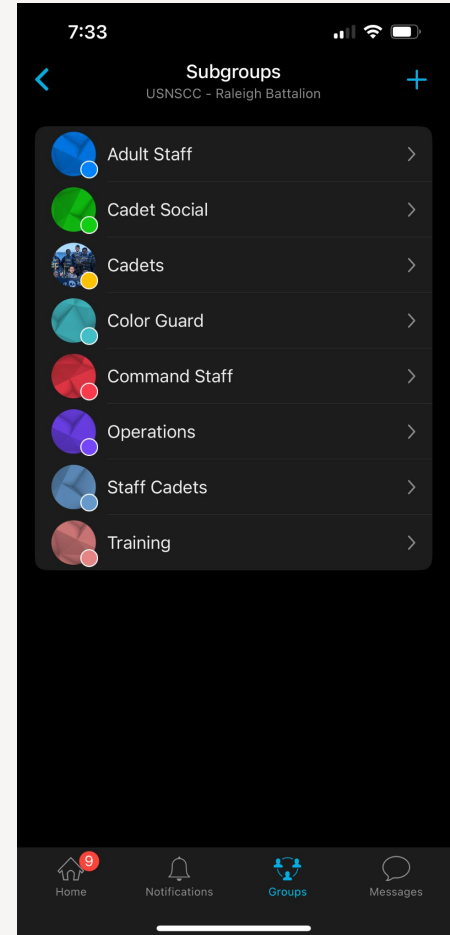
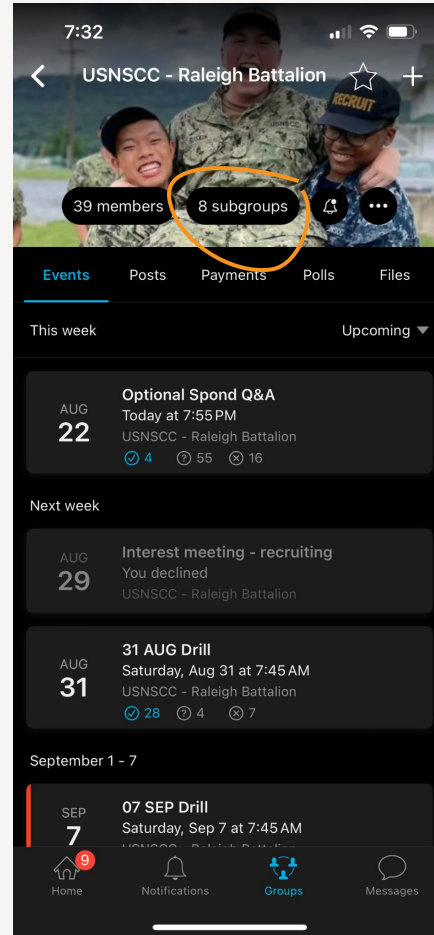
This is a Message



Groups & Subgroups

Spond allows organizations to set up groups AND subgroups

- ALCON communications will be posted within the main group
- We have set up a few subgroups and assigned a few staff, cadets, and billets to some of these subgroups in order to keep specific communications limited.
- You'll find a link to any of your available subgroups from the home screen >>





Spond Setup



Important Setup Notes

1. Cadets and parents/guardian need to set up their own individual accounts.
2. At least one parent or guardian must set up a **guardian account** after the cadet sets up their **member account**.
3. **Cadets**, you will need to set up your account first so that a parent or guardian can be assigned to you in the app.

Cadets need to set up their accounts as "**Members**";

Parents/Guardians should set up their accounts as "**Guardians**"; As a guardian, you will have full access to all of your cadet's messages and interactions in the app. Spond was designed with parental oversight and safeguarding at its core.

Leadership Staff are the only adult account holders who need to be set up as "**Members**" for administering and governing the Raleigh Battalion account, events, and communications.

If your cadet does not have a smartphone, we can set up cadets manually with their email address.

Spond Setup

1. Use [this link](#) to download the app from your mobile device. Take note of the group code for the Raleigh Battalion. You will need this code to join our group after you set up your account.
2. Once you have downloaded and opened the app, select the "Get started" button.
3. Next, select "**Join an existing group**".
4. Now, create your Spond account by entering your phone number and email. Then choose a password you'll remember.
5. You will receive an email with a verification code. Enter that verification code in the app and click "Next".
6. Enter your first and last name, then select "Next."
7. Please upload a photo so that we have a face to go with your name! Note: Cadets recently took photos in NWUs for updating ID cards. We will add those photos to everyone's profiles once we are all set up in the Spond app.
8. Choose your time zone. Use "America/New_York". Then select "Next".
9. Select your birth month and year. Then select "Get started".
10. Now that your account is set up, select "Enter group code". Our group code is **NHHXD**.
11. **IMPORTANT!** As previously mentioned, Cadets should set up their accounts first so that a parent or guardian can be assigned to them.
12. **Cadets:** Be sure to select "I'm a member".
13. **Parents/Guardian:** Once your cadet has set up their account and been approved, select "I'm a guardian". Enter your child's name and select 'Next'. You should see your child's name listed under "Existing Members". Select their name and, on the following screen, choose "Send request".
14. A leadership staff member will receive your request and approve your request within 24 hours.