

Workflow - Spond Beta-Testing

Go to Spond.com, Click 'Get Started'

Enter your name, email, and create a password

You will receive a verify email, click to verify your account

You will come to the Spond dashboard

Create a Group

On the right side, click 'Create a new group'

On the 'Choose Group Type', click on Activities for Children

Enter a group name, such as 'Test group 1'

Choose to add a welcome message to your group (a sample message will automatically be filled)

Finish creating your group by clicking 'Create group'

Now add some players to your group by clicking on 'copy/paste from Excel'

Enter 3 or 4 emails you use or close family members/friends use and let them know to ignore these test messages

Enter your own cell number for all of the phone numbers for the members

Click Next

Click Import

Click Done

Create an Event

Click on 'Event' Tab, then click 'Create event'

From the dropdown menu, choose 'Repeating'

We want to invite all members from the group, so choose 'Next'

Fill in some sample data in the fields, then choose a time for your event

3 days from the current date

Choose 'Create'

Share an image

Click on Share post/image tab

Choose your test group.

Type a sample note such as 'Check out this great pic!'

Click on the camera button at the bottom and choose a random picture from your computer

Click 'Publish'

Play around with the other features

Play around on the website, trying out the other features

Download and use the app

Download the Spond app and log in using the email/password you created.

Turn on the notifications so you can be updated with notifications

Create an event in the app

Click on the Events tab at the top of the screen

Click the '+' button at the top right to create a new event

Click 'Event' to create a new event

Click 'Suggest several dates' to poll the group

Click Test group 1

Leave all members checked and click 'Next'

Create an event 'Test event 2'

Click 'Add another date option'

Enter a random date/time

Click 'Add another date option'

Enter a different random date/time

Click Send in the top right corner

Play around with the other features on the app

Play around on the app, trying out the other features

When Done

You should cancel any events you created so you don't get notifications in the future