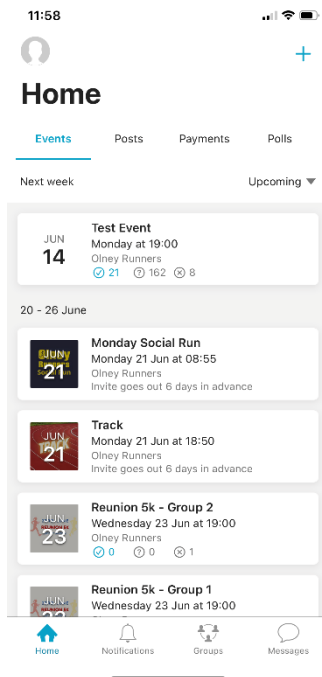# Spond Help Sheet

From June 21st 2021 Olney Runners will be using Spond to book all the sessions. For the best experience download the app when prompted

From the email you should automatically be set up and ready to go. If you use Spond for any other clubs or activities then Olney Runners will be added as an additional group so you can do everything for the same place.

When you open the app you will need chose Olney Runners and you should then have a selection of sessions on your home page. Sessions will be set up into the future but will only become live for booking six days beforehand.

Once you are on the home page select the session you want to join, you will be able to join any group session, so make sure you pick the correct one!
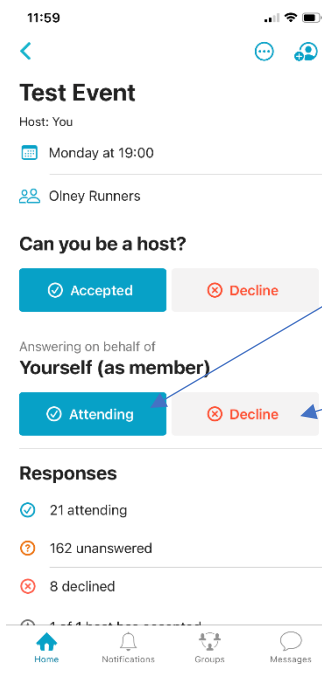
When you open the session, you will then have the ability to book onto the session by clicking this button.

If you then have to change your plans simply go back in and press the decline button and this will remove you from the group

The app is always live so you can join or decline a session at any time, so if you cannot make please make sure you do this please.

Some events will have a limit on numbers, so if a session is already full, Spond will ask you if you want to join the waiting list. If a member then cancels their slot then you will be alerted through Dpond that a place is available and ask if you want to take it. Please respond to this even if you decide not to go as it will pass the place on to the next person on the list.

And that is it! Easy Peasy, please email info@olneyrunners.org.uk if you have any questions.