

# GETTING STARTED

FOR GROUP MEMBERS





## What is BAND?

Hey there! Welcome to BAND, a free communication app that keeps you connected to your group.

BAND is designed to help group members stay informed about what's going on - without cluttering your email and text messages.

In these instructions, you will find a step-by-step guide on how to find the invitation you received from your group leader, how to download the app, how to sign up, and how to check / respond to posts on BAND.



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What is BAND?

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Part 1.  
Getting Started

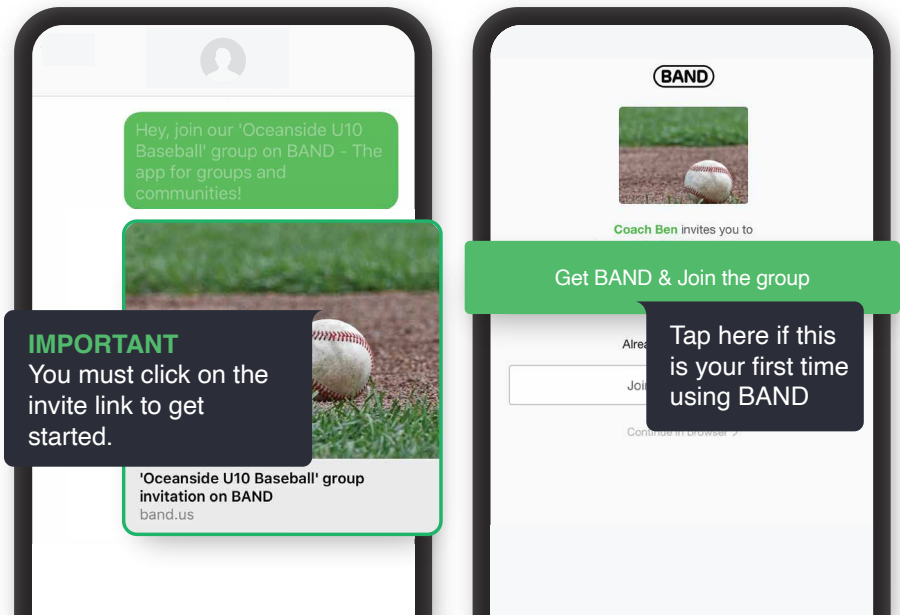
# Step 1. Find Invite Link or QR Code

## \* IMPORTANT

Make sure you tap / click on the Invite Link sent by your group admin to download the app and join.

If you don't use this invite link, you will not receive an invitation to your group upon signing up.

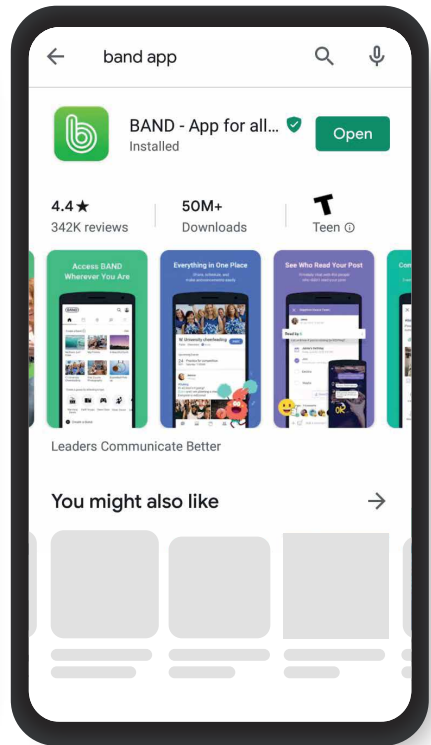
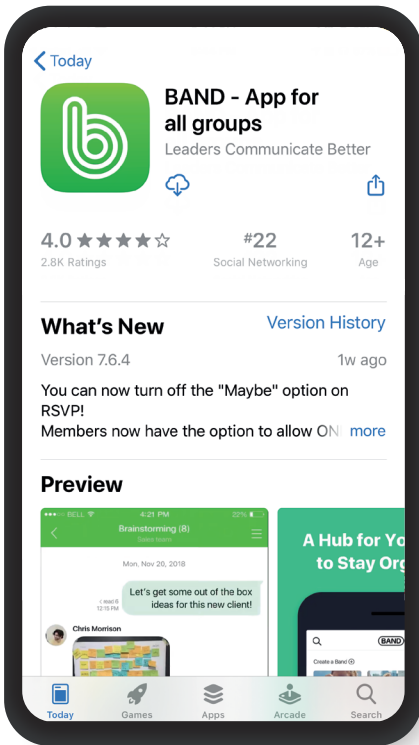
Click or scan the link to get started. If you haven't received the link yet, ask your group admin to re-send one.



## Step 2. Download the App

BAND is available on the iOS and Google Play Store for free.

Even if you plan to use BAND mostly on the web, we recommend downloading the app on your phone so you won't miss important updates posted by your group admin.



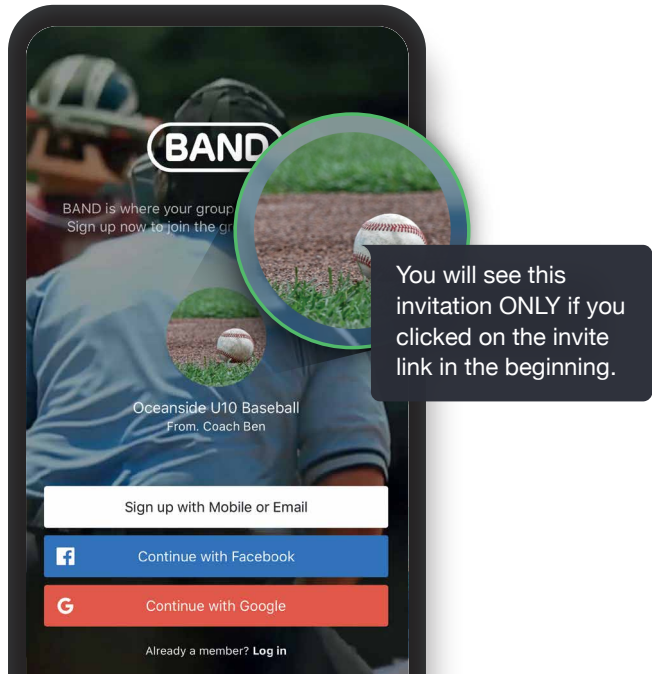
## Step 3. Sign Up

After you've downloaded BAND, you'll see the sign up screen.

### TIP:

Check to make sure that the group you've been invited to is shown on the sign-up splash screen (shown below)! You should see your group's name and cover image.

If you do not see this, go back to the SMS or Email where you received the invite link and click the link again.

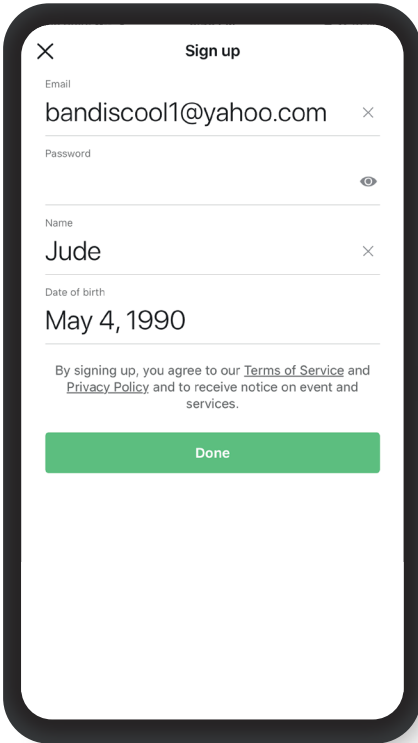


## Step 4. Verify

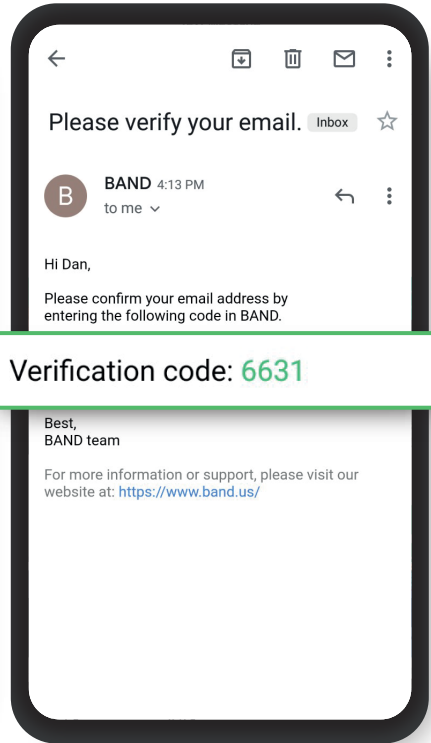
You can sign up using either your mobile number, email, or a third party account.

You will then be asked to verify your email address or phone number for security purposes.

Please enter the Verification code when prompted to do so.



A mobile app sign-up form titled "Sign up". It includes fields for Email (bandiscool1@yahoo.com), Password, Name (Jude), and Date of birth (May 4, 1990). A green "Done" button is at the bottom. A small text block at the bottom states: "By signing up, you agree to our [Terms of Service](#) and [Privacy Policy](#) and to receive notice on event and services."





## Step 5. Enter Info

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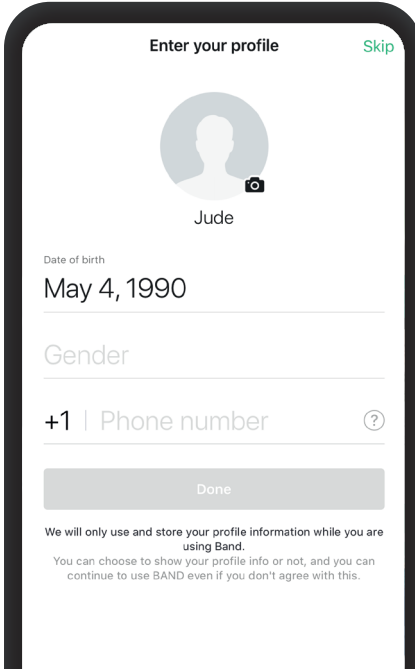
Once you've set up your account, you'll be prompted to fill out your profile information.

Please be sure to enter your date of birth.\*


### TIP

We recommend you enter your phone number in order to receive SMS alerts from your group admin.

\* BAND is not available for children under 13 years old.



Enter your profile Skip



Jude

Date of birth  
May 4, 1990

Gender

+1 | Phone number ?

Done

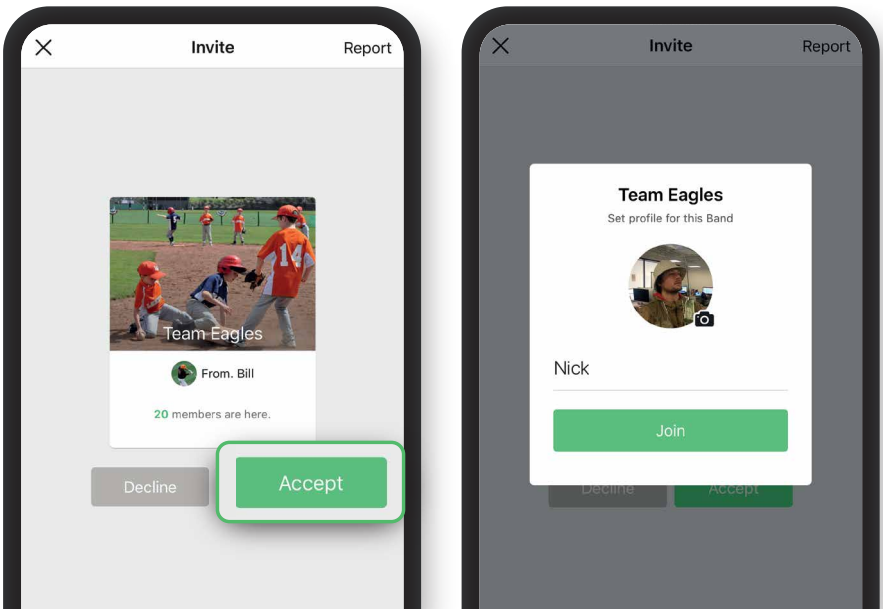
We will only use and store your profile information while you are using Band.  
You can choose to show your profile info or not, and you can continue to use BAND even if you don't agree with this.

## Step 6. Accept & Join

Last but not least, tap “Accept” to join the group. You will be prompted to set your profile that you will use in this group.

Add your profile photo, name, and tap “Join” to complete the process.

Again, if you are not seeing the invite pop-up, simply go back to the SMS or Email that you received and click on the invite link.



Part 2.  
Explore Your Band

# Band\* Overview

## 1. Back to BAND Home

## 2. Search

Search posts / comments by keywords (e.g. type “schedule,” “practice”).

## 3. Post

Write a post that goes to the Community Board.

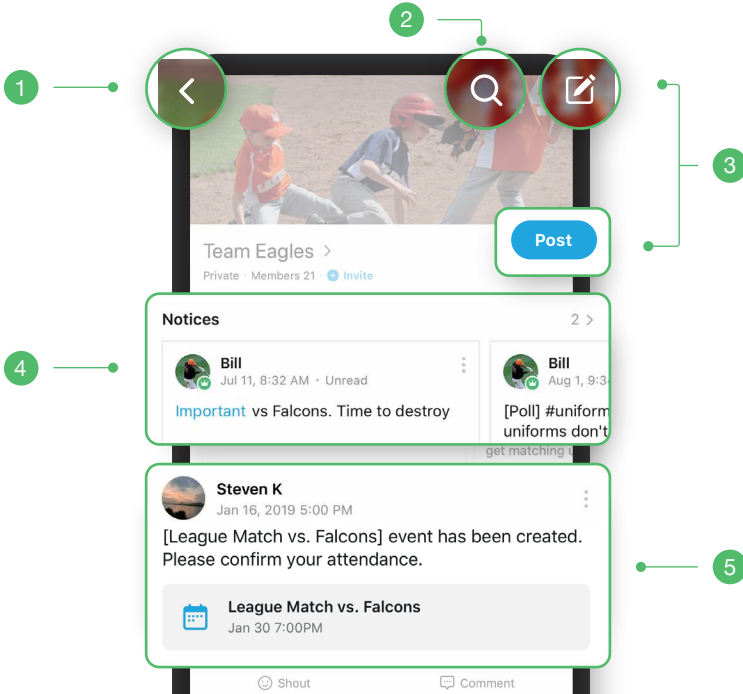
## 4. Notices

Important posts that are pinned at the top by the admin.

## 5. Community Board

All posts are placed on the Community Board. You can leave a shout or comment on the post.

\* Band: We call a group space on the BAND app a Band.



# Band Overview

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## 6. Chat

Public Chat – available for everyone.  
Private Chat – only visible to those in the chat room.

## 7. Album

All photos on post will be archived in the album.

## 8. Group Calendar

View all upcoming events at a glance.

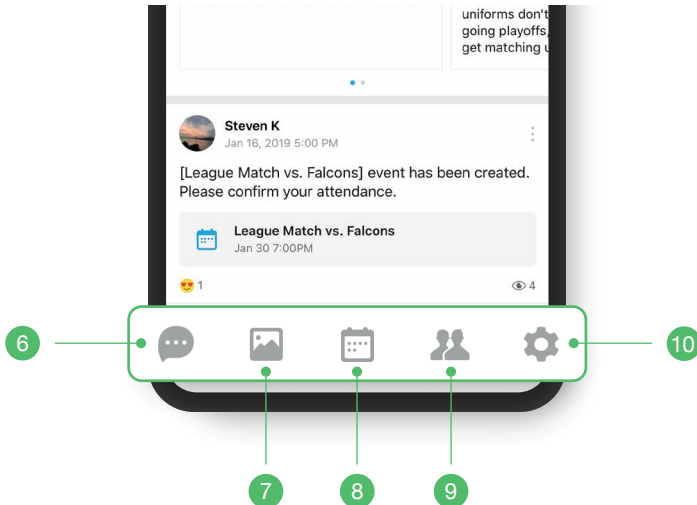
## 9. Members' Info

View who is in your Band and set your role.\*

## 10. Settings

Set notifications, profile, and view all files that are posted on the community board.

\* Setting Your Role: View Page #13



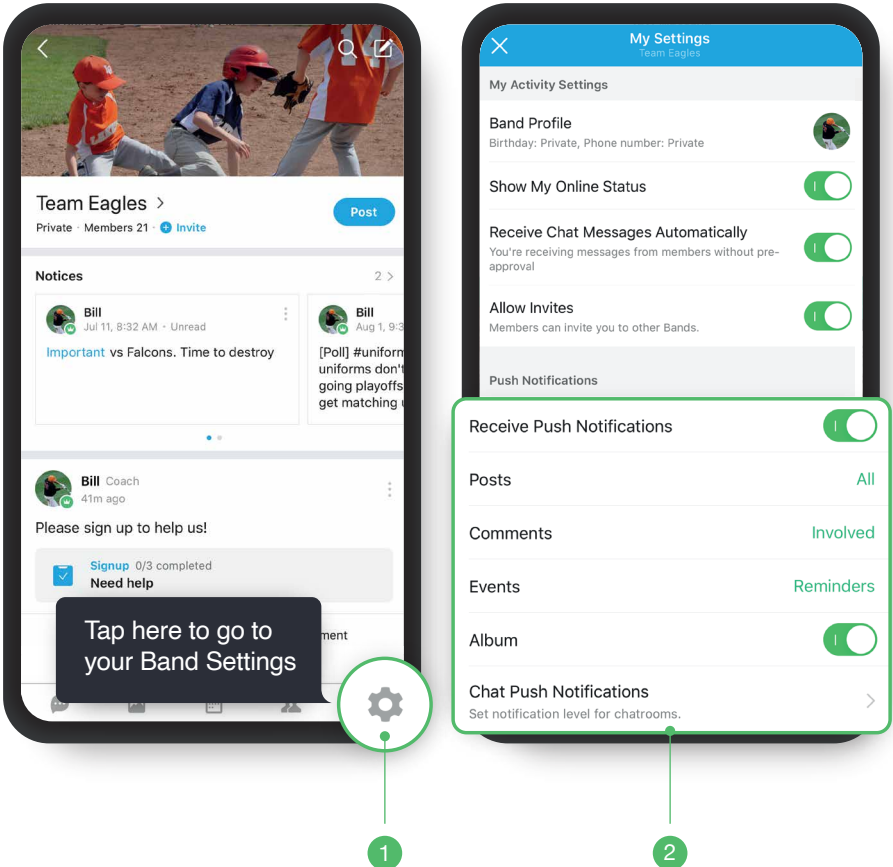
# Set Notifications

## 1. Select “Settings”

## 2. Customize Notifications

In order to get the most out of Band, the first thing you’ll want to do is set your notifications to make sure you hear about the important updates.

For starters, we recommend you use the default settings, but change the Comments Setting from “All” to “Involved Posts”



# Set Your Role

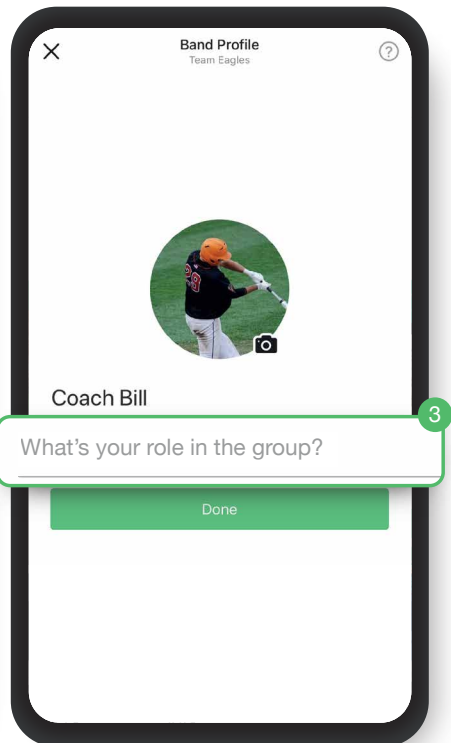
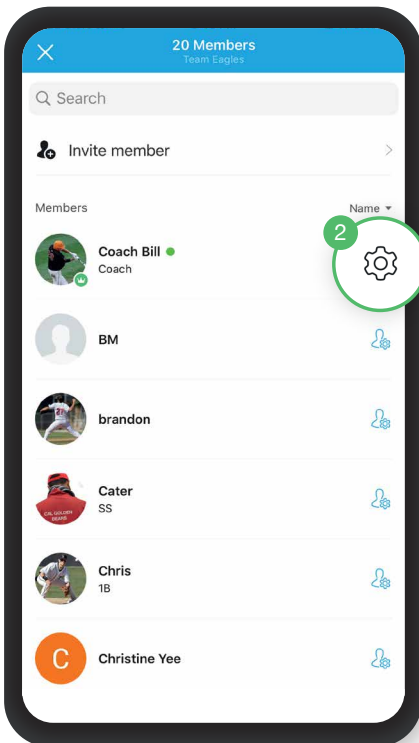
## 1. Select “Members Info”



## 2. Select the Cog (⚙️) Icon

## 3. Select “Set profile” and Enter Your Role

Set your role to help your group leader recognize who you are (e.g. Sam’s Mom, Secretary, Booster, etc.).



Part 3.  
Getting Involved



# Chat / Shout / Comment

## 1. Chat

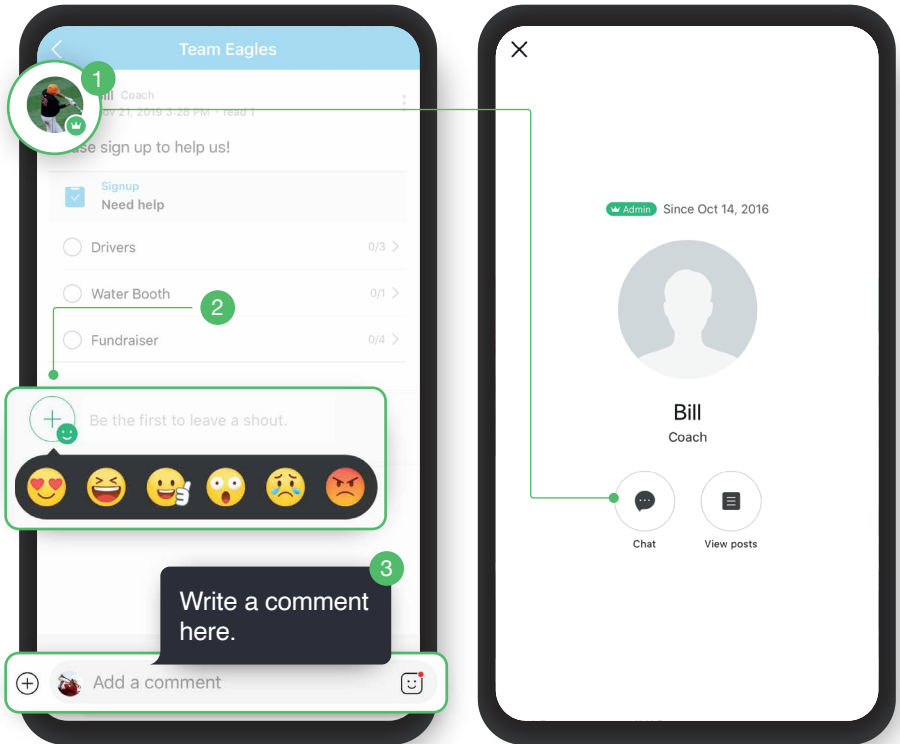
Send a private chat to the person by selecting his/her profile.

## 2. Shout

Leave a shout to express how you feel about the post.

## 3. Comment

To stay on topic, write a comment on the post. You can attach photos and files in the comment.



# RSVP & Sign-Up

## 1. Confirm RSVP

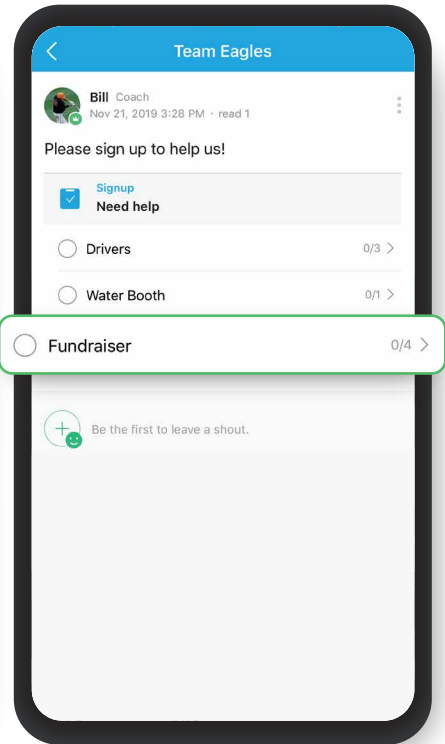
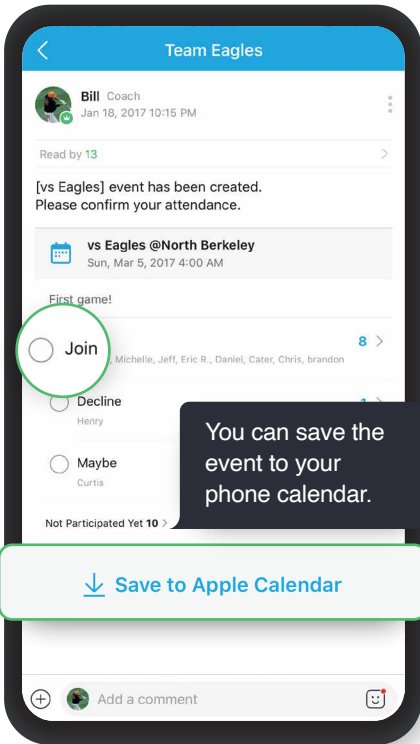
Simply select one of the options to confirm.

## 2. Save the Event to Your Phone Calendar

The event will be saved to your default calendar.

## 3. Sign Up to Help

Check how many people are needed for each task and volunteer to help.



Part 4.  
Navigate BAND

# Band vs. Home

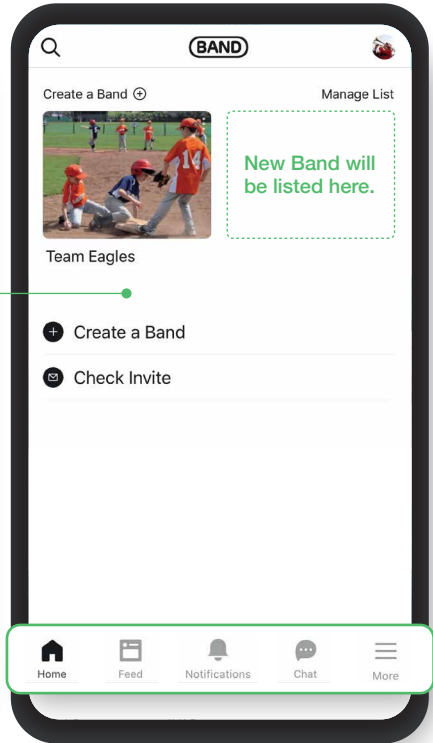
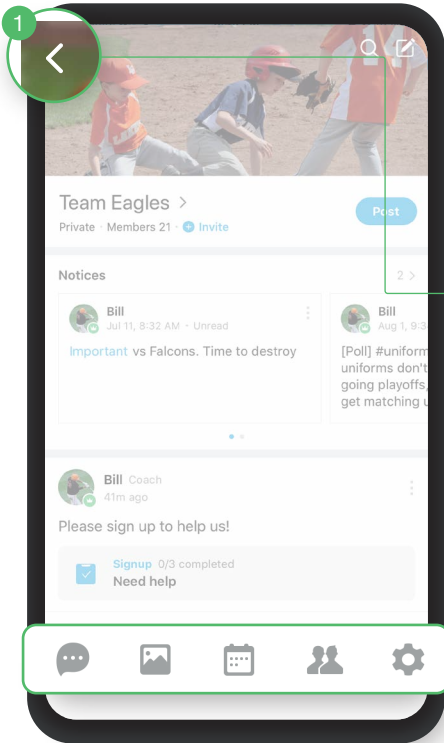
## 1. Tap the “<” Icon to Go to BAND Home

Avoid confusion between BAND Home and inside your Band when navigating the app.

BAND Home displays all the Bands that you’ve joined, and you can check your feed, notifications, all chats, and “More” menu for additional settings.

Inside Your Band

BAND Home



# BAND Home

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## 1. Discover

Discover and join listed or public Bands (only available to 18+).

## 2. My Activity

View all your BAND activities. You can also check upcoming events from all Bands that you joined.

## 3. Create a Band

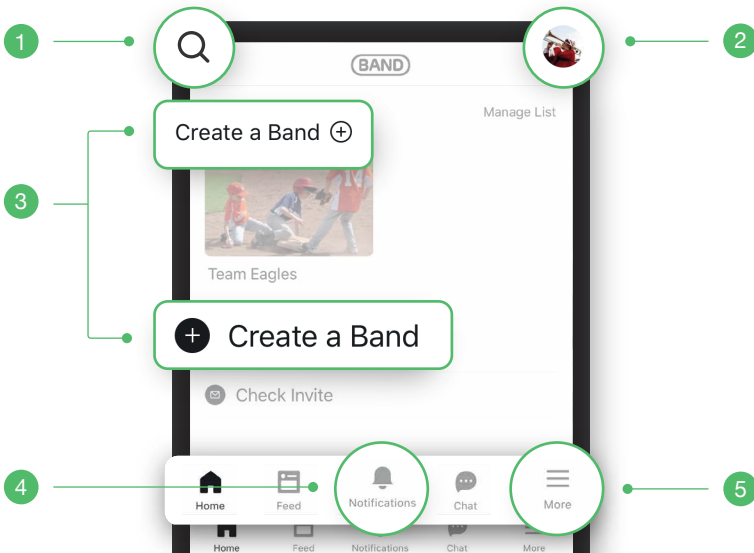
You can create an unlimited number of Bands for free. Create one for a subgroup, family, or work.

## 4. Notifications

All recent content (posts, comments, etc.) will be updated here.

## 5. More

View more BAND settings, BAND Notice, Guide, Learning Center and more.



# Using BAND on PC

Many prefer using the BAND app while on the go. However, you can also access your account via the BAND website.

Check out BAND on PC / Web at <https://band.us>

## TIP

BAND Web is great for people working in the office, if you need to share files often, or need to write longer posts.

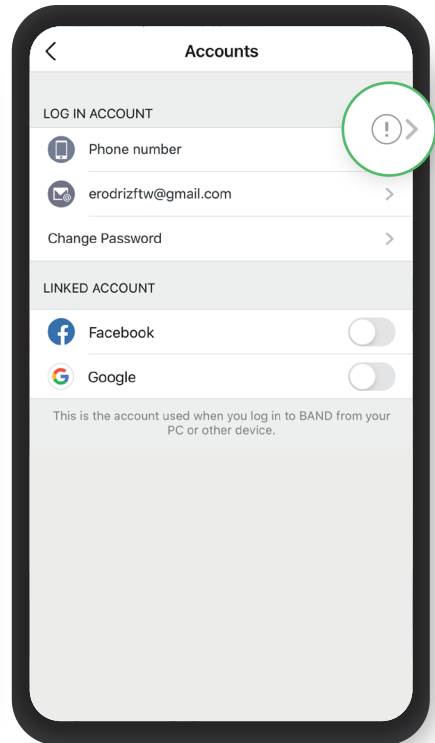
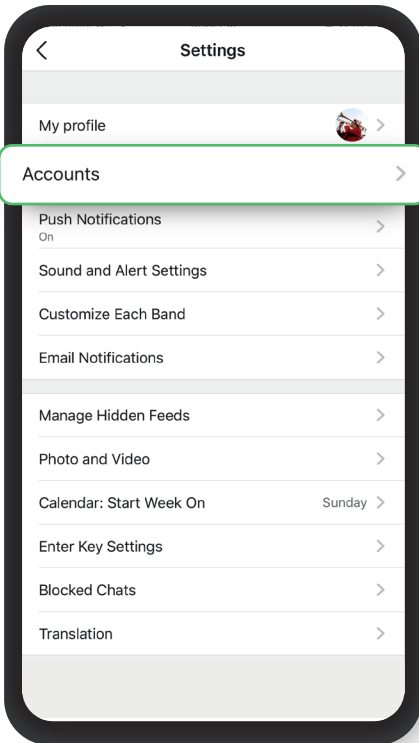


## Using BAND on PC

If you want to use BAND on PC, it's a good idea to set your Log In Account. By registering your preferred method for logging in, such as phone number, email address, or 3rd party service, you can easily log in to BAND on your PC.

### To Set Up Your Log in Account:

1. Go to BAND Home
2. Select “More” at the bottom right
3. Select “Settings,” then “Accounts”
4. Register phone number, email, or link third party services with BAND



# BAND Guide & Learning Center

To help you get used to the BAND app, we've created BAND Guides and the Learning Center, where you can find step-by-step instructions on how to use BAND features.

## BAND Guide

Your resource for helpful BAND tips

1. Go to BAND Home
2. Select "More," then select "BAND Guide"



Scan Here

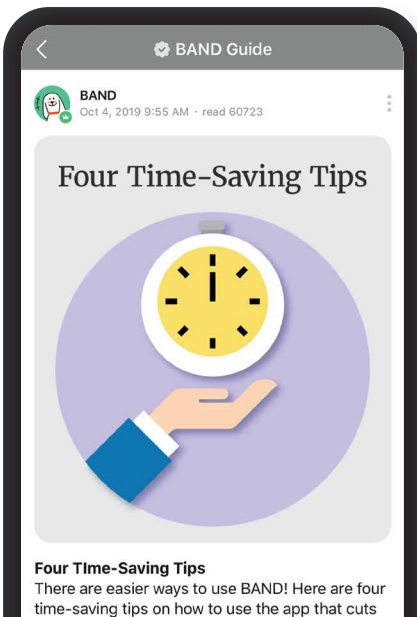
## Learning Center

Watch video tutorials

URL - <https://about.band.us/learning>



Scan Here





# Your Privacy Is Our Top Priority

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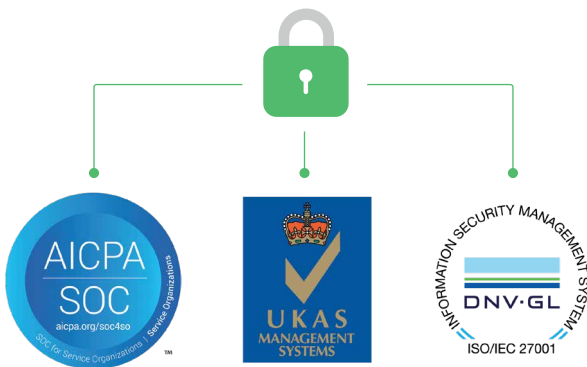
## You Are Protected

We protect all sensitive information and content on BAND. Only members you invite can see what's happening in your group. Safely share family photos, sales reports, drills, or competition routines without worry or concern.



## We Rigorously Test Our Protection

BAND is certified by accredited organizations for its outstanding privacy & security protection. BAND has earned industry standard SOC 2 and 3\*certifications.



## FAQ

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### **Q. Is there a limit on how many Bands I can create?**

No. You can create as many Bands as you need to manage your communication. However, there is a daily limit on how many Bands you can create. If you'd like to remove this limit on your account, please contact [band\\_help@naver.com](mailto:band_help@naver.com)

### **Q. Is there a limit on how many members I can invite to a Band?**

No. Although the default membership size limit is set 1,000, you can always make it unlimited.

### **Q. How many files can I attach to a post and how big can the file be?**

You can attach up to five (5) files per post that is no more than 1GB each.

### **Q. Can I sync events between my Band and other calendars?**

Yes. You can both import / export calendars on BAND. Visit <https://band.us/band/62412132/post/184> for detailed instructions.

### **For more FAQ:**

Open the BAND app > BAND Home > More > Settings > Scroll to the bottom and select FAQ

Thank you very much.  
For more questions, please contact

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[band\\_help@naver.com](mailto:band_help@naver.com)





**Communicate Better**