

# BAND APP

## HOW TO BASICS



Explore the BAND Learning Center and get to know all the small functions, cool features, settings and advanced tips at <https://about.band.us/resources/tutorials>

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# GET THE BAND APP

Go to this web address  
(web address is desktop friendly)

<https://band.us/@kphjrotc>

OR

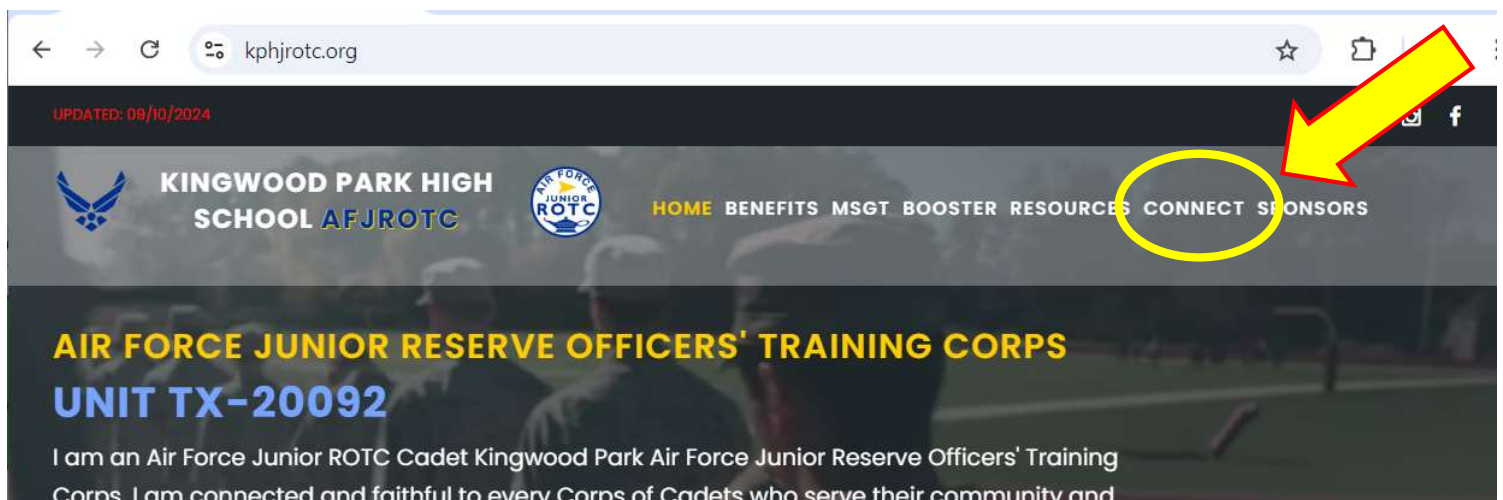
Scan this QR code



You can also find this information on our website

<https://www.kphjrotc.org>

and click “CONNECT” on the menu

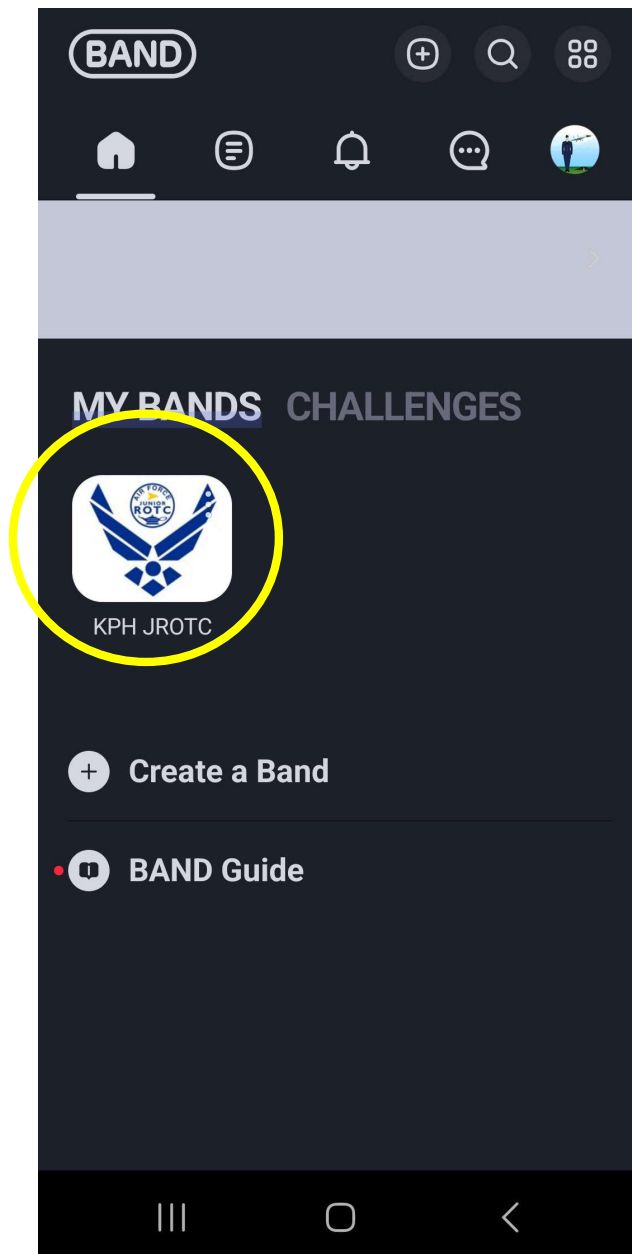


# MAIN DASHBOARD

After you have downloaded the band app and open it, you will see a screen that looks like this.

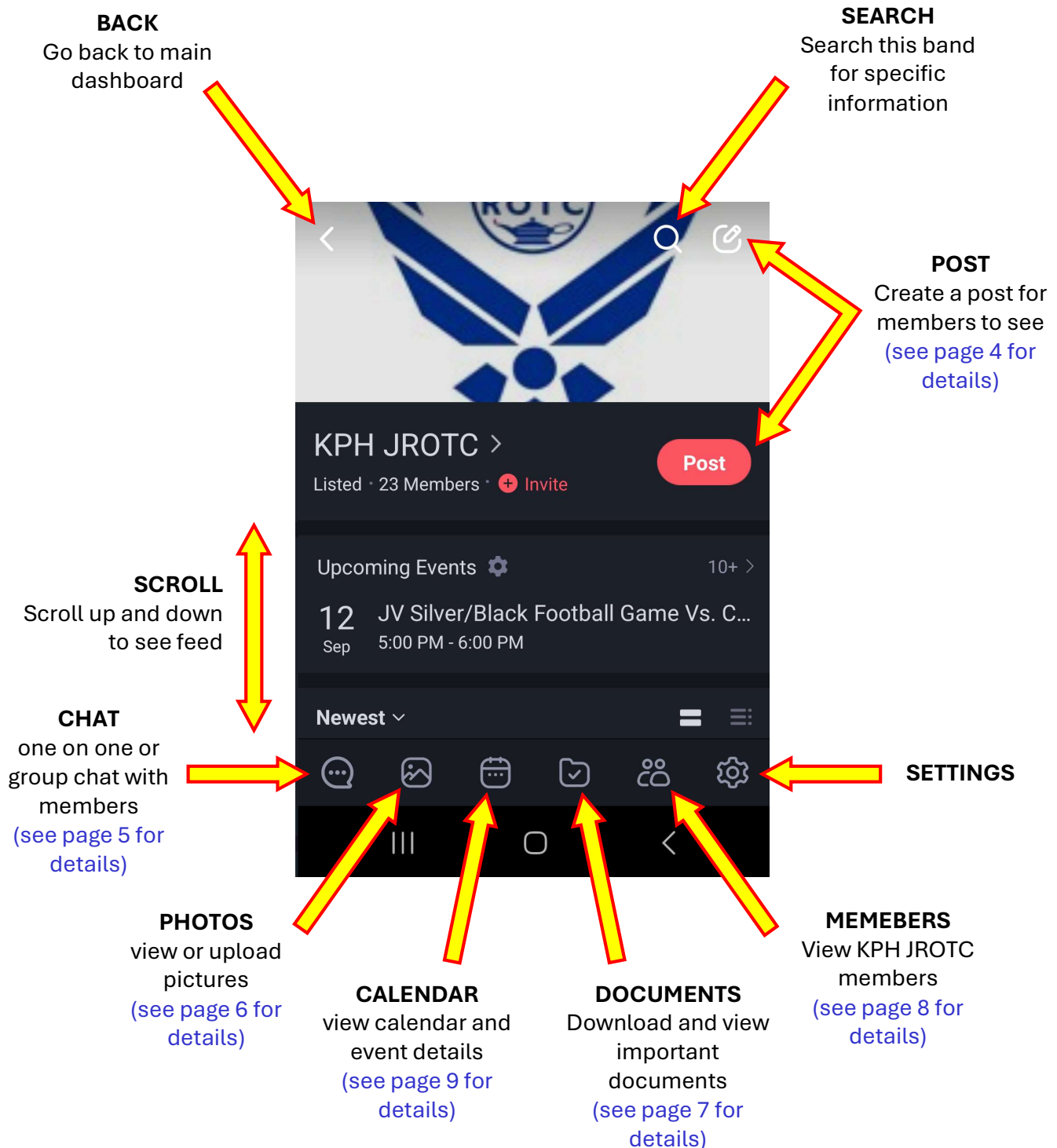
This is your main dashboard and you will see all the “bands” you are on.

Tap on the  
“band”  
**KPH JROTC**



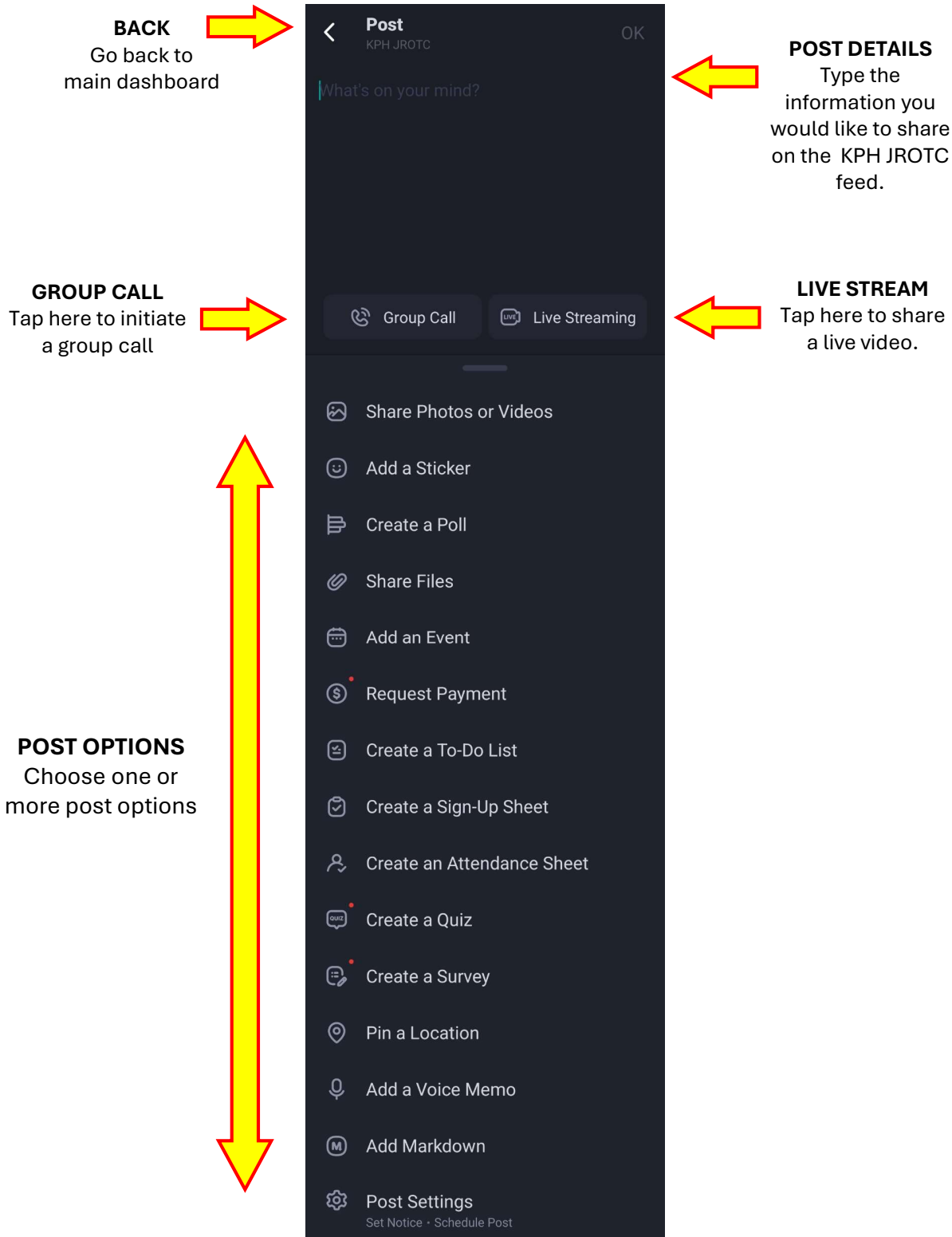
# KPH JROTC FEED

After you have tapped on the **KPH JROTC** band on your main dashboard (page 2), you will see the **KPH JROTC** feed page.



# POST

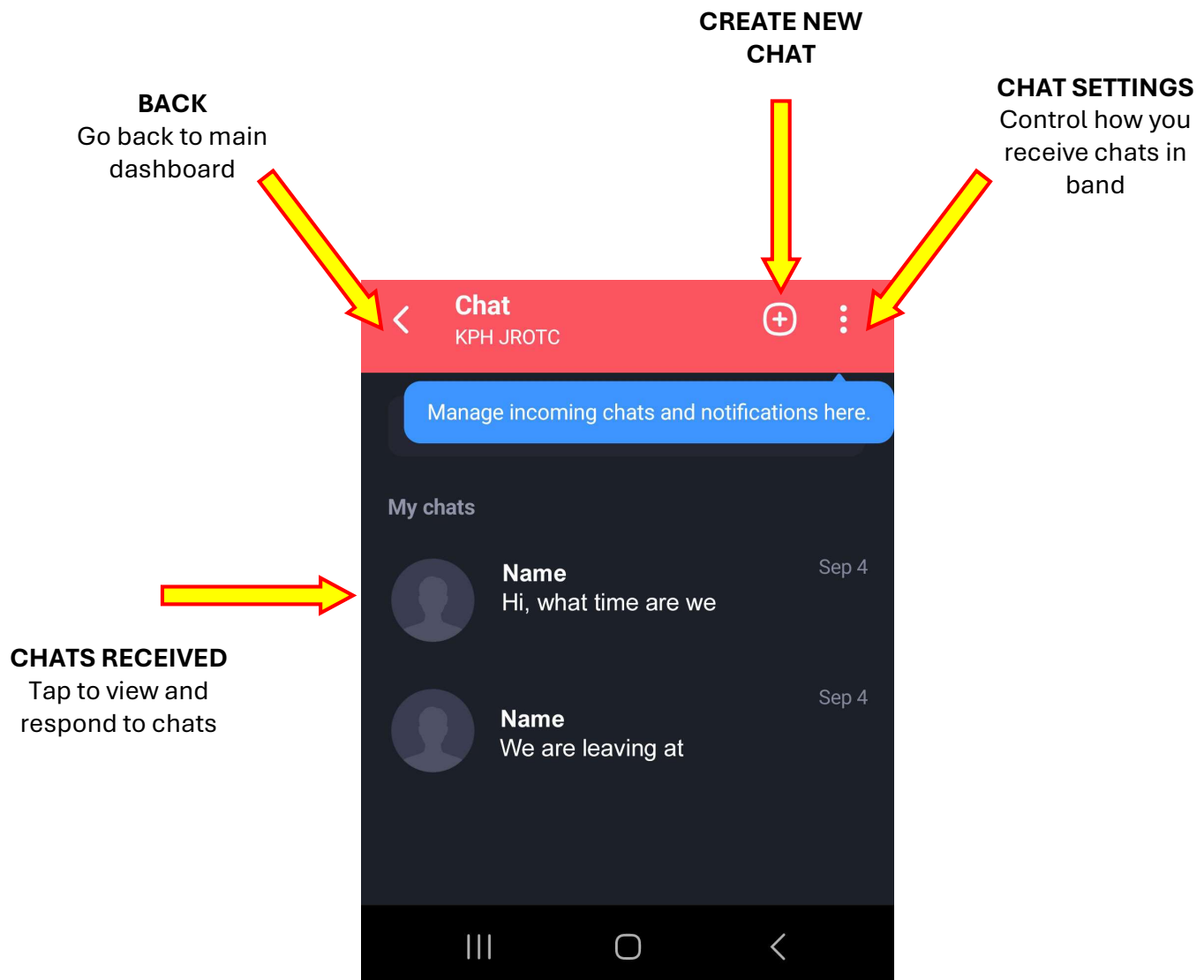
After you have tapped on the post icon in the top right corner on your main dashboard ([page 2](#)), this page will open. You can share information, create a group call, live stream, etc.



# CHAT

After you have tapped on the chat icon on your main dashboard (page 2), this page will open. You can create a group chat with specific members or one on one.

\* All chats must follow the guidelines of Humble ISD and Air Force JROTC. Inappropriate behavior will not be tolerated.



# PHOTOS

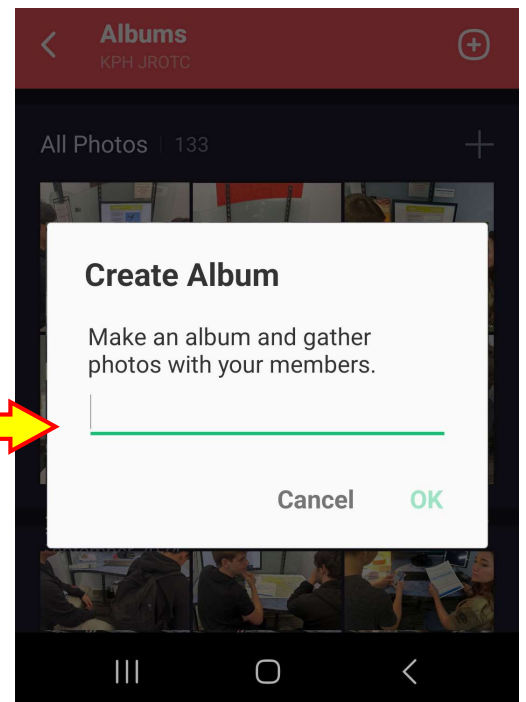
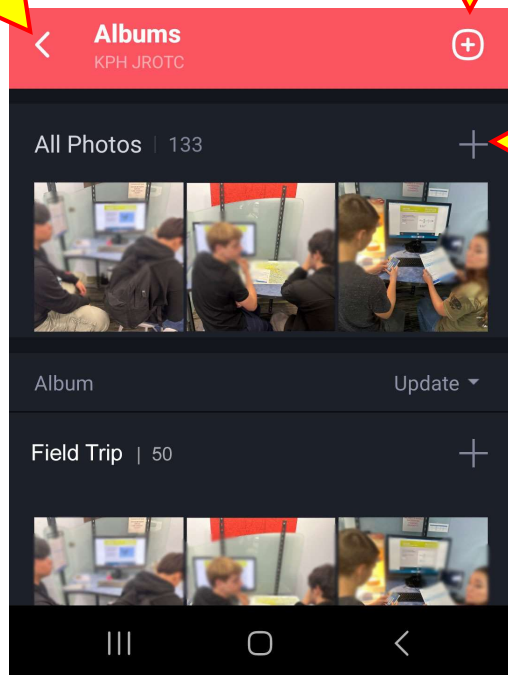
After you have tapped on the photo icon on your main dashboard (page 2), this page will open. You can create an album or add photos to an existing one.

**BACK**  
Go back to main dashboard

**NEW ALBUM**  
Create a new photo album

**ADD PHOTO**  
Add photo(s) to all photos or an existing album

**NEW ALBUM NAME**  
Name new photo album

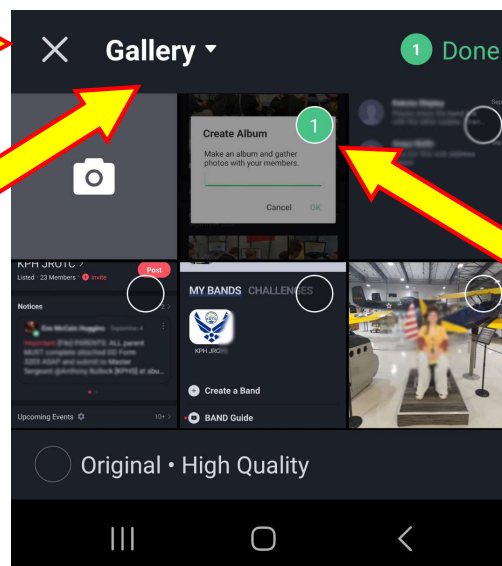


**EXIT**

**PHOTO LOCATION**  
Use this menu to find the location on your device of the photo you would like to upload

**UPLOAD PHOTO SELECTION**  
The Tap Done to upload photos chosen. The green dot indicates the number of photos you would like to upload

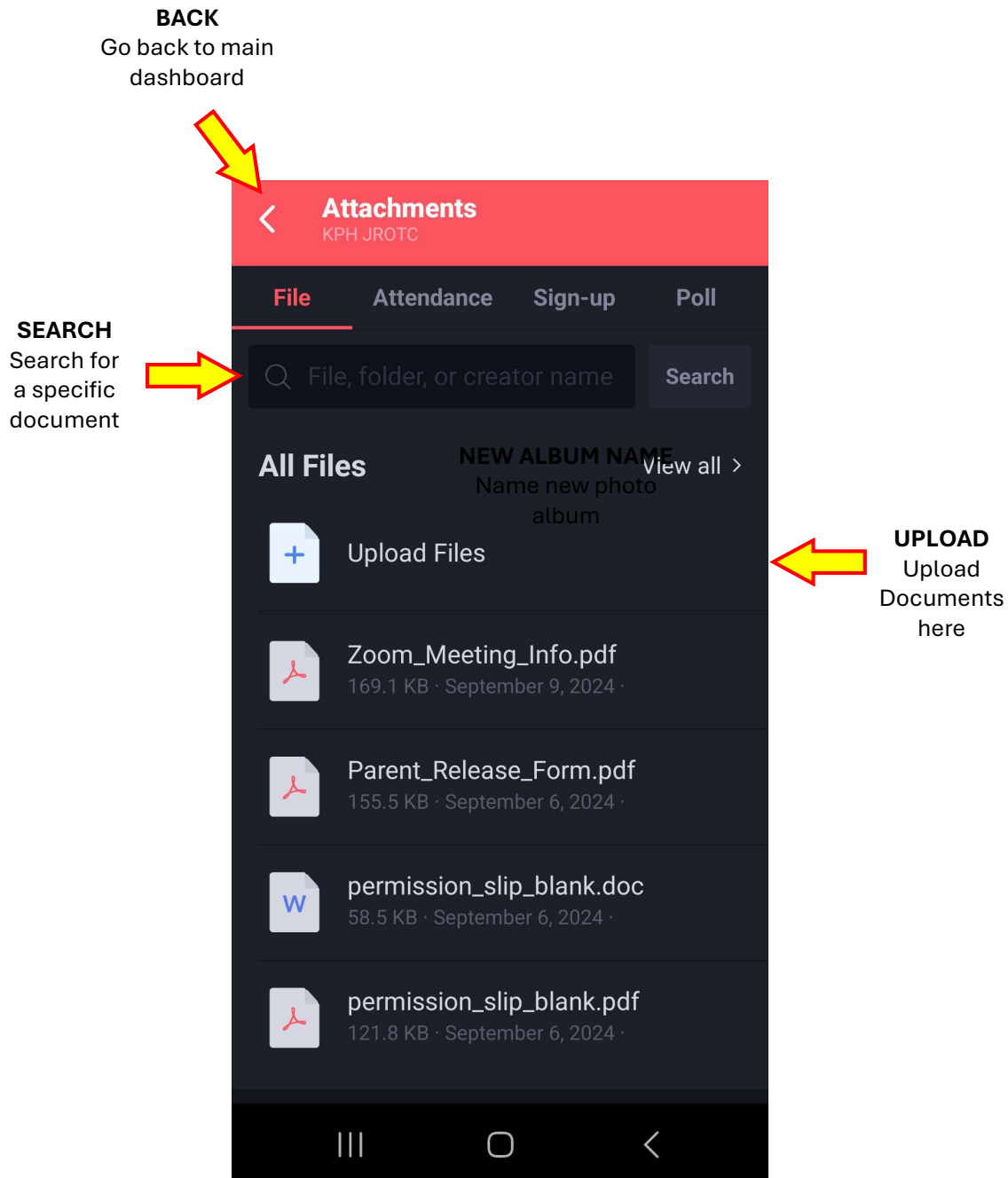
**PHOTO SELECTION**  
The green dot indicates the photo you would like to upload. You can choose multiple photos.





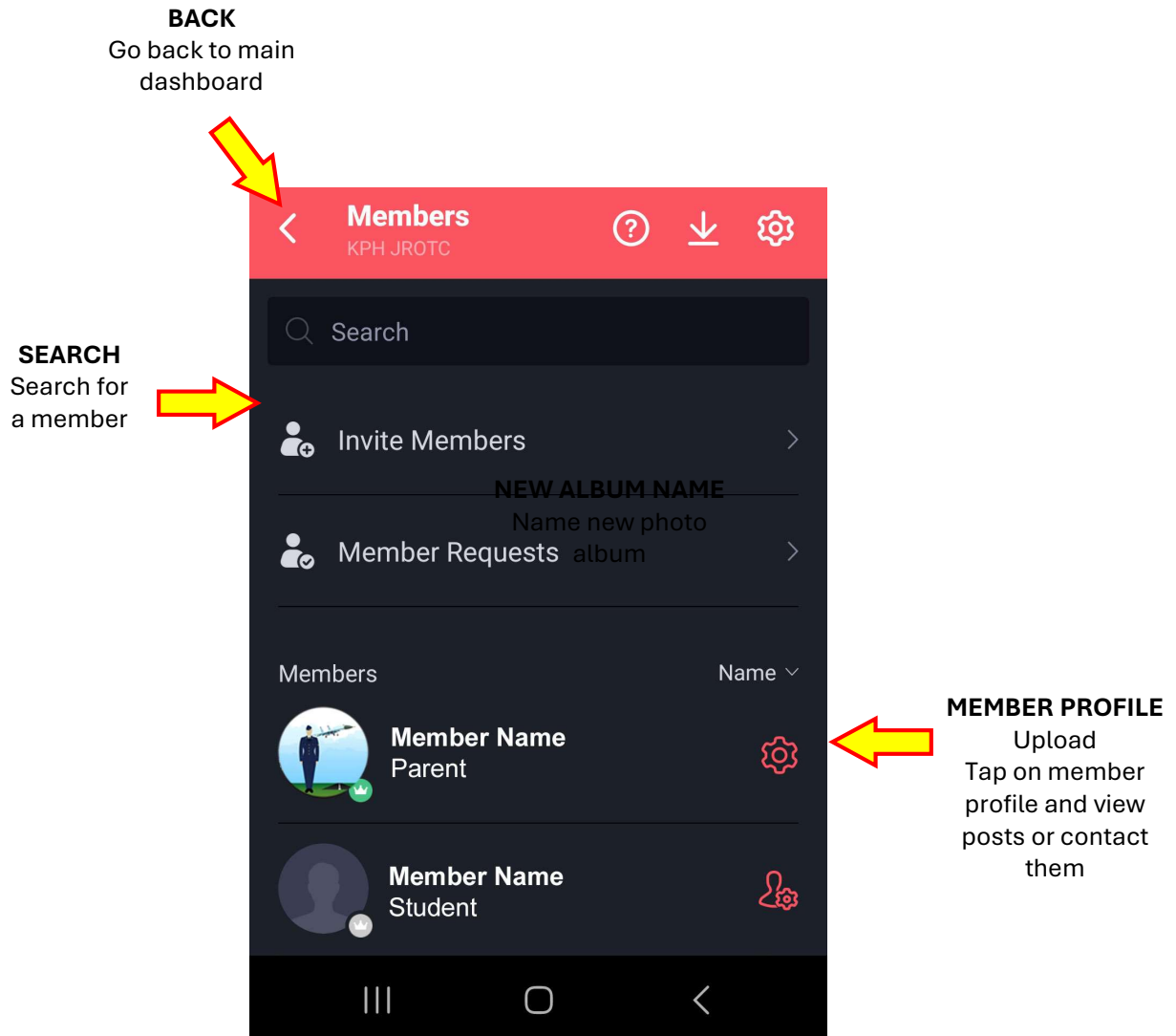
# DOCUMENTS

After you have tapped on the document icon on your main dashboard (page 2), this page will open. You can view, download, add your information, print, and email.



# MEMBERS

After you have tapped on the member icon on your main dashboard (page 2), this page will open. You can view who is a member of this “band” and



# CALENDAR

After you have tapped on the calendar icon on your main dashboard (page 2), this page will open. You can view the calendar and details of specific events.

The screenshot shows the KPH JROTC calendar app interface. At the top, a red header bar contains the word "Events" and "KPH JROTC". To the right of the header is a white plus sign icon. Below the header is a calendar grid for September 2024. The date "12" is highlighted in a red circle. Below the calendar grid, the details for the event "Field Trip - Lone Star Flight Museum" are shown, including the time "9:00 AM - 1:00 PM" and location "Kingwood Park High". Below the event details, there is a section for "JV Silver/Black Football Game Vs. Clear Lake High School At..." with the time "5:00 PM - 6:00 PM". At the bottom of the screen is a black navigation bar with three icons: a list icon, a circle icon, and a back arrow icon.

**BACK**  
Go back to main dashboard

**CALENDAR VIEW**  
Choose which calendars you want to view

**CREATE NEW EVENT**  
This feature is only available to Admin & Co-Admin (see page 11 for further instructions)

**CALENDAR SETTINGS**  
Control how you receive calendar notifications

**EVENT DETAILS**  
Tap on event to view details (see page 10 for further instructions)

**COMMENTS & QUESTIONS**  
The chat icon indicates comments and questions for this event.

**ATTACHMENTS**  
The paperclip icon indicates if there is an attachment to the event and how many such as permission slips or additional information

**SCROLL**  
Scroll up and down to see feed

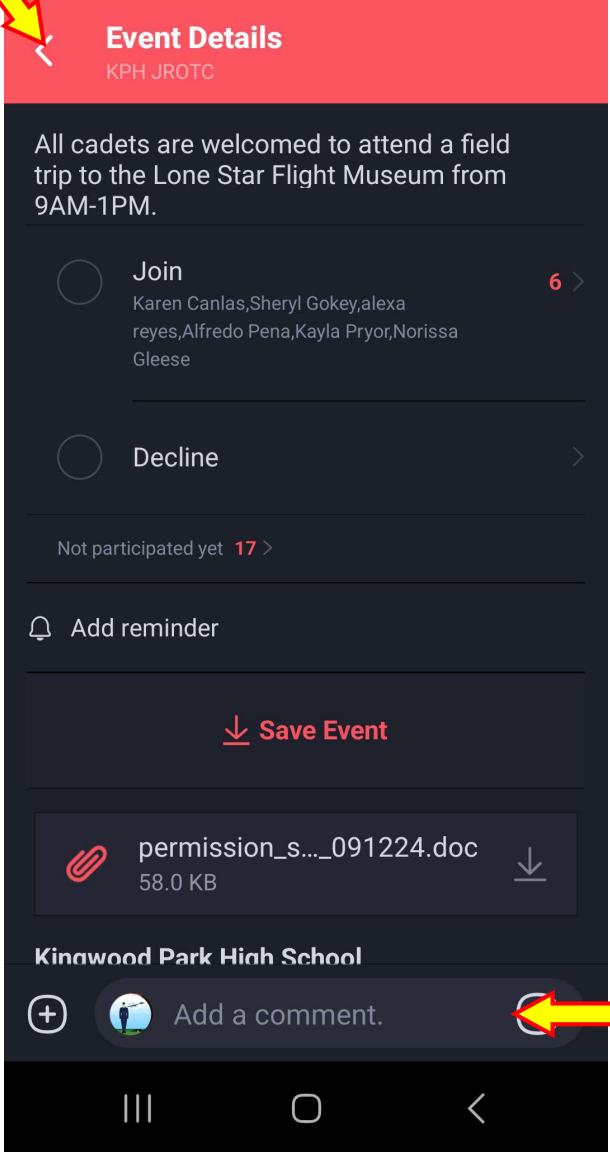
# EVENT DETAILS

After you have tapped on the event details on your calendar ([page 9](#)), this page will open. You can view specific details of each event, time, location, transportation, deadlines, attachments such as permission slips, etc.

**BACK**  
Go back to calendar

**SCROLL**  
Scroll up and down to see feed

**ATTACHMENTS**  
Tap on attachment to download, fill in, and print.



**Event Details**  
KPH JROTC

All cadets are welcomed to attend a field trip to the Lone Star Flight Museum from 9AM-1PM.

☐ Join  
Karen Canlas, Sheryl Gokey, alexa reyes, Alfredo Pena, Kayla Pryor, Norissa Gleese

☐ Decline

Not participated yet 17 >

Add reminder

Save Event

permission\_s...\_091224.doc  
58.0 KB

Kingwood Park High School

Add a comment.

**COMMENT OR ASK A QUESTION**  
You can comment on this event or ask a specific question.

You can direct a comment or question to a specific member by tagging them.

1. To do this type the @ symbol.
2. A menu of members will pop up.
3. Just tap on one and continue typing comment or question.

You can also tag multiple members.

# CREATING EVENTS

Creating events is only for Admin & Co-Admin ([page 9](#)).

**BACK**  
Go back to calendar

**COPY**  
Copy a past event

**TITLE & DESCRIPTION**

**MEMBER INVITES**

**DATE**  
Choose begin and end date

**REOCCURING**  
Choose if this event is reoccurring

**LOCATION**  
Choose location of event

**RSVP RESPONSE OPTIONS**  
Choose how members will RSVP

**REMINDER**  
Choose a reminder for event. Multiple reminders can be chosen.

**ATTACHMENTS**  
Add document or picture

**TIMES**  
Choose All-day or begin & end times

**RSVP**  
Choose if this event requires an RSVP

**DEADLINE**  
Set a deadline to RSVP

**SHARE EVENT AS A POST AND ACCEPT PAYMENT\$ VOTE AND MORE**  
This Turn this option on to share event as a post and ask for payment  
(see [page 12](#) for further instructions)

**Add Event**

Title

Description

Group Calendar

Invite All

All-day

Thu, Sep 12, 2024 1:00AM

Deadline (option) Time (option)

Time zone Central Time

None

Location

RSVP

Allow "Maybe" Option

Add RSVP Options

View RSVP'd Members Anyone

Deadline not set

Total participants not set

Restrict additional guest members

Share as a Post

Reminder None

# SHARE EVENT AS A POST AND ASK FOR PAYMENT, VOTE, ETC.

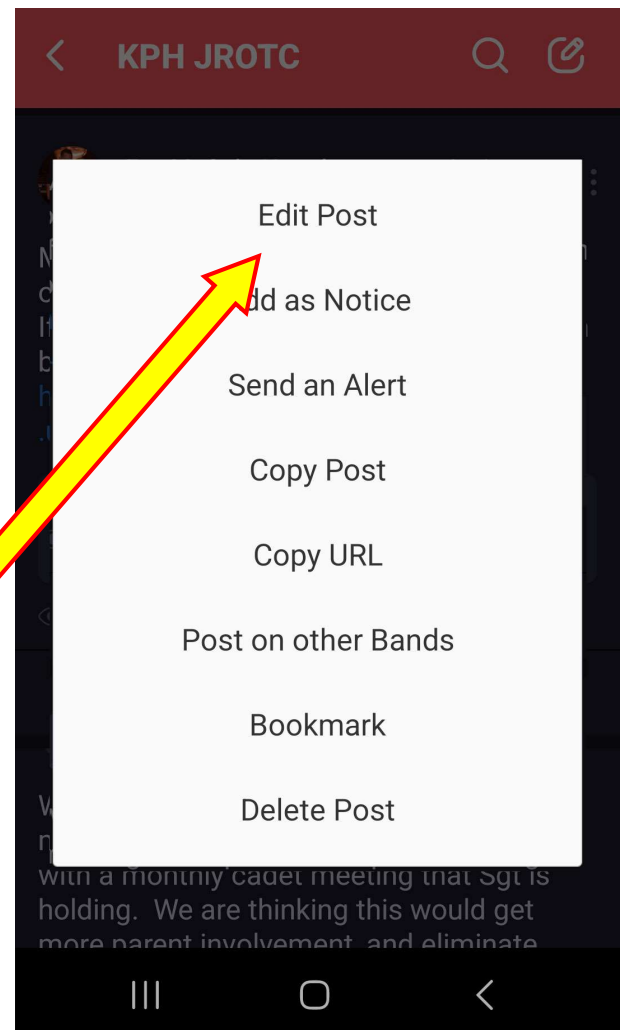
This feature is only for Admin & Co-Admin. **YOU MUST FIRST CREATE A NEW EVENT AND CHOOSE SHARE IN A POST BEFORE FOLLOWING INSTRUCTIONS ON THIS PAGE** ( [see page 11](#) ).

Here you will see your calendar invite as a post on the KPH JROTC feed ( [page 3](#) ). To be able to ask for payments, vote, etc. you will tap on the 3 dots at the top right of your post.



## OPEN POST MENU

Tap the three dots to open post menu and add options for payment requests, votes, etc.

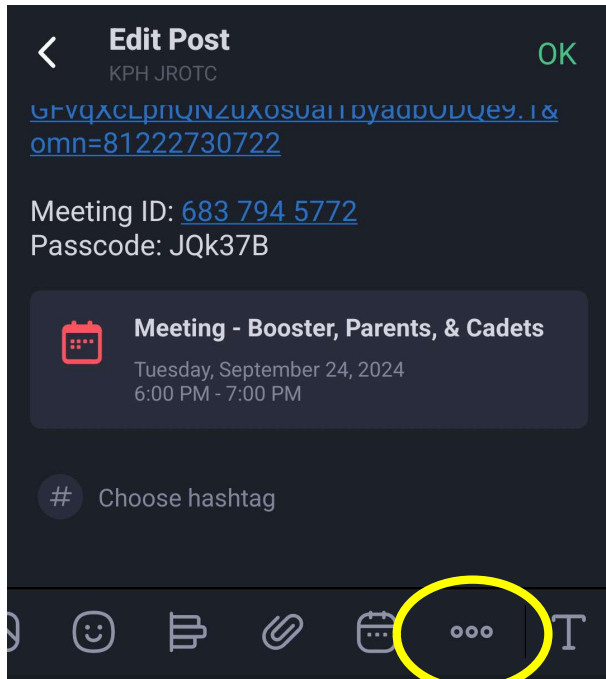


## CHOOSE EDIT POST

After you tap on the 3 dots this menu will appear. Choose Edit Post.

**Go to next page for further instructions.**

# SHARE EVENT AS A POST AND ASK FOR PAYMENT, VOTE, ETC. CONTINUED



**POST  
ADDITIONS  
MENU**  
This menu will  
appear.

**SCROLL**  
Scroll to left  
until you see  
the three dots

**POST  
ADDITIONS  
MENU  
DETAILS**  
Tap on the  
three dots

**CHOOSE OPTIONS**  
This menu will appear  
next. Tap on the  
options you would  
like to add to this  
event.

