

How-To Guide – Community groups

Tips on setting up community groups

Whether it's to start your own film society, drum up a dance class or find your local walking football league, the online world can be a great gateway to new friends and experiences.

Here are some of the tools you could use to make new contacts – or to start your very own club.

Setting up an email account and keeping it safe

An email account makes life easier in all sorts of ways. It helps you stay in touch with new or old friends and family members, keeps you up-to-date with what's happening locally – and much more.

Here's how to get started

Setting up an email account is easy and free. The three main email account providers are: **Gmail.com**, **Yahoo.com** and **Outlook.com**

Go to one of their websites and follow these steps:

1. Click on 'create new account' and enter your first and last name in the appropriate boxes.
2. Create a memorable username. This will form your email address – the name you give to people and organisations so they can send you emails. Many people use a version of their name, which is then added automatically to the email account name. For example, first name.last name which will then have **@gmail.com** added to form your email address – **firstname.lastname@gmail.com**. If that username is already being used by someone, alternatives will be suggested automatically.
3. Create a password that is a mix of upper and lowercase letters, numbers and symbols. Base it on something that you'll remember.
4. You can also, if you want, enter your date of birth and mobile number. This might be useful as it allows the email provider to check, from time to time, that the person logging on is you.

Safety tips when using email

- Never send financial, personal or other sensitive information in an email.
- Beware of scam emails claiming to protect you from viruses, or saying that you have won the lottery. Seems too good to be true? It probably is.
- Never click on a link in an email and enter any personal information or security details that are asked for. Your bank will **never** ask you to click a link to log in to your online account or provide your account details or PIN number.

Finding people using search engines

The internet is full of amazing resources, from information on just about any subject, to countless clubs, societies and groups you might like to join. To find what you're looking for requires a search engine – these are like windows to huge libraries of information.

Google.com and **Yahoo.com** are both very reliable and easy to use. To find what you're looking for, type 'keywords' into the search box. For example, to find if there are any Walking Football clubs in your local area, put 'Walking Football' and the name of your town in the search box.

You will then be presented with a list of relevant links to click through. Highlighted results at the top of the page are paid-for adverts. These might be helpful, but it is always worth looking at some of the other links below.

Using Facebook

Social networking sites – like Facebook, Twitter, Instagram and LinkedIn – allow people to interact, share photos and find each other. Many people also use social networking sites for business networking. Facebook is the largest online social networking site. It also has Fan Pages – which can be created for anything, especially online stores, societies or clubs.

Creating an account

Visit the Facebook site and you'll be invited to create an account by putting in your first and last name and email address. Create a password, using letters and number, in a combination you'll be able to remember. Add your gender and birthday – then click to sign up. You will be prompted to copy a couple of randomised words – this is a check to make sure a person is creating this account and that it's not being created automatically on your behalf.

You can then start to personalise your account with information about yourself, your hobbies and interests. On your homepage there is a section on the bar at the top for finding friends. You can search for people by name, or Facebook can search your email contacts and make suggestions. You send a friend request – if that person accepts the request, you will see them in your friend list.

Using Barclays Pingit* and Paym

Whether you want to pay a friend, family member or business, Barclays Pingit lets you send and receive money quickly and securely, using just your mobile phone.

With Barclays Pingit you can:

- Send money to someone else instantly.
- Find and pay businesses in the built-in Business directory.
- Make international payments to selected countries.
- Use the in-app calculator to split restaurant bills.
- Buy goods and services from selected retailers by scanning a QR code or paying with the app at the checkout.
- Join Paym – the new industry-wide mobile phone payments service – so you can pay people at other banks, quickly and securely, using just their mobile phone number.

How to get Barclays Pingit on your mobile phone

To get the app, you'll need a UK current account and to have an iPad, iPhone, BlackBerry, or Android device.

Download the app to your phone from your relevant app store or simply text the word 'Pingit' to 62555 and we'll send the download link to your phone.

Click on the below link to find out more

barclays.co.uk/pingit

Once you've downloaded the app, make sure you have your debit card and PINsentry card reader to get started.

- Open the app and create a 5-digit passcode and security question as prompted.
- Then, enter your account details and the mobile number you'd like to link to Barclays Pingit.

- We'll send a 6-digit passcode in a text to the mobile phone number you've supplied. Enter this as prompted.
- Finally, enter your PINsentry code. If you don't have your PINsentry, you can also verify your registration at a Barclays cash machine.

Named Accounts to keep track of your funds easily

With the Barclays Mobile Banking app, you can take care of everyday banking needs from your smartphone or tablet. It's free to download and secure and simple to use.

You can give each of your accounts an identifying name – 'Housekeeping account', perhaps, or 'Bowling club account' – which helps you keep track of things when you move funds from one place to another.

To find out more about the help we can offer, ask a Barclays Digital Eagle in branch, or go to barclays.co.uk/digitaleagles

*Terms, conditions and restrictions apply. You must be aged 16 or over to use Barclays Mobile Banking (BMB) or Barclays Pingit. You'll also need to have a UK mobile number and a UK current account (to use Barclays Pingit) or a Barclays current account (to register for Barclays Mobile Banking). Compatible device, operating system and internet access are also required. The Barclays Mobile Banking app only works with Android 2.3 and above, iOS 5.0 and above, BlackBerry OS 5.0 and above and Windows Phone 8.0. Barclays Pingit only works with Android 2.3 and above, iOS 5.0 and above, or BlackBerry OS 5.0 and above. Your service provider may charge for internet access from your phone. For full terms and conditions and more information visit barclays.co.uk/mobileservices BlackBerry, Windows, Android, iPad, iPhone are third party trademarks and not owned by Barclays. All content accurate as of June 2014.

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