

# “Laughlin Out Loud” Quality of Life Clubs Initiative

## *Setting up Gmail and Facebook Club accounts*

### **Gmail set up**

Go to either <https://mail.google.com/> or, go to [www.google.com](http://www.google.com) and search “Gmail”, then click on the first link.

Once there, click on “create account”

Enter your information: name, birthday, gender, and mobile number.

Create a username and password. Enter the username as “[clubnameXLOL@gmail.com](mailto:clubnameXLOL@gmail.com)”, for example ([huntingclubXLOL@gmail.com](mailto:huntingclubXLOL@gmail.com)). Use a unique password that is easy for you and others to remember as you may need to share the account with others. Please try to avoid using passwords you use with other accounts or using passwords that contain private information such as birthdays. You will also be using this password to log into the Facebook page.

Setting google as default homepage is optional, it is not required.

Check the “Prove you’re not a robot” button and complete the captcha.

Agree to the terms of service and privacy policy, then click next step to complete this set up, optionally, click on “go to Gmail”.

### **Facebook account set up**

Go to [www.facebook.com](http://www.facebook.com), or go to [www.google.com](http://www.google.com) and search “Facebook”, then click on the first link. This should take you to the Facebook log in/sign up page.

Once there, fill in your name, birthday, and gender, the club Gmail account information ([clubnameXLOL@gmail.com](mailto:clubnameXLOL@gmail.com)) under “Sign Up”.

If you’re using the Gmail account, the Facebook password must be the same as the Gmail password.

Then click “Sign Up”.

### **Facebook page set up**

When you’re logged into your club’s Facebook profile, click under Pages on the left hand side to open the Pages window, or click on “create new page” if available.

There will be a create group button on the right hand side, click this.

You will need to select “cause or community” on the bottom right.

The Community name will be the same username as your Gmail account.

Add a brief description of the club along with a URL, using the club Gmail username.

Optionally, add a photo to personalize the group and add the page to your favorites.

You can narrow down the audience to where they live, their age group and their interests.