



Want to get with your friends?

Get Online

with the FANE website and get planning your social life!



www.friendsaction.co.uk



Friends Action North East

C/O Ouseburn Farm, Ouseburn Road (off Lime Street), Newcastle, NE1 2PA

Tel: 0191 231 4327

Email: info@friendsaction.co.uk



LOTTERY FUNDED



Friends Action North East

Registered Charity 1127153

# Contents

## Page Number

- 2 *What's it all about*  
Introduction
- 3 *Get involved*  
Register on our Home page
- 5 *Get out there*  
See our Community Map page
- 7 *Have your say*  
Tell us about it by leaving a review
- 8 *Get clued up*  
See our What's On page
- 9 *Say something*  
On our blog page
- 11 *Make it easy*  
Using the recite tool can help
- 12 *Stay safe*  
Do's and Dont's
- 14 *Note space*  
Please use this page to write notes

# What's it all about

## Introduction

FANE's website is a great way to find out what's going on in your area and to plan your time with friends. This booklet will tell you about how to use it and all the great stuff it has to offer.

For more information log on to:

[www.friendsaction.co.uk](http://www.friendsaction.co.uk)

and get going!

You can click on the 'Home page' video for a step-by-step guide to getting started.

# Get involved

## Register on our Home page

You don't have to register to use the website but if you do there will be lots of extra stuff you can get involved with- like leaving a review about a place you have visited or sending us a story, question or comment for our blog page.

### 1 Get an email address

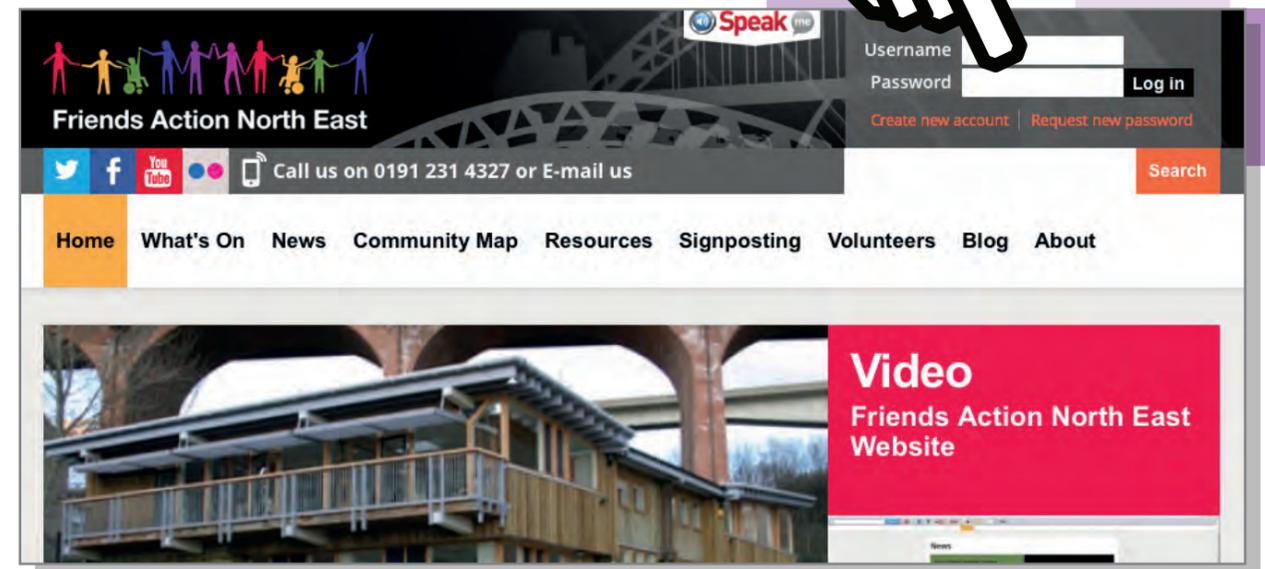
If you haven't got one already you'll need an email address. If you're not sure how to do this talk to someone you trust that could support you with this, such as a family member, support staff, tutor, advocate or friend.

### 2 Get signed up

At the top of the home page you'll see a place to sign in to the website. But first you must register by clicking on :  
**'create new account'**.

Fill in the boxes on the form and click register. Don't worry- your email address will be kept private, but the username you choose will appear if you make comments on the website. You may decide to use a nickname or just use your first name if you don't want people to see your full name when you comment. The FANE terms and conditions at the bottom of the homepage will give you more information about this.

Sign in  
or  
register  
*Here*



### 3 Get safe

You'll need to choose a password and enter your email address. You need to keep your password private so that no one else can sign in as you! If you write it down, make sure you keep it safe. You can use the strip at the bottom of page 14 to write down your username and password.

### 4 Get going

Check your emails. You'll have an email from FANE, you need to click on the link to complete the registration. Now you are registered with:  
[www.friendsaction.co.uk](http://www.friendsaction.co.uk), you can leave reviews and comment on the blog page.

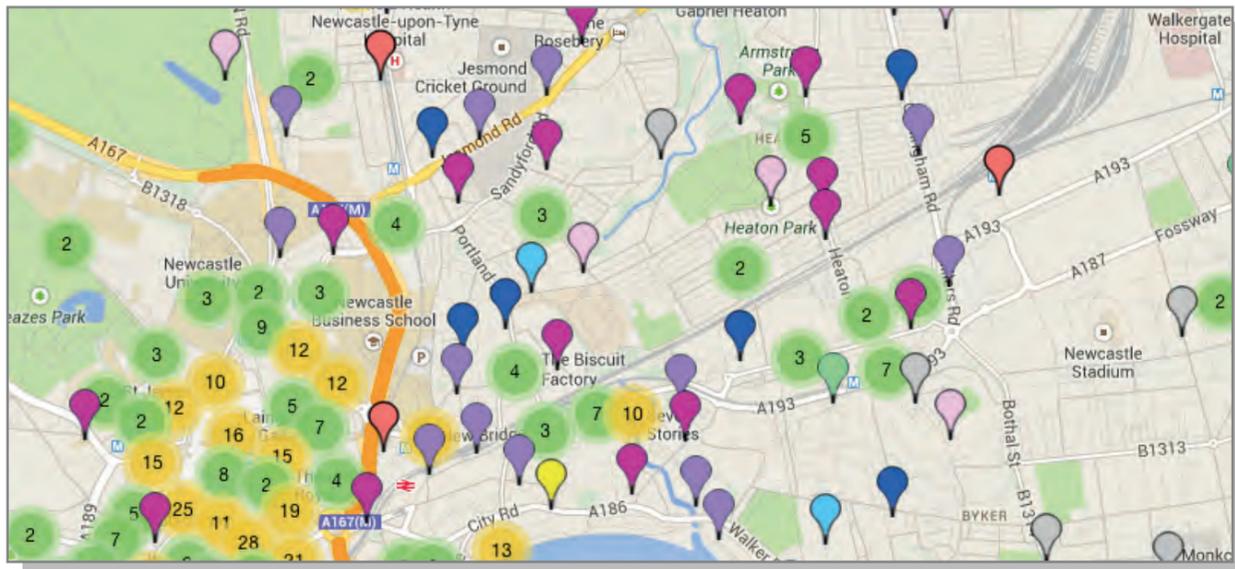
Try using the following pages...



# Get out there

See our **Community Map** page

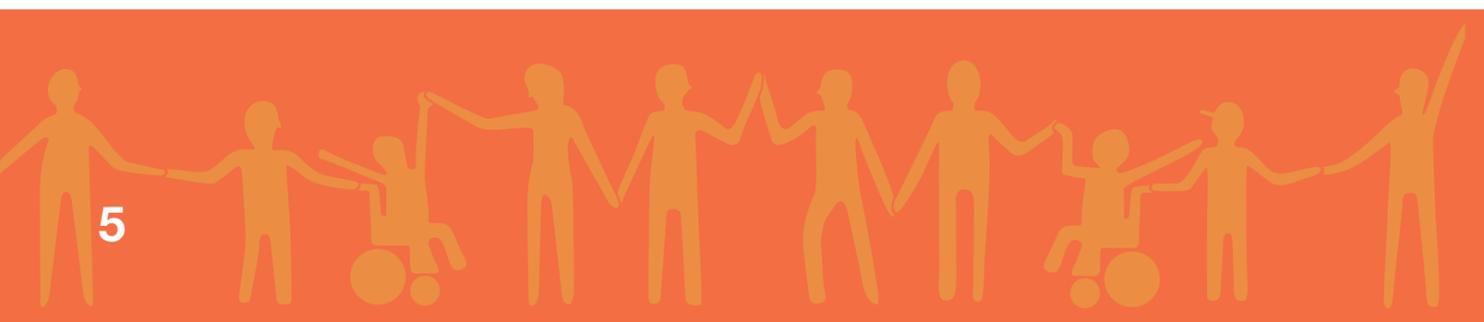
You can find out about places you'd like to visit, see them on a map and even leave comments about them.



## 1 Get started

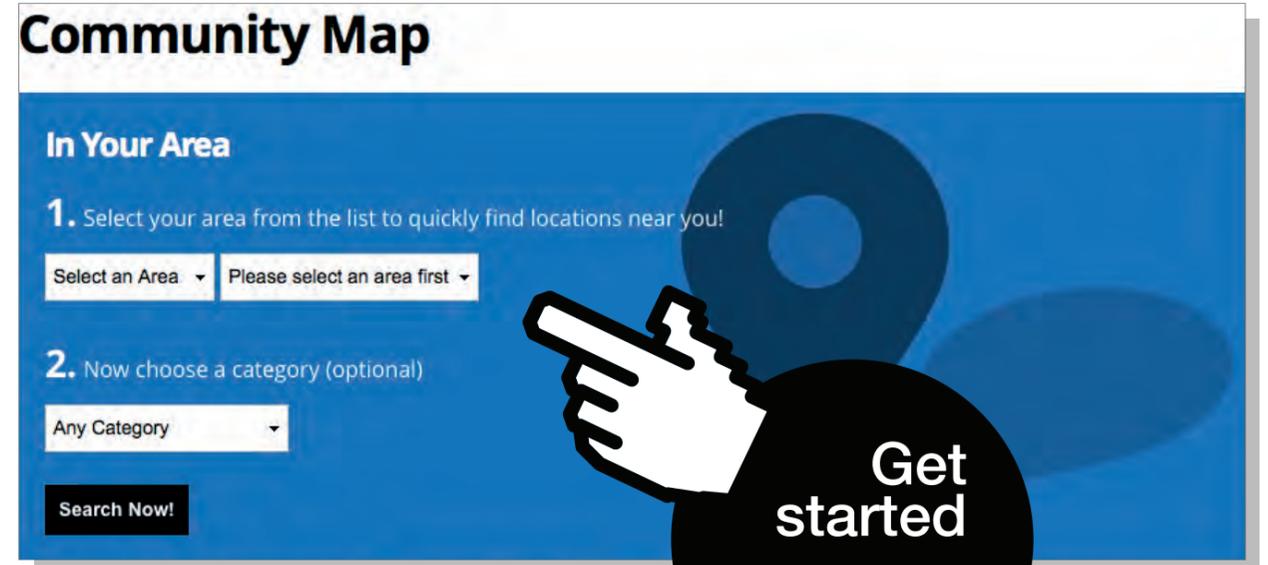
You will see lots of coloured pins on the map and some numbers in **GREEN** or **YELLOW** circles. Different types of places have different coloured pins. For example; **PURPLE** pins are libraries and **GREEN** pins are cinemas.

The numbers tell us that there is more than one place in that area. To see more detail you can zoom in and out of the map by using the plus and minus button on the top left corner or by scrolling with your mouse.



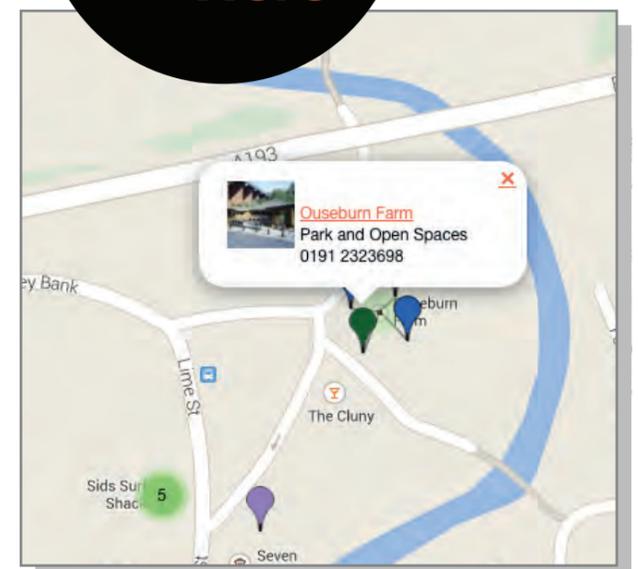
## 2 Get searching

Follow the steps in the blue box. 1. Choose your area, 2. Choose a category. If you want to find all types of places in your area, you can leave out step 2. and it will show pins for all categories.



## 3 Get info

Click on a pin and you will see what the place or group is called. Click on the name to find out more.



## 4 Get going

You will arrive on a page that tells you all about the place you have clicked on. On this page you can:

- Comment on your visit.
- Get directions.
- Return to the map and start again.
- Comment on accessibility issues.
- Click on a link to the place/group website.
- Click on how many stars you think the place deserves.

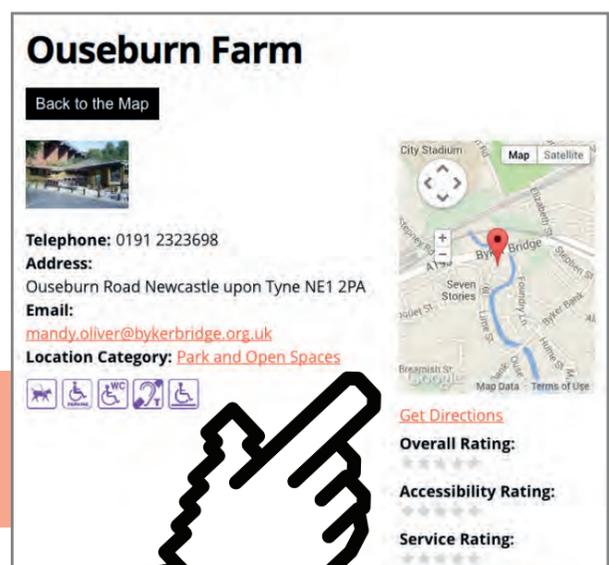
# Have your say

Tell us about it by leaving a **review**

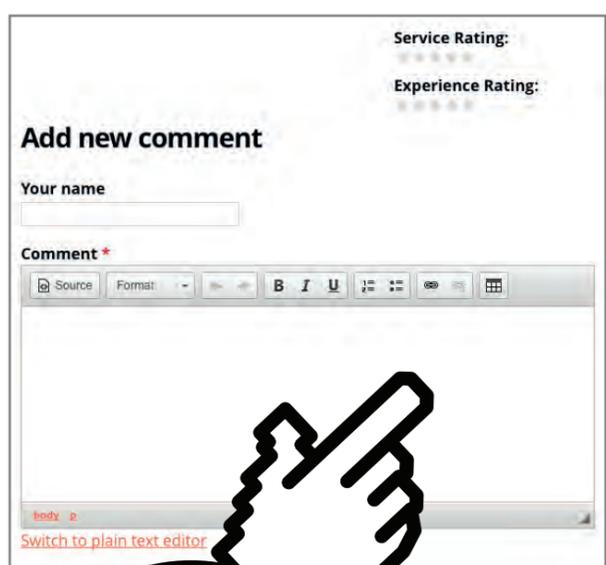
Once you've been out and visited one of the places on the map, come back to the website and tell us what you thought about it, such as was it easy to access using a wheel chair or with a sight impairment. This is really useful for other people when they are planning a visit and a great way for everyone to find out what's good and what's not.

## 1 *Get your message out*

Click on the place you want to review. Next to **Directions** is **Leave a Review**. You can click on here to tell us how many stars you think the place deserves and leave a comment about your visit.



Get directions  
**Here**



Tell us what you thought  
**Here**

# Get clued up

See our **What's On** page

To find out about exciting events happening in the area click on our what's on page.

## 1 *Get informed*

Find out about what's going on in the North East and click on an event to get more information.



click  
**Here**  
to go to  
map

## 2 *Get involved*

Click on the event you like the look of and find out more about it. Many events link to our community map, so you can find out where they are and how to get there.

# Say something

## On our **Blog** page

Tell us what you think about things affecting your life and people you know by contacting FANE with an idea for a post on our Blog page.

This is a great place to share stories, ask questions and talk about things that are important to you.

Get in touch with your blog ideas and we'll post them on here. Remember the internet is a public place, so only post information you don't mind sharing with everyone.



talk  
about  
something  
*Here*

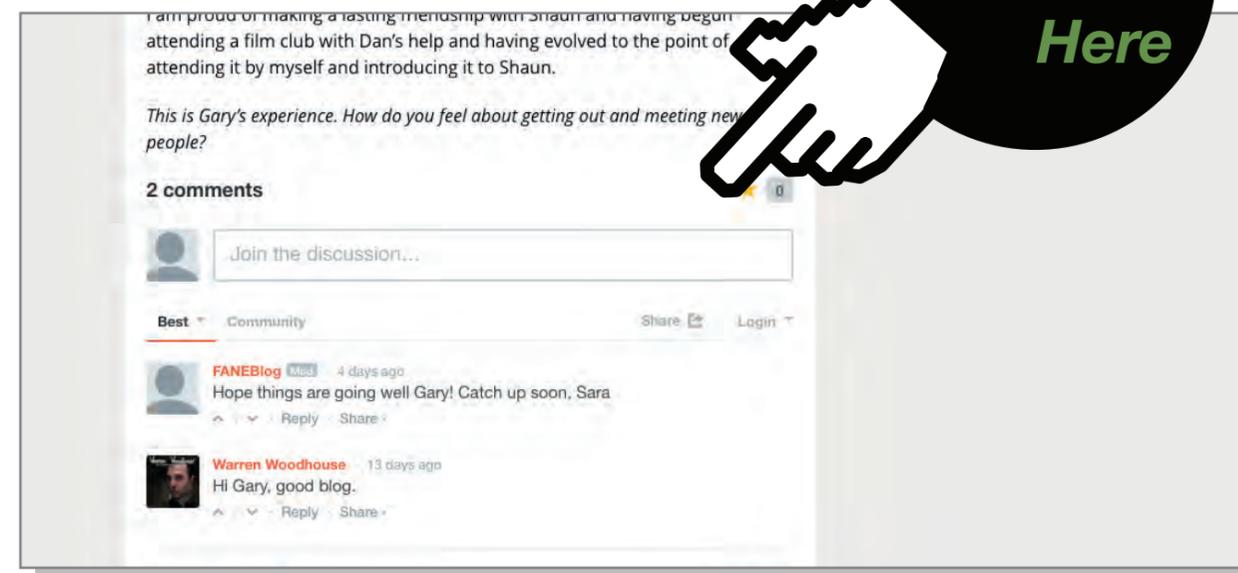
## 1 Get your voice out there

A blog is a great way to start a conversation. You can do this by emailing FANE with a suggestion for a post. We will upload it on to the Blog page and people will be able to see your post and comment on it.

## 2 Get chatting

You can comment on someone else's post by clicking on the comments box and typing your response. Remember that what you write will be public so think about what you say and how you say it.

Have  
your say  
*Here*



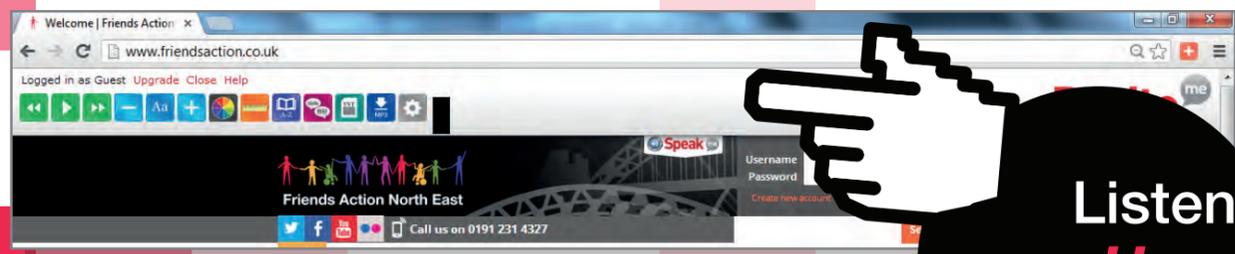
# Make it easy

## Using the **recite** tool can help

Recite will read out the writing on each page to make it easier for you to find out about what's going on.

### 1 *Get listening*

Click on the **Speak** button on the Home page. The symbols for play, fast forward, rewind and stop will show up in the box. You can click on any part of the page and Recite will read it out to you.



# Stay safe

## Do's and Dont's

### 1 *Get clued up!*

Just as in normal life there are ways that you can keep yourself safe when you're using the internet. Here are a few tips to keep in mind:

*Do* tell people what  
✓ you're doing

Talk to someone you trust like a parent, friend, staff member, volunteer or tutor about the kinds of websites you go to, game sites you visit or chatting you do online. If you see or read anything that makes you feel uncomfortable close down the window and speak to a trusted person about it straight away.

*Do* remember that the  
✓ internet is a public place

As a basic rule, you should not put anything onto websites or the internet that you would not show or say to anyone in a public place like a shop, a bus or a coffee shop. The internet is very public and once you have posted a comment, photo or video, it cannot be taken back.

*Do* remember to be polite  
✓ to people online

Just as in normal life you should treat anyone you talk to online with respect.

