



TimeBanks Community Weaver Website Quick Start Guide

Sign In

Everything on this page requires that you sign in first.

1. Go to <http://community.TimeBanks.org>
2. Click **Sign In** button (upper right)
3. Enter your full email address and password
4. If this is an unshared computer, click the “remember me” box.

View Profiles of Other Members

1. Click the **Community tab**, then on the **Member list** link.
2. Click anywhere in a row to see a Member’s Profile

Look up Community Events

1. Click the **Community tab**
2. Click the **Events** listed on the right to see a fuller description.

Locate an Offer / Request

1. Click the **Give & Receive tab**.
2. Click a specific **category** to view
When you find an interesting ad, press the **See More** button
3. If you want to reply to the message, click on the **Reply Now** button. **Reply Now** takes you to a draft reply message that is pre-built for that ad and contains contact information from your profile. You can use the message as is or edit it to your liking.
4. Click the **Preview Message** button to see how your message will appear before sending it.
5. If like how it looks, click the **Send Message** button or click **Edit Message** to go back and make some more changes.

Set up an Exchange

1. When someone responds to your ad or your response to their ad, you will get an email inviting you to come to web site and see their response. Click on the **underlined link in the email** to get to you Message Center Inbox.
2. Each row in your Inbox contains a summary of the all the emails about an ad. Click the **read conversation** button to see all the emails about a particular service exchange.
3. At the bottom of the Conversation page, the latest response is in a grey box on the left and you **type in your rely** in the white box on the right.
4. To structure the conversation we have three additional fields:
Availability: click in the time blocks that you are available
Projected date: click on the calendar icon on the right of the Projected Date field to choose a date from a calendar.
Change Status to:
 - Keep the Yellow **Pending** setting, if you are still negotiating a date and time.
 - Click the Green **Agree** setting, if you can do the proposed date and time.
 - Click the Red **Can’t Do** setting, if you can’t or don’t want to do the service. Please don’t be shy about using the Can’t Do setting.
5. When both people use the Green Agree setting, the date is set.

Record Your Hours

1. Click the **My Account tab**, then the **Message** tab, then **Inbox**.
2. Click the **Record Hours** button inside the message summary row for the completed task.
3. On the Record Hours screen, enter the **Date of Service, Time Spent** in quarter hours.
4. Click the **Preview** button.
5. Click **Confirm**. This will subtract Time Dollars from the account of the person who received the service and add them to the account of the person who gave the service.

Place Your Offer / Request

1. Click the **Give & Receive tab**.
2. Click the **category** you're interested in. *Looking at these ads might help you in writing yours.*
3. Click the **Add Your Offer** or **Add Your Request** button to go to the Add a Service screen.
4. Write your Ad.
5. Click the **Preview Service Ad**, then **Submit Service Ad**.

Edit or Stop Your Offer / Request

1. Click the **My Account tab**, then **My Services**, then **My Offers** or **My Requests**.
2. Find the ad you want to change, and click the **Edit** or **Stop** button.

View Your Account Status

1. Click the **My Account tab**, then **My Hours**, and **View Activity**.
2. To change the date range. Use the **View Transactions** pull down menu, then click on the **View** button.

View Directory/Offer/Request Reports

1. Click the **My Account tab**, then the **My Reports** tab.
2. Choosing the **Member Contact List** will provide you with a shortened list of all members that can be sorted by clicking on any field header, including first and last name, city, or zip code.
3. Choosing the **List of Service Offers** will generate a report which can be sorted by first or last name, service category, or service offered (ad title). Clicking on any field in the report will take you directly to a corresponding list of services, or the specific ad or the member's profile.
4. Choosing the **List of Service Requests** will generate a report which can be sorted by service category, service requested, member name, or expiration date. Clicking on any field in the report will take you directly to a corresponding list of services, or the specific ad or the member's profile.
5. Any of these reports may be printed using your browser's print options.

Exit the System

When you are finished, you don't need to sign out of the system unless you are using a public computer or share your computer with someone else. In these circumstances, it is a good idea to sign out so other people can't use your account.

Simply click the **Sign Out** button (upper right). That's it!