

# TimeBank Website User's Manual



Champaign County TimeBank

**BANKING ON PEOPLE**

*Proud Member of the TimeBank USA  
In Partnership with Champaign Urbana Area Project and ACCESS Initiative*

If you need further help, please contact the Champaign County Timebank  
Coordinator at [ChampaignTB@gmail.com](mailto:ChampaignTB@gmail.com)

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## Preface

Congratulations on your decision to participate in the Champaign County Timebank. You're about to see that the process of exchanging exchanges has evolved in a new and exciting way. Using Community Weaver 2.0, you will be able to create ads for exchanges or requests yourself, giving them your own personal touch.

The basic premise is simple-create an advertisement to either offer your exchanges or to request a service. This ad, as well as your personal profile can be viewed only by other members of your Timebank, who can respond to you using the website. You have a 'conversation' with these other members to discuss the service and iron out the details. Upon completion of the service exchange, you and your exchange partner uses the system to make the exchange and record the hours. The system will keep track of all the time you spend/earn, and you can easily recall your account status at any time. Of course, you also have the freedom and the ability to browse all offers and requests from other members to see how you can assist them

This manual takes you step-by-step through the entire process, from registration and getting into the system; to creating your own ad and responding to others, and then recording your own hours. Throughout the text you will find references to where to look on the screen (i.e. Upper right) and diagrams to show you where to click your mouse (look for the air rules in sheet in circles).

A final note on a few prerequisites-you will have the best experience with this system if you are comfortable navigating through the web pages on the Internet, and are familiar with the basic concept of Timebanking exchanges. If you would like more information on Timebanking, visit [www.TimeBanks.org](http://www.TimeBanks.org) . If you feel you're not entirely comfortable on the Internet, please contact your Timebank coordinator and they will pair you up with a buddy who can help you with this process, perhaps this will be your first exchange!

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# Join Your Local TimeBank

To join the Champaign County Timebank you'll need:

- Access to the Internet
- An email address
- The desire to exchanges skills and time with others!

The screenshot shows the TimeBanks website interface. On the right side, there is a 'User login' section with fields for 'Username or e-mail' and 'Password', and a 'LOG IN' button. Below the login fields are links for 'I forgot my password', 'Create new account', and 'Request new account'. A blue callout bubble with a white border points to the 'Create new account' link, containing the text 'Login and create new account'. The main content area on the left features 'Upcoming Events' and 'Featured Events' sections, along with a 'Try Our Demo Website' button.

## Setting Up and Signing into Your TimeBank

If you don't have access to the Internet, the Timebank Coordinator will help you set up and run your account.

1. **ChampaignTimeBank.com**
2. The login and the option to create an account is located on the right panel marked "Users Login"
3. First time user will go to "Create new account".

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The screenshot shows a web browser window displaying the TimeBanks user account creation page. A red speech bubble on the left contains the text 'User account page' and points to the 'User account' section of the form. The form is titled 'User account' and includes the following sections:

- Account information:**
  - Username: [text input]
  - Email address: [text input]
  - Password: [text input]
  - Confirm password: [text input]
  - Remember me:
- Attributes:**
  - How did you hear about us?:
    - Friend
    - Email
    - Website
    - Other

4. Fill in the information on screen as follows:

### **ACCOUNT INFORMATION**

**Username:** Enter Username.

**Email:** Enter the e-mail address you want to use to receive correspondence from this organization.

**Password:** Enter a password of your own choosing. It can be a mix of letters and numbers, and is case sensitive. Your email address and this password will be your sign in to the system, so don't forget it!

**Confirm Password** Retype (do not cut and paste) your password this steps insure you did not accidentally enter a typo the first time.

### **ATTRIBUTES**

5. Tell us how you heard about Champaign County TimeBank.
6. This screen also shows days of availability; Monday through Sunday: in the morning, afternoon and evening.

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## LOCATION

7. This is where your street address, city, state, postal code and phone number will go.
8. Review the terms and conditions and click the box next “I agree”.
9. Under CAPTCHA, You will need to do a short quiz to reduce spam and automation submissions.
10. Click “create new account” (lower left) to submit your registration request.

Below the  
CAPTCHA  
you will see:  
Create New  
Account

## RETRIEVING YOUR INVITE

11. Wait about a minute and go pick up your email. You'll find an email from [sysadmin@TimeBank.org](mailto:sysadmin@TimeBank.org) that contains a link back into the system. Click on that link and sign into the system as instructed in the email.
12. You now have the opportunity to update your personal profile (See Set-Up Your Personal Profile). When finished, click the Update My Profile button (upper left screen.)
13. Once Timebank coordinator has approved your application, you will receive another e-mail inviting you to come back to the website where you can view other members of the Timebank, post ads, and exchange exchanges.

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## Setting up Your Personal Profile

Please use the personal profile page to tell other people in your Timebank about yourself. You are free to disclose as much or as little as you want. The more you share, the easier it will be to find a good match for your exchanges and requests. When in doubt add more personal information. We are trying to build communities and the more you say about yourself the more ways people can connect to you.

1. Click My Account at (upper right).  
(Remember you must be sign in first, see **Sign into your Timebank.**)
2. Click personal profile. On the screen you can provide detailed information about your network, your neighborhood, or your affiliations.
3. Also, you will be asked to describe your home, your family and physical condition of your home.
4. Other information will include transportation and access to your home and the type of languages that you use. Languages are useful for translation or locating members who can translate.

If you ever need to edit your profile, you can select the **Edit** button located at the (top left corner of your screen.) This screen also offers an opportunity to sign up for open ID. Open ID is an onscreen identification login, useful for blogs and messaging.

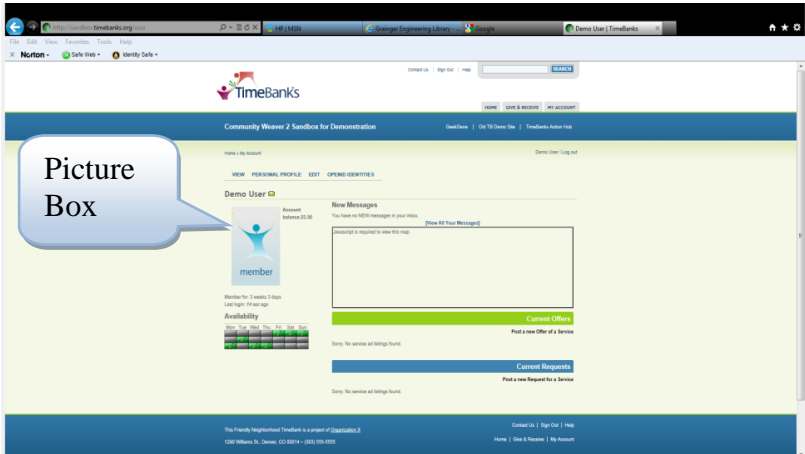
### CHANGE PICTURE

On your account screen, under your name, you will see a blue member's box. Please note the restriction on file size.

1. Click on this box, it will bring up your **browse** button to search for the desired image on your computer.

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2. Once you have selected it, click the **upload new picture** button (lower right) to update your profile.



## CHANGE PASSWORD

1. Click on **Edit** link to change your password. You first enter your existing password, then the new one. The System asks you to enter it twice to confirm there are no typos.
2. When you have finished, click the **Change Password** button (lower right) to confirm the new password.

In your profile window you will list your offers and requests on this screen.

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# Posting an Offer or Request

Placing your offer or request is the heart of the TimeBanks web site. It is just as important that you put up listing for receiving as well as giving. People often forget that we need lots of receivers too if we are to build a healthy Time Dollar economy of people helping people.

1. Click the **Give & Receive** tab.

(Remember you must be signed in first; see [Sign into your TimeBank.](#))

The screenshot shows the TimeBanks website interface. At the top, there is a navigation bar with 'HOME', 'GIVE & RECEIVE', and 'MY ACCOUNT' tabs. The 'GIVE & RECEIVE' tab is highlighted. Below the navigation bar, the page title is 'Community Weaver 2 Sandbox for Demonstration'. The main content area is titled 'Give & Receive' and features a grid of service categories, each with a small icon and a count in parentheses. The categories include: Transportation (2), Help At Home (2), Companionship (2), Community Activities (2), Wellness (2), Recreation (2), Education (2), Arts, Crafts & Music (2), and Home (2). A green callout bubble with the text 'Give & Receive tab' points to the 'GIVE & RECEIVE' tab in the navigation bar.

2. Click on the **category** you're interested in. This will display a list of offerings in this category. Looking at these ads may help you in writing your own ad.
3. You locate a service offer or request three ways:
  - a) Click on a specific category to view those listing , or

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- b) Click on the **Browse All Exchanges** or **Browse All Requests** link ( upper center ) or
- c) Click on the **Search All Service Ads** link (upper right) to use a keyword search for service ads.

This is where all of the ads posted will appear. Now that you have successfully navigated the Give and receive screen, you are now ready to post an ad.

4. Go to **My Account** tab, you can add your ad on your profile screen.
5. The green bar (half down the screen on your right) will show your current exchanges. Located in bold is the link to post your ad. **Post a new offer of a Service** (see Setting up Your Personal Profile)
6. The blue bar (located on lower part of screen on the right side) will show your current request. Located in bold is the link to post your ad. **Post a new request of a Service**(see Setting up Your Personal Profile)

The screenshot shows a user profile for 'member' with a 'Posting Link' callout pointing to the 'Post a new Request for a Service' link in the 'Current Requests' section. The 'Current Offers' section contains a table of service listings:

Title	Category	Expiration	Posted
I will read to you	Home Visits	Dec 4 2011 - 11:30am	3 days 5 hours ago
Transportation -- errands/shopping/medical	Transportation Errands / Shopping Medical	Dec 3 2011 - 9:30am	4 days 7 hours ago

The 'Current Requests' section contains a table of service listings:

Title	Category	Expiration	Posted
This is a test	Home	Dec 6 2011 - 3:30pm	1 day 1 hour ago
Learning to Bake a Pie	Help At Home Cooking & Sewing	Dec 4 2011 - 11:30am	3 days 5 hours ago

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## Posting the Ad

On your **Ad** screen you will need to fill out the screen as follows:

**AD TYPE** Select type if you are making an Offer or a Request by clicking on the button of your choice.

**SERVICE CATEGORY** Click on the green arrow next to the category in which you would like to make the exchange; this will bring down a drop down menu of sub categories. Select one, or check **Miscellaneous** if not found. You will be given an opportunity to talk more about your exchange under **Description**.

**DESCRIPTION** Type in detail your exchange service or offer here. Remember to ramble on here. The more detailed and personable your ad is the better. These are not professional ads you are not paying for each additional word. We're building communities and people want to get a sense of the person behind the ad. Ask your TimeBank Coordinator to work with you on your first ad to add your personality. You can insert links or pictures to dress up your ad a bit.

**AVAILABILITY** Select the times that will work best for you to fulfill your commitment. Don't worry about if your time may change you can go back and edit your selection. (See [Setting Up your Personal Profile](#))

The screenshot shows a web browser window with the URL 'timebanks.org'. The main content area features a calendar grid for selecting availability. The grid has columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) and rows for time slots (Morning, Afternoon, Evening). Below the grid are instructions:

- 1 Indicate your availability here. This will be used as the default availability for any offer or request you may place in the TimeBanks marketplace.
- 2 Click on the time block to indicate your availability. Click again to deselect.
- 3 To select all time slots for a day, click on the heading cell for that day eg. click on W to select all blocks for Wednesday. Click again to deselect.
- 4 To select all mornings in the week, click on Morning. Click again to deselect. Similarly for Afternoons and Evenings.
- 5 To indicate anytime during the week, click the link Select All. To deselect, click Select None.

Below the instructions is an 'Expiration Date:' field with the value '12/05/2011' and the format 'MM/DD/YYYY'. At the bottom left are 'SAVE' and 'PREVIEW' buttons. The footer contains the text 'This Friendly Neighborhood TimeBank is a project of Organization X' and navigation links: 'Contact Us | Sign Out | Help' and 'Home | Give & Receive | My Account'.

**EXPIRATION DATE** Use the date format for when you would like to discontinue your offer. This can also be editing under your profile page.

7. Click the **Preview** button (lower left) to see how your ad will appear. The preview ad will appear on the top of your screen.
8. By selecting the **Save** button, your ad will go live with your ad. You will have a chance to edit, if need to, on this screen.

You will notice on your **Ad** screen, you will have a series of active links (right panel), including *responding to this ad*, *record hours for this listing* and *send this member a message*.

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The screenshot shows a web browser displaying the 'Community Weaver 2 Sandbox for Demonstration' website. The page is titled 'Family Photos' and features a 'VIEW EDIT' menu. A callout box labeled 'Active Links' points to the 'Action Links' section on the right, which includes options like 'Respond to this Post', 'Record Hours for this Listing', 'Photo & Video', 'Arts, Crafts & Music', 'Post an Offer', 'Post a Request', and 'Send this Member a Message'. The main content area shows an offer for family photos posted by 'Demo User' 1 minute ago, with a calendar grid below it.

## Locate an Offer/Request

Under the **Give & Receive** tab, (see Posting an Offer or Request). This screen shows exchanges at a glance. For example under Recreation, it will list Dancing with a bracket on the end. Within the brackets ( ), you can briefly see how many offerings have been listed. Click on the category to see the detail ad.

If you want to view a request, your screen will look like this.

The screenshot shows the 'All Current Requests' page on the website. The page is titled 'All Current Requests' and features a search bar and a list of requests. A callout box labeled 'All Current Requests' points to the title of the page. The requests listed include 'Transportation' (Trader Joe's run), 'Help At Home' (Cleaning my kitchen), 'Home' (Please wash my Porsche), and 'Errands / Shopping' (Trader Joe's run). Each request includes the user's name, a description, and the expiration date.

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Current offers look like this on the screen

The screenshot shows the TimeBanks website interface. At the top, there's a navigation bar with the TimeBanks logo and links for 'HOME', 'GIVE & RECEIVE', and 'MY ACCOUNT'. Below this, a blue banner reads 'Community Weaver 2 Sandbox for Demonstration'. The main content area is titled 'All Current Offers' and features search filters for 'Keywords', 'Username', and 'Category'. A callout box with a speech bubble points to the 'All Current Offers' title, containing the text 'All Current Offers'. Below the filters, there's a table of offers under the 'Transportation' category.

User	Offer	Expires
Demo Coordinator	<b>Rides to the hospital</b> I am available to take people who need rides to and from the hospital. If you give me advance notice, I can give you my phone number for pickup and come and get you when your appointment is over. I am currently available evenings and weekends, but need to know in advance!	Jan 1 2012 - 6:30am Record a Transaction
Edgar Cain	<b>Can give rides around DC</b> I know DC pretty well - but not Virginia. Need a day of advance warning - but can cope with emergencies.	Nov 21 2011 - 9:30am Record a Transaction
Edgar Cain	<b>Rides to airport</b> I will take you when I am available. Please call.	Nov 23 2011 - 8:30pm Record a Transaction

You can view both offers and requests on this screen.

The screenshot shows the TimeBanks website interface for 'All Current Offers and Requests'. It features search filters for 'Keywords', 'Category', and 'Neighborhood'. A callout box with a speech bubble points to the 'Category' dropdown menu, which is set to '<Any>', and contains the text 'By Category'. Below the filters, there's a table of offers and requests under the 'Transportation' category.

Request	Offer
<b>Request: Trader Joe's run</b> Please take me to Trader Joe's! I'm in love with their chocolate-covered frozen bananas and dried...	<b>Offer: Rides to the hospital</b> I am available to take people who need rides to and from the hospital. If you give me advance...
<b>Offer: Can give rides around DC</b> I know DC pretty well - but not Virginia. Need a day of advance warning - but can cope with...	<b>Offer: Rides to airport</b> I will take you when I am available. Please call.
<b>Request: I can drive, but I don't have a car</b> if you have a car, but need someone to drive you, I am there! I have a completely clean...	

Below the table, there's a 'Help At Home' section with a request: **Request: Learning to Bake a Pie** I am a horrible baker, but I want to learn! If you know how to bake a pie, please teach me!...

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1. You can search for *All Current Offers and Requests* three different ways:
  - a) Type in a **Keywords** like *cooking, baking or meals*
  - b) Search by **Category**. The drop down list will bring up all categories as listed on the **Give & Receive** tab. Selecting one of the items in the service category or sub category of specific items to appear in the service column. (See [Place Your Offer /Request](#) for Give & Receive tab instructions for navigation)
  - c) Search by **Neighborhood**, some members may be limited to transportation and can only participate in limited communities. This is a great way to narrow your search.

## Set Up an Exchange

Setting up a service exchange is a lot like an email conversation. The only difference is that all the emails are sent and received on the TimeBanks website so we can add extra tracking information like date and time to the emails.

When someone responds to your ad or your request to their ad, you will get an email like the one below inviting you to come to the website and see their response.

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Dear Mark,

You have received a reply from Demo User regarding the Service Offer for R. E. S. P. E. C. T. This message is located at

[http://beta.timebanks.org/msgcenter\\_ib.php](http://beta.timebanks.org/msgcenter_ib.php)

Regards,

The TimeBank Team

<http://www.ChampaignTB.org>

The screenshot shows the TimeBanks website interface. At the top, there is a navigation bar with the TimeBanks logo, a search bar, and links for 'Contact Us', 'Sign Out', and 'Help'. Below the navigation bar, there are tabs for 'HOME', 'GIVE & RECEIVE', and 'MY ACCOUNT'. The main content area features a blue header with the text 'Community Weaver 2 Sandbox for Demonstration' and links for 'Guest Demo', 'Old TB Demo Site', and 'TimeBanks Action Hub'. A green notification box states 'A message has been sent to Demo Coordinator'. Below this, there is a section titled 'Doling out R.E.S.P.E.C.T.' with a 'Offer' button and a post by 'Demo Coordinator' from 5 weeks ago. A calendar shows the offer is active on Monday, Tuesday, and Wednesday. To the right, there are 'Action Links' and 'Other Useful Links' sections.

1. Click the link in the email to go directly to your message center. Or Go to [www. Beta.timebanks.org](http://www.Beta.timebanks.org) , sign in, the click the **My Account** tab to the **My Messages** link.

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## 2. Your message will appear under **New Messages**.

Click here to send messages

See new messages here

From	Subject	Sent
me, Demo Coordinator	I could use some respect	12 min 54 sec ago

[View All Your Messages]

JavaScript is required to view this map.

**Current Offers**

Post a new Offer of a Service

Title	Category	Expiration	Posted
Sort your recycling	Clean-up / Recycling	Dec 6 2011 - 2:00pm	1 day 22 hours ago
Raking Leaves, Mowing Lawn	Home Garden & Yard Work	Dec 6 2011 - 1:30pm	1 day 22 hours ago
Software testing	Business Services	Dec 5 2011 - 3:00pm	2 days 21 hours ago
Rides to airport	Transportation	Nov 23 2011 - 5:30pm	2 weeks 18 hours ago
Doing ad R.E.S.P.E.C.T.	Companionship	Nov 2 2011 - 6:00pm	5 weeks 18 hours ago
	Transsexual		

Each row in your New Messages will contains a summary of all the emails about the ad. Click on the one you wish to reply to. This will bring you back to the **Ad** screen (See [Posting an Ad](#)).

3. Click on **Respond to this Post** action link to create your exchange.
4. Once all of the details have been work out via Timebank messaging, you are now ready to execute your exchange.
5. Go to **Record Exchange** upon completion.

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The screenshot shows the TimeBanks website interface. At the top, there is a navigation bar with 'HOME', 'GIVE & RECEIVE', and 'MY ACCOUNT' tabs. Below this is a header for 'Community Weaver 2 Sandbox for Demonstration'. The main content area features a 'Service Category' list on the left, including options like 'Transportation', 'Help At Home', 'Companionship', 'Community Activities', 'Wellness', 'Recreation', 'Education', 'Arts, Crafts & Music', 'Home', 'Business Services', and 'Misc. (Not Above)'. A form is displayed with the following details:

- Date Service Performed: 09/09/2011
- Recipient of Service: Demo User
- Provider of Service: Demo Coordinator
- Description of Service: Doling out R.E.S.P.E.C.T.
- Number of Hours: 1

At the bottom of the form, there is a blue button labeled 'RECORD AS SERVICE'.

On this screen it shows the provider of the service of **Doling out R. E. S. P. E. C. T.** is **Demo Coordinator** and the recipient of the service is **Demo User**. The exchange took **(1)** one hour.

The hour will be credit to Demo Coordinator and debt to Demo User. To check the status of your account, (See [Setting up Personal Profile](#)) next to your name you will see account balances. Click **My Account** tab then select **My Hours** to look at the detail of your exchange transactions.

The screenshot shows the 'Hours & Exchanges for Demo User' page. At the top, there is a navigation bar with 'HOME', 'GIVE & RECEIVE', and 'MY ACCOUNT' tabs. Below this is a header for 'Community Weaver 2 Sandbox for Demonstration'. The main content area features a 'Users' section with a 'VIEW PERSONAL PROFILE EDIT OPENID IDENTITIES' link. The 'Hours & Exchanges for Demo User' section shows an 'Account balance: 19.75' and a table of transactions:

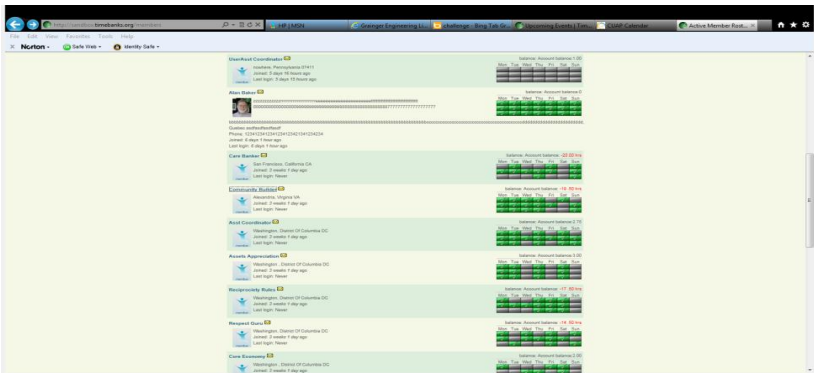
Service performed	Date Service Performed	Other user	Earned	Spent
Doling out R.E.S.P.E.C.T.	September 9, 2011	Demo Coordinator	1.00 hrs	
Taught about fitness and set up a workout plan	September 6, 2011	TimeBanks Lover	2.00 hrs	
Riders to airport	August 31, 2011	Demo Coordinator	0.75 hrs	
Disable your new computer	August 25, 2011	Jim Tate	1.50 hrs	
Visited and chatted about the weather for 2 hours, then picked boysenberries together in the yard	August 15, 2011	Assets Appreciation	7.00 hrs	
Designed a brochure for my new out-of-backyard elephant petting zoo	August 15, 2011	Hour Power	5.00 hrs	
Taught basic Swahili, Icelandic, and Maori over the course of a week	February 9, 2011	Care Banker	20.00 hrs	

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## Locate Members

Get to know other members of your community by reviewing their profiles. It's time to find out all the entries you have in common with neighbors that you didn't now. The secure webpage only show members who are logged in.

1. Click the give and receive tab located in the upper right hand corner of your screen. Select midway down from new drop down lists you will see "view all members".
2. You can select members by neighborhoods or by name. You can also view availability, member balances, and send direct e-mail to members.
3. Click on the member's name to look at individual profile.



## Exit the System

When you are finished with your activities, you will 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 on the **Sign out** button. (Located up right corner of screen.) That's it!

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## **Remember the Spirit of Giving**

Please keep in mind that any expense for any materials used will be the responsibility of the recipient, and expenses will be agreed upon before the service is delivered.

Champaign County TimeBank cannot be held responsible for any injury to person or damage to property experienced while involve in the program.

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We give you three ways to join.

- Visit us on the Web
- Visit us in our office
- Attend a potluck

## Champaign Urbana Area Project

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