

COMMUNITY WEAVER

TOP TEN TIPS FOR NAVIGATING

1. Sign In

- Go to <http://danecountytimebank.org> and click on the “Join” “online application” link to go to the Community Weaver site
- Enter your **whole** email address (name@email.com) and password under “Quick Sign In” (upper right).
- Click the **sign in** button.

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2. Set Up or Edit your Profile

- Click the **my account** tab (upper right).
- Click the **My Profile** button in the row of buttons that show up under the **my account** tab.
- Under My Profile, you will see three additional selections: **Personal Info**, **Change Picture** and **Change Password**. Click on the corresponding link to edit that portion of your profile.

3. View Other Members' Profiles

- Click the **community** tab (upper right) and then **Member Directory** (upper right and lower left).
- You can browse the member list a few different ways:
 - Click anywhere in a row to see a specific member's profile.
 - Click a letter in the alphabet row to display only those with first names beginning with that letter.
 - Click on the column headers (**Member**, **Neighborhood** or **Contact**) to sort by those values (in ascending or descending alphabetical order).

4. Locate an Offer / Request

- Click on the **give & receive** tab to get to the **Time Bank Marketplace**.
- You can locate a service offer or request three different ways:
 - Click a specific category link to view those listings (i.e. [Child Care](#), [Events](#), [Lessons](#), etc.).
 - Click the **All Requests** (upper left) or **All Offers** link (upper center).
 - Click the **Search for Services** link (upper right) to use a keyword search for service ads.
- When you find an interesting ad, press the **more...** link for a fuller description.
- If you want to reply to the ad, click on the **reply now** button (upper right). That takes you to a draft reply message that is pre-built for that specific ad and contains contact information from your profile. You can use the message as-is or edit it to fit your request.
- Click the **preview message** button (lower right) to see how your message will appear.
- Click **send message** to send or **edit message** to go back and make changes.
- When you reply to an ad, the other person gets an email inviting him/her to visit the TimeBank website to read the message. When he/she responds to your initial response, you'll get a notice via email as well. This will go back-and-forth until the two of you settle on a date and time for the service.

5. Set Up an Exchange

- All emails are sent and received via the TimeBank website. When someone responds to your ad, you will get an email inviting you to go to the TimeBank website for the response.

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- Click the link in the email to go directly to your Message Center Inbox, or go to <http://community.timebanks.org/> to sign in. Click the **my account** tab and then the **Messages** button.
- Each row in your Inbox contains a summary of the emails pertaining to a specific ad. Click on the **read & reply** button (far right) to see all the emails about a particular service exchange.
- On the conversation page, you'll see a copy of the original ad, all the emails you have exchanged about the ad, and a white box labeled "**Your reply**" (bottom right of page). Type your reply in the box.
- There are two additional fields below the reply box:
 - **Change Status** to:
 - Keep the Yellow **Pending** setting if you are still negotiating a date and time.
 - Click on the Green **Agree** setting if you can do the proposed date and time.
 - Click the Red **Can't Do** setting if you cannot or do not want to do the service at that time. TimeBank communities are voluntary; so don't be shy about using the **Can't Do** setting.
 - **Projected Date**: Click the calendar icon to the right of the Projected Date field to choose a date.
- When both members click the Green **Agree** setting, you are ready to go forward with the exchange.

6. Record Your Hours

- Once an exchange has been completed, you need to record hours for it. The easiest way to do this is to find the old message summary for the exchange:
 - Click on the **my account** tab, then the **Messages** button and **Inbox**.
 - Click the **log hours** button inside the appropriate message summary.
- On the Record Hours screen, enter the **Date of Service** and **Time Spent** in hours (as "2.5" not 2 1/2). Then, click the **preview** button.
- You'll see a confirmation screen for the entire exchange. Click **edit**, **cancel** or **confirm**. Once you confirm, it will subtract the TD\$ from the person who received the service and add them to the person who gave the service. The math will work correctly regardless of who records the hours.
- If you get billed incorrectly, send a message to the TimeBank Coordinator to dispute your bill.

7. Place an Offer / Request

- Click the **give & receive** tab.
- Select **All Requests** or **All Offers** – depending on what you want to add (a request or an offer).
- Click on the **add request** or **add offer** button (upper right) to go to the **Add a Service** screen.
- Fill in the information: Service Category (which links to a Service Category list), Type (Offer or Request), Title, Description in Detail and Availability.
- Click the **preview service ad** button (lower right) to see how your ad will appear.
- Select one of the links to proceed: Back to Requests, Cancel, Edit Service Ad or Submit Service Ad.
- Once you submit an ad, the screen displays a message indicating your ad is live. You can click on **view your new service request** link to see it.

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8. Edit or Stop an Offer / Request

- Click the **my account** tab.
- Click the **My Services** button. Under My Services, click on **My Offers** or **My Requests**.
- Find the ad you want to change, and click the **edit** or **stop** button.

9. View Account Activity

- Click the **my account** tab, then **My Hours** and **View Activity**.
- To change the date range, use the **View Transactions** pull-down menu (right side). Click the **view** button (far right side).

10. Exit the System

- Click the **sign out** button (top right of main page) and that's it!