

Community Weaver: Step by Step Guide to creating an account

1. Go to www.community.timebanks.org
2. Because you are not yet a member, go “**Find your TimeBank**” in the Quick sign in box on the top right side of the page. It is below “sign in” and “forgot your password”
3. Scroll down to the “**Sedona TimeBank**” and select “**Join Now**”
4. Add the email membership@ourtimebank.net to your email contacts so the membership information will not be rejected by your spam filter.
5. Complete the information requested in your personal profile
6. Create a password that you will use to access your account
7. You will receive an email that welcomes you to the Sedona TimeBank and directs you to click on a link that will validate your email and information.
8. The link will bring you back to the log-in page, sign in with the email and password you have chosen. You may then continue entering your personal profile information.
9. You are not required to fill out all personal information, just put in what you are comfortable sharing with other Sedona TimeBank members.
10. Selecting information under the “attributes” will help people better determine what types of transactions they can help you with
11. Selecting your availability is also important in helping people identify when they are able to assist you, or when you can assist them.
12. Your completed profile will then be sent to the coordinator to approve. You must then attend group orientation or schedule a one-on-one orientation with the coordinator to complete the registration process and become a member of the Sedona TimeBank.
13. After you have completed orientation, you may log in by going to www.community.timebanks.org and doing the “Quick Log-in”, located in the box on the top right side of the screen. Enter the email you used to register and your password
14. You have now entered the Community page for the Sedona TimeBank. This page will notify you about any future and past events, show the member directory & search and allow you to go to the TimeBank Marketplace to view offers and requests. You can return to this page at any time by selecting the “Community” tab at the top of the page.
15. At the top of the page there are tabs that direct your various different pages on the site and have their own function. To begin with, you may edit and view your account by selecting the “**My Account**” tab on the top right of the screen.

My Account

Messages: On this page you can view and respond to a message from other TimeBank members or the TimeBank coordinator. This is how people will respond to your request for service or your offer to provide a service.

My Services: Here you can add a new offer of service and log hours for service you have completed, whether it is a transaction with another TimeBank member or volunteer hours that you have completed on your own.

My Hours: This pages show a report of the “Time Tokens” (listed as Time Dollars within the Community Weaver program) that you have earned and spent. It will also display your balance and allow you to record hours by adding time for when you volunteer and deducting time when you spend it through the TimeBank.

My Profile: On this page, you are able to edit your personal information, change you picture and password and see your current offers and requests.

My Reports: By using “my reports” you can view the member contact list, a list of member birthdays, service offers and requests of all members.

16. To search and view available offers and requests of all members, you can go to the “**Give & Receive**” tab, which is next to “My Account”

Give & Receive

This is the “TimeBank” marketplace where you can view all offers and requests of the TimeBank members and search for services by keyword, service category, expiration date and zip code. Using the advanced search option allows you to search by member, language and other specific information.

You can also view offers and requests by categories displayed on the TimeBank Marketplace page like: Transportation (narrowed by local, medical, distance, etc.), Help at home, Companionship, Community Activities and many others.