

## Create an Timebanks Action Hub Account

Join the site to collaborate in the network of Timebanks

### Step 1. Create a new account on the ActionHub

Go to: <http://actionhub.timebanks.org>

Click on the link "Create new account"

Fill out the fields for a new account.

Please note: The **username** that you choose will be visible to all other Action Hub users. It can be very useful to use your real name as your username.

You will be sent a validation email to confirm your email address. Remember to check your spam folders if it does not arrive very quickly.

Click on the link in the validation email to confirm your email address.

If you want to receive the the validation email again, login on to <http://actionhub.timebanks.org> with your email address or username and password, click on the tab "My Account", click on "Edit" and click on "re-send validation email"

### Step 2. After confirming your email address

Go to: <http://actionhub.timebanks.org>

Login to the new account with your username or email and password.

Click on the tab "My Account" to view your profile.

To edit your profile, click on the tab "Edit" at the top of the page.

You can edit "Account Information" or "User Information"

Please check and / or edit your personal contact information in the fields under "User Information". It is very useful for all of us if you can enter your contact information

- First Name
- Last Name
- Street Address
- City
- State
- Country

- Postal Code<sup>1</sup> [If you are registering from another country and do not have a postal code, please enter “00000” as the postal code.]
- Phone number

Also please share a bit about yourself in the “About Me,” “Interests” and “Skills” sections.

By the way, the log out link is at the bottom of the page.

Have a look around. Under the **COLLABORATION** tab see the areas for Discussions, Working groups and Public files. Under the **SUPPORT REQUESTS** tab see links to submit your support requests and to read FAQ's. Under the **COMMUNITY WEAVER** tab see the manuals for Community Weaver, the customization links and the CW 2.0 open source installation guide.

The Timebanks Action Hub is nearing completion, but is still a work in progress. Therefore some parts of it may not yet have their optimal function.

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<sup>1</sup>The ActionHub is currently a work in progress and everything is not yet optimal.