

Timebank Affiliates

Prepare for the Launch of a New Timebank

Create an Action Hub Account

The Timebank Affiliate will become the first Primary Coordinator of the new Timebank. Each Timebank Affiliate needs to set up an account in <http://actionhub.timebanks.org>. Your Action Hub account will be used to create the account of the first Primary Coordinator of the new Timebank. Your Action Hub account will also become the Timebank Contact shown publically in the directory of Timebanks. (See <http://community.timebanks.org>). Your Action Hub “username” will be the name shown publicly in both Action Hub and the new Timebank. Please keep this in mind when choosing your “username” for your Action hub account.

The Action Hub will also allow you to collaborate with other Timebanks, access resources and in the future it will also be used for your web-based payments to Timebanks USA.

Step 1. Create a new account on 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 Action Hub “**username**” that you choose will be used as the “username” for the first Primary Coordinator of your new Timebank. The **email** and **password** that you enter in your Action Hub account will also used for the email and password of the first Primary Coordinator of your new Timebank.

You will be sent an automatic validation email from Action Hub 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 your account in <http://actionhub.timebanks.org> with your email address or username and password, click on the tab “My Account”, click on “Edit My Profile” and click on “re-send validation email”

Step 2. After confirming your email address

Go to: actionhub.timebanks.org
Login to the new account with your username or email and password.

To view and then to edit your personal profile click on the tab “My Account”, click on the link “Edit My Profile” at the bottom left of the the page. You will be able to edit your “Account Information” or your “User Information”

Since you are registering as a **Timebank Affiliate** please fill out your personal contact information (not the Timebank contact information) in the following fields under “User Information”

- First Name *
- Last Name *
- Street Address *
- City *
- State * [If you are not registering from USA or Canada, please first choose the country and then you will be able to enter a state or province as appropriate. If you are registering from the USA or Canada, then a state or province is required]
- Country *
- Postal Code¹ * [If you are registering from another country and do not have a postal code, please enter “00000” as the postal code.]
- Phone number *

* items are required

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.

Step 3. After setting up your Action Hub account

Please go to the web page:

<http://actionhub.timebanks.org/contact>
to send us an email.

Use your email as used for the new Action Hub account

Choose the category: Action Hub user for a new Timebank

In the subject line write: New Timebank <name of your time bank>

In the email please announcing that your Action Hub account has been set up and inform us of your Action Hub username. Include your new Timebank's name in the email. Many thanks.

After you have submitted both the Timebanks USA Network Affiliation Application and the Timebanks Affiliation Agreement and also paid your first Timebank fee, your new Timebank will be launched.

¹The ActionHub is currently a work in progress and not everything is optimal yet.

Thank you for joining the network of Timebanks.

P.S. Requests for technical support can be sent to support team at:
TechSupport@timebanks.org