Coordinators

QUICK REFERENCE GUIDE

Do you want to start a TimeBank? Here's how you can use the Web-based software, “Community Weaver 3.0” developed by TimeBanks, USA to get your new TimeBank Website up and running.
First Steps

1. **Create an Action Hub Account**
   a. In a web browser go to: actionhub.timebanks.org
   b. Click on the link: “Create Account”
   c. Complete the Action Hub application

2. **Apply for a TimeBanks Website**
   b. Click on the link: Apply for a TimeBanks Website

3. **Pay the Website Hosting Fee**
   Pay the $25 Web-hosting fee via Paypal—it's part of your Community Weaver Application Form

4. **Go to Your Website**
   Click on the link provided to you in the return e-mail from “TimeBanks USA Affiliates” to access your new TimeBank Website
Invite A New Member

1. Go to your TimeBank homepage

2. Login to Community Weaver

3. Click the + in the upper right corner of browser, then select “Invite a Member”

4. Create & Send an Invitation
   a. Fill out all necessary information fields
   b. You can add a welcome message if you want
   c. Click on "Invite Member" to send the invitation
Record An Exchange

1. Access your TimeBank website
   Login to Community Weaver

2. On your Home Page Sidebar
   a. Click on, "Record an Exchange"
   b. Click on, "Record on behalf of another member"

3. Record the Service Providers & Recipient

4. Record the Exchange Details
   a. Indicate each of the following to describe the Exchange:
      Date of the Service
      Description of Service
      Service Category
   b. Click on “Create an Exchange”
Post An Event

1. Access your TimeBank website
   Login to Community Weaver

2. Click the + in the upper right corner of browser, then select “Post an Event”

3. Fill out Event Info and Click Save.
   Type the following information in the Event:
   - Start Date
   - Event Duration
   - Title
   - Description
**Post An Alert**

1. **Access your TimeBank website**
   - Login to Community Weaver

2. **Click the + in the upper right corner of browser, then select “Post a member alert”**

3. **Fill out Event Info and Click Save.**
   - Type the following information in the Event:
     - Title of the Alert
     - A Link Title
     - Message Body
     - Add a Photo
   - Save Changes

4. **Post the Alert to Home Page**
   - a. Check the box to Add the Alert to your Home Page
   - b. Click on "Post a Member Alert"
Contact Members by phone who do not use CW3, confirm the details of the offer and request with the Members. Then confirm that the Members' Profiles are in the system.

1. **Access your TimeBank website**
   
   **Login to Community Weaver**

2. **On your Home Page Sidebar**
   
   a. Click on, "Record an Exchange"
   
   b. Click on, "Record on behalf of another member"

3. **Record the Service Providers & Recipient**

4. **Record the Exchange Details**
   
   a. Indicate each of the following to describe the Exchange:
      
      - Date of the Service
      - Description of Service
      - Service Category
   
   b. Click on “Create an Exchange”
Invite A New Member

1. Access your TimeBank website
   Login to Community Weaver

2. Click the icon in the upper right corner of browser, then select the report type you want to generate

3. Use filters to configure details of your report to suit needs
Configure Your Timebank

General Settings

1. Click the ⚙ in the upper right corner of browser, then select General from the Configure Menu

2. Note the three tabs at the top of the page:
   - Identity | Features | Language and Text

Identity
Here you define basic site info such as name, slogan and addresses

Features
Here you define basic site features like social media connections and default member privacy settings

Language and Text
Use this page to configure default language, time zones, & regional info.

All Fields have robust descriptions to help you complete the setup.
Configure Your Timebank

Sign Up Options

1. Click the button in the upper right corner of browser, then select Sign Up from the Configure Menu.

2. Note the three tabs at the top of the page:
   - Sign Up
   - Profile
   - External Validation

Sign Up
Define sign up criteria

Profile
Configure what fields new users are required to complete as part of their application

External Validation
Define what external criteria need to be met for new users such as fees, background checks, or references
Click the ☰ in the upper right corner of browser, then select Design from the Configure Menu.

Here you can define default font and colors and upload your logo.

Please keep in mind that your font and color choices affect the mood and read-ability of your site. We suggest you use a color code resource such as www.color-hex.com or color.adobe.com to select colors that work together visually. To configure your color schemes, simply enter the hex values or use the color picker.
Click the ▶ in the upper right corner of browser, then select Sign Up from the Configure Menu.

Note the six tabs at the top of the page:
- Service Categories
- Affiliations
- Counties
- Neighborhoods
- Community Timebanks
- Contact Form Categories

Add Service Categories
This tab lets you create master categories and sub-categories of the services provided by your Timebank members. You can also dynamically control which services are viewable to the users by checking/unchecking the boxes next to each category.
1. Click the ✌️ in the upper right corner of browser, then select Sign Up from the Configure Menu.

2. Note the six tabs at the top of the page:
   - Service Categories
   - Affiliations
   - Counties
   - Neighborhoods
   - Community Timebanks
   - Contact Form Categories

3. Add Affiliations
   
   This tab lets you create a list of other community organizations that your Timebank has affiliations with. The number to the right of each affiliation lets you know how many members in your Timebank have a connection with each organization.
Click the ✪ in the upper right corner of browser, then select Sign Up from the Configure Menu

Note the six tabs at the top of the page:
Service Categories | Affiliations | Counties | Neighborhoods | Community Timebanks | Contact Form Categories

Add Counties & Neighborhoods
These tabs let you add neighborhoods and counties so your members can refine their offers and requests to particular regions of your area.
Click the ✖️ in the upper right corner of browser, then select Sign Up from the Configure Menu

Note the six tabs at the top of the page:
- Service Categories
- Affiliations
- Counties
- Neighborhoods
- Community Timebanks
- Contact Form Categories

Add Community Timebanks
This tab lets you create a list of other sub-communities within your greater Timebank community.
1. Click the ✚ in the upper right corner of browser, then select Sign Up from the Configure Menu.

2. Note the six tabs at the top of the page:
   - Service Categories
   - Affiliations
   - Counties
   - Neighborhoods
   - Community Timebanks
   - Contact Form Categories

3. Add Contact Forms
   Here you can create contact forms, add people who will be emailed with form information when the user submits. You can also set up the auto responder that messages the user who submitted the form.