Welcome to Time and Talents Software

Hosted by hOurworld.org

I'm so excited about this and I hope you will be too. All members are now entered into our new site and it's very important that you check your profile. (If you do not have internet service, that's no problem! Please contact us to verify your current contact information and update your offerings or requests.)

Only your name and town is listed for members to see. You are in control of what you would share beyond that.

We're sure you are going to love this website and what it can do for you. You will even have the option of exchanging with members of other time banks! That could come in handy for those hard to find services! :)

Follow these steps to be sure you're good to go!

Look for the My To Do List (3) on your News page
If you have trouble at any point, contact us.

1. **Log in**
   - **Go to https://hourworld.org/bank/**
   - **Log in using your email address**
   - **The password is: Abc@123 (Be careful for capitalization!)**

2. **Change Your Password (MOST IMPORTANT!)**
   - **Click the [Account] button in the row of buttons near the top of the page.**
   - **Under the menu bar, click the password icon**  **.**
   - **New fields will appear to type in your new password twice.**
   - **Click [SAVE Password]. It should say, 'Your password has been changed.'**

3. **Check Your Profile**
   - **Stay on the "Edit Address, Bio, Password" page.**
   - **Check Your Name and Info - Did everything get transferred correctly? Is this how you would like other members to see your first and last name listed? Please note that of the address you list on this page, only city and state will be displayed to other members.**
   - **Add a Short Bio - Write a few sentences about yourself to give other members a sense of who you are and anything else relevant to trading, such as notes on availability or preferred contact. Bios get searched when other members are looking for you!**
   - **When you're done, be sure to click [Save].**

4. Check Your Contact Info
    - Click [Account] on the menu, then click the contact icon (right under the menu).
    - Did your phone and email get transferred correctly? All contact information is set to private and only the coordinator can see those. Members can contact each other with a 'Message Me' or 'Email Me' link. If you would like your email address and/or phone number to be shown to all members, turn off Privacy for that entry by clicking the Y N to change it to Y N. You don't need to click save.

5. Check Your Account Balance
    - Click [Home] on the menu bar.
    - On the right under the header you will see your balance. Click the statement icon to see more...
    - Note that some service categories may not have transferred exactly, and some have been changed for more general usage.

6. Check Your Service Offers and Requests
    - Click the [Home] button on the menu bar.
    - Click the 'edit my requests' icon, edit your descriptions (they get searched!), and click [Save All Changes]
    - Please take the time now to add any new services you would like to receive by clicking the add new requests icon.
    - Use to edit your offers and to add offers!
    - This is a bit different than the way things worked before. It's a great chance to re-think where you are at now and what you are able and willing to offer.
    - It will encourage us to keep our requests and offers current, instead of having a list that is stagnant.

7. Add a Profile Photo
    - It is not required, but we encourage everyone to add a photo to their profile! If you don't want your own photo posted, think about a picture that represents you or something you like. It makes the site a more friendly place and encourages people to contact you to exchange!
    - To add a photo, follow the instructions below.

How to Add a Photo to your Profile

- Click the [Account] button on the menu bar, then click the profile image place holder.
- Click Browse to choose an image from your computer. It must be under 2MB.
- Click Upload Image!

Groups

Groups enable members with similar interests or other things in common to stay connected, share ideas and post announcements relevant to them! This is so cool! :)

- **Joining a Group**
  - **Click Groups on the menu bar.**
  - **You will see a list of existing groups in the lower half of the screen. To join any group, click [Add] next to the group name.**
  - **Groups you have joined will now appear at the top right area of your Groups page.**
- **Adding a Group**
  - **We strongly encourage members to add their own groups to better serve your needs and connect with others in the community.**
  - **Simply type the name of your new group in the text field below your existing groups, and a brief description of the Group, and click Add.**
  - **You will automatically be added to this group, and the rest of the exchange will be invited to join from the Announcements area on the home page.**

When you exchange with another member, decide between you who will post the transaction -the provider, receiver or the coordinator. There are a few ways to post the exchange:

The simplest way is to click the record hours icon on any Announcement, Offer or Request! The system will already know much of the information so this is fast and simple! The long way to record hours:

- **Click Hours on the menu bar.**
- **Fill in the fields on this page starting at the top and working your way down. (Typically the member who provided the service will enter the transaction, but it can be done by the receiver, so make sure you choose the I Provided... or I Received...)**
- **Start to type in and select the member(s) you exchanged with.**
- **Start to type in and select the category of your trade.**
- **Select the service in the list of services from the category you chose.**
- **If you are the receiver and reporting choose whether you were satisfied with the service.**
- **Enter a comment and click Record Transaction and your exchange will be saved!**

How to Manage your Weekly Emails

1. **The Automatic Weekly Update:**
   This is an email that the new site sends out automatically each week, listing the latest announcements, and new or updated offers and requests that have been posted on the site in the past week.

- It is possible to unsubscribe from this particular email.

  Click [Account] on the menu bar. Click the edit profile icon
- Scroll down and near the bottom right it says:
  Send Weekly Updates? Y N
- Click that switch so it reads Y N. No need to click save.

Finding Help

- Help specifically for each page of the site may be accessed with the [Help] button at the top of that page.
- You can also read through the Member Guide.

- You may want to watch this short (8 min) Member Side Overview.

- Don't hesitate to contact me if you need assistance or have suggestions. The goal of using Time and Talents is to make your membership in the exchange more enjoyable and to bring members together.

- I really hope this change will enable you to meet more of your neighbors, make friends and stay connected while helping each other and enjoying life.

Have a great day!