

Welcome to Community Weaver 3!

(our new online timebanking software)

We've created this guide to help you get oriented to the upgraded software. At this time, be aware that this guide is intended for laptop and desktop computers. If you are using a mobile phone or a tablet, your screen views will be slightly different. *[The images here are from the CW3 demo site. Your site might have different colors or fonts.]*

Logging in

To log-In:

1. Go to <https://democw3.timebanks.org> for the demo site (see login info on the demo site) or go to *your CW3 timebank's web address (URL)*
2. Login with:
 - your **email address** [User names are no longer used.]
 - your **password**

Checking Your Profile

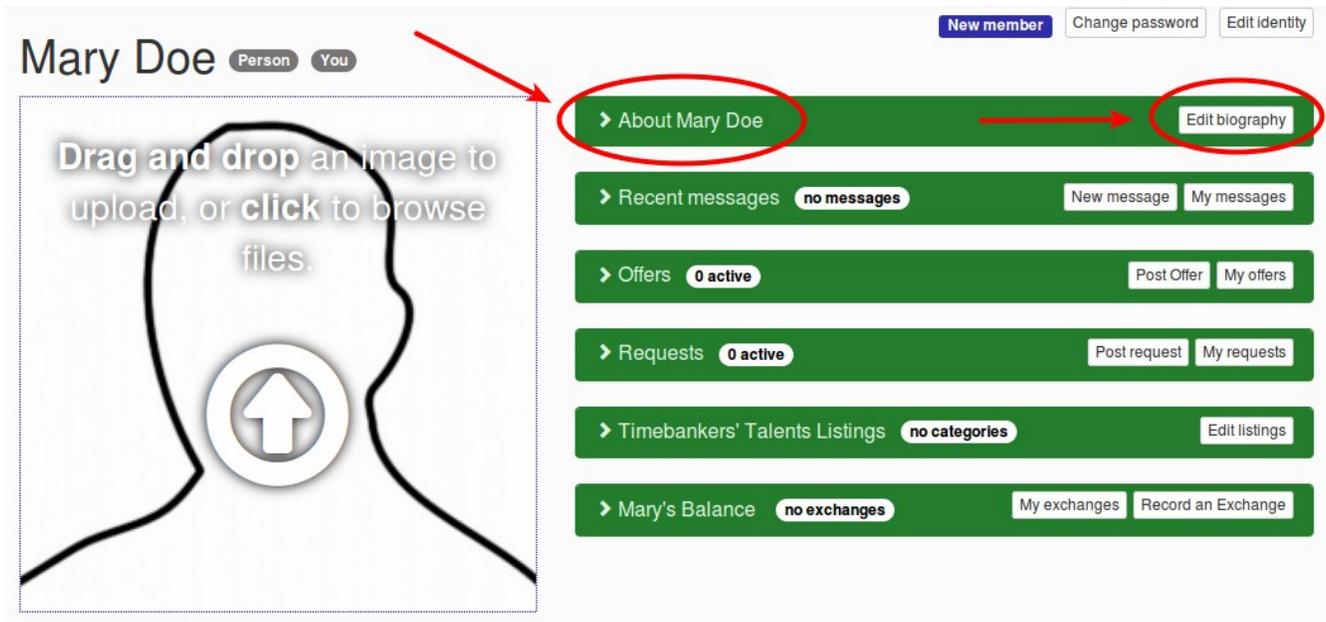
1. In the menu bar at the top of the page, click on **your name**. [at the red circle]



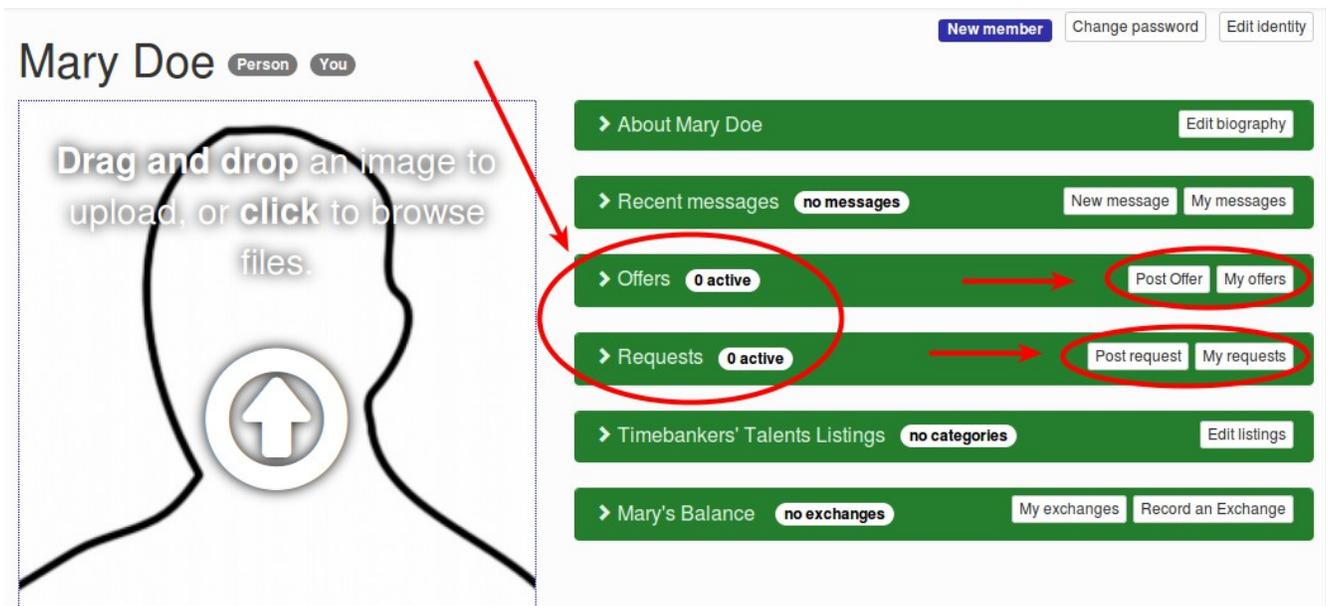
2. Check your photo: The new software now allows for a higher resolution image so we recommend uploading a new photo to your profile. There are two options to do this:

- option 1) Click on the profile photo or outline and upload from your computer.
- option 2) Drag and drop a photo from your computer to the profile photo.

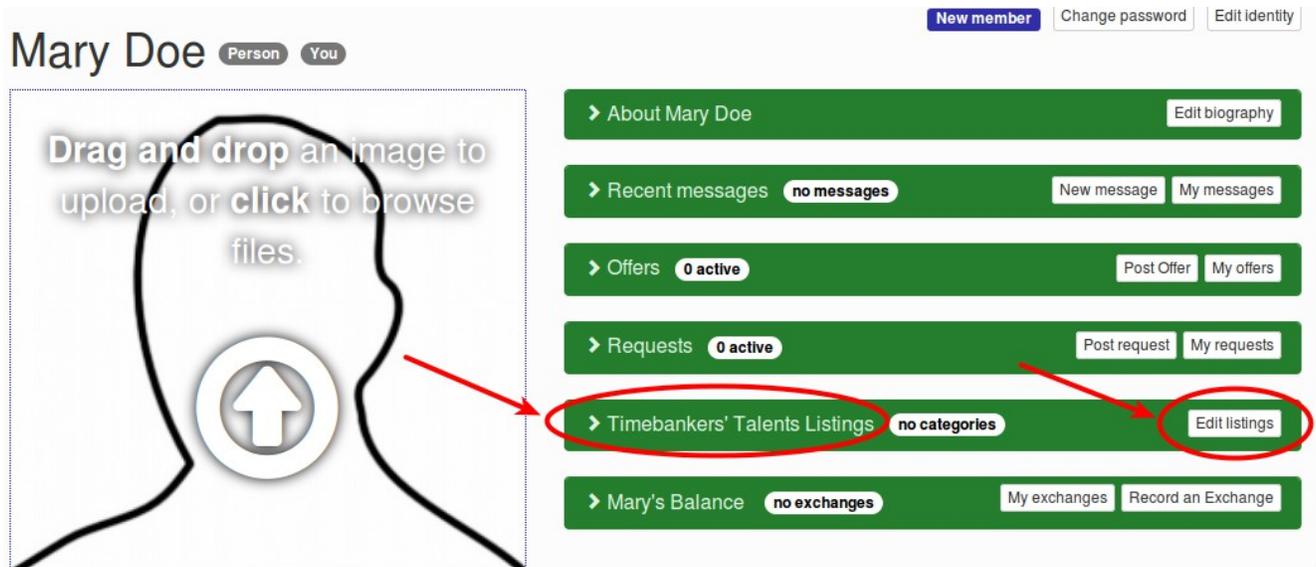
3. Check your biography for accuracy. This is a great place to share your personality. To view your bio, click the “>” symbol on the left side of the “About ...” box. To make changes, click on the “edit biography” button in the same box. [Follow the red arrows, look at the red circles.]



4. Check your offers and requests. Click on the “>” next to “Offers” or “Requests” to see your current and expired posts. Please delete any out of date posts, and consider renewing any expired posts. [Follow the red arrows, look at the red circles.]



5. Click on the “Timebankers’ Talents Listings” -> “**Edit Listings**”, and select your skills from the available list. When you are done selecting your talents, click “**Save Changes**” at the bottom of the screen. While these are not active offers, this feature of “Timebankers’ Talents” (previously “Yellow Pages”) will help us find people who are able to fill our requests.

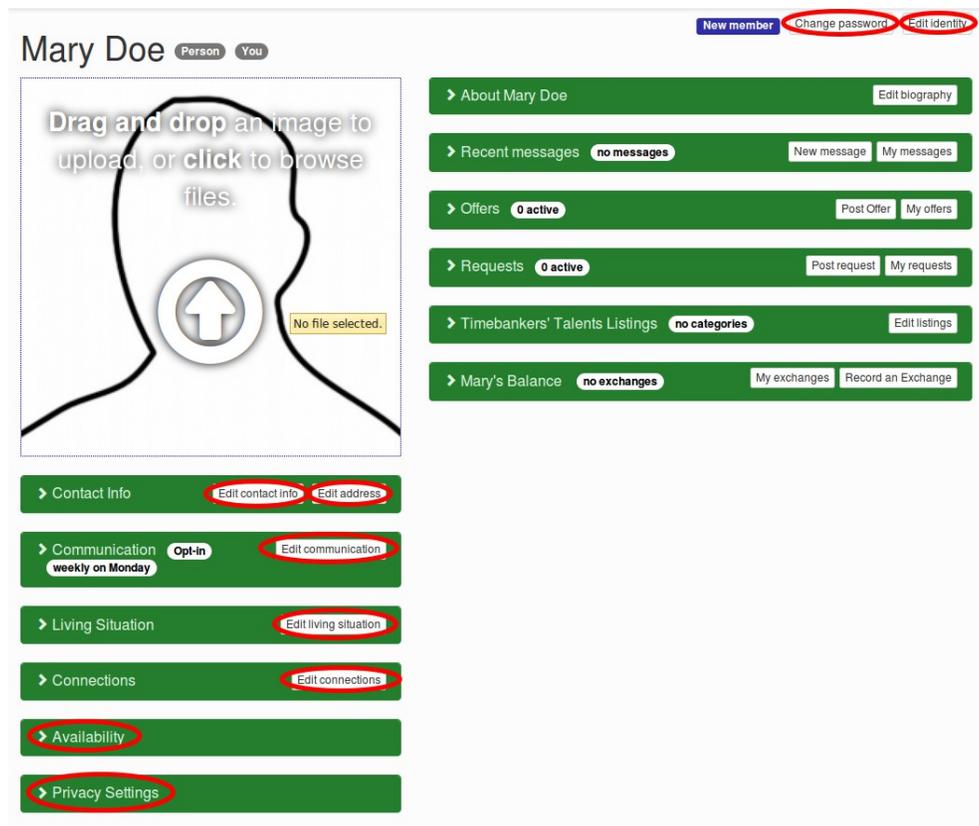


6. You can:
- “**Change password**”
 - “**Edit identity**” identity (name and birthday)
 - “**Edit contact info**” (email, phone, web links, Facebook, twitter, or other contact information)
 - “**Edit address**” (including county and neighborhood)

Also review and update your other profile settings:

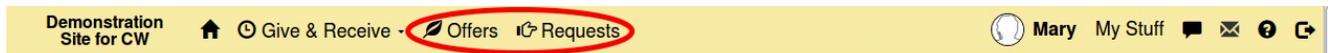
- “**Edit living situation**”
- “**Edit connections,**” (including Affiliations)
- “**Availability,**” and
- “**Privacy Settings.**”

Note that clicking on the “>” next to the section title will open that section.

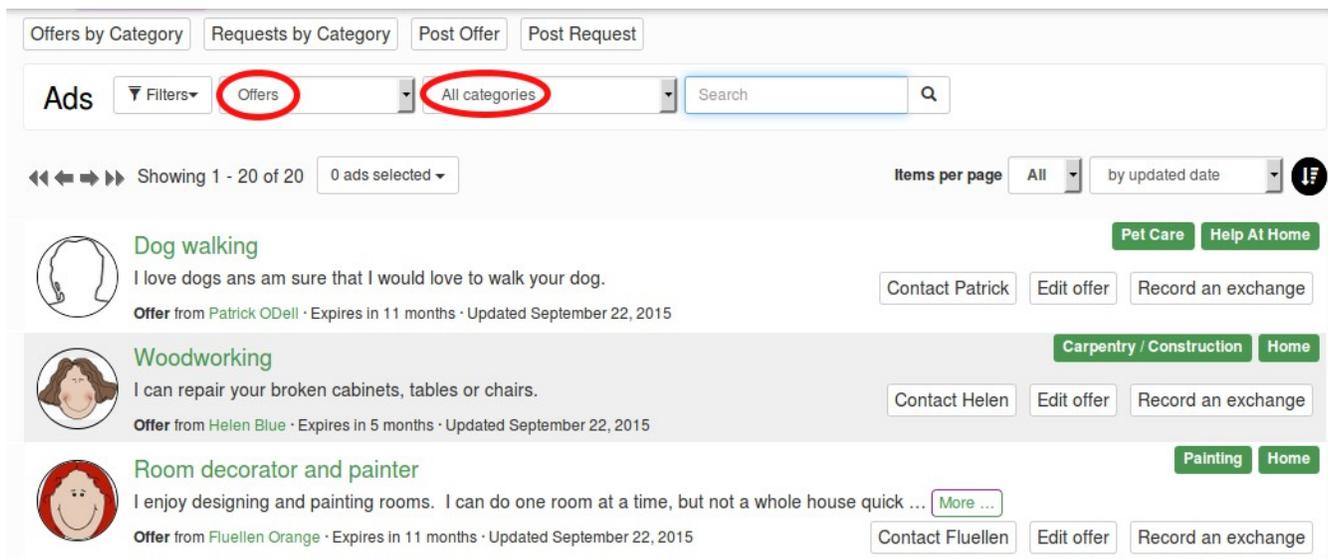


View Member Offers and Requests

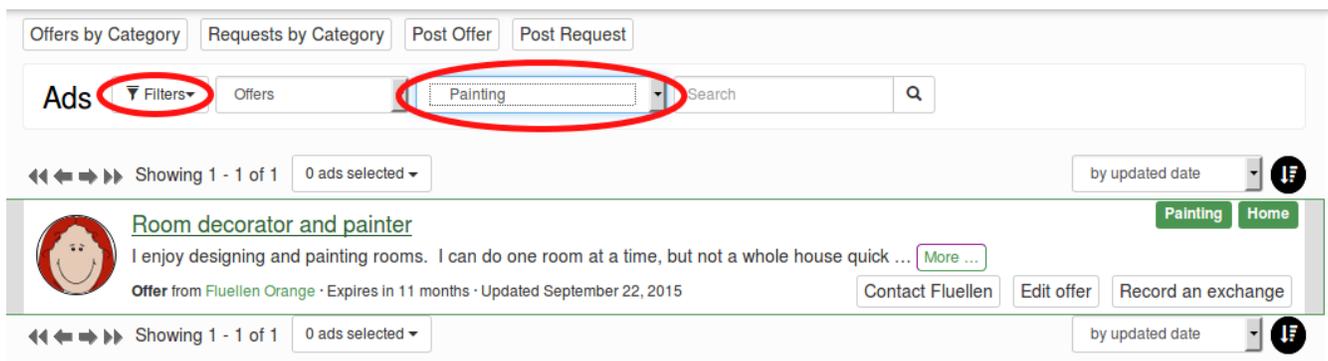
1. From the Menu Bar at the top of any page, click “Offers” or “Requests” respectively. [Click on the text at the red circle.]



2. This will take you to a new page that shows a list of Offers or Requests, with the most recent appearing at the top of the page. [Use the settings at the red circles.]



3. You can use a filter to choose to see only offers or requests from a specific category. Choosing the category “Painting” shows: [Use the settings at the red circles.]



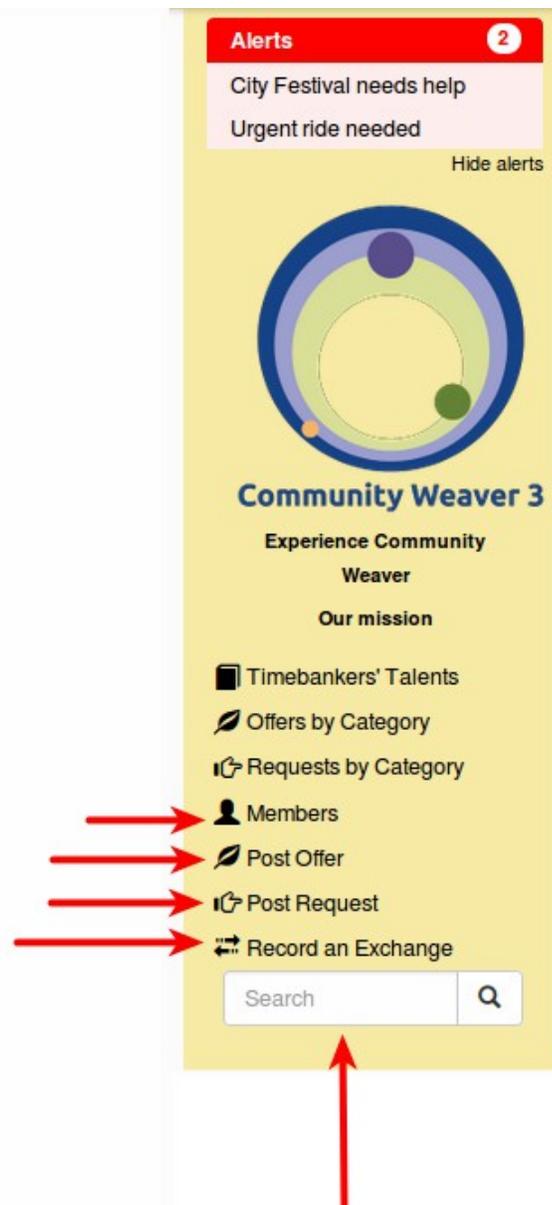
Post an Offer or Request Record an Exchange See a List of Members

On the right sidebar of most web pages you can click on:

- “Members” to see a list of members
- “Post Offer” to create an offer
- “Post Request” to create a request
- “Record an Exchange”.

To post your offers and requests or to record your exchanges, you can then follow the detailed instructions on each page.

[Use the icon at the red arrows.]



Quick Search for Offers, Requests or Members

To search for an offer, a request, or a member, use the search box in the side bar. Type in a few letters of the member's first name / last name, or a key word for an offer or request and then press “Enter”.

Read and Write Messages

To read or write messages to or from other members, click on the message icon. [The icon in the red circle] The icon also shows the number of unread messages.



Go to the Home Page

From anywhere in Community Weaver, return to the home page by clicking on the name of your timebank on the left of the menu bar. *[Click on the text at the red circle.]*



Help for Each Page

On any page in Community Weaver, click on the “?” in the menu bar to go to 'help' for that page. *[Click on the “?” in the red circle.]*



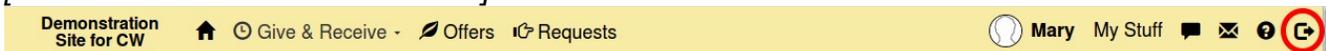
Contact your Timebank's Coordinators

On any page in Community Weaver, click on the “Envelope” in the menu bar to request support or to send any message to your coordinators. *[Click on the “Envelope” in the red circle.]*



Close or Exit the Community Weaver Session

In the menu bar at the top of the page, click on the exit icon on the right of the menu bar. *[Click on the icon at the red circle.]*



Help Guide for Members

See more details in the: [Help Guide for Members](#) using Community Weaver.

Community Weaver 3 www.timebanks.org

Timebanks USA
5500 39th St. NW, Washington, D.C. 20015
(202) 686-5200