Welcome to Community Weaver 3

(Online timebanking software from TBUSA)

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 have a different format.
[The images here are from the CW3 demo site. Your site might have different colors or fonts.]
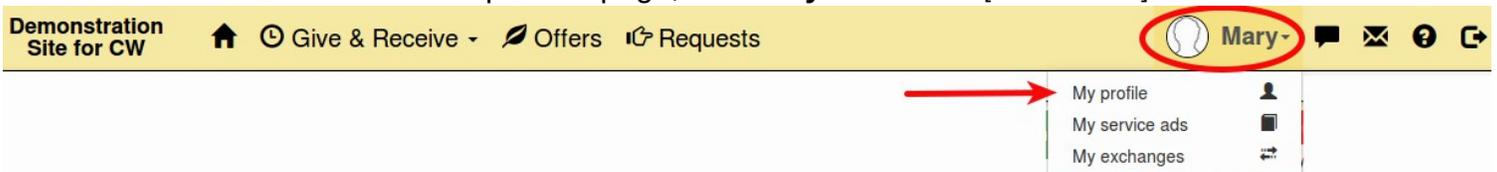
Logging in

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 not used.]*
- your **password**

Checking Your Profile

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

2. You will be presented with a drop down list. Click on "**My profile**." [follow the arrow]

3. Check your photo: CW 3 now allows for a high 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.
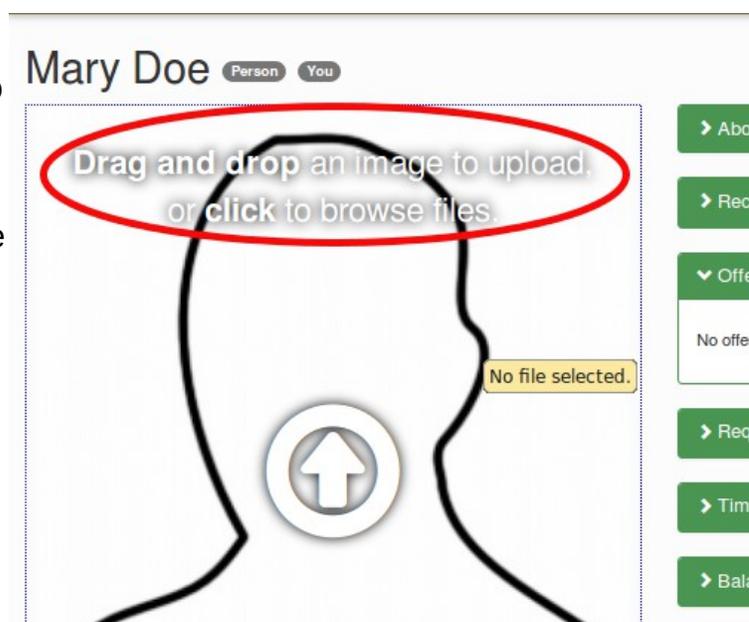
3. Check your biography for accuracy. This is a great place to share. To view your biography, click the title the "**> About ...**" box. To make changes, click on the "**Edit biography**" button in the same box. *[Follow the red arrows, look at the red ovals.]*
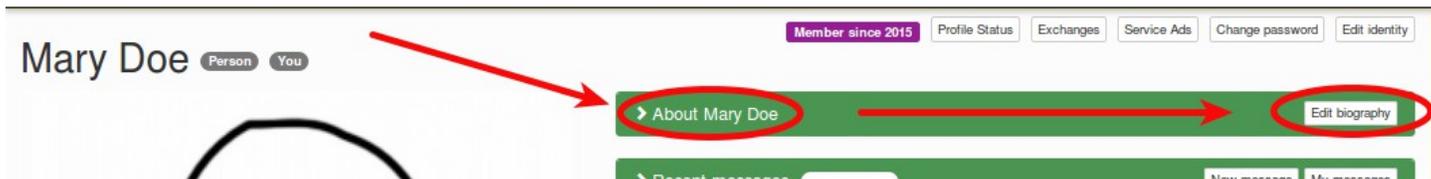
4. Check your offers and requests. Click on the title "**> Offers**" or "**> Requests**" to see your current and expired posts. You can also post new offers or requests, delete any out-of-date posts, and renew any expired posts. *[Follow the red arrows, look at the red circles.]*
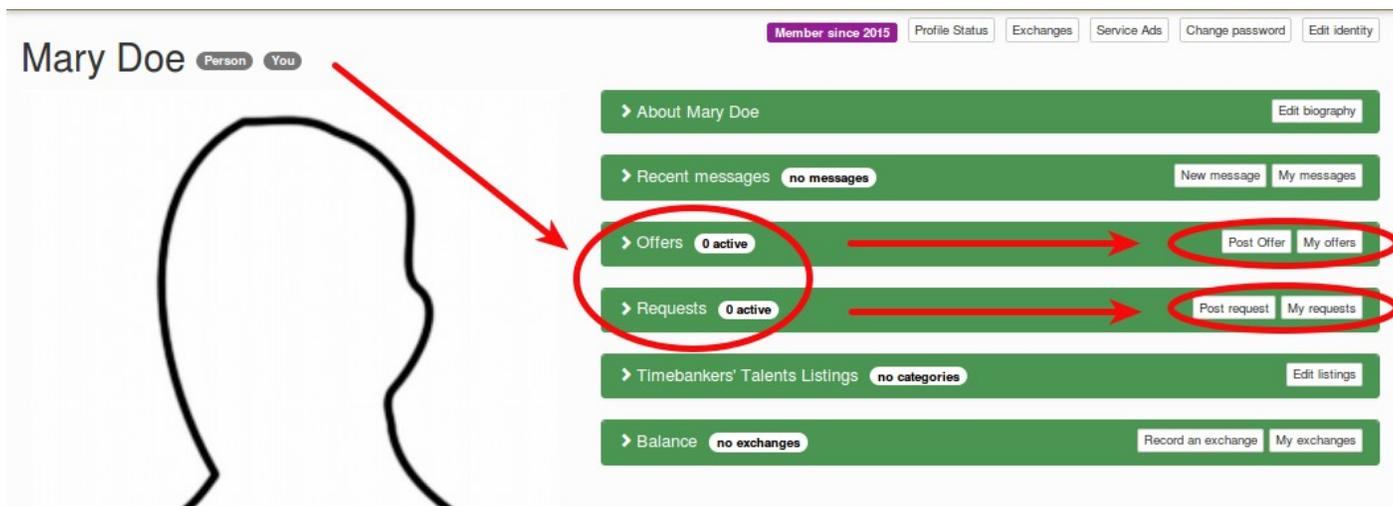
5. Click on the "**>Timebankers' Talents Listings**" -> "**Edit Listings**", and select your skills from the available list. When you are done selecting your talents, click "**Save Changes**" at the bottom of the screen. While these are not active offers, this feature of "Timebankers' Talents" (previously "Yellow Pages") will help us find people who are able to fill our requests.
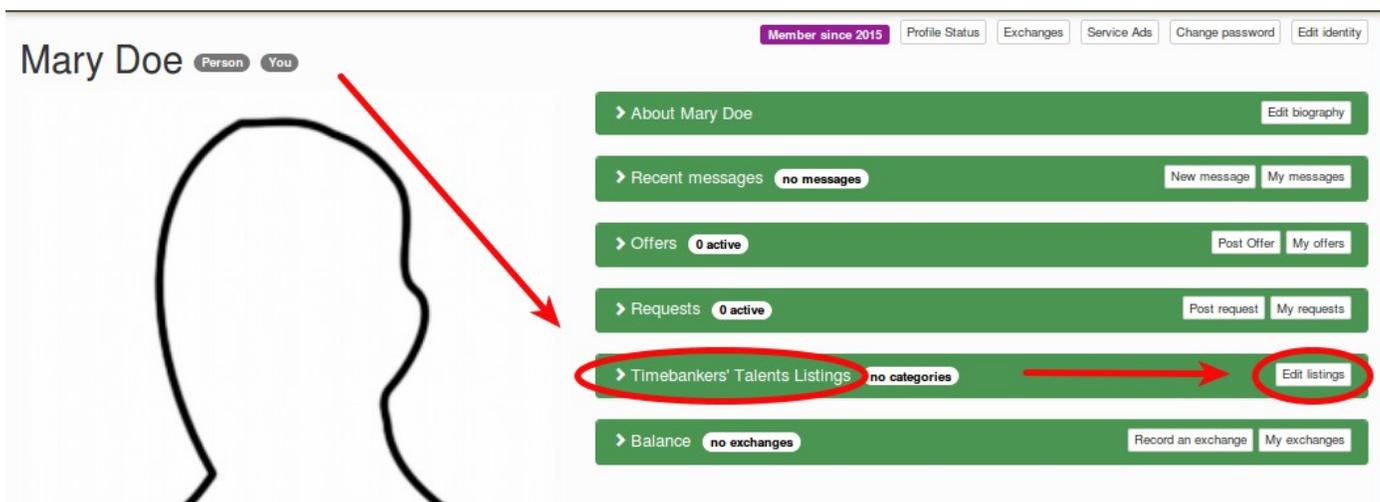
6. At the top of your profile page you will see buttons to:

- check your "**Profile Status**"
- review your recorded "**Exchanges**"
- see a list of your active and expired "**Service Ads**"
- "**Change password**"
- review and "**Edit identity**" (your name and birthday)

Below your picture you will find blocks where you can review and update your other profile settings:

*(Note that clicking on the "**Title**" will open or close that section or block in your profile.)*

- "**Edit contact info**" (email, phone, web links, Facebook, twitter, or other contact information)
- "**Edit address**" (including county and neighborhood)
- "**Edit living situation**"
- "**Edit connections**," (including Affiliations)
- "**> Availability**" (the time of day that you are generally available for an exchange)
- "**> Privacy Settings**" (to configure who may see your profile information)
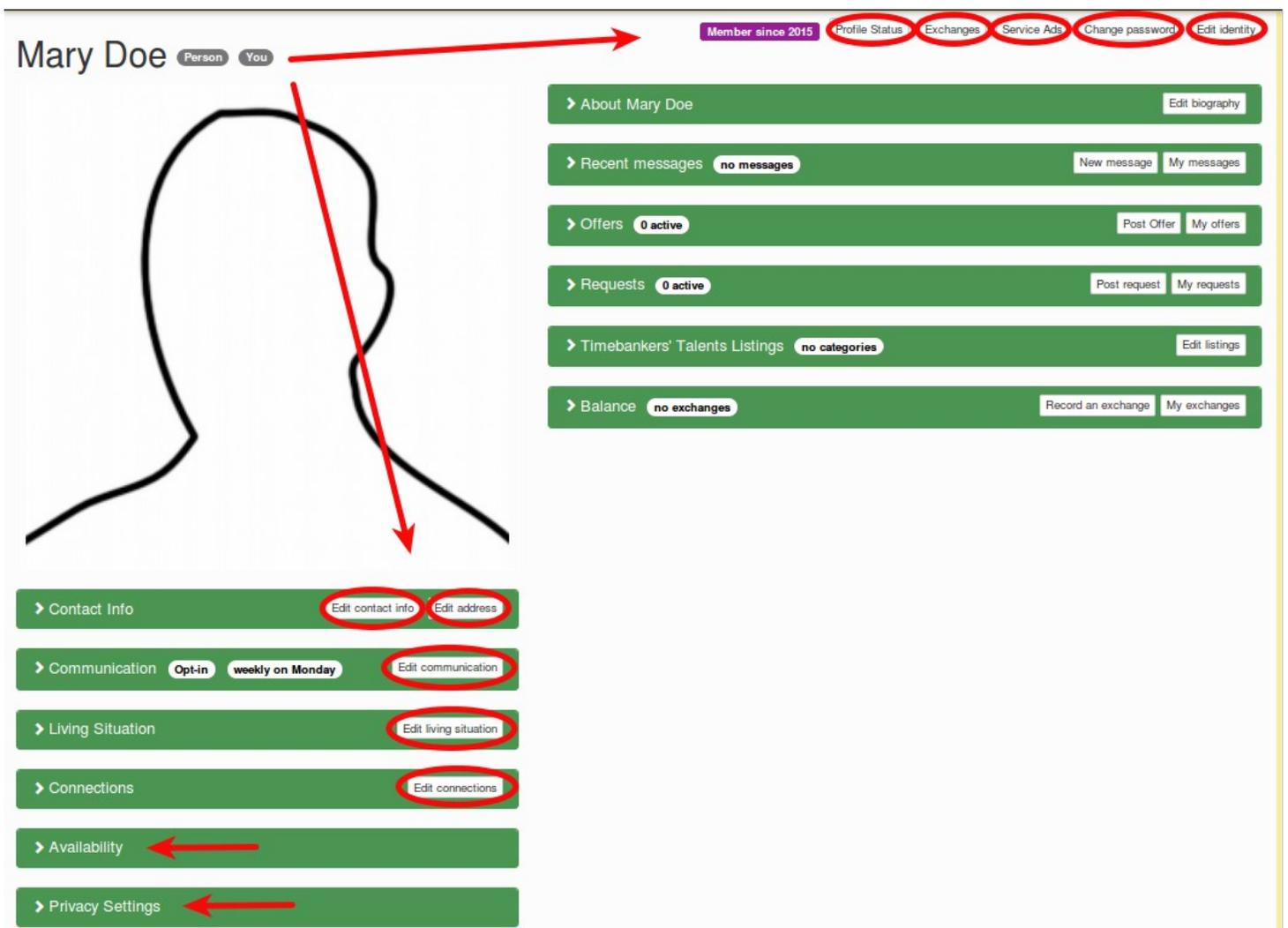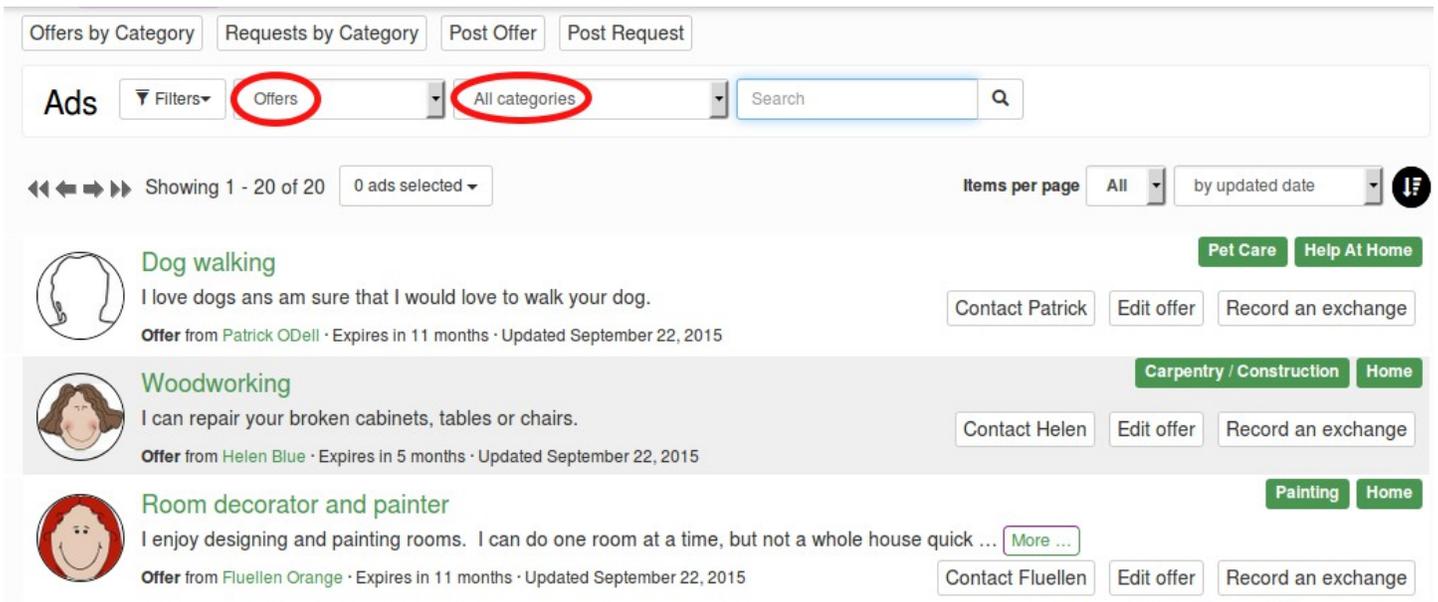
View Member Offers and Requests

1. From the Menu Bar at the top of any page, click "**Offers**" or "**Requests**" *[Click on the text circled in red .]*

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. In this example we are looking at some of the offers. *[Using the filter settings circled in red.]*

3. You can use a filter to choose to see only offers or requests from a specific category. Choosing the category "Carpentry/Construction" shows: *[Using the filter settings circled in red.]*
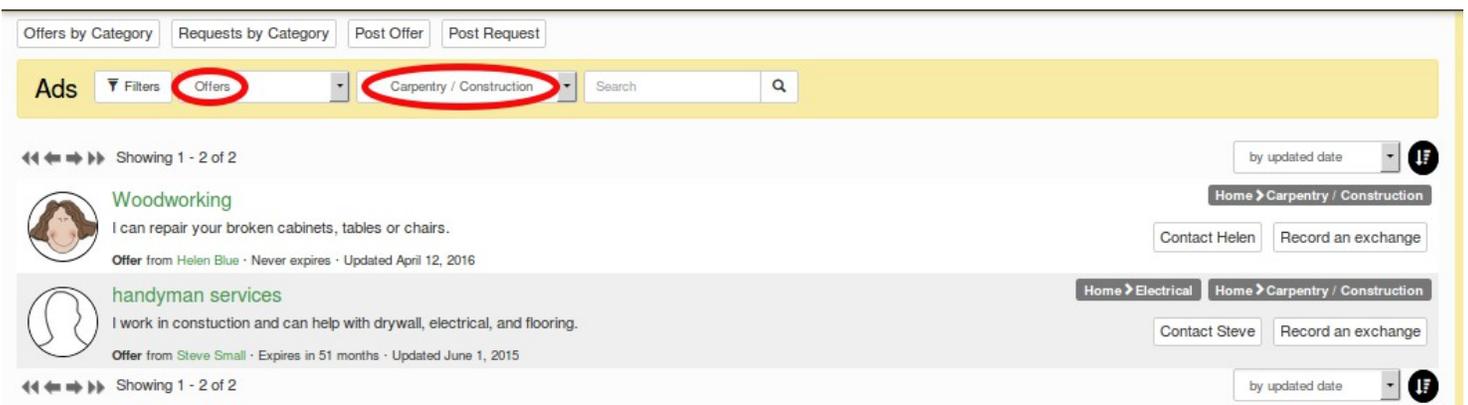
Post an Offer or Request
Record an Exchange
See a List of Members

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.

[Click on 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. If there are any unread messages, the icon will show the number of unread messages.
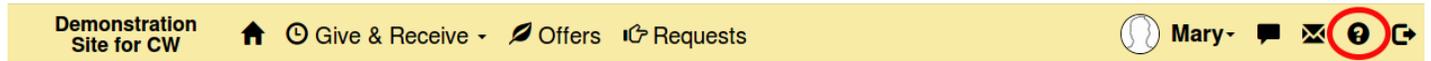*[Click on the icon circled in red.]*
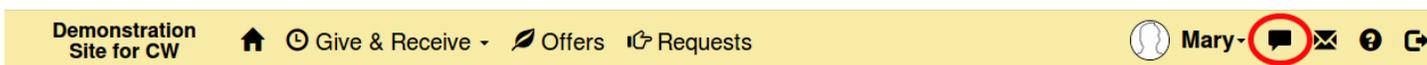
Go to the Home Page

From anywhere in Community Weaver, return to the home page by clicking on the name of

Demonstration Site for CW 🏠 🕐 Give & Receive ▾ 🍃 Offers ☝ Requests   👤 Mary▾ 💬 ✉ ❓ ⏻
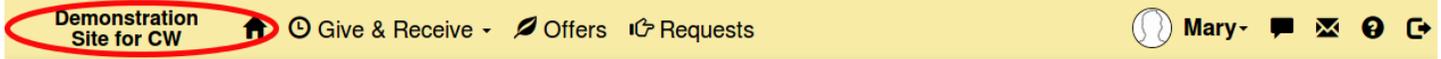
your timebank on the left of the menu bar. *[Click on the text at the red circle.]*

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 icon circled in red.]*

Demonstration Site for CW 🏠 🕐 Give & Receive ▾ 🍃 Offers ☝ Requests   👤 Mary▾ 💬 ✉ ❓ ⏻

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 icon circled in red.]

Demonstration Site for CW 🏠 🕐 Give & Receive ▾ 🍃 Offers ☝ Requests   👤 Mary▾ 💬 ✉ ❓ ⏻
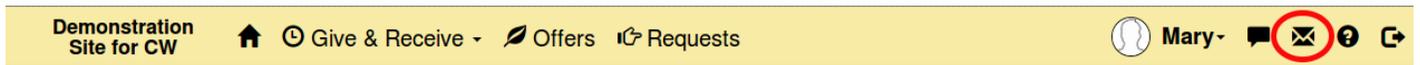
Close or Exit the Community Weaver Session

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 circled in red.]*

Demonstration Site for CW 🏠 🕐 Give & Receive ▾ 🍃 Offers ☝ Requests   👤 Mary▾ 💬 ✉ ❓ ⏻

Help Guide for Members

See more details in the: **Help Guide for Members** using Community Weaver.

Community Weaver 3

is provided by Timebanks USA
5500 39th St. NW, Washington, D.C. 20015
(202) 686-5200
www.timebanks.org