



<https://hourworld.org/bank/index.htm?hw=2097>

New Member Handbook & Timebank User Manual

Timebank log-in:

<https://hourworld.org/bank/index.htm?hw=2097>

YouTube tutorials:

YouTube tutorials on how to use the timebank can be found by searching **JRBC Timebank** on YouTube. The link to the timebank videos can be found here:

<https://www.youtube.com/@JuniataRiverBlueprintCommunity>

Juniata River Blueprint Community Website:

www.jrblueprint.org

Disclaimer:

By using the Juniata River Blueprint Community Timebank, you are agreeing to participate at your own risk. You are encouraged to use your best judgement when exchanging hours and/or services. By continuing to use this service, you agree to waive any claims and hold harmless the Juniata River Blueprint Community, HourWorld, and all its affiliates and release them from any and all liability whatsoever of any nature or type, including but not limited to: actions, claims, and damages of any kind, including those caused by or arising from negligence or for injury to person or property. The Juniata River Blueprint Community, HourWorld, and all its affiliates do not guarantee the quality of services provided through the exchanges.

Creating an Account:

ACCESSING WEBSITE:

First, you will need to access the website to create a user account. You can access the website one of two ways.

1. Type (or copy and paste) the following link into your web browser:

hourworld.org/bank/join.php?hw=2097. The link will take you to the sign up page as shown in the image below:




The image shows a web form titled "Junia River Blueprint Communities" with the subtitle "Join Our Member Application". The form includes several input fields for personal information such as "First Name", "Last Name", "Address", "City", "State", "Zip", "Phone", and "Email". There are also checkboxes for "I agree to the terms and conditions" and "I agree to the privacy policy". A "Submit" button is located at the bottom right of the form.

2. Or visit the Juniata River Blueprint Community website at www.jrblueprint.org. Click on the timebank link in the middle of the home page (circled in red in the image below).



CREATING YOUR ACCOUNT:

To create an account, fill in each box with your information. Please note: you will be able to choose on the screen if you are creating an account for yourself, a business, or an organization. Remember to note your password, as you will be asked to create one on this screen. Once all fields are completed, enter the security code at the bottom and click on the “send application” button.



The screenshot shows a web form titled "Junia River Blueprint Communities" with the subtitle "Join Our Time Bank Application". The form contains several sections for user information, including fields for first name, last name, email, phone, and address. There are also dropdown menus for selecting a community and a time bank type. At the bottom of the form, there is a security code field and a "SEND APPLICATION" button.

AWAIT APPROVAL

All new accounts must be approved by the timebank admin. Once you register for a new account, you will need to wait for your account to be approved. You can check the status of your account by either logging back into the timebank or checking your email. You will not be able to use and access the features of the timebank until your account is approved for use.



Logging into your account

LOGGING IN

Once your account has been approved, visit the Hour World website at www.hourworld.org. Enter your email and password in the fields at the top of the webpage. Click on the “log in” button.



Once you are logged in, your screen should look similar to the image below:



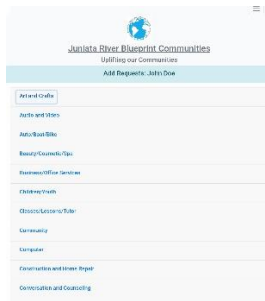
Adding Requests

You will need to follow these steps in order to make a request from Timebank participants.

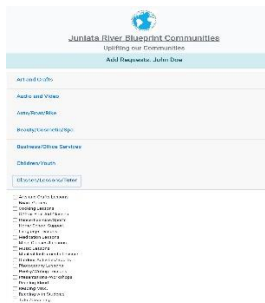
First, click on the “create request” or “add request” button from the home screen.



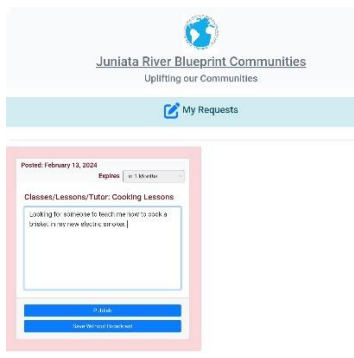
Next, you will need to choose the category of your request. For example, if you are looking for lessons, you would choose the “Classes/Lessons/Tutor” category.



The category will expand to offer options that fall within the chosen category. Choose the option that best fits what you are looking for with your request.



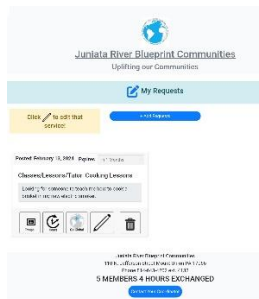
Once on the request page, you will first need to choose the expiration of the request from the drop-down menu. This will indicate how long the request will remain visible once posted. Please note that you can change, remove, or edit requests at any time.



Next, you will want to enter a detailed description of what you are looking for in the text box. Please try to be specific so that other users have a good indication of what your needs are and if they are able to meet those needs.



Once you have entered the text of your request and choose an expiration time, you can choose to either “publish” your request (this will allow other Timebankers to see and respond to your request) or you can choose to “save without broadcast” (this will save your request, however, it will not be visible to others).

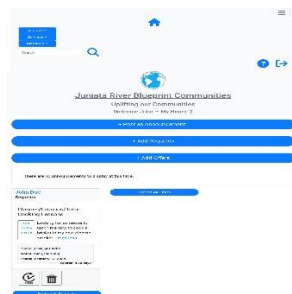


Editing Requests

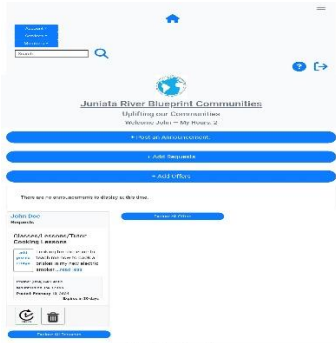
To edit, delete, or add an image to a request, follow these steps.

ACCESSING YOUR REQUESTS

Click on the three dots on the top right of the screen.



Select “services” from the menu.

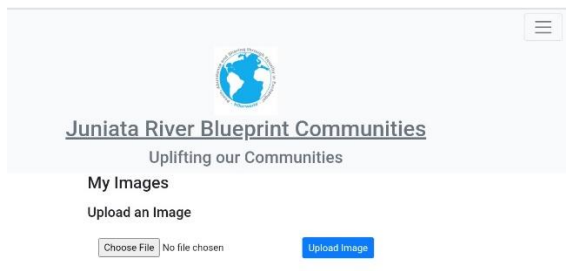


Click “edit my requests”



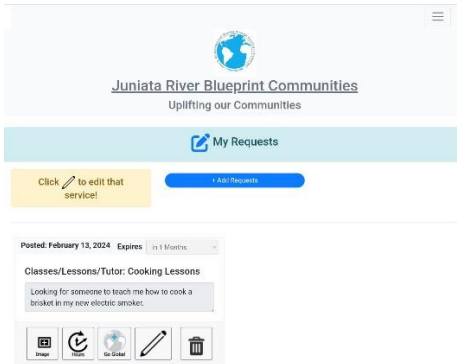
ADDING AN IMAGE

If you would like to add an image, click on the picture icon to upload a photo.



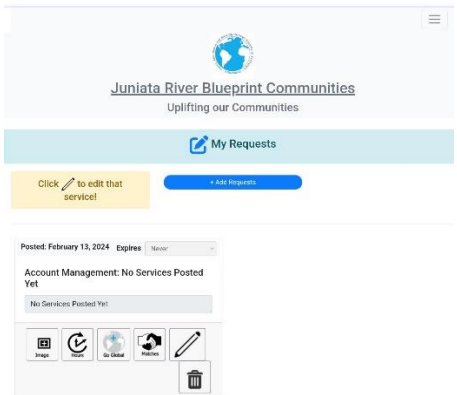
EDITING A REQUEST

To make changes to your request, click on the pencil icon to edit your request.



DELETE A REQUEST

To delete a request, click on the trash can icon.

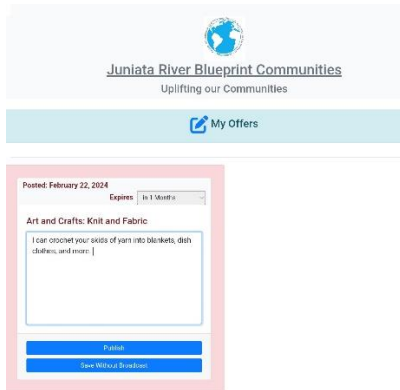


Adding Offers

You will need to follow these steps in order to post an offer of skills and services to other Timebank participants.

First, click on the “create offer” or “add offer” button from the home screen.

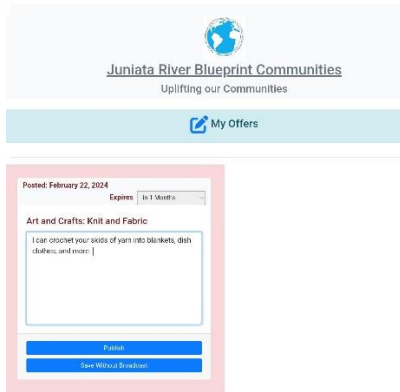
Once on the offer page, you will first need to choose the expiration of the offer from the drop-down menu. This will indicate how long the offer will remain visible once posted. Please note that you can change, remove, or edit requests at any time.



Next, you will want to enter a detailed description of what you are offering in the text box. Please try to be specific so that other users have a good indication of what skills and services you are offering.



Once you have entered the text of your offer and choose an expiration time, you can choose to either “publish” your offer (this will allow other Timebankers to see and respond to your offer) or you can choose to “save without broadcast” (this will save your offer, however, it will not be visible to others).



Editing Offers

To edit, delete, or add an image to an offer, follow these steps.

ACCESSING YOUR OFFERS

Click on the three dots on the top right of the screen.



Select “services” from the menu.

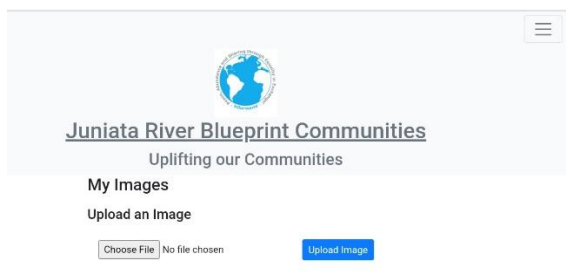


Click “edit my offers”



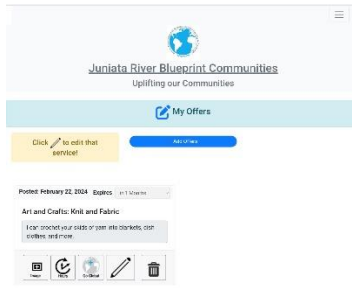
ADDING AN IMAGE

If you would like to add an image, click on the picture icon to upload a photo.



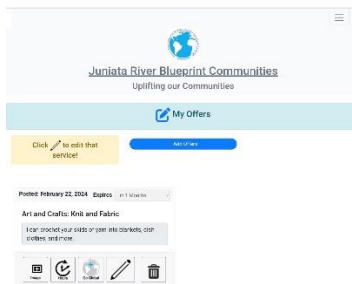
EDITING AN OFFER

To make changes to your offer, click on the pencil icon to edit it.



DELETE AN OFFER

To delete an offer, click on the trash can icon.

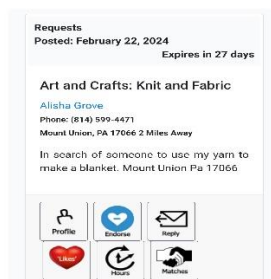


Responding to Requests (Earning Time Credits)

When you find a request that you would like to respond to, follow these steps.

LEARN ABOUT PERSON MAKING THE REQUEST

Click on the “profile” icon under the request.

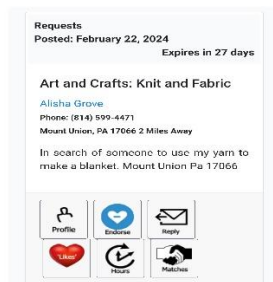


View the profile of the person making the request.



RESPONDING TO REQUEST

Hit the “reply” button under the request.



Compose an email to the requestor.



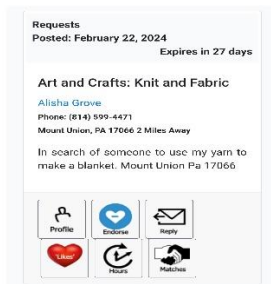
Hit “send” when finished. You will also be emailed a copy of the email that you sent.



Wait for response.

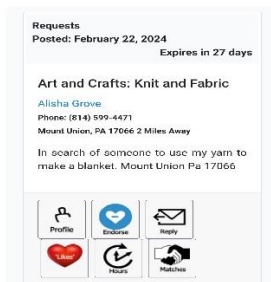
VIEW POSSIBLE MATCHES

Click on the “matches” icon to see similar requests.

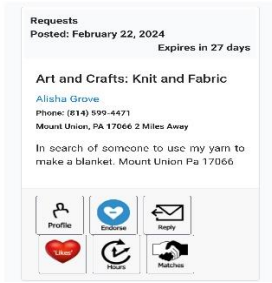


“LIKING” OR “ENDORISING” THE REQUESTOR

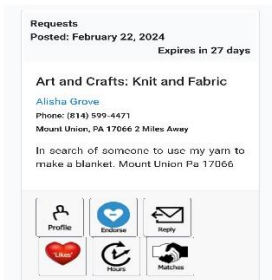
You can endorse or like a request using the buttons under the request.



Hit the “like” icon if you like the request.

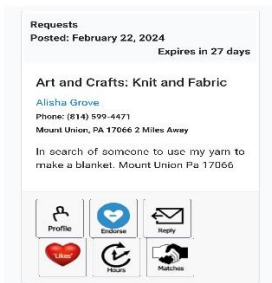


Hit the “endorse” icon if you have had exchanges with the requestor in the past and would like to endorse them.



SUBMITTING HOURS

Click on the “hours” icon to record hours for an exchange.



Enter the date that you provided the services.

Juniata River Blueprint Communities
Uplifting our Communities

Provider: John Doe
Receiver: Alisha Grove
Service: Art and Crafts: Knit and Fabric
Date: 02/20/2024
My Hours: 0
Transaction Comment:

[Record Transaction](#) [Cancel](#)

Enter the number of hours you provided.

**Juniata River Blueprint
Communities**
Uplifting our Communities

Provider: John Doe
Receiver: Alisha Grove
Service: Art and Crafts: Knit and Fabric
Date: 02/28/2024
My Hours: 0
Transaction Comment:

[Record Transaction](#) [Cancel](#)

Write a transaction comment.

**Juniata River Blueprint
Communities**
Uplifting our Communities

Provider: John Doe
Receiver: Alisha Grove
Service: Art and Crafts: Knit and Fabric
Date: 02/28/2024
My Hours: 0
Transaction Comment:

[Record Transaction](#) [Cancel](#)

Hit “record transaction.”

**Juniata River Blueprint
Communities**
Uplifting our Communities

Provider: John Doe
Receiver: Alisha Grove
Service: Art and Crafts: Knit and Fabric
Date: 02/28/2024
My Hours: 0
Transaction Comment:

[Record Transaction](#) [Cancel](#)

Once the transaction is recorded, it will automatically redirect you to your transaction summary.

Date: 02/28/2021
Provider: John Doe
Receiver: Alisha Grove
Service: Art and Crafts: Knit and Fabric
My Hours: 1
Comment:

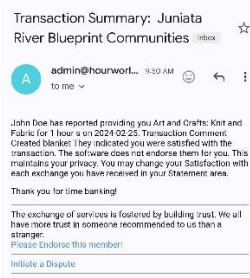
Date: 02/28/2021
Provider: John Doe
Receiver: Alisha Grove
Service: Art and Crafts: Knit and Fabric
My Hours: 1
Comment:

Accepting Offers (Giving Time Credits)

Follow this process to accept an offer from another person. Time credits can be recorded by either the person completing the task or the person the task was completed for.

RESPONDING TO CONTACT

You will receive an email when someone responds to your request. Please try to reply in a timely fashion. The exchange between you and the person making the offer can take place however you prefer.



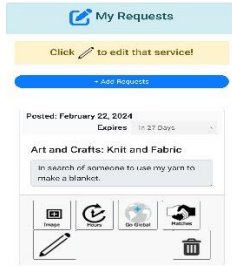
ACCEPTING AN OFFER

Accepting an offer takes place when you come to an agreement with another member who is able to fulfil the request that you have made. You set the date, place, time, etc. It is suggested that all aspects of the exchange be worked out prior to the other member completing the request.

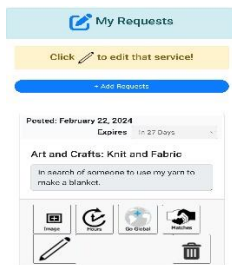
RECORDING HOURS

Once your request has been fulfilled, you can record hours for the person performing the task by following these steps (unless the other member has agreed to record their own hours).

Find your request in the timebank.



Click the “hours” icon under the request.



Begin typing the name of the member who will be credited the hours in the box next to “provider”. The box will automatically populate current users as you type. Select the name of the member. Click “continue” once the name of the recipient is selected.



Enter the date the service was performed, the number of hours, and a comment about the service provided.



Hit “record transaction” when finished.

The screenshot shows a web form for recording a transaction. At the top, it displays the Junia River Blueprint Communities logo and tagline 'Uplifting our Communities'. Below this, it lists the provider as John Doe, the receiver as Alcha Brown, and the service as Art and Crafts: Kilt and Fabric. The date is set to 02/25/2024. There is a text input field for 'My Hours' with the value '1' and another for 'Transaction Comment' with the value 'Kilted kiltcase'. At the bottom, there are two buttons: 'Record Transaction' and 'Cancel'.

Once the transaction is recorded, you will be re-directed to your account statement. From there, you can rate your transaction and leave additional comments on the services performed by the member.

The screenshot shows the 'My Statement' page. It features the Junia River Blueprint Communities logo and tagline. A summary section shows 'Hours Provided: 2', 'Hours Received: 3', and 'total balance is -1'. Below this, there are options to 'Print Friendly Statement' or 'Email My Statement'. A text input field for an email address is present with the value 'alchabrown@juniata.edu'. At the bottom, there are navigation buttons for 'Home', '1/1', and 'View All'. A sorting section at the bottom allows users to click on column links to sort the data, with options for 'Rate', 'Provider', 'Receiver', 'Service', and 'My Hours'.

ENDORISING OFFERER

You may endorse or leave feedback for a member who completed an offer request for you by following these steps.

Click on the three lines in the top right corner.

Click on the “account” icon on the top left corner.

Click on “Statement”

Find the transaction for the member from the list of transactions.

You can confirm your satisfaction rating or change it next to the transaction.

You may also leave a comment for the transaction. When leaving a negative satisfaction rating, please allow to include a comment so that other time bankers can understand why the negative satisfaction rating was given.

Tracking Hours and Transactions

To track your hours and transactions, follow these steps.

ACCESSING STATEMENT

Click on the three lines in the top right corner.



Click on "Account"



Choose "Statement" from the drop-down list.



Here you will find a list of your transactions along with your balance of hours.



HOUR LIMITS

Hour limits may be set by the administrator, if necessary, to avoid misuse of the Timebank. Please try to exchange as evenly as possible so that an accumulation of negative hours does not become an issue. If it is found that you have habitually been using the timebank, but not been attempting to give back, your account is subject to suspension or hibernation.

Buddy System (Offline system)

The timebank has a build in “buddy system” so that people without internet access can also participate in the timebank. You may participate via paper form and have another timebank user record your hours and transactions for you. The people who enter the information for you are called “buddies”. In exchange for helping, buddies receive 2 hours of time credits each month per participant that they help. If you would like to sign up to participate offline, or offer to be a Buddy, contact the administrator.