

# Amphill & Flitwick Timebank

## 1st time User of Time and Talents Guide

To get to your Timebanking Time and Talents website you have two options, namely:

1. Visit the Amphill & Flitwick Timebank website at

[www.aftimebank.org.uk](http://www.aftimebank.org.uk) and click on the 'Log into Amphill & Flitwick Timebank Time and Talents'

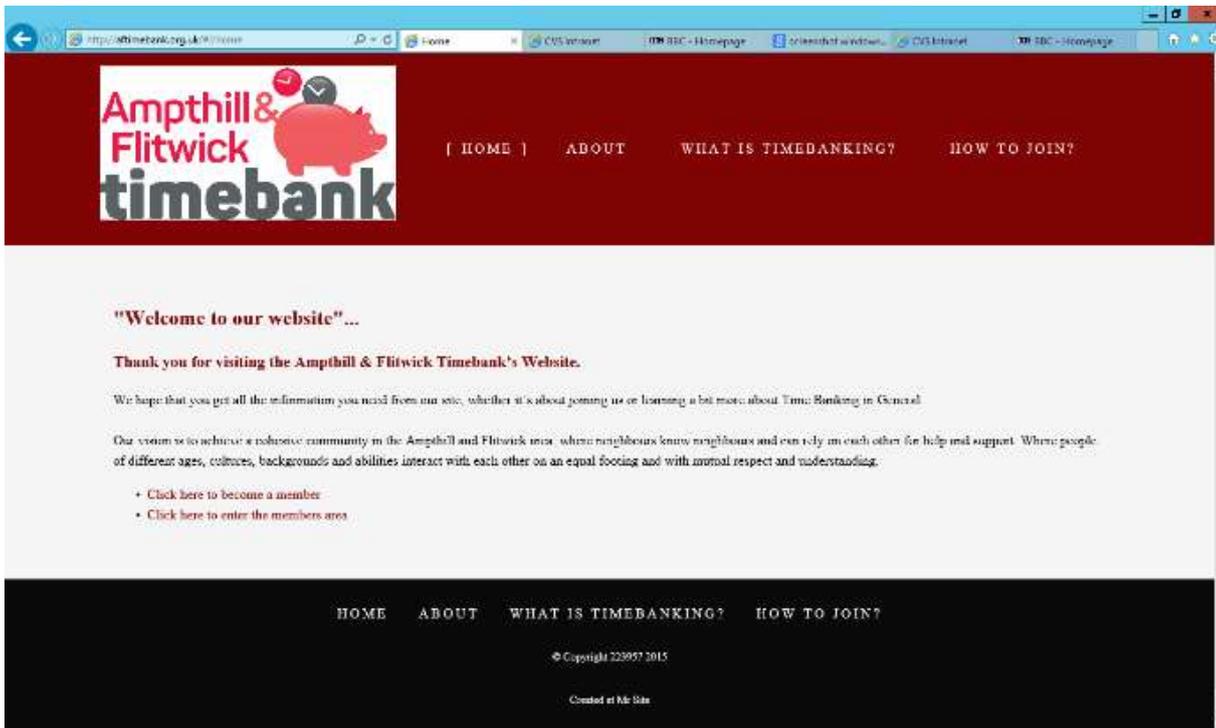


Figure 1 – Logging in from Amphill & Flitwick Timebank website

2. Use the weblink [www.hourworld.org/bank/?hw=1209](http://www.hourworld.org/bank/?hw=1209). This will direct you to the following pages:



Figure 2 – Log into Ampthill & Flitwick Timebank Time and Talents page

Fill in your email address and the password you were given in your welcome to Ampthill & Flitwick Timebank email and Click Log In

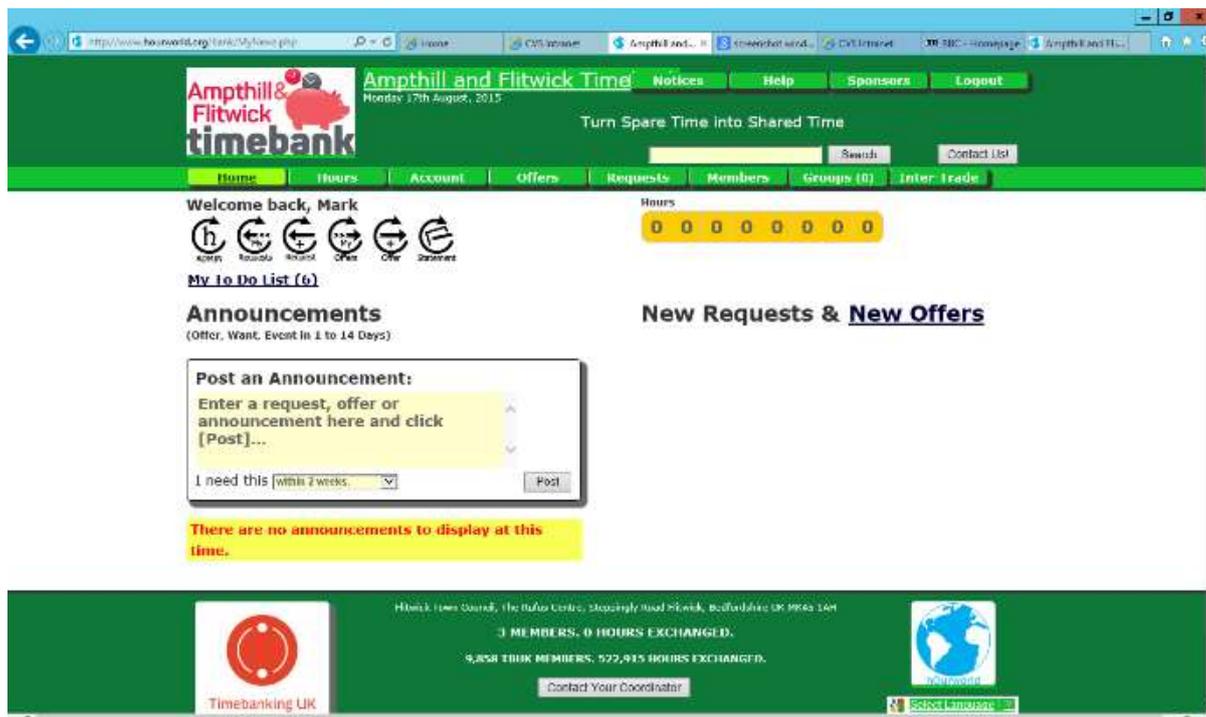


Figure 3 – Your Time and Talents front page

The above page is the page you will always see when you log in (unless there has been a problem). It should say your name and have the number of hours you have as well as announcements and new requests and offers from other Timebank members. There are a number of different things that you can do from this page but first time users should click on the 'My To Do List' link which can be seen in figure 3 below the line of 6 icons.

You will see a page similar to that below:

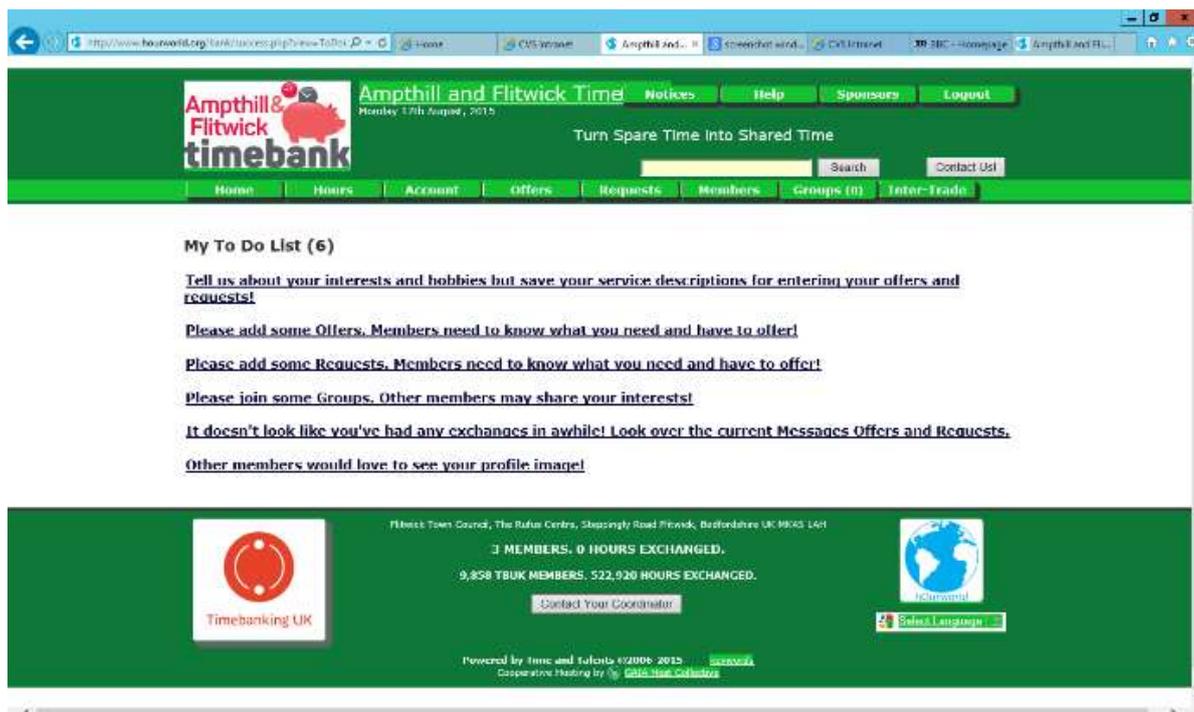


Figure 4 – My To do List

It is worth working through this list so that you then know that you have completed all the steps you need to have all your relevant information on the system. Clicking on the top sentence 'Tell us about your interests' will direct you to the page below:



Figure 5 – My Bio page

Please check that any details that have already been added by your broker are correct and amend any of the boxes that contain incorrect information. Then fill in your My Bio box with some information about your interests and hobbies as directed by the prompt in that box. Click the Save Changes button at the bottom of the screen when you have finished.

Click on the Home Tab to get back to your front page (as in Figure 3 – Your Time and Talents front page). Click on the 'My To Do List' link again and Click on the 'Please add some offers' link and you will get directed to the page below:



Figure 6 – Add Offers

Check that you are happy with the offers which are listed and if you want to add any more click on this icon [ADD ICON IMAGE] and add some more. If you do click on the 'Add Offers icon you will be directed to the page below:

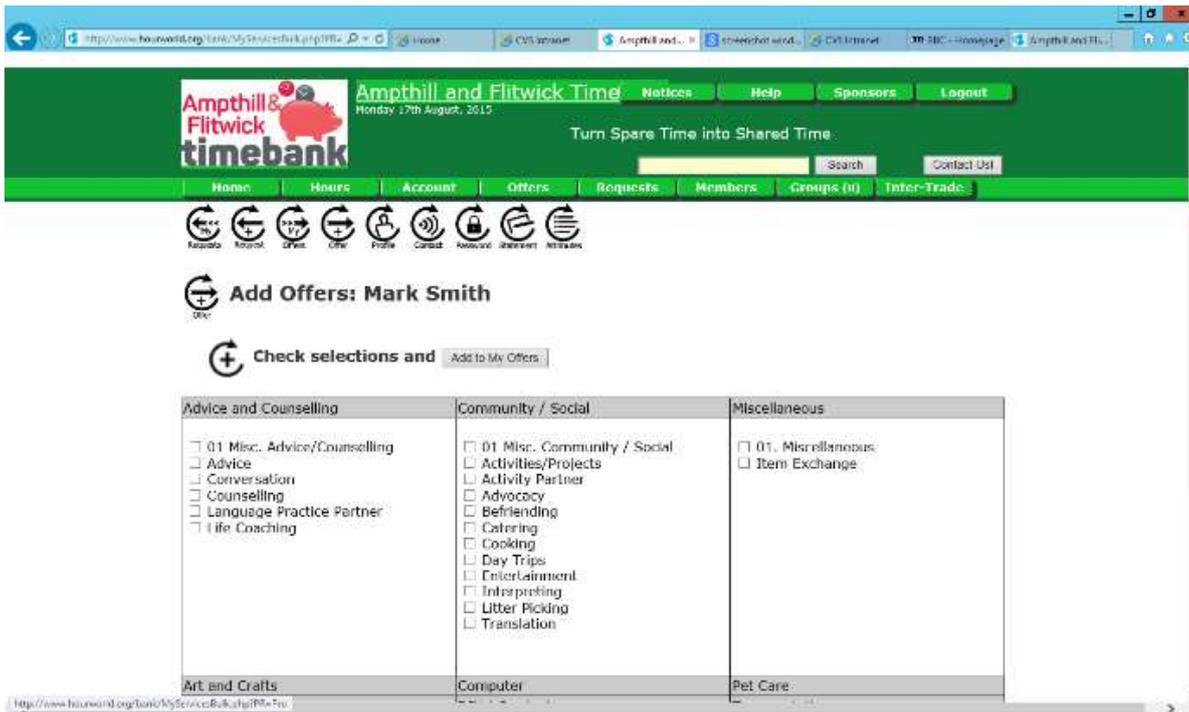
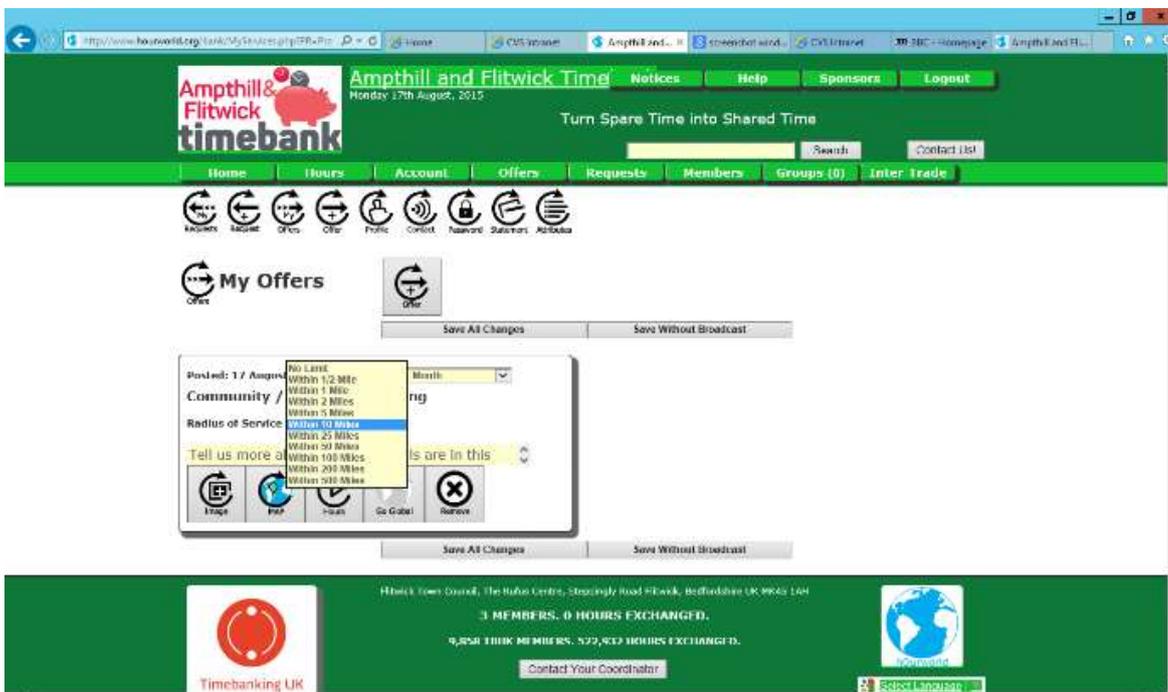


Figure 7 – Adding offers using tick boxes

The Time and Talents system groups' offers under various headings so have a good look around and find any tasks that you are happy to offer. Hopefully your broker will have added those mentioned at your meeting with them, but it is always good to have a look at what is on offer. If you see something you would like to add to your offers, tick the box and click on the 'Add to My Offers' button at the bottom or the top of the page. If you would like to offer something and you cannot find an associated description and tick box please get in touch with your Timebank Broker and we can point you in the right direction. These changes should appear on your 'My Offers' page. Any mistakes can be amended here as well as being able to remove any offers and adding a description against offers. Adding a description really helps other people know a bit more about what your skills are and what you are willing to do.

You can change how far you are willing to travel to do any of the tasks as below:



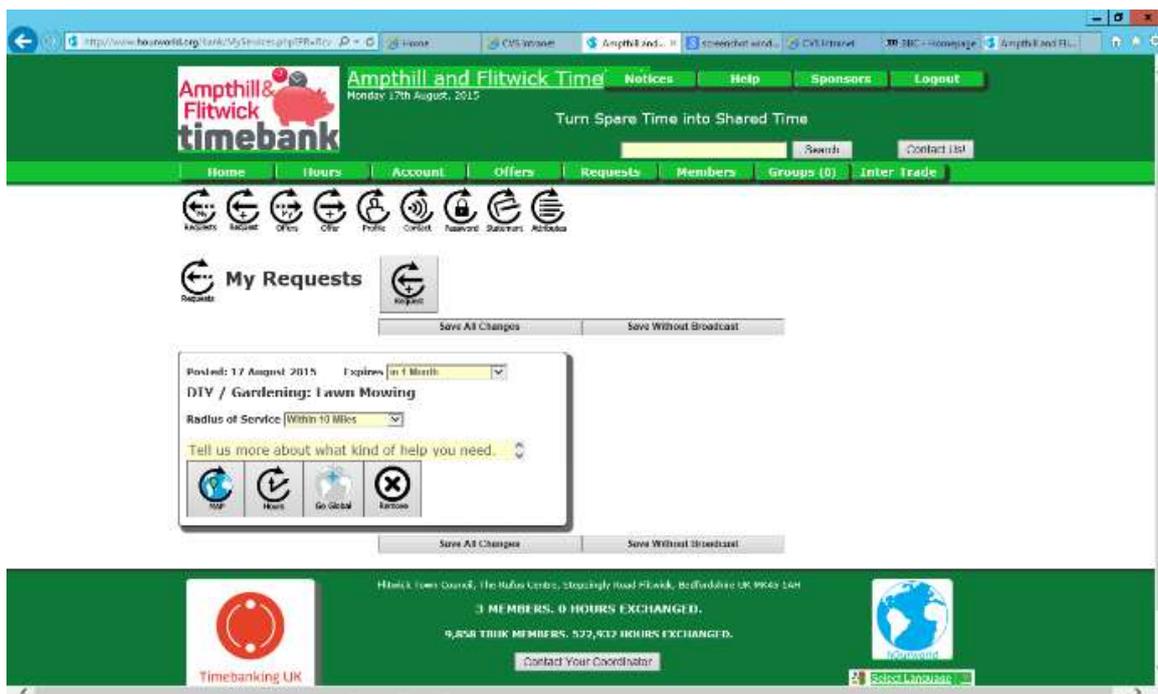
**Figure 8 - Distance limit on Offers**

If you are happy to water plants but are only happy to travel within walking distance of your house to do so, you can specify the distance as above. Any changes you make on this page will only be saved if you click the 'Save without Broadcast' button at the top or the bottom of the page. Click on the Home Tab again to get back to your front page. Click on the 'My To Do List' and click on the 'Please add some requests' link and you will get directed to the page below:



**Figure 9 - Add Requests**

Click on the 'Requests +' button to add a request and you will see the same page as Figure 7 – Adding Offers using tick to boxes but this time you are asking for help with some task as below:



**Figure 10 - Adding a Request**

As you can see in the picture above you can select an expiration time, you can add extra information about what you need help with and you can even search for people who offer that service already. Click Save All changes and when you then return to Home you will see your request near the top of the page. Click on the Home Tab again to get back to your front page. Click on the 'My To Do List' and click on the 'Other members would love to see your profile image' and you will get directed to the page below:



**Figure 11 - Add a profile picture**

Click Choose file and send a picture on your computer. Click upload image and a small version of the picture will appear on your Profile page. Click Save Changes at the bottom of the page to make sure the picture is saved.

These are the main things that need to be done when you first join Ampthill & Flitwick Timebank. For further help with Ampthill & Flitwick Timebank Time and Talents please see the Time and Talents User Guide