

# Bay Area Community Exchange Timebank”

*Where the currency is time,  
& everyone’s time is equal*



# Posting a Timebank Request



# Step 1. Observe Rules

- Go to [www.bace.org](http://www.bace.org).
- Click on “Go to the Timebank!”
- Click on “Steps”.
- Read the rules and etiquette for posting requests.



## Step 2. Sign In

- Click on “Sign In”.
- Enter your email and password.

These steps will take you to your “dashboard” and you’ll see your time balance, exchanges, requests, offers, etc.



# Step 3. Make a Request

- Click on “Requests” in the menu just about your time balance.



The screenshot shows the BACE user interface. At the top left is the BACE logo and a search bar. The search bar has a red arrow pointing to it from the text above. To the right of the search bar are links for 'Admin view', 'Your Groups', 'Help', 'Inbox 89', and 'Monica Johnston'. Below this is a navigation menu with 'Home', 'Directory', 'Exchanges', 'Requests', 'Offers', and 'People'. The 'Requests' link is highlighted in blue. On the left side, there are statistics: 'balance: 150.77 hours', 'paid: 54.33 hours', and 'earned: 205.10 hours'. Below these is the heading 'Your Transactions'. On the right side, there is an 'Activity' section with a post from Jenny 'Rocky' mentioning a 1.00 hour earning for a meeting on 5/20/19.

- Click on “Add New Request”
- Complete New Request form

**BACE** Search Admin view Your Groups Help Inbox 89 Monica Johnston

Home Directory Exchanges Requests Offers People

## New request

Title

Description

Estimated payment  hours

Due date

Upload a photo:  No file selected.

Neighborhoods   
  
East Bay:alameda  
East Bay:albany / el cerrito  
East Bay:berkeley  
East Bay:berkeley north / hills  
East Bay:brentwood / oakley  
East Bay:concord / pleasant hill  
East Bay:danville / san ramon

Categories   
Arts & Crafts  
Building Services  
Building Trades  
Business & Administration  
Business & Administration:Sea  
Business & Administration:Str  
Children & Childcare  
Computers

Notify members?

# Step 4. Check Your Inbox

- Click on “Inbox”.
- Read and respond.
- Make arrangements for the exchange.



The screenshot shows the BACE website interface. At the top left is the BACE logo and a search bar. The navigation bar includes links for Home, Directory, Exchanges, Requests, Offers, and People. On the right side of the navigation bar, there are links for Admin view, Your Groups, Help, and Inbox (with a red notification badge showing 89), followed by the user's name, Monica Johnston, and a profile picture. Below the navigation bar, the left sidebar displays the user's balance (150.77 hours), paid hours (54.33 hours), and earned hours (205.10 hours). The main content area is titled "Your Transactions" and "Activity". The activity feed shows a post from Jenny "Rocky" who earned 1.00 hours for a Timebank phone meeting on 5/20/19 in BACE.

# Step 5. Give Credit

- Sign into your account.
- Click on your Inbox.
- Find the email of the person who provided the service and click on that person's name.
- Click on "Give Credit" and respond to prompts for hours of credit and service provided.

## Profile Jane



- [Give Credit](#)
- [Send a message](#)
- [balance: 0.00 hours](#)
- [paid: 0.00 hours](#)
- [earned: 0.00 hours](#)
- [Act as this person](#)
- [deactivate](#)



# Congratulations!

- You have completed an exchange.
- Make another.
- Respond to someone else's request.
- Make an offer.



# Learn More with Our Videos

- How to Update Your Profile
- How to Post an Offer



**Thank you for being  
an active member of  
the BACE Timebank!**

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