Bay Area Community Exchange Timebank”

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

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Posting a Timebank Request
Step 1. Observe Rules

- Go to 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.
● Click on “Add New Request”
● Complete New Request form
Step 4. Check Your Inbox

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