



City Hall
39 Main St.
Montpelier, VT 05602-2950

(802)223-9506
onionriverexchange@gmail.com
<http://www.onionriverexchange.org>

How to Sign up for ORE Online

Once you've submitted your Member Agreement & Registration form with your Member Donation, you're ready to sign up for our online system. Please follow the steps below. More help is always available on our blog (address above).

We ask all our members to help defray the cost of keeping our membership up to date, with mailings, software, etc. The yearly cost of these services has been estimated at \$25 for individuals and \$40 for members of the same household. Membership is for everyone and have other options if you cannot afford the suggested amount. We ask that you donate 2 hours of your time to help an ORE fundraising effort. Please contact your coordinator about this opportunity!

Step 1

- Go to:
<http://community.timebanks.org>
- Half way down the page click on "Find Time Banks."
- Scroll down until you find "Onion River Exchange"
- Click "Join Now."

Step 2

- Enter your preliminary information in this form.
- Click on "Join" at the bottom of the screen.

Step 3

- You will receive an email confirming your email address.
- Click on the link provided in the email.

Step 4

- Complete your member profile.
- NOTE: Some of the personal information has various security settings. You can set who you want to be able to see your information.

Step 5

- The ORE coordinator will then activate your profile and you may begin exchanging!
- Please be patient! You'll be making exchanges before you know it!

How do I offer/request a service?

Step 1

- Log in to the online system at <http://community.timebanks.org> with the username and password you chose when you signed up initially.
- Click on “Give & Receive” in the top right corner of the screen.
- Click on either “All Requests” or “All Offers” in the top center of the screen.
- Click either “Add Request” or “Add Offer” in the top right corner of the screen.

Step 2

- Click on “Service Category”
- Select the most appropriate category for the service you are offering/requesting
- Select whether it is an Offer or a Request

Step 3

- Enter a catchy title for your service, ex. “Home baked Bread, fresh from my oven!”
- Fill in a description of your service: explain your experience, make it sound exciting, and mention any limits on distance, timing, etc.
- If applicable, enter an expiration date for your service.

Step 4

- Enter your general availability for this service by clicking the boxes for days and times and turning them green. Do you only change oil on the weekends or are you available Tuesday mornings too?
 - Write out your availability, ex. “Weekend mornings!”
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How do I find a service?

Step 1

- Log in to the online system at <http://community.timebanks.org> with the username and password you chose when you signed up initially.
- Click on “Give & Receive” in the top right corner of the screen.
- Click on either “All Requests” or “All Offers” in the top center of the screen.

Step 2

- Scroll down the list of available offers/requests/
- Click on the title of the ad that catches your eye.

Step 3

- Send a note to the ORE member by filling in the blanks of the provided message, or personalize it!
- NOTE: This message is sent through the exchange system and does not use your personal email account. You can set your preferences under “My Account” how you receive notification of services being offered or requested.

OR

Step 1

- When you are at the “Give & Receive” screen, click on “Search for Services”
- You can search by key word or by selecting individual categories.
- NOTE: Some of the categories overlap: take care to search a variety of potential descriptions and categories.