



## JOINING AS AN ORGANIZATION

To complete your registration, you will need to

- Signup with an Account
- Verify your email address
- Agree to our terms of service
- Complete your profile, listing talents you have that you would be willing to share with others

If your organization does not have an email address, you can create an Organizational Account without an email. We then ask that you create an Individual Account with a representative's information/email. They will operate as a "Guardian Angel" for your organization, processing information, requests, services, etc. If you need this functionality, let us know and we can walk you through the setup [info@timebankindy.org](mailto:info@timebankindy.org)

### Setting up the Organizational Member Account

1. Go to our TimeBank website at <https://mcs1stopindy.timebanks.org>
2. Click on **Join**
3. Select the Checkbox "Sign up as an organizational member"
4. Enter the Organization Name
5. Enter the Organization's Email
6. Enter a Password
7. Enter the Password again
8. Click Apply for Membership  
[NOTE: at this point, you'll receive a Confirmation Email, which is used to verify your email address. Check your inbox, and your junk mailbox. The email will come from [no-reply@community.timebanks.org](mailto:no-reply@community.timebanks.org). This must be verified to complete your membership]
9. Click **What's Left?** In the menu bar
10. Click **Read and Agree to Terms of Service**
11. Read the Terms of Service for understanding
12. Click **I Agree to the Above TimeBanks USA Terms of Service** (scroll to bottom)
13. Complete your profile
  - Click on Neighborhood and complete your Address, Neighborhood, County, etc. You must select a Time Zone and Neighborhood; other items are not required but useful for other participants to know more about you.
    - Click **Save Changes**



# TimeBank Indianapolis

*Valuing time equally and increasing access to wealth & community*

- Click on Availability and select the normal blocks of time your Organization is available (this can always be overridden but gives general times when you're available to give/receive services)
  - Click **Save Changes**
- Click on At least one phone number and add one phone number. You may also add other contact information (other phone numbers, alternate email, Twitter, Facebook, Web address, etc.)
  - Click **Save Changes**

At this point, a Coordinator will review and approve your membership.

We will be scheduling regular Orientations, where we provide training in the software, share best practices for sharing and requesting services, and provide an opportunity to meet other participants face-to-face. Normally, this will be required to attend in order for us to approve your membership. As we are in launch mode, we are waiving this temporarily until such time that we have the schedules published.

If you have any questions, please let us know. The best place to ask is our Facebook page, so other members can benefit from your question/our answer.

Information is available online in the TimeBank, in the lower right hand corner called "Pages"

- Guidelines for Exchanging Services
- What kinds of things can I ask for or offer?
- Organizational Partners
- How Organizations are using TimeBanking!

This is the Member Menu bar (once logged into TimeBank and membership is approved)

Central Indiana  
Community TimeBank

🏠 ⌚ Give & Receive - ✂ Offers 📄 Requests

👤 Name My Stuff 🗨 ✉ ? ↻