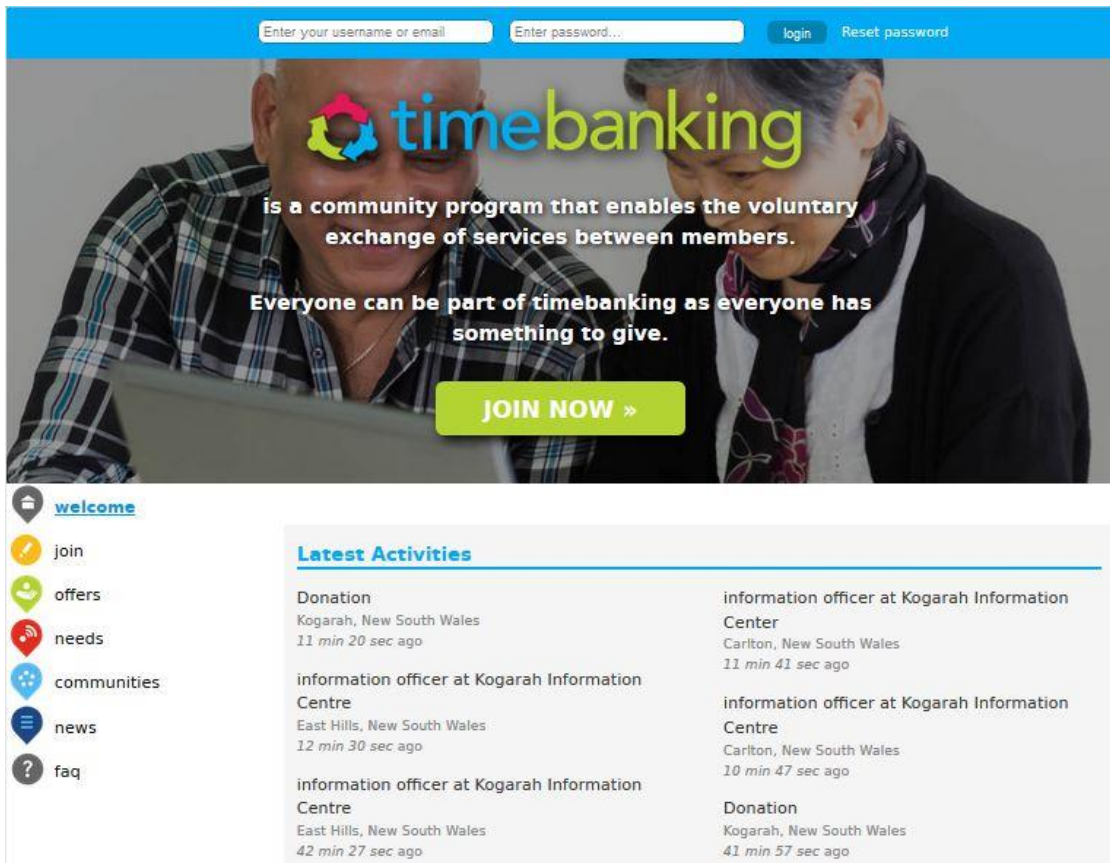


# Timebanking Kiama

## User Guide

### REGISTRATION

1. Go to <https://timebanking.com.au/home/Kiama>



The screenshot shows the home page of the Timebanking Kiama website. At the top, there is a blue navigation bar with a search bar and a login section containing the text "Enter your username or email", "Enter password...", "login", and "Reset password". Below the navigation bar is a large banner image of two people looking at a laptop. Overlaid on the image is the Timebanking logo and the text: "timebanking is a community program that enables the voluntary exchange of services between members. Everyone can be part of timebanking as everyone has something to give." A prominent green "JOIN NOW >" button is centered at the bottom of the banner.


Below the banner is a sidebar menu on the left with the following items: "welcome", "join", "offers", "needs", "communities", "news", and "faq".

The main content area is titled "Latest Activities" and displays a list of recent posts:

Activity Title	Location	Time Ago
Donation	Kogarah, New South Wales	11 min 20 sec ago
information officer at Kogarah Information Centre	Carlton, New South Wales	11 min 41 sec ago
information officer at Kogarah Information Centre	East Hills, New South Wales	12 min 30 sec ago
information officer at Kogarah Information Centre	Carlton, New South Wales	10 min 47 sec ago
Donation	Kogarah, New South Wales	41 min 57 sec ago
information officer at Kogarah Information Centre	East Hills, New South Wales	42 min 27 sec ago

2. Click 'Join Now' and fill out the details choosing Kiama for the community section

Enter your username or email    Enter password...    login    Reset password

 **Join**

- welcome
- join**
- offers
- needs
- communities
- news
- faq

**About me**

**Name & Address**

First name \*    Last name

Street address

Suburb/City    State \*    Postcode \*

Community \*

Mobile phone

Other phone

Username \*

Albury Wodonga

3. Choose the account type accordingly (Individual, organisation, business and shared-family)

Account Type \*

Individual

Shared

Business

Organisation

Demographics

Where was it that you first heard about Timebanking? \*

N/A

News/current affairs stories on the television

News/current affairs stories on the radio

Stories/announcements in the newspaper

Someone I know told me about it (word-of-mouth)

Flyers/brochures

Through an organisation I am currently involved with (e.g. a volunteering organisation)

Social media (e.g. facebook, twitter)

other

Which of the following best describes your employment status? \*

N/A

Employed full-time

Employed part-time or casually

Unemployed and looking for work

Unemployed and not looking for work

Homemaker

Full-time student

Retired

other

In the last twelve months did you spend any time doing voluntary work through an organisation or group? \*

- None -

Terms and Conditions of Use

4. Read the terms and conditions so you know what you can expect in different situations and know what protection you have

other

In the last twelve months did you spend any time doing voluntary work through an organisation or group? \*

- None -

**Terms and Conditions of Use**

**Terms & Conditions**

As at: 4 October 2016 version 0.2

Timebanking is provided to you by the NSW Department of Family and Community Services (the Administrator). To participate in Timebanking, you must become a timebanking member by having a member account. By participating in Timebanking and becoming a Timebanking member, you agree to these terms and conditions.

These terms and conditions may change from time to time. The modified terms will be available on the website and will apply from the date on the top of this page. If you continue to use the Timebanking website after this date, you accept the modified terms.


1. MEMBERSHIP & PARTICIPATION

Accept Terms & Conditions of Use \*

**CAPTCHA**

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot

 reCAPTCHA  
Privacy - Terms

**JOIN TIMEBANKING**

5. Once registered, you are ready to begin volunteering

## OFFERS AND NEEDS

1. Once you have registered, navigate to the offers button and on the left-side panel to view community offers

**timebanking.com.au**

### Offers List

Summary	Location	Last updated
<b>Painting and staining</b> Trades and mechanical	Jamberoo	1 day 14 hours ago by <a href="#">Lee Jourdain</a>
<b>Assistance for fund raisers, charity events etc.</b> Art and design / Craft and sewing	Jamberoo	1 day 14 hours ago by <a href="#">Lee Jourdain</a>
<b>Office skills</b> Administration	Jamberoo	1 day 14 hours ago by <a href="#">Lee Jourdain</a>
<b>Presentation</b> Events / Fundraising / Retail	Jamberoo	1 day 14 hours ago by <a href="#">Lee Jourdain</a>
<b>I am an artist, I can garden, I am a nurse, a companion, I can cook, I have a car</b> Learning / Teaching / Tutoring	Kiama	1 day 22 hours ago by <a href="#">Becky Guggisberg</a>
<b>I am an artist, I can garden, I am a nurse, a companion, I can cook, I have a car</b> Learning / Teaching / Tutoring	Kiama	1 day 22 hours ago by <a href="#">Becky Guggisberg</a>
<b>Help with sewing - clothing and soft furnishing -alterations and upcycling.</b> Art and design / Craft and sewing	Kiama	2 days 1 hour ago by <a href="#">Camilla Kerr-Ruston</a>
<b>1 hour of Reiki</b> Beauty / Health care / Wellness	Unanderra	3 days 1 hour ago by <a href="#">Louise Croker</a>

**Offers filters**

**Updated date**  
All time

**Filter by Postcode**  
[Input field]

**Filter by community**  
 All Communities  
 Local community

**Category**  
- Any -

**APPLY**

[Search bar]

2. On the left-side panel, click add offers to begin adding what you can offer to the community

In the **I Offer** section, add a few word about what services you can provide

In the **Description** section, you can expand further.

You may then add a file or image to support your offer

Next choose a category for your offer and a date for when you would like the offer to expire.


Finally, advise of your availability (time and days)


The process is similar for Needs

## CONNECTING WITH MEMBERS, ORGANISATIONS OR THE ADMIN (KIAMA COUNCIL)

1. If you find offers that you can utilise
  - a. In the offers list, click on the offer title
  - b. At the bottom section, you will find an option (in blue) to send an email to the individual submitting the offer
  - c. You can also email a friend the offer

back   Logged in as Louise Croker in Kiama   My balance Hr0-00   logout

 **I am an artist, I can garden, I am a nurse, a companion, I can cook, I have a car**

Submitted by [Becky Guggisberg](#) on 7 November 2017 - 12:28pm 

As an artist I could offer original art works, assist in collaborative projects, offer creative services or tuition.

I am a gardener and can help with land-care, private or community garden projects.

I am a registered nurse that could offer some of my skills or carer advice.

I could offer friendship to a lonely or new person to this community.


I love to cook, I could cook for someone in need.

I have a car, if someone needed transport, shopping or deliveries?

**My availability:**  
flexible


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**Expiring:** 7 November 2018 - 12:00am




See more in [Learning / Teaching / Tutoring](#)

[Send an email to Becky Guggisberg](#)  
[Becky Guggisberg's Offer/needs](#)  
[See Becky Guggisberg's profile](#)  
[Report abuse](#)  
[Email a friend this Offer/need](#)

Share to: 

2. Click on the 'People' button on the left-side panel
  - a. In the People list, you can click on the '@' button to send an email to an individual or organisation

back
Logged in as Louise Croker in Kiama
My balance Hr0:00
logout



## People List

back to main menu

**list**

map

### People Filters

**Filter by joining date**

- Any -

**Filter by postcode**

All Communities

Local community

**APPLY**


First name	Last name	Suburb/City	State	Community	Balance (Hr)	Over Limit	Type	Mail
Sue	Granger-Holcombe	Kiama	New South Wales	Kiama	Hr0:00		Org	@
Becky	Guggisberg	Kiama	New South Wales	Kiama	Hr0:00		Ind	@
Camilla	Kerr-Ruston	Kiama	New South Wales	Kiama	Hr9:00		Ind	@
Kiama Boomerang Bags		Kiama Downs	New South Wales	Kiama	-Hr9:00		Org	@
Test - Kiama		Kiama	New South Wales	Kiama	Hr0:00		Ind	@
Louise	Croker	Unanderra	New South Wales	Kiama	Hr0:00		Ind	
Lee	Jourdain	Jamberoo	New South Wales	Kiama	Hr2:00		Ind	@
Jean-Marie	Mathys	Kiama Downs	New South Wales	Kiama	Hr0:00		Ind	@
Christine	Mathys	Kiama Downs	New South Wales	Kiama	Hr0:00		Ind	@



## BANKING TIME

1. In the Timebanking – Kiama page, navigate to the bank time button on the left-side panel to bank time

[back](#) Logged in as Louise Croker in Kiama My balance Hr0:00 [logout](#)

 **Bank time**

[back to main menu](#)

[🔍](#)

**I volunteered my time**

for person:\*


Time taken:\* Hr  :  00

Completion date:\*  9  Nov  2017

Description of activity:\*

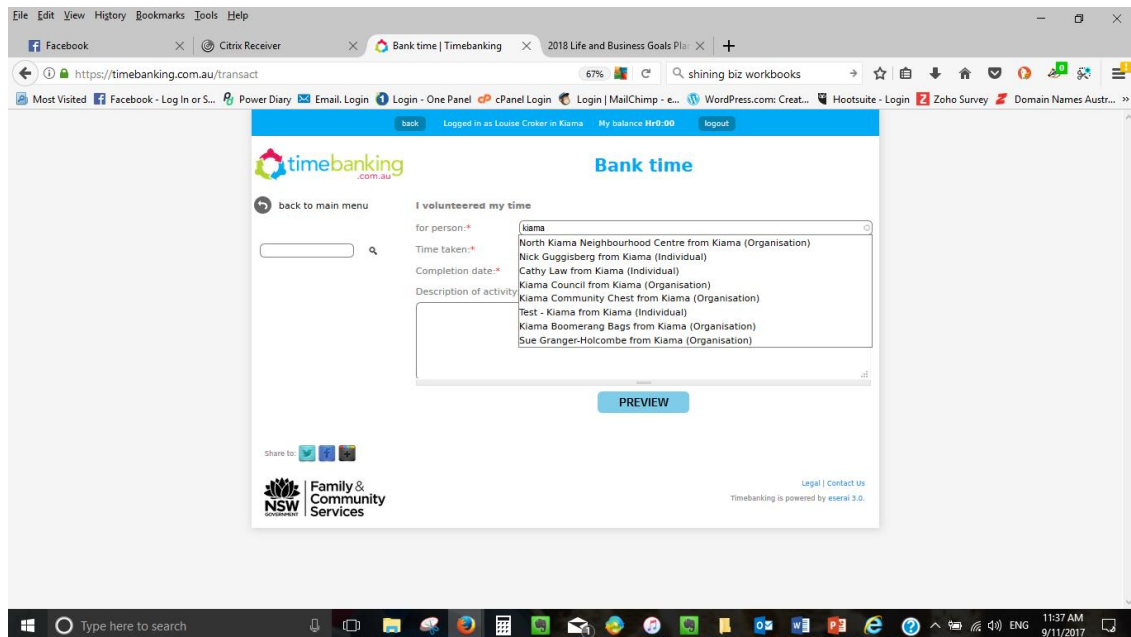
[PREVIEW](#)

Share to: [🐦](#) [f](#) [+](#)

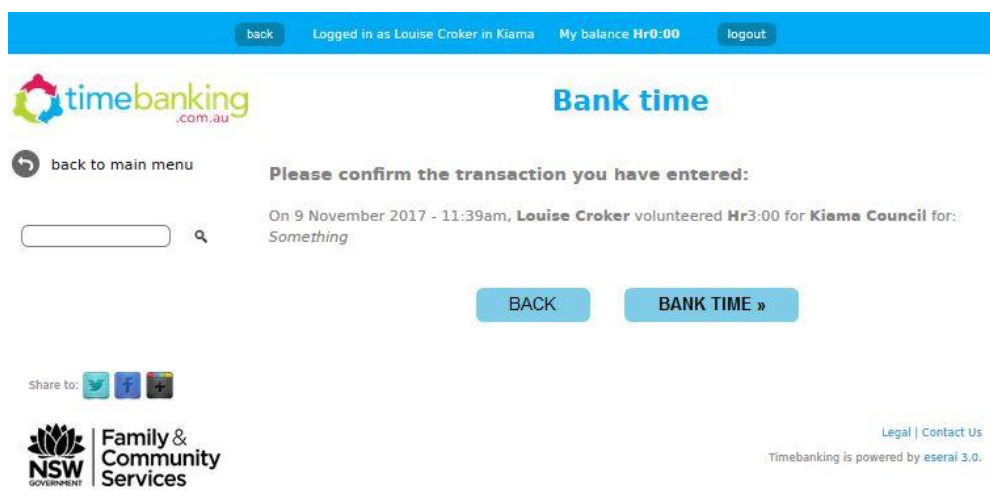
 **Family & Community Services**

[Legal](#) | [Contact Us](#)  
Timebanking is powered by [eseral 3.0](#).

- In the 'for person' section, accurately type the name of an individual or organisation (currently registered with Timebanking) that you are acquiring the hours from.



- In the 'Time taken' section, add the hours and minutes that you have volunteered for the individual or organisation
- Add the completion date
- Provide a brief description of the service that you have provided so that the individual you are banking time with can know the reason
- Click Preview and you have a chance to change what you have entered or you can finalise the process and click bank time



## DONATING TIME TO THE KIAMA COMMUNITY CHEST OR AN INDIVIDUAL

1. Click the 'donate time' button on the left-side panel.

The screenshot shows the 'Donate time' page on the Timebanking website. At the top, a blue navigation bar contains 'back', 'Logged in as Louise Croker in Kiama', 'My balance Hr0:00', and 'logout'. The main header features the 'timebanking.com.au' logo and the title 'Donate time'. On the left, there is a 'back to main menu' link and a search bar. The central form is titled 'I am donating\*' and includes an 'Hr' input field, a minutes dropdown menu set to '00', and a 'to:\*' text input field. A 'PREVIEW' button is positioned below the form. At the bottom left, there are social media share icons and the NSW Government Family & Community Services logo. At the bottom right, there are links for 'Legal | Contact Us' and a note that 'Timebanking is powered by esera! 3.0.'.

2. Fill in how many hours and minutes you would like to donate
3. In the 'to' section, accurately type the name of the **Kiama Community Chest or the individual** (currently registered with Timebanking) that you are donating time to
4. Click preview and submit to finalise the process

The screenshot shows the 'Bank time' page on the Timebanking website. The top navigation bar is identical to the previous page. The main header features the 'timebanking.com.au' logo and the title 'Bank time'. On the left, there is a 'back to main menu' link and a search bar. The central area is titled 'Please confirm the transaction you have entered:' and displays a confirmation message: 'On 9 November 2017 - 11:39am, Louise Croker volunteered Hr3:00 for Kiama Council for: Something'. Below the message are two buttons: 'BACK' and 'BANK TIME »'. At the bottom left, there are social media share icons and the NSW Government Family & Community Services logo. At the bottom right, there are links for 'Legal | Contact Us' and a note that 'Timebanking is powered by esera! 3.0.'.

- 5.

PLEASE CHECK THE FAQ SECTION (LEFT-SIDE PANEL) IF YOU HAVE MORE QUESTIONS.



## FAQ

[back to main menu](#)

### WHAT IS TIMEBANKING?

Timebanking is a community program that allows the voluntary exchange of services between members.

It's as simple as give an hour, receive an hour; by giving one hour of help to another member you earn one hour of time credits, which can be used to receive services that are of personal value such as dog walking, ironing, community gardening, massage, language tuition, painting, administrative assistance...you're only restricted by your imagination.

Everyone can be part of Timebanking because everyone has something to give.

### WHAT CAN TIMEBANKING DO FOR ME?

If you like to volunteer and give time to your community, Timebanking is for you!

Timebanking can help you build a network of support within your neighbourhood or community because Timebanking creates connections through sharing skills. You also earn time credits for giving your time and sharing your skills to help another member. You can then use these credits to receive services that are useful and valuable to you.

Everyone has different skills and knowledge to share, which is why Timebanking is so successful.

### HOW IS TIMEBANKING DIFFERENT FROM TRADITIONAL VOLUNTEERING?

In Timebanking you are volunteering your time, but unlike traditional volunteering you are likely to be volunteering for another member of your community. Also, in Timebanking you earn time credits for giving services to another which you can then use to receive services that are useful and valuable to you.

### HOW DOES IT WORK?

Once you become a Timebanking member, you are able to search through all the offers of assistance and requests for assistance made by other members.

### CONTACT US AT:

Email - [timebanking@kiama.nsw.gov.au](mailto:timebanking@kiama.nsw.gov.au)

Phone – (02) 4232 0444