

Updating Your Profile

A page where your personal information is located is called "My account" and can be found under your name on the right hand side of the screen.

Our Time Bank
Building Community in Our Corner of Los Angeles

Docs | FAQ | Contact Us | Galleries | Upcoming events

News | Offers | Wants | Members | Transactions | Community tasks

message: You are now masquerading as [Tutorial Tutorial](#).

Use the site as
You are masquerading as *Tutorial Tutorial*.
Quick switches:
• Switch back

Tutorial Tutorial
My account
Make a payment
Register offer
Register want
Add content
Log out

Recent comments

News
[Welcome to OTB's new system!](#)
Here's a quick guide to common tasks. How to:
[Update your member profile](#)

1. In the right hand column, underneath your name, you'll find "My account."
2. Click and it will take you to a page that lists your account information. Click the "My Info" tab in the dark bar under your name.
3. Change any info you would like to.
4. Scroll down to the bottom of the page and hit "Save."
5. The page will refresh, and there will be a banner at the top above our name that says "message: The changes have been saved."

Upcoming events

- 05/13/2016 - 3:30pm : OTB May Potluck & Orientation
- 05/18/2016 - 4:00pm : Azure Standard Order Deadline
- 05/25/2016 - 1:30pm : Azure Standard Delivery Today

Calendar
May 2016

S	M	T	W	T	F	S
					6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

For the purposes of this tutorial, my name is "Tutorial Tutorial." Click on the "My account" and it will take you to this screen:

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Tutorial Tutorial
Account | Offers & wants | Exchanges
(View) My info | Settings

My profile

Address: Tutorial Tutorial, Culver City

Acknowledgements: 0 tasks completed

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Latest wants

- Teach me to make jam - **Tutorial Tutorial**
- internet/computer help - Deborah Alpert
- Help with WiFi - Deborah Alpert
- Outreach to Wellness Nuts - Michelle

Pending transactions

Click on the "My info" tab.



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Tutorial Tutorial

Account **Offers & wants** Exchanges

View **(My info)** Settings

ADDRESS
Your login name is derived from your firstname + your family name. E.g. Tutorial Tutorial

First name * Last name

Street address

Neighbourhood *

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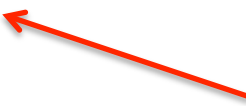
Fill in the fields. Remember, OTB does not share member information with any outside entities, so your information is safe. The red stars indicate the required fields.

Background

Please enter your vocational background, strengths, and skills.

Reason for joining

Please enter your reason for joining Our Time Bank



Our Time Bank Mailing Address: P.O. Box 661647, Los Angeles, CA 90066 Phone (323) 696 0260

When you get to the bottom, hit "Save."



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It will refresh the page and take you to the top, with the confirmation "The changes have been saved." That's it!