

# INSTRUCTIONS FOR SELF-ORIENTATION

If you are good at using software and think you can do this, please do! If you are unable, come to a scheduled orientation (see Calendars on our home page) or contact us for an alternate date. This procedure is for people who have already made an Application.

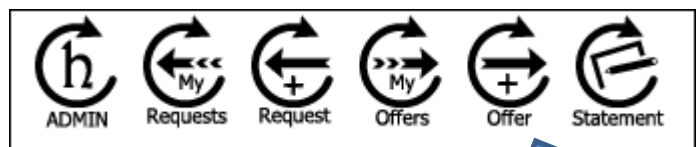
1. If you haven't done so already, send us an email. The purpose of this is to put our email into your Contact list so that our emails to you don't end up in your SPAM folder. You may at this time alert us that you are interested in self-orientation
2. **RELEASE:** Download the RELEASE form from the **DOCUMENTS** tab at the top of the [exchangetime.org](http://exchangetime.org) external homepage. Print it, fill it out completely with checkmarks and signature, and send it by snail mail to:

Southeastern Mass Time Exchange  
c/o CEDC (Attn: Valle Blake)  
1285 Acushnet Ave,  
New Bedford, MA 02746.

**Once you have done this** your account will be set to allow you to self-orient on the website.

3. **Download the Categories** list from the external homepage DOCUMENTS tab prior to this step and review it to get ideas. If there is a subcategory that you want and do not see, contact us by email and we will create that subcategory for you!
4. **LOG IN** to your account via the LOGIN tab at the top right of the external homepage, and then entering email and password at the upper right of the login page. If you forgot your password, reset it on the spot. You will be sent an email with a new one. (You can later go into your account profile and change your password to something more congenial.)
5. **OFFERS:** The main objective of Orientation is to get you to make no less than five Offers. Without Offers the Exchange cannot function. Offers are a requirement for membership.

Select the **ADD OFFER** button.



This will bring you to the **Add Offers** page. Three Offer Category areas are already open. Click on other shaded categories to open them. **Select ALL of those Offers you want to add prior to saving or closing the page.** Use the check boxes.

Only *after* you have checked every subcategory box that you might be interested in do you hit the **ADD TO MY OFFERS** button.

Hitting this button brings you to the **MY OFFERS** page. Fill in the details of every one of these boxes prior to saving and do not leave the page without saving or you will lose your work!

In each box say “I can” do this or that. Don’t “bunch” multiple offers together. For instance, don’t say “I can do your lawn and help with cooking and cut your trees.” Each of those is a separate offer. If you don’t fill in the offer descriptions, the system will not save your offers.

When **all** offer boxes contain descriptions, hit either

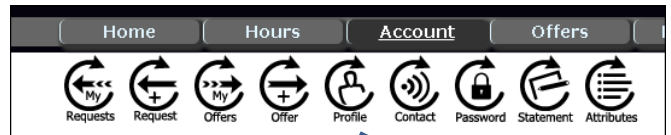
**SAVE ALL CHANGES** -- your offers will be posted in the weekly email & announcements,

or

**SAVE WITHOUT BROADCAST** to not be posted in the weekly email & announcements.

We suggest you **SAVE ALL CHANGES**.

6. Now you may go to the **PROFILE** symbol and write a blurb about yourself. **SAVE** your work.



7. Change your password (Lower button) at this time if you wish. **SAVE!**

**YOU MAY NOW EXIT! Let us know you have succeeded!**

**IMPORTANT TIP:** your browser **GO BACK** arrow should rarely if ever be used while inside the system. It will knock you out of the website.