

## Step-By-Step for 1 to Many Exchanges:

1. Log in at <http://hourworld.org/bank/?hw=1302>.
2. Click the *Contact Us!* button.
3. In the message say that you want to offer a 1-to-many exchange and include the following information:
  - a. The description you will use in your offer.
  - b. The number of hours you will provide to each recipient. (For example, if this is a lecture, how many hours will the lecture itself last?)
  - c. The additional number of hours you will need to organize, prepare, set up, and clean up from the offering, with a short description of the tasks. (Do not include the hours listed above in “b”.)

A member of the Silver Spring Timebank Leadership Team will review the proposed offering and contact you with an approval or any questions.

Do not enter the offer until the offer is approved.

Once approved, enter the offer as you would any other offer, but include in the description the number of hours you will *directly* provide to each recipient, not including any hours you will need before or after the class. (For example, “This is an early American history of button making class and will last 2 hours.”)

At the time of the event, you are responsible for coordinating a sign-in sheet to collect the name, email address, and phone number of each member who attends the offering.

As soon as the event is completed, provide the names, email addresses, and phone numbers from the sign-in sheet to the Silver Spring Timebank Leadership Team by the *Contact Us!* button as above.

The administrators will credit you for your hours and debit the recipients for the hours of the event.