

STEP-BY-STEP GUIDE

Joining the Tempo Time Credits network is easy

Tempo

Thinking of joining the network, but not sure happens next? Our step-by-step guide will help. If you have any questions, get in touch with the team on **029 2056 6132** or email **hello@wearetempo.org**

STEP 1

Contact a member of the Tempo team to find out how to sign up your organisation



STEP 2

If you haven't already identified an implementation model, Tempo can help you figure out how to use Time Credits within your organisation



STEP 3

Tempo will send you an invoice for your chosen package



STEP 4

You'll be able to access the Tempo Learning Hub and complete the Time Credits e-learning



STEP 5

We'll post your Time Credits to you. They are printed notes that look like currency



STEP 6

You're now ready to use Time Credits. A member of the support team will give you a call to answer any questions and identify any further support needs. They'll help you manage and monitor the use of Time Credits, so you can achieve maximum impact. They'll also provide useful resources to support you and to share with your volunteers



STEP 7

Every 1-3 months, Tempo will contact you via email or phone to see how you're getting on



STEP 8

Report your organisation's Time Credit activity via the online Tempo reporting tool



STEP 9

You and your Time Credit members will receive regular updates and news via the Tempo newsletter



STEP 10

Ongoing support from Tempo to help you use Time Credits successfully and effectively



Call 029 2056 6132

Email hello@wearetempo.org

Visit www.wearetempo.org



timecredits



@tempo_tweets

hello@wearetempo.org

TIME CREDITS