

# Submit your Organization

## To submit your organization in Mentor Connector:

⚠ An organization should be submitted before submitting a program.

1. Go to <https://mentoringcanada.ca/en/mentor-connector>
2. Click on "Take Action" to expose the drop-down menu, and then click on "List your Organization & Programs".



2.1 You can also scroll down from the main page until you see this section and click on [Get Started](#) Both will bring you to the same page.

### I want to list my organization and mentoring programs

Raise the profile of your mentoring programs and initiatives! Post your volunteer opportunities to reach more people in your community and across Canada.

[Get Started](#)



3. Scroll down until you see **Step 1, "Submit your organization"** and click on the blue button [Submit your organization](#)

**LIVE**

## Step 1

### Submit your organization.

If you are an organization offering a mentoring program, click the link below to submit your organization and get listed in the Mentor Connector. Once submitted, you will receive an email confirmation, and you will be notified when the Mentor Connector is accepting mentoring program submissions.

[Submit your organization](#)

4. Complete the fields from the four sections of the form. **Please note that fields marked by an \* are mandatory:**

# Submit Organization

## General Information **1**

If you would like to have a bilingual listing for your organization, please complete both English and French fields. If not, please complete fields in the language of your preference.

<input type="text" value="Organization Name *"/>	<input type="text" value="Organization Name"/>
<small>This is how the organization will be listed in Mentor Connector</small>	
<input type="text" value="Legal Name"/>	
<input type="text" value="Description of Organization *"/>	<input type="text" value="Description of Organization"/>

## Logo **2**



## Additional Information **3**

<input type="text" value="Organization Type *"/>
<input type="text" value="Tax Status *"/>

## Organization Contact Information **4**

Please list the individual in a leadership position for the organization.

<input type="text" value="First Name *"/>	<input type="text" value="Last Name *"/>
<input type="text" value="Position *"/>	
<input type="text" value="Phone *"/>	<input type="text" value="Alternate Phone"/>
<input type="text" value="Email *"/>	<input type="text" value="Web Address *"/>

1. General Information
2. Logo
3. Additional Information
4. Organization Contact Information. **The contact person indicated on the form will be assigned the role of "Organization Administrator", all follow-up communication will be sent to this contact.**

**Bilingual Organizations** : If you would like to have a bilingual listing for your organization, **please complete both English and French fields**. If not, please complete fields in the language of your preference.

5. Click  at the bottom right hand-side.

**Does your organization have a physical address?**  
Select one of the options below. \*

Yes

No

**Please tell us what we can improve in this process**

Feedback \_\_\_\_\_

[Submit](#)

6. The confirmation page is now displayed, advising the organization of the next step. At this point, you can submit another organization, submit a program or return to the Mentor Canada page.

# Congratulations!

**The organization 'Test Organization ' has been submitted for review.**

We'll follow-up with you shortly by email at [test22-orgadmin@mentoringcanada.ca](mailto:test22-orgadmin@mentoringcanada.ca). Thank you for supporting mentoring in your community.

[Submit Another Organization](#) [Submit a Program](#) [Return to MENTOR Canada](#)

7. An email from [Communications@mentoringcanada.ca](mailto:Communications@mentoringcanada.ca) is sent to the contact person indicated on the form to confirm that your organization is under review and that you will hear from us shortly.

Congratulations! Test Organization has been submitted.

 [communications@mentoringcanada.ca](mailto:communications@mentoringcanada.ca)  
To: Systems Tests 10:34

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

 **MENTOR CANADA**

Dear Joaquin,

Thank you for submitting the "Test Organization" organization to the Mentor Connector.

The organization's application is under review.

We will follow up with you shortly. If you have not heard from us in 10 business days, please contact us at [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca).

Thank you for supporting mentoring in your community.

Follow us



7.1 A second email will immediately follow:

## 'Test Organization2' Organization Administration

communications@mentoringcanada.ca  
To Systems Tests 10:39 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

**1**

Congratulations, you are now an Administrator of 'Test Organization2' organization. As the Administrator you can review and edit this organization's settings.

**2**

Since this is your first time using Mentor Connector, you will be asked to complete your registration.

Please click on the link below to review and edit the organization settings.

[Complete your registration to review and edit organization settings](#)

You can also click on the link below to submit your mentoring program(s) for approval and to be listed publicly in Mentor Connector.

[Complete your registration and add programs for your organization](#)

If you have any questions or need support, please contact [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca)

1. Advising that the contact person indicated on the submission form has been assigned the role of organization administrator.

2. Inviting the new administrator to complete their registration in order to review and edit their organization settings and/or add programs.

## Complete your registration to review and edit organization settings

8. The administrator is prompted to complete their registration by following these steps:

- Enter their First and Last Name
- Choose a Password
- Accept the Terms of Use
- Click **Continue**

### Complete your registration

First Name \* Robert Last Name \* Test

Password \* ..... Confirm Password \* .....

I have read and agree to the [Terms of Use](#)

**Continue**

The organization administrator can start using Mentor Connector to:

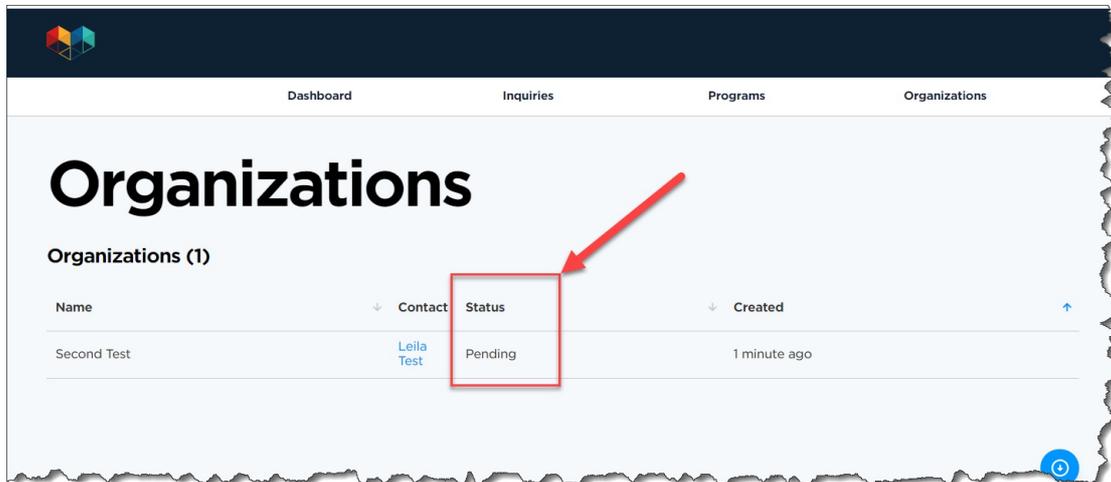
- Update the organization information
- Follow up on their submissions status
- Submit programs
- View program inquiries from youth and volunteers

- Export information from the "Inquiries", "Programs" and "Organizations" tabs
- Update their user profile
- Send Mentor Canada feedback about Mentor Connector

8.1 To follow up on the status of your submission, click on the "Organizations" tab.



8.2 The "status" column indicates the current status of the organization submitted.



### Organization Statuses:

- **Pending:** the organization approval is under review and is the default status for newly submitted organizations.
- **Approved:** the organization was reviewed and approved by Mentor Canada.
- **Paused:** the organization was reviewed but is either not meeting requirements or, Mentor Canada requires more information.

## Approved Organizations

9. Once the organization has been approved, an email is sent from [communications@mentoringcanada.ca](mailto:communications@mentoringcanada.ca) to the designated organization administrator.

9.1 The administrator has the option to:

Thank you for submitting Test Organization organization to be listed in



communications@mentoringcanada.ca

To Systems Tests



If there are problems with how this message is displayed, click here to view it in a web browser.



Congratulations!

We have reviewed your submission and your organization has been approved.

1

Please click on the link below to review and edit the organization settings.

[Review and edit organization settings.](#)

You can also click on the link below to submit your mentoring program(s) for approval and to be listed publicly in the Mentor Connector.

[Add programs for your organization](#)

2

If you have any questions or need support, please contact [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca).

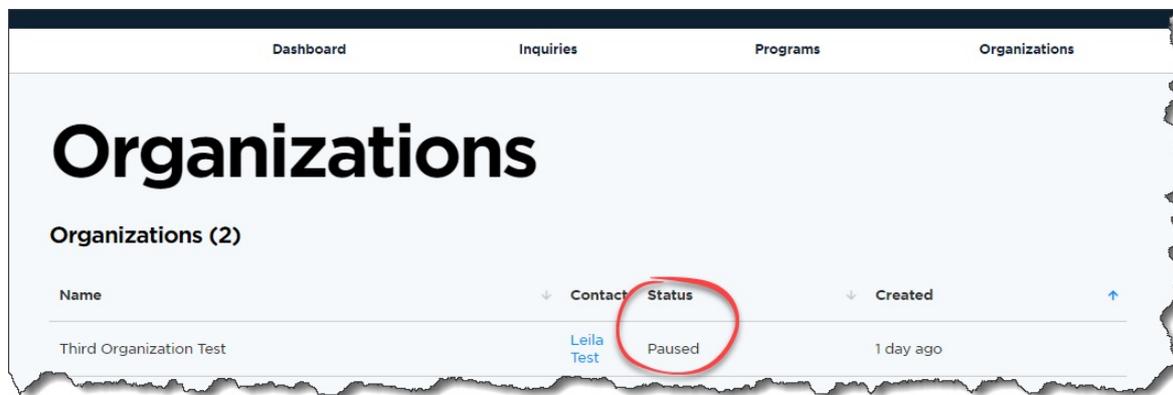
1. Login to Mentor Connector to review and edit the organization settings.
2. Add mentoring programs to pursue volunteer mentor and youth recruitment.

## Paused Submissions

10. Mentor Canada will reach out to the contact listed on the submission form when the organization does not meet requirements or when more information is required for approval. An email is sent to advise the organization administrator.



10.1 The submission will be paused until Mentor Canada gains a better understanding of the organization.



## Next Steps - Paused & Pending Submissions

**11.** If your organization has not been approved or is still pending after 10 business days, the administrator can contact Mentor Canada at [support@mentoringcanada.ca](mailto:support@mentoringcanada.ca) to gain further knowledge pertaining to the status.

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