

# Submit your Programs

## To submit your program(s) on Mentor Connector:

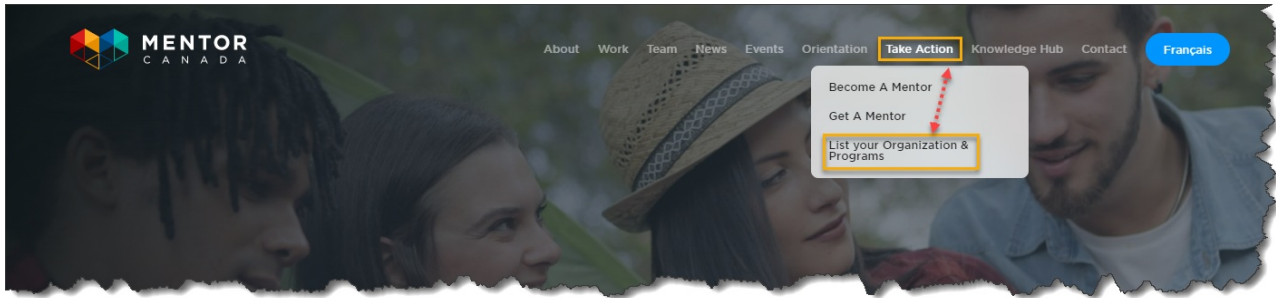
 **An organization should be submitted before submitting a program.**

There are 3 different methods for an administrator to submit programs.

### First Method

1. Go to <https://mentoringcanada.ca/en/mentor-connector>

**1.1** Click on "Take Action" to expose the drop-down menu, and then click on "List your Organization & Programs".



**1.2** Scroll down until you see **Step 2, "Submit your program"** and click on the yellow button **Submit your program**.

**LIVE**  
**Step 2**

## Submit your program.

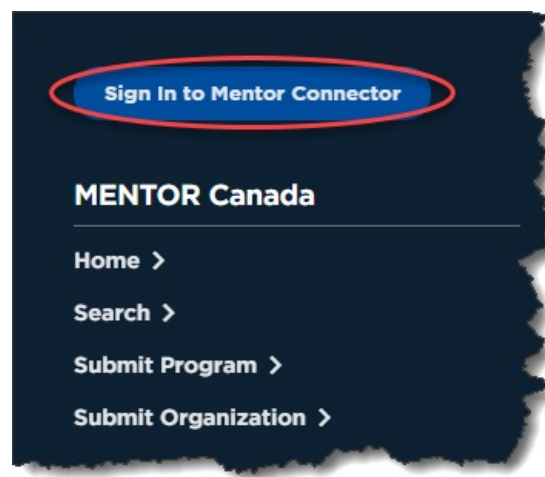
Once you have listed your organization, you will be invited to submit the various mentoring programs your organization offers for inclusion in the Mentor Connector's publicly searchable database. If you offer a program that is not affiliated with a particular organization, not to worry, you will also have the opportunity to add your program to the Connector.

**Submit your program**

### Second Method

2. Go to <https://connect.mentoringcanada.ca/en>

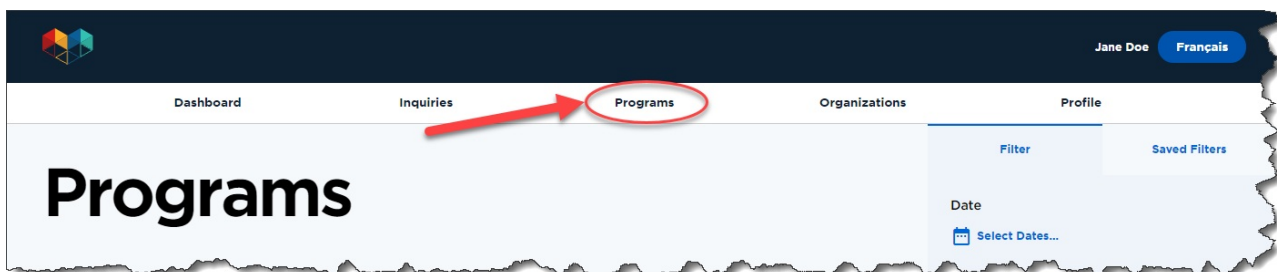
**2.1** Scroll down and click on **Sign in to Mentor Connector** if you have an existing account.



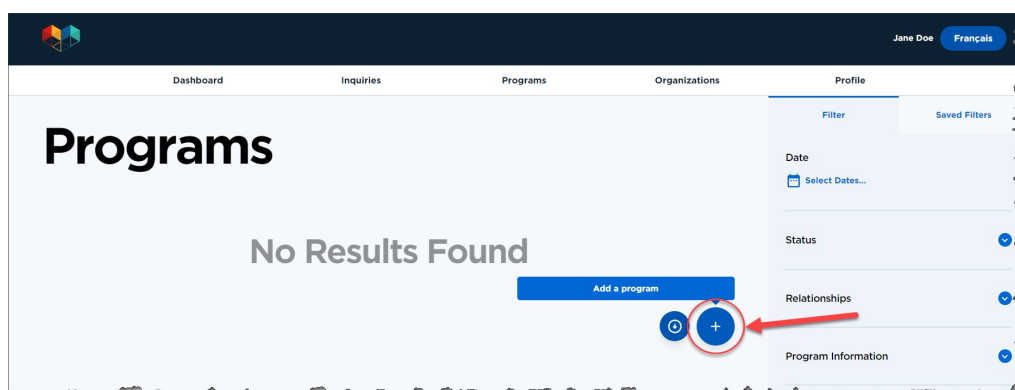
2.2 Enter your credentials and click **Sign in**.

A light blue rectangular box with a torn bottom edge. It features a large 'Sign In' title. Below the title are two input fields: 'Email \*' containing 'test25-orgadmin@mentoringcanada.ca' and 'Password \*' with masked characters. At the bottom, there is a blue link 'Forgot your password?' and a blue 'Sign In' button.

2.3 Click the "Programs" tab at the top of the page.



2.4 Click the plus sign in the blue circle to add a program.



## Third Method

3. When an organization is approved, an email is sent to the organization administrator which contains a link inviting them to add programs.

3.1 Click **"Add programs for your organization"**.

## Congratulations!

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

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](#)

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

Follow us

- 1 By using the third method to submit your program, the organization name will autopopulate in the "Organization" field and provides a fluid workflow after submitting your organization.

### Program Information

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

<div>Program Name *</div> <div></div>	<div>Program Name</div> <div></div>
This is how the program will be listed in Mentor Connector	
<div>Program Description *</div> <div></div>	<div>Program Description</div> <div></div>
<div>Mentor Role Description *</div> <div></div>	<div>Mentor Role Description</div> <div></div>
<div>Organization *</div> <div>Test Organization</div>	

## Completing the Submission Form

4. Complete the fields from the eight sections of the form. **Fields marked by an \* are mandatory :**

### Program Information 1

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

Program Name \*

Program Name

This is how the program will be listed in Mentor Connector

Program Description \*

Program Description

Mentor Role Description \*

Organization

Logo 2

Logo

### Currently Accepting 3

Ready to recruit mentors or mentees? Make sure to click on these boxes. This can be changed as needed if you are no longer recruiting.

Check all that apply:

☐ Mentors

☐ Mentees

☐ No public recruitment

☐ Currently not recruiting

### Program Contact Information 4

First Name \*

Last Name \*

Position

Email \*

Phone

Alternate Phone

### Program Delivery 5

How is this program delivered?  
Select at least one option, check all that apply. \*

☐ Community-based

### Program Social Media Links 6

Facebook

Twitter

Website

Instagram

### Program Details 7

Program Focus Area \*

Estimated Number of Youth Served Per Year

**Types of mentoring opportunities offered**  
Select at least one option, check all that apply. \*

☐ 1:1 (One-to-One)

☐ Group

☐ E-Mentoring / Virtual Mentoring

☐ Peer

### Program Practices 8

**1. Does your Program perform a background check on the mentor?**  
Select one of the options below. \*

☐ Yes

☐ No

☐ We are a peer-to-peer Program that involve youth only under the age of 18 and do not conduct background checks on our mentors

**2. Does your program provide training for volunteer mentors?**  
Select one of the options below. \*

☐ Yes

☐ No

**3. What is the Minimum Match Commitment between mentor-mentees at your Program?**

Monthly Commitment \*

Frequency of Mentor / Mentee Contact \*

Average Hours Per Week \*

#### Important:

- **Currently Accepting:** Clicking the "Mentors" or "Mentees" boxes allow mentors and mentees to view and apply to your program. Clicking "No public recruitment" will prevent your program from appearing on Mentor Connector search engine. Finally, clicking the "Currently no recruiting" option allow your program to appear in search results on the search engine, but the "Apply" button will not be accessible.
- **Program Contact:** the program contact can be different from the organization administrator, should your organization wish to assign these to different individuals.

#### Bilingual Programs

5. If you would like to have a bilingual listing for your program(s), **please complete both English and French fields**. If not, please complete fields in the language of your preference.

5.1 Click **Submit** at the bottom right hand-side.

**3. What is the Minimum Match Commitment between mentor-mentees at your Program?**

Monthly Commitment \*   
 1-2 months

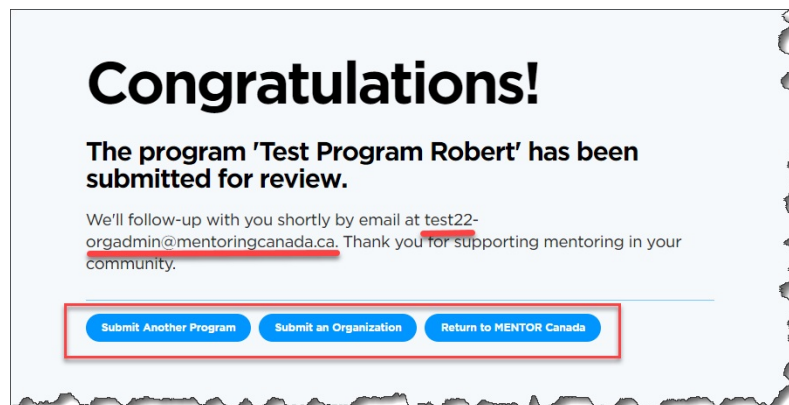
Frequency of Mentor / Mentee Contact \*   
 Bi-weekly

Average Hours Per Week \*   
 2-3 hours

[Submit](#)

## What to Expect After Submitting a Program

**6. If you are not logged in to your Connector account when submitting the program (first method),** a confirmation page is now displayed, advising the organization of the next step. At this point, you can submit another program, submit an organization or return to the Mentor Canada page.



**6.1 If you are logged in to your Connector account when submitting the program (second and third methods),** you will be brought to the "Programs" tab. From here, you can view the program(s) that were submitted and their statuses.

Dashboard

Inquiries

Programs

Organizations

# Programs

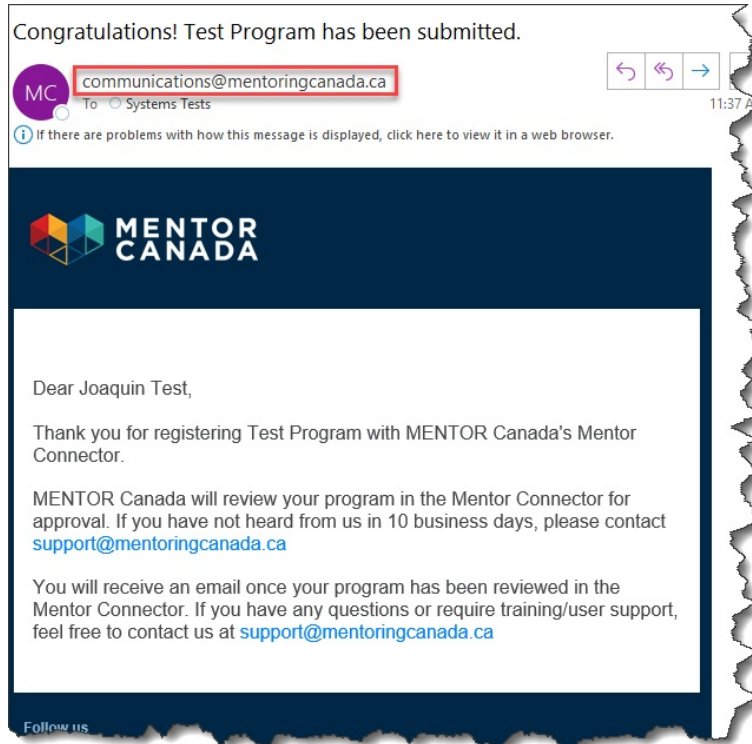
## Programs (3)

Name	Organization	Contact	Status	Responsiveness Tier	Created
Nov17 test	Test Organization	Jane Doe	Pending	1	6 minutes ago
PM Nov16 test	Test Organization	Jane Doe	Approved	1	About 23 hours ago
Michele Test	Test Organization	Michele test	Approved	4	5 days ago

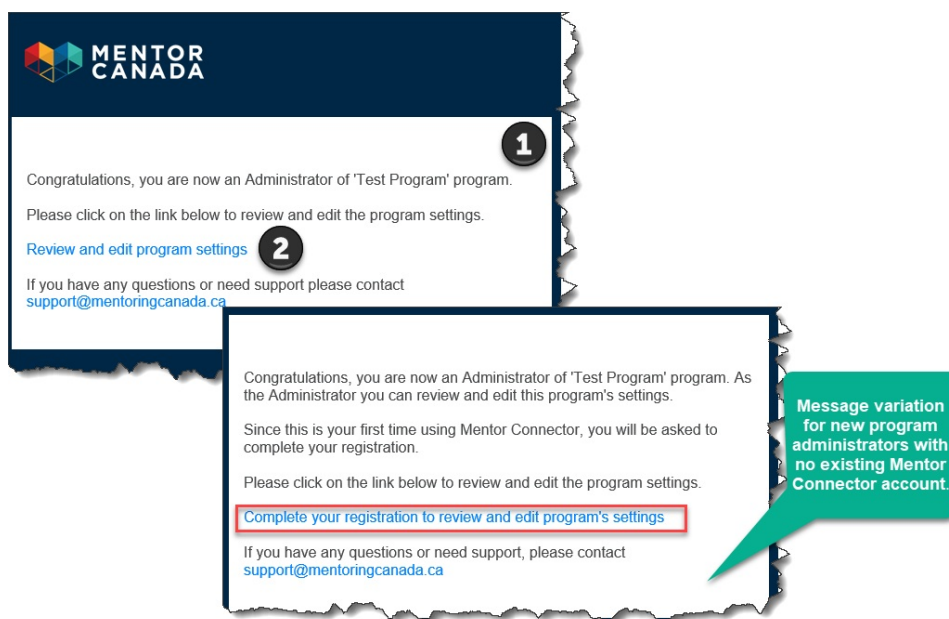
### Program Statuses:

- 1. Pending:** the program approval is under review, this is the default status for newly submitted programs.
- 2. Approved:** the program has been reviewed and approved by Mentor Canada
- 3. Paused:** the program has been reviewed, however Mentor Canada requires further information to approve the program.

**6.2** An email from [Communications@mentoringcanada.ca](mailto:Communications@mentoringcanada.ca) is sent to the contact person indicated on the form to confirm that your program is under review and that you will hear from us shortly. The expected timeline is also indicated in the email.



6.3 A second email will immediately follow to the program administrator:

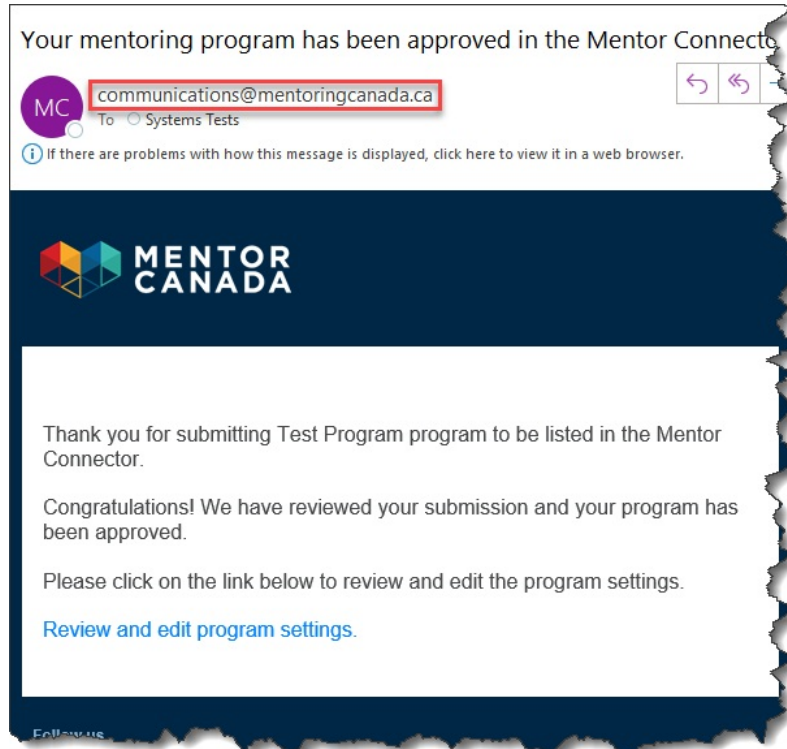


1. Advising that the contact person indicated on the submission form has been assigned the role of program administrator.

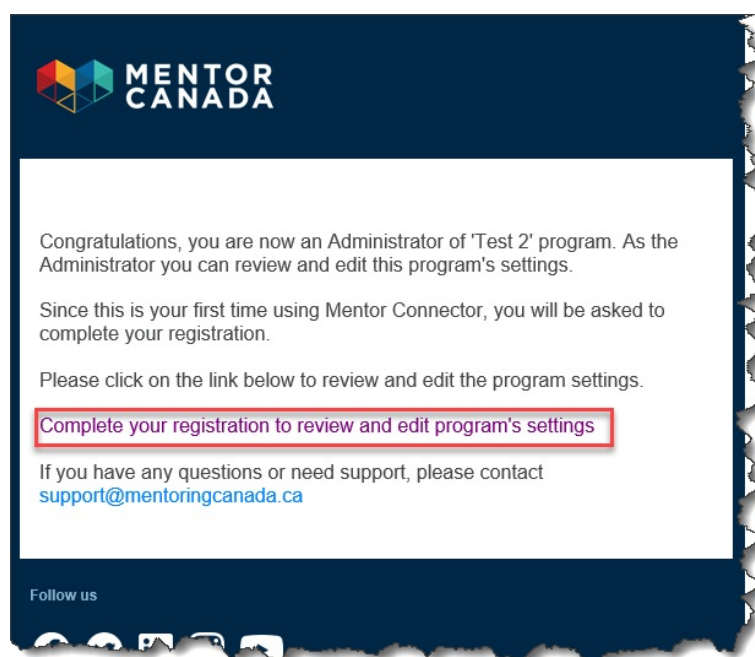
2. Inviting the administrator to connect to their account to review and edit their program settings. Please note that **for new program administrators (do not have an existing account)** the message will be slightly different. The link will invite them to complete their registration .

## Approved Programs

7. Once a program has been approved, an email is sent from [communications@mentoringcanada.ca](mailto:communications@mentoringcanada.ca) to the designated program administrator. The message advises the program administrator of the approval and provides a link to review and edit the program on Mentor Connector.

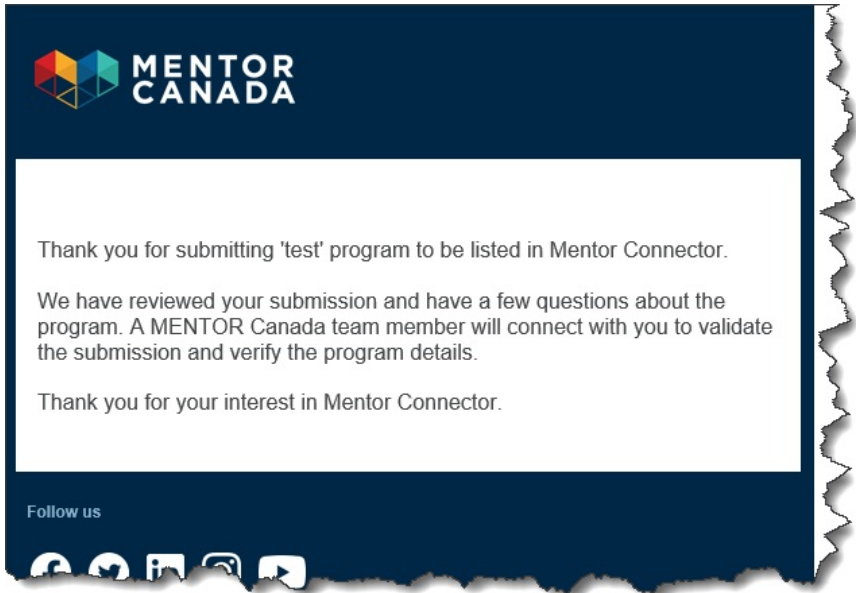


**7.1** If the program administrator did not create their account post program submission as indicated in the email communication (**see 6.3, second screen capture**), they will not be able to log in when clicking "Review and edit program settings". The program administrator will need to return to the initial email sent after the program submission to complete their registration and gain access to their program.



## Paused Program

**8.** If Mentor Canada requires further information to approve the program, the program administrator will receive an email as shown below.



8.1 The program status will indicate "paused" from the "Programs" tab.

Programs						
Programs (6)						
Name	Organization	Contact	Status	Responsiveness Tier	Created	
Test3 Program 20211216	Test Organization Robert	Johanna Elan	Paused	1	2 days ago	
Test2 Program 20211216	Test Organization Robert	Robert Testt	Pending	1	2 days ago	

## Next Steps

9. If your program 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.

🕒Revision #20

★Created Wed, Oct 6, 2021 5:20 PM by Michèle Mantero

✎Updated Wed, Jun 22, 2022 9:06 PM by Michèle Mantero