Are Program Evaluations mandatory?

⚠️ **Question**

Are Program Evaluations mandatory?

✅ **Answer**

Program Evaluations are not mandatory. If this function is activated, an email will be sent out from the system at the end of a mentoring relationship reminding members in a relationship to fill out the Program Evaluation.

Follow the instructions below **if you would like to activate/deactivate this function**:

1. Under the Customize section, select 'Send Message'.
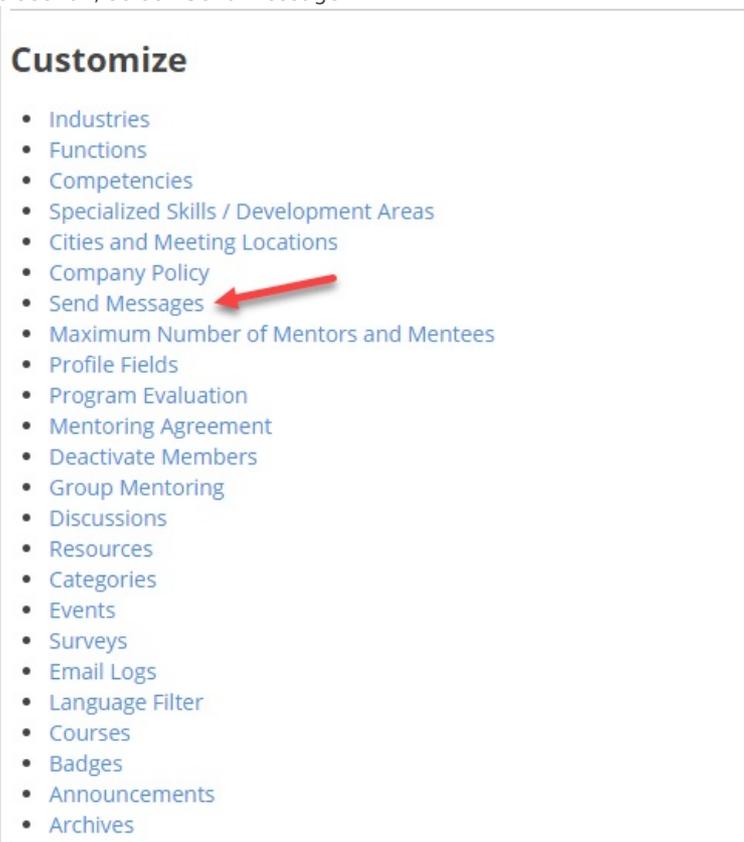
2. Select 'System Generate Messages' then click on 'Mentoring Relationships'.

Community Messages   System Generate Messages   ← 1

Messages to your Mentoring community

| Getting Started |
| Group Mentoring |
| Matching |
| Mentoring Meeting |
| Mentoring Relationships ← 2 |
| Resources Section |
| Scheduling |

3. Scan this page and select 'Edit' under 'Program Evaluation message'.

| Program Evaluation message | Your Program Evaluation | active | Edit |
| Program Evaluation once one person has filled it in | {user_name} has completed their Program Evaluation | active | Edit |

4. Scroll down and select '**active**' or '**inactive**', depending on your program's preference.

> **If you have questions or need further support, please contact our Support Team: support@mentoringcanada.ca**