

Logging Meeting Hours

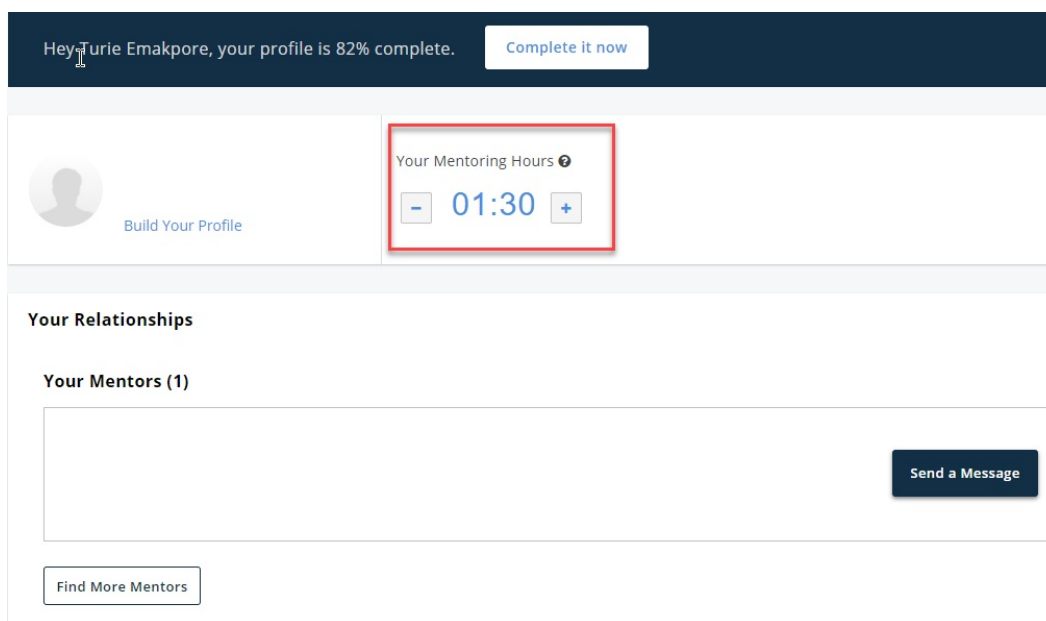
Question

How can Mentors or Mentees manually log meeting hours?


Answer

There is a **Mentoring Hours tracker** for logging meeting hours and it can be found within 2 sections on the Side Panel - the **Dashboard** and **Connections**.

1. On the **Dashboard**, there is a section called 'Your Mentoring Hours' where Members can log their overall meeting hours.



Hey Turie Emakpore, your profile is 82% complete. [Complete it now](#)

 [Build Your Profile](#)

Your Mentoring Hours ⓘ

- 01:30 +

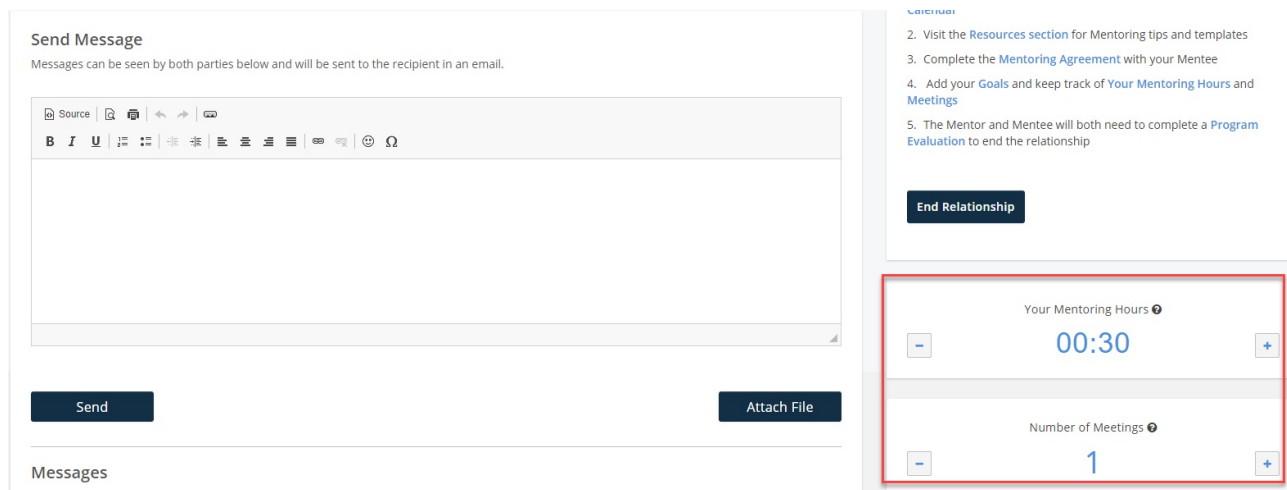
Your Relationships

Your Mentors (1)

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2. From the **Dashboard**, Members can also click on their Mentor's or Mentee's name to individually log mentoring hours and meetings.



Send Message

Messages can be seen by both parties below and will be sent to the recipient in an email.

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Messages

End Relationship

Your Mentoring Hours ⓘ

- 00:30 +

Number of Meetings ⓘ

- 1 +

3. On the Side Panel, click **Connections**, then select your Mentor/Mentee to log your mentoring hours and meetings.

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

