

Logging Meeting Hours

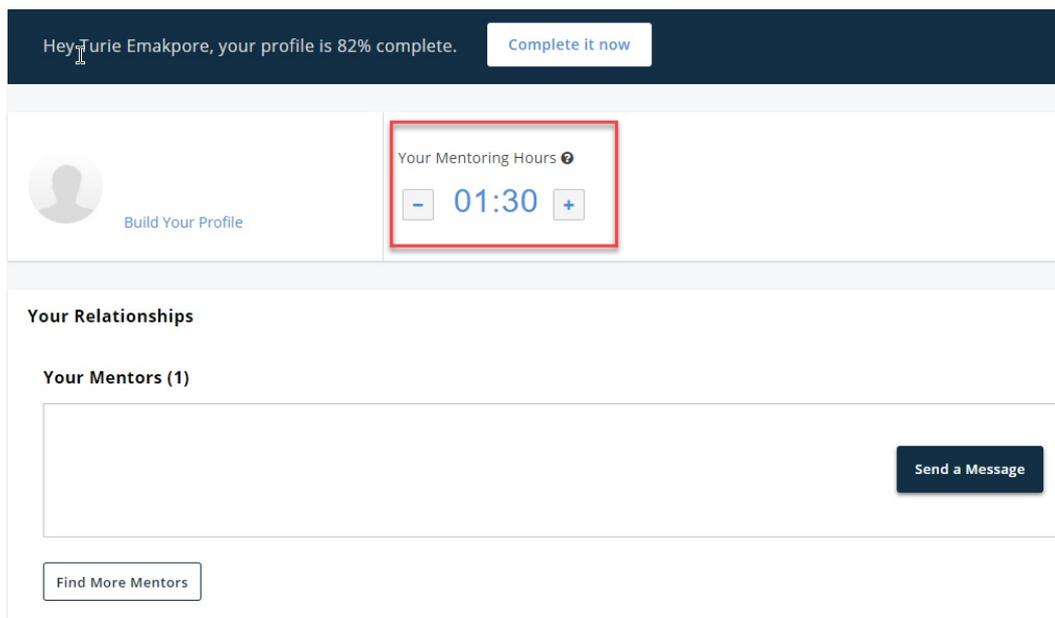
Question

How can Mentors or Mentees manually log meeting hours?

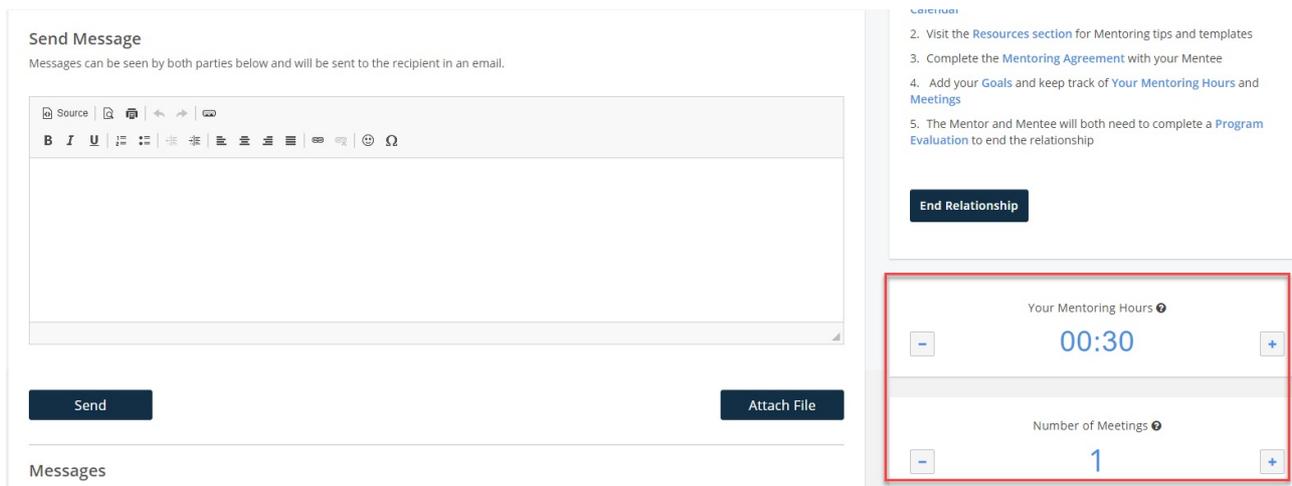
Answer

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.



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



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

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