

Onboard Mentors & Mentees

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Context

In this article, we will explore two primary methods to invite mentors and mentees to join the platform seamlessly:

1. Invitation Link:

- Send an invitation link to mentors and mentees, allowing them to self-register.
- This method empowers individuals to initiate their onboarding process independently.
- Mentors and mentees can follow the link to access the platform and create their user profiles.

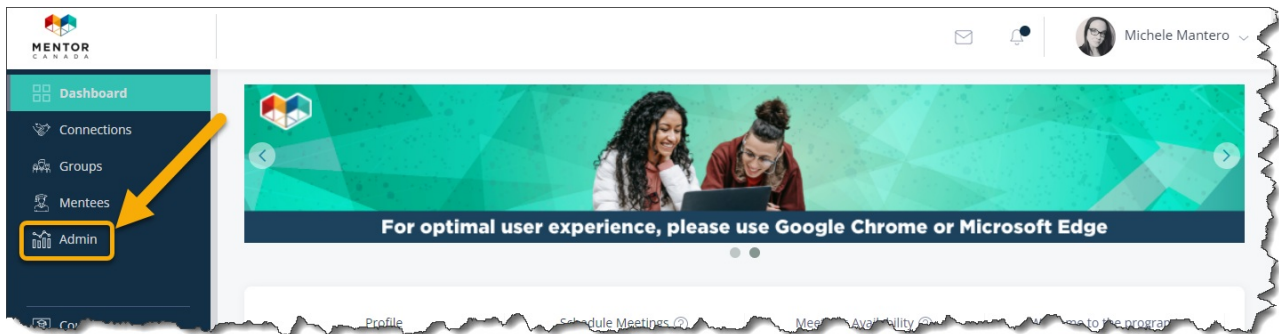
2. Mass Import:

- Utilize the Mass Import feature to import an email list and automatically create user profiles.
- This process generates user credentials and triggers an email communication to mentors and mentees.
- Mentors and mentees receive their login details, enabling them to access the platform promptly.

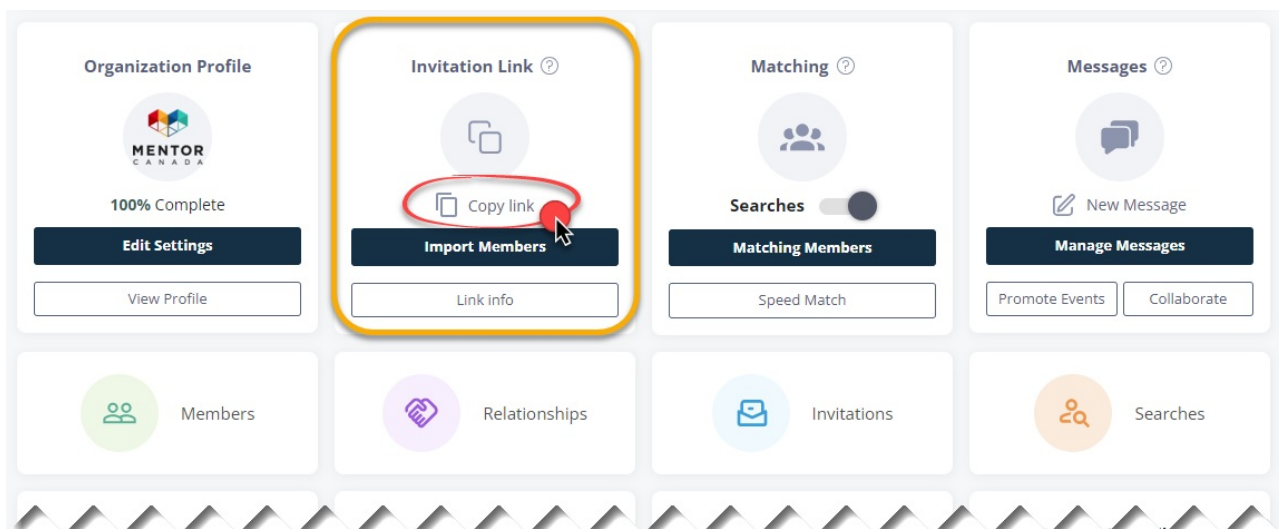
By understanding the nuances of each method, you can determine the most suitable approach for inviting mentors and mentees to join your virtual mentoring program.

Send an invitation link

1.0 Access your administrator dashboard by clicking the "Admin" tab on the left-hand side.



1.1 From the administrator dashboard, navigate to the "Invitation Link" tile located on the first row, and click on "Copy Link".



1.2 Using your preferred mailing system, craft a personalized invitation email that extends an invitation to the mentors and mentees you intend to invite onto the platform. Within the email, include the generated link and ensure that it is properly pasted for easy access.

Send From: michele.mantero@mentoringcanada.ca To: julie@test.com Cc: Subject: Virtual Mentoring Platform

Hi Julie,

It gives me great pleasure to invite you to participate in our Young Leaders Test Program.

To sign up, please click on the following link <https://ementor.mentoringcanada.ca/invitation/05d02b38df911892462cc3bd9a662aa0>

The Young Leaders Test Program is an on-line mentoring matching program that connects you to meaningful mentoring relationships.

Let us know if you have any questions. We look forward to seeing you on [MentorCity!](#)

Important: For the best user experience, please use Google Chrome, Microsoft Edge Chromium version, or Safari. The site is also compatible with mobile devices using Google Chrome and Safari. And, you can download our mobile apps.

1.3 Once mentors and mentees click the link, they will be invited to create their account.

Mentor Canada has invited you to join this community

* First name
Julie

* Last name
Test

* Email
julie@test.com

* Password

* Password confirmation

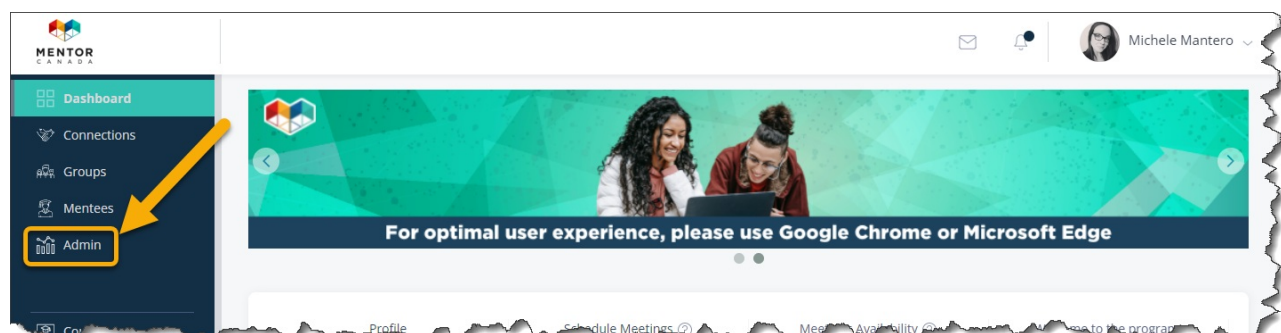
Register

[Login](#)
[Forgot password?](#)
[Didn't receive unlock instructions?](#)

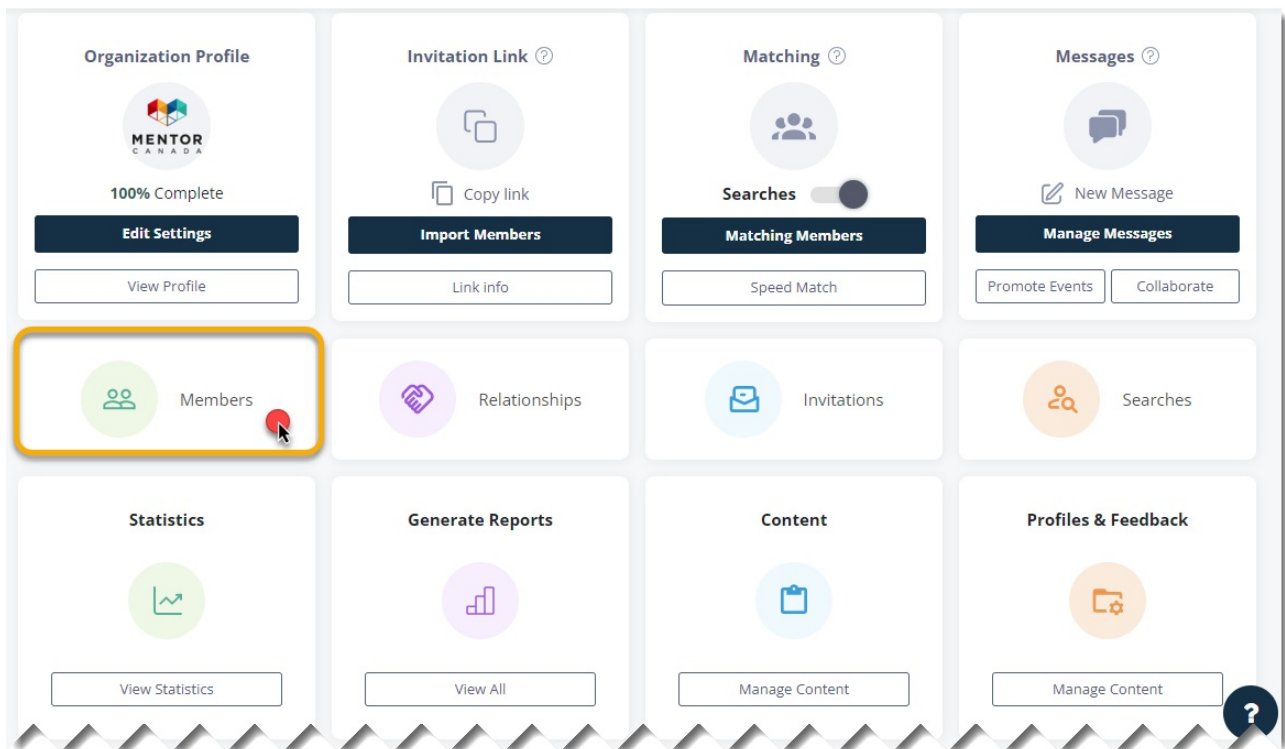
Follow Up on Invitations Sent

To find out who has responded to your invitation, follow these steps:

1.0 Access your administrator dashboard by clicking the "Admin" tab on the left-hand side.



1.1 Click on the "Members" tile located on the second row of the administrator dashboard.

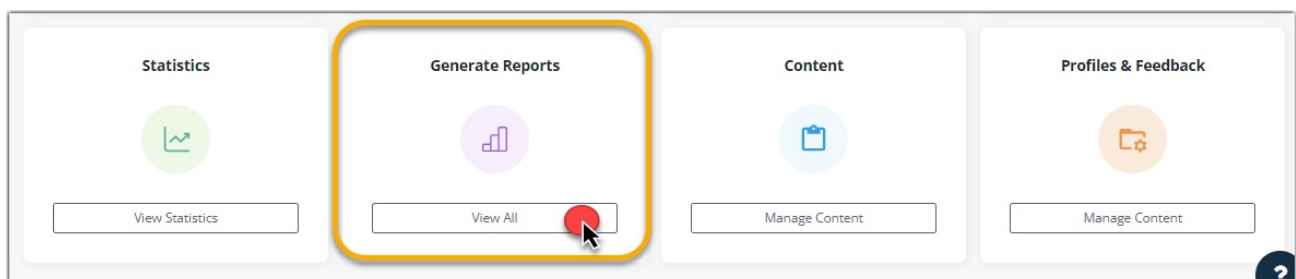


1.2 You will see a list of your current users and their profile completion percentage.

Full Name	Email	Current Job Title	Company	Profile Completion	Last Activity	Groups	Groups Name	Matches	Role	Mentoring Hours	Member Since	End Date	Is Active
Andrea Test	michele.mantero+1@mentoringcanada.ca			14%	May 12, 2022 1:14PM	1	Andrea's Group Add to Group	0		00:00	May 12, 2022		<input checked="" type="checkbox"/>
Nicholas Johnson	test2-mentee1@mentoringcanada.ca	Sales	SportCheck	100%	May 16, 2022 4:20PM	1	Luca's Group Add to Group	2	Mentee	00:00	May 4, 2022		<input checked="" type="checkbox"/>
Luca Smith	test2-mentor1@mentoringcanada.ca	Accountant	ABC	100%	May 4, 2022 9:44AM	1	Luca's Group Add to Group	1	Mentor	00:00	May 4, 2022		<input checked="" type="checkbox"/>
Test Support	support@mentoringcanada.ca			31%	February 4, 2022 8:30AM	0	Add to Group	0	Mentor	00:00	February 4, 2022		<input checked="" type="checkbox"/>
Lina Chan	test32-mentee1@mentoringcanada.ca	Customer service representative	Telus	72%	May 2, 2022 12:21PM	2	Luca's Group, Nelly's Group Add to Group	1	Mentee	00:00	December 13, 2021		<input checked="" type="checkbox"/>

1.3 Another way to find out who has registered, is by issuing a report.

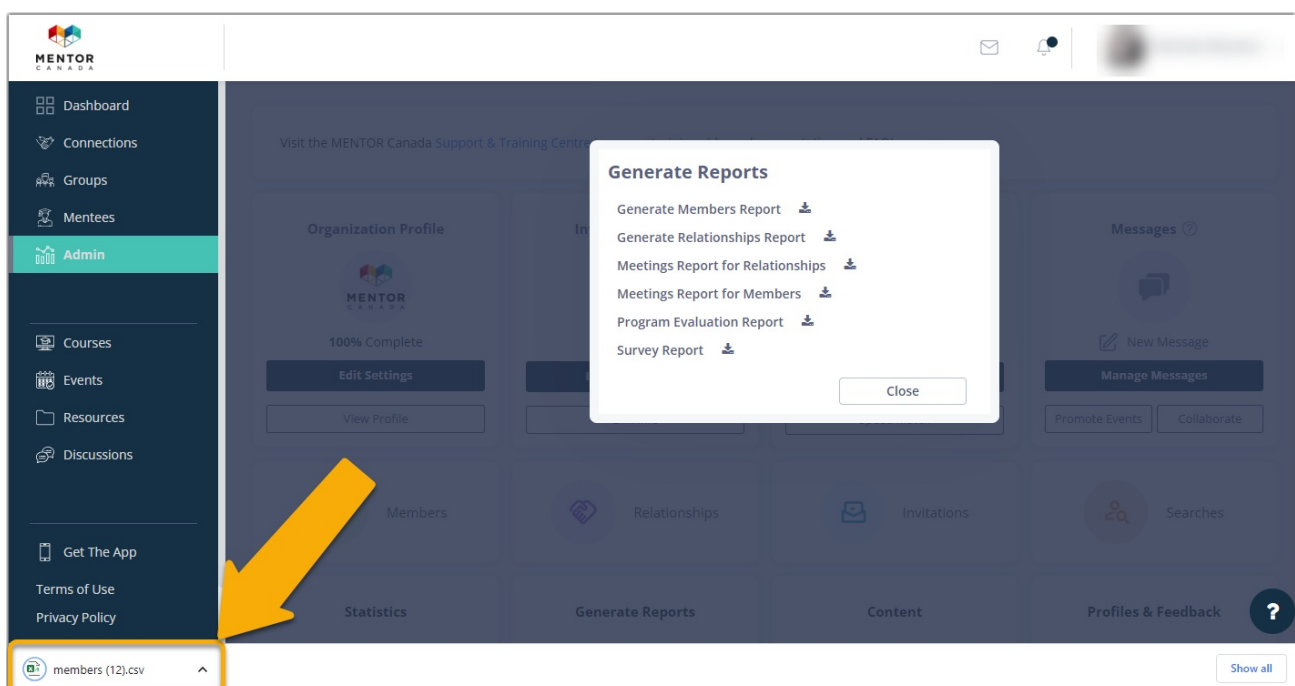
1.3.1 From the administrator dashboard, navigate to the "Generate Reports" tile located on the third row, and click on "View All" to access the corresponding section.



1.3.2 A new dialog box will appear. Click on "Generate Members Report".



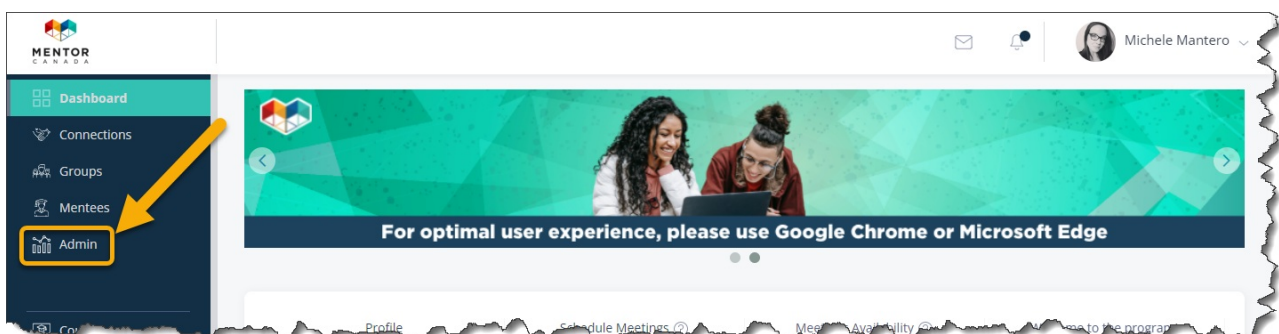
1.3.3 Once the process is complete, the system automatically generates a report in CSV format. You'll find this report in the download section of your browser, although its location may vary depending on the type and version of your browser. To access the data contained in the report, simply click on the document to open it.



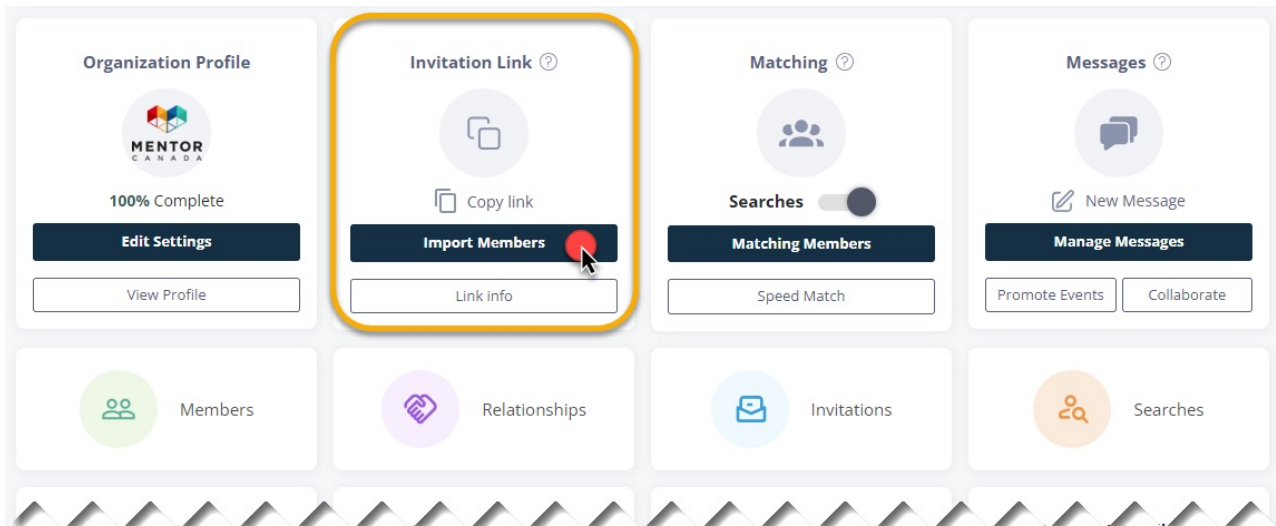
Mass Import

Prior to utilizing the import feature, program administrators must gather the necessary information about the mentors and mentees they wish to invite and incorporate it into the import template. This entails collecting and organizing essential details for each user's profile, such as First Name, Last Name, City, Province, Specialized Skills, and other relevant information.

1.0 Access your administrator dashboard by clicking the "Admin" tab on the left-hand side.



1.1 From the administrator dashboard, navigate to the "Invitation Link" tile located on the first row, and click on "Import Members" to access the corresponding section.



1.2 Download either the *Simple Import Sample* or the *Full Import Sample*.

Import Members

To set up new accounts, you can import a CSV file:

- The CSV columns need to be titled the same as the field it is editing.
- Each row should contain the user information for each member.
- The Information in the columns need to match one or more of the selections that are in the field. If no match is found in the system, this column will be ignored and will not populate anything.
- For the Role column, you can enter Both, Mentor, Mentee or leave it blank, if you are unsure.
- Fields with text boxes, will import everything that is in the Column in Plain text.
- Each row should contain the email address for each member.
- Fields that have multiple entrees can be separated in the column by a comma.
- Fields may be left blank, they will be ignored by the import, and the member will be able to edit them afterwards.
- To update information, it's mandatory to include the email address currently being used on the platform or if it's a different email address it will create a new member account. The changes made in the columns will replace what is currently in the profile field.

A	B	C	D
First Name	Last Name	Email	Role
Anna	Doe	ana@mentorcity.com	
Cindy	Smith	cindy@mentorcity.com	
Alex	Ford	alex@mentorcity.com	
Glen	Glen	glen@mentorcity.com	

Simple Import Sample

[Download Sample](#)

A	B	C	D	E	F	G
First Name	Last Name	Email	Role	Languages	Development Areas	Specialized Skills
Anna	Doe	ana@mentorcity.com	Mentor	English, French	Communication	Presentation Skills
Cindy	Smith	cindy@mentorcity.com	Mentee	French	Self-confidence	Leadership Skills
Alex	Ford	alex@mentorcity.com				
Glen	Glen	glen@mentorcity.com				

Full Import Sample

[Download Sample](#)

Simple Import	Full Import
<p>It will create the user and populate information in the following profile fields:</p> <ul style="list-style-type: none"> First Name Last Name Role 	<p>It will create the user and allows you to populate information in any of the desired profile fields, including custom fields.</p>

1.3 A CSV file will appear at the bottom of the screen, click it to open and fill it with information collected from mentors and mentees.

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- The Information in the columns need to match one or more of the selections that are in the field. If no match is found in the system, this column will be ignored and will not populate anything.
- For the Role column, you can enter Both, Mentor, Mentee or leave it blank, if you are unsure.
- Fields with text boxes, will import everything that is in the Column in Plain text.
- Each row should contain the email address for each member.
- Fields that have multiple entrees can be separated in the column by a comma.
- Fields may be left blank, they will be ignored by the import, and the member will be able to edit them afterwards.
- To update information, it's mandatory to include the email address currently being used on the platform or if it's a different email address it will create a new member account. The changes made in the columns will replace what is currently in the profile field.

A	B	C	D
First Name	Last Name	Email	Role
Anna	Doe	ana@mentorcity.com	Mentor
Cindy	Smith	cindy@mentorcity.com	Mentee
Alex	Ford	alex@mentorcity.com	Both
Glen	Glen	glen@mentorcity.com	

Download Sample

A	B	C	D	E	F	G
First Name	Last Name	Email	Role	Languages	Development Areas	Specialized Skills
Anna	Doe	ana@mentorcity.com	Mentor	English, French	Communication	Presentation Skills
Cindy	Smith	cindy@mentorcity.com	Mentee	French	Self-confidence	Leadership Skills
Alex	Ford	alex@mentorcity.com	Both	Spanish, French		
Glen	Glen	glen@mentorcity.com				

Download Sample

Import file

Choose File

import-members (1).csv

Show all

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Help

Clipboard

Font

Alignment

Number

Styles

A1

First Name

	A	B	C	D
1	First Name	Last Name	Email	Role
2	Enter_First_name	Enter_Last_name	sample_user1@gmail.com	mentor
3	Enter_First_name	Enter_Last_name	sample_user2@gmail.com	mentee
4	Enter_First_name	Enter_Last_name	sample_user3@gmail.com	both
5				
6				

⚠ Important Guidelines for the CSV files (Samples):

- The CSV columns need to be titled the same as the field it is editing.
- Each row should contain the user information for each member.
- The Information in the columns need to match one or more of the selections that are in the field. If no match is found in the system, this column will be ignored and will not populate anything.
- For the Role column, you can enter Both, Mentor, Mentee or leave it blank, if you are unsure.
- Fields with text boxes, will import everything that is in the Column in Plain text.
- Each row should contain the email address for each member.
- Fields that have multiple entries can be separated in the column by a comma.
- Fields may be left blank, they will be ignored by the import, and the member will be able to edit them afterwards.

1.4 Once the document is complete, save it on your computer or the Cloud.

1.5 From the "Import Members" section, click on

Choose File

 at the bottom of the page.

A	B	C	D
First Name	Last Name	Email	Role
Anna	Doe	ana@mentorcity.com	Mentor
Cindy	Smith	cindy@mentorcity.com	Mentee
Alex	Ford	alex@mentorcity.com	Both
Glen	Glen	glen@mentorcity.com	

Download Sample

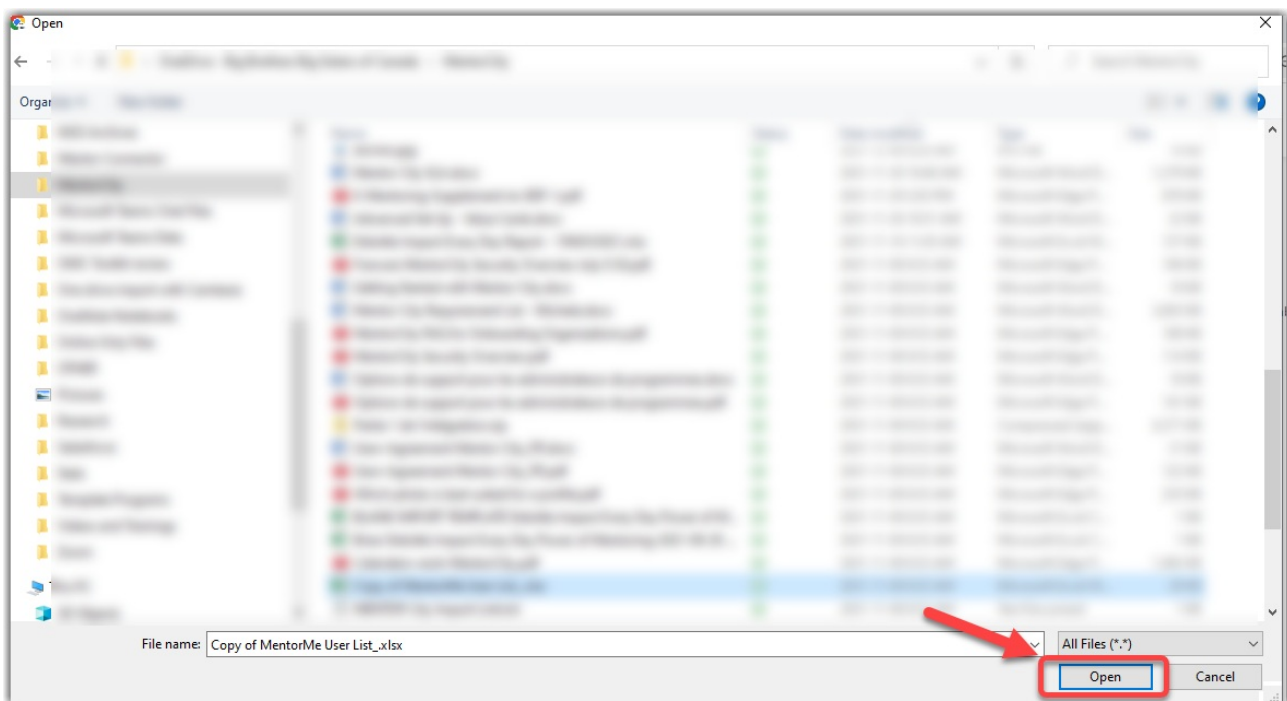
A	B	C	D	E	F	G
First Name	Last Name	Email	Role	Languages	Development Areas	Specialized Skills
Anna	Doe	ana@mentorcity.com	Mentor	English, French	Communication	Presentation Skills
Cindy	Smith	cindy@mentorcity.com	Mentee	French	Self-confidence	Leadership Skills
Alex	Ford	alex@mentorcity.com	Both	Spanish, French		
Glen	Glen	glen@mentorcity.com				

Download Sample

Import file Choose File

Import

1.6 Find the CSV file that contains your user information and click **Open**.



1.7 Click **Import** at the bottom of the page to start the import.

A	B	C	D
First Name	Last Name	Email	Role
Anna	Doe	ana@mentorcity.com	Mentor
Cindy	Smith	cindy@mentorcity.com	Mentee
Alex	Ford	alex@mentorcity.com	Both
Glen	Glen	glen@mentorcity.com	

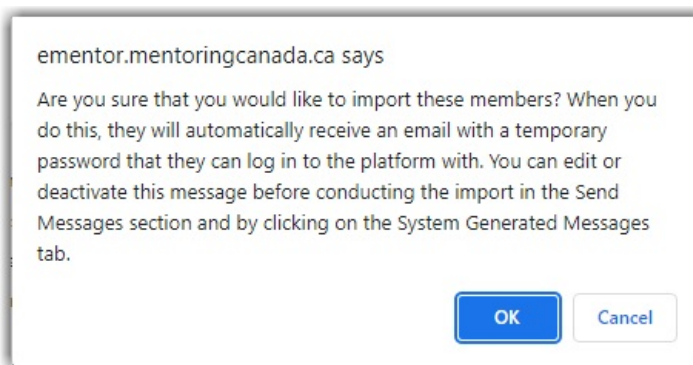
Download Sample

A	B	C	D	E	F	G
First Name	Last Name	Email	Role	Languages	Development Areas	Specialized Skills
Anna	Doe	ana@mentorcity.com	Mentor	English, French	Communication	Presentation Skills
Cindy	Smith	cindy@mentorcity.com	Mentee	French	Self-confidence	Leadership Skills
Alex	Ford	alex@mentorcity.com	Both	Spanish, French		
Glen	Glen	glen@mentorcity.com				

Download Sample

Import file

1.8 You will be asked to confirm that you want to proceed with the import. Click **OK**.



1.9 Once the import is complete, mentors and mentees' profiles are created, and an email is sent to each of them with their credentials and the link to access the platform.

Login Information / Données de connexion – MentorCity



Mentor Canada <NoReply@mentorcity.com>
To: ☐ Systems Tests



Login Information / Données de connexion – MentorCity

Welcome to Mentor Canada's MentorCity. To sign in, please visit https://ementor.mentoringcanada.ca/en/sign_in. Please use the following email address and temporary password:

Email: test38-mentor1@mentoringcanada.ca
Password: Mentoring7189@

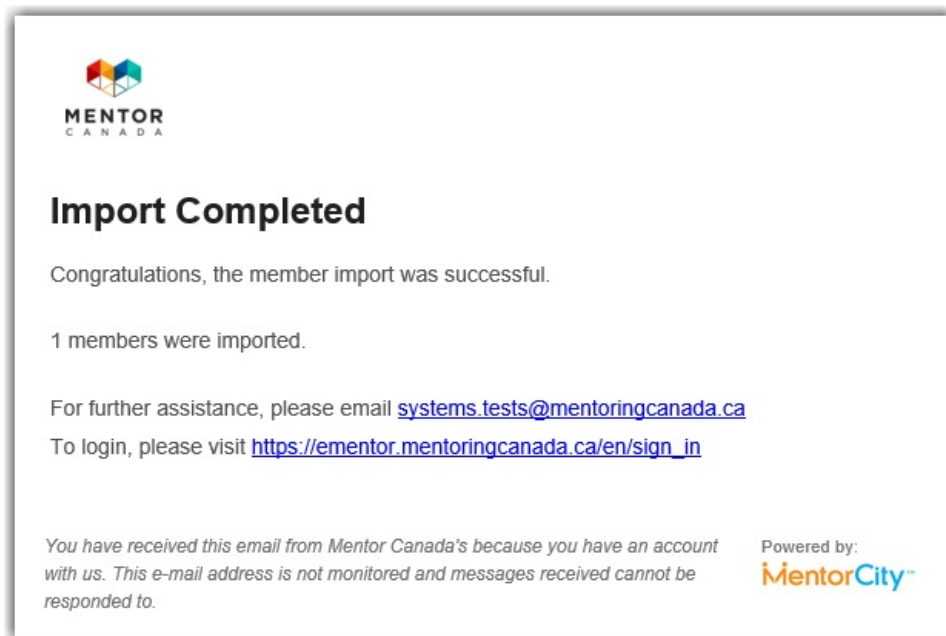
When copying and pasting this password, please ensure there are no blank spaces before or after the password. If there are blank spaces, the password won't work.

Mentor Canada's MentorCity is an on-line Mentor matching program that connects you to meaningful Mentoring relationships. Mentoring allows you to benefit from the advice, guidance and support of a Mentor. There are also times when you can share your expertise and experiences to guide Mentees in the right direction.

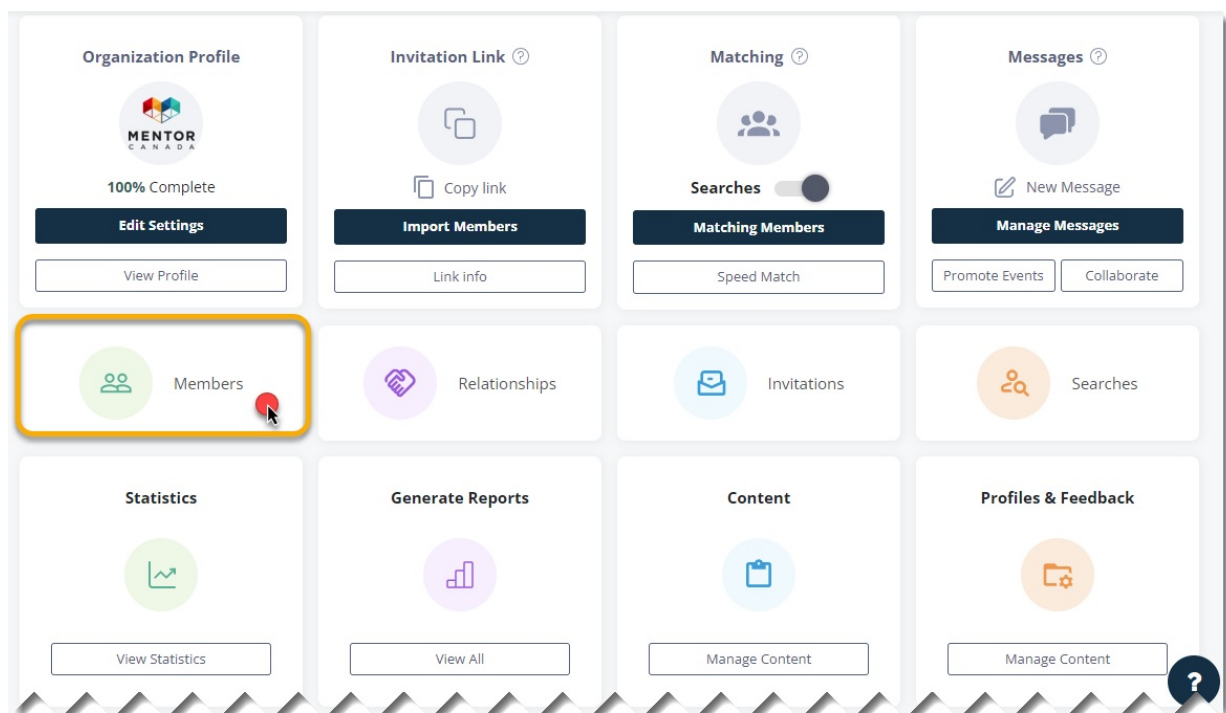
We look forward to seeing you on Mentor Canada's MentorCity

Important: For the best user experience, please use Google Chrome or a recent version of Internet Explorer, Firefox, etc. The site is also compatible with all mobile devices.

1.9.1 Program administrators will also receive a confirmation email.



1.9.2 You can view all the newly created users from the "Members" section on the administrator dashboard.



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

Revision #39

★Created Wed, Jul 7, 2021 9:48 PM by Michèle Mantero

✍Updated Wed, Mar 20, 2024 6:47 PM by Michèle Mantero