

ENG - Getting Started with MentorCity

This section provides set up process maps for program administrators to get started with MentorCity. There are two set up process maps offered with two different intents: 1) Basic: For a simplified set-up of the virtual mentoring platform which allow you to get started quickly. This set-up requires less customizations and therefore less features are offered to mentors & mentees. 2) Advance: This configuration of the virtual mentoring platform requires further customizations and therefore more features will be offered to mentors & mentees.

- Basic Set Up - Quick Start
- Advanced Set Up

Basic Set Up - Quick Start

Quick Start

The following steps are for programs who already have access to the virtual mentoring platform and are looking for a **basic configuration to get started quickly!**

The basic configuration **only allows for 1:1 matches** and interactions. This is for a **basic usage** of the virtual mentoring platform with no resources, courses (besides the platform orientation), discussions, events, announcements, and no group mentoring. Furthermore, with a basic configuration, **mentor and mentees' profiles will display the default MentorCity profile fields & sections** with no custom fields. The basic usage resides in the **ability for mentors and mentees to book and attend online mentoring meetings.**

Each of the below steps contains a hyperlink to the topic training video.

Steps:

1. Create your back up [program administrators](#)
2. Edit your [organization's profile](#):
 - Add your brand colors
 - Add or change your logo
 - Choose the labels for the name and email address appearing on system generated emails
 - Identify your preferred terminology for the role of mentors, mentees and the action of mentoring
 - Define mentors/mentees' permissions for events, resources, and discussion creation
3. Determine and [add your program policies and the Mentor City terms of use](#) to the company policy tab
4. Outline the [mentoring agreement](#)
5. [Activate or deactivate the self-initiated matching feature](#)
6. [Email your invitation link to mentors and mentees](#) and include the [15mins training video](#) produced by MENTOR Canada
7. [Track registrations and profile completion progress](#)
8. [Match](#) mentors and mentees
9. [Generate the "relationships report"](#) regularly to track your mentoring match's progress

Visual Process Map

[CLICK HERE to download the PDF version of the visual process map](#)



Visual Process Map

MentorCity Basic Set Up



STEP 1

Create Program Administrators



STEP 2

Edit Organization's Profile



STEP 3

Import your Program Policies & Access the MentorCity Terms of Use



STEP 4

Outline the Mentoring Agreement



STEP 5

Activate or Deactivate Self-Initiated Matching



STEP 6

Email Invitation Link & Training Video to Mentors and Mentees



STEP 7

Track Registrations & Profile Completion Progress



STEP 8

Match Mentors and Mentees



STEP 9

Generate Reports to Track Progress

Advanced Set Up

Advanced Start

The advanced set up provides broaden customizations and therefore more features will be presented to mentors & mentees, enhancing their mentoring experience.

Advanced customizations allow program administrators to personalize the mentors/mentees' profile fields & sections, to offer resources, mentoring activities, discussions, events, announcements and to enable group mentoring.

Each of the below steps contains a hyperlink to the topic training video.

[CLICK HERE to access an interactive process map](#)

Steps:

1. Create your back up [program administrators](#)
2. Edit your [organization's profile](#):
 - Add your brand colors
 - Add or change your logo
 - Choose the labels for the name and email address appearing on system generated emails
 - Identify your preferred terminology for the role of mentors, mentees and the action of mentoring
 - Define mentors/mentees' permissions for events, resources, and discussion creation
3. Determine and [add your program policies and the Mentor City terms of use](#) to the company policy tab
4. Outline the [mentoring agreement](#)
5. [Manage profile](#) sections, fields & drop-down menus and competencies
6. Create profile [custom fields](#) (if applicable)
7. Expand the [language filters](#)
8. Customize the [program evaluation](#)
9. Create [surveys](#)
10. Define [resources' categories](#) and [build the resource center](#)
11. Design [courses & mentoring activities](#)
12. Activate & customize the [badge reward system](#)
13. Manage [system generated messages](#)
14. [Onboard mentors & mentees](#) and share the 15mins training video produced by MENTOR Canada
15. [Define the maximum number](#) of mentors & mentees per match
16. Match mentors & mentees using of the one or more of the following methods:
 - [Youth-initiated match](#)
 - [Speed match](#)
 - [Manual match](#)
17. Create [group mentoring](#) matches
18. [Create events](#)
19. [Post announcements](#) on the dashboard

20. Set-up a [discussion board](#)

21. [Monitor](#) mentoring matches' progress & interactions
