

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

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