



## Website Manual for Individuals Mentoring through Your Company's Mentoring Program

[www.millionwomenmentors.org](http://www.millionwomenmentors.org)



# Account Set Up for Individual Mentors

## STEP 1:

### Signing Up as a Mentor with Million Women Mentors

To make the registration process easier, your company may have sent you a specific link. By registering for this link, you will be automatically linked to your parent company. The link will look similar to this.



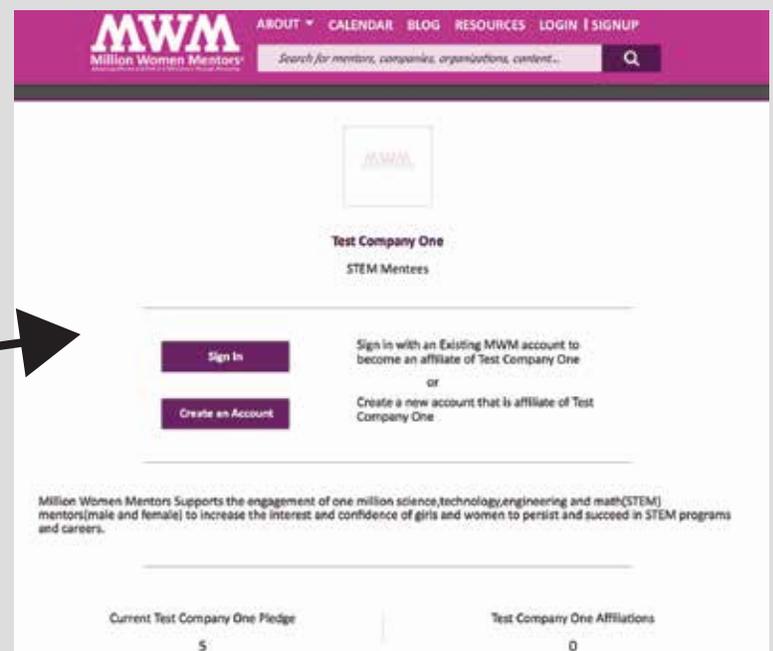
**Employee/Affiliate Sign Up Link**

<http://www.millionwomenmentors.org/organization/1699974987-6260>

When you use the link, you will be directed to a page that looks similar to this.

From there, you can sign into an account that you already have, or create a new account that links to your parent company.

Click "Create an Account" to create your account.



*\*Note: You want to make sure that you register as an individual.*

# Account Set Up for Individual Mentors

## SIGN UP - INDIVIDUAL

Looking for a mentor instead? [Click Here](#)

First Name \*

Last Name \*

Email \* (This will be your username)

Confirm Email \*

Password \*

Confirm Password \*

Address \*

Address 2

City \*

State \*

Zipcode \*

Phone \* (Please enter digits only (9999999999))

Job Title \*

Parent Organization

What would you like to do as a mentor? \*

## STEP 2:

You will be prompted to fill out your information.

Required fields are indicated by a \*.

Click the “register” button when you are ready and continue to the next page.

Thank you for joining the MWM Movement! Here is what to do next:

- **MENTEE SAFETY:** To maintain the safety of young mentees our site connects you directly to girl-serving organizations, but not directly to individual mentees. The girl-serving organizations will help you to contact the individual mentees in a safe way.
- **CURRENT MENTORING:** Please enter any mentoring that you are already doing by clicking on the Be Counted button — you can do this as a single bulk number with only a few clicks.
- **NEW MENTORING:** If you are looking for a mentoring opportunity, click on a suggested partner or search by entering your zip code in the search box. Click on the name of the organization to see additional details.
- **CONNECTING TO MENTEE:** If you want to mentor at one of these opportunities, click on the link to send a message, and then also use the contact information provided to contact the organization yourself and arrange to meet the mentee.

## STEP 3:

You will be prompted to complete several action items after setting up your account. This includes directions to connecting to mentees, recording current mentoring and more. Make sure you read through these prompts carefully.

Once you are finished, you can close the window. From there, you will be directed to your “Manage Mentor Relationships Page,” where you will see various girl-serving organizations in your area.

### MANAGE MENTORING RELATIONSHIPS

[Be Counted: Enter Mentoring Relationships](#)

Here are some suggested Mentoring Opportunities:

 Challenge Girl Leader... Challenge Success <a href="#">View Opportunity</a>	 Girls Inc. of Challenge Challenge Success <a href="#">View Opportunity</a>	 Tut Account Challenge Success <a href="#">View Opportunity</a>	 ACE Mentor Program of E... Challenge Success <a href="#">View Opportunity</a>
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**SEARCH FOR ANOTHER MENTORING OPPORTUNITY**

Search by ZIP, State, ZIP Code or Organization Name

**CURRENT MENTORING** [download print](#)

Please select a mentoring opportunity above or search for another opportunity using the search box.

**COMMUNITIES** [Add New Community](#)

Name	Description	Manager	Address
Mississ Women Mentors and L...	Affiliate of Mississ Women...	John Kumber	<a href="#">View Details</a>

**COMPLETED MENTORING** [download print](#)

Please select a mentoring opportunity above or search for another opportunity using the search box.

# Account Set Up for Individual Mentors

## What's Next?

Once you've registered for your account, you'll be able to log mentoring hours that you have completed by clicking "Be Counted."

If you don't have any mentoring hours to report, you'll have the capability of searching for girl-serving organizations in need of mentors!

You will also notice that your company or organization might list suggested relationships. These are organizations that your company works with regularly.

MANAGE MENTORING RELATIONSHIPS

+ Be Counted: Enter Mentoring Relationships

Here are some suggested Mentoring Opportunities:

Organization	Location	Opportunity	Action
CG	Chattanooga, Tennessee	Chattanooga Girls Leader...	View Opportunity
girls inc.	Chattanooga, Tennessee	Girls Inc. of Chattanooga	View Opportunity
Test Account	Chattanooga, Tennessee	Test Account	View Opportunity
ACE Mentor Program of S...	Chattanooga, Tennessee	ACE Mentor Program of S...	View Opportunity

SEARCH FOR ANOTHER MENTORING OPPORTUNITY

Search by City, State, Zip Code or Organization Name

CURRENT MENTORING [DOWNLOAD DETAILS](#)

Please select a mentoring opportunity above or search for another opportunity using the search box.

COMMUNITIES [+ Add New Community](#)

Name	Description	Manager	Actions
Million Women Mentors and S...	Affiliates of Million Women...	Julie Kantor	<a href="#">View Details</a>

COMPLETED MENTORING [DOWNLOAD DETAILS](#)

Please select a mentoring opportunity above or search for another opportunity using the search box.

## Be Counted!

When you select the "Be Counted: Enter Mentoring Relationships" button, you'll be directed to this page. Here, you can input hours for each mentoring project.

Your completed mentorings will be logged here on the "manage mentoring relationships" page.

You can click "view details" on this section to see a full report on mentoring hours.

BE COUNTED: TELL US ABOUT YOUR COMPLETED MENTORING

Enter information about mentoring that was not managed through our site.

Organization or place where mentoring\*

State where mentoring\*

Number of Mentors\*

Mentoring Completed?

Contact Email\*

Contact First Name\*

Email\*

City\*

Submit

COMPLETED MENTORING [DOWNLOAD DETAILS](#)

Date	Place of Mentoring	State	Mentors	Actions
2017-05-11	Test org	TN	1	<a href="#">View Details</a> <a href="#">View Profile</a>

Test org  
MENTOR HOURS | MENTORS | 1  
2.0 HOURS COMPLETED

MENTOR LOG

Sort By: Date, Sort By: #

DATE	TIME SPENT	MENTOR	HOURS	NOTES
2017-05-11	2 Hours	Tracey Tate	2.0	Initial hours added when submitted. 2017-05-11

Organization Details

Name	Address	City	State	Zip
Phone	Email	Website		

# Account Set Up for Individual Mentors

## Easy Navigation



In the dropdown menu on the home page, you can navigate through various account features including managing your mentoring, your pledges and more!

## Your Account

Click "My Profile" in the drop down menu to make changes to you account information.



## Pledges

To view your mentoring progress, click "My Pledge" in the dropdown menu option.



# Account Set Up for Individual Mentors

## Searching for Mentoring Opportunities

On your home screen, you will find a section labeled “suggested mentoring opportunities.” These are opportunities that are custom to your needs. They have been selected based on locations and the type of mentoring you want to do. Select one of these to start the process!

Here are some suggested Mentoring Opportunities:



Girls Inc. of Chattanooga  
Chattanooga  
Tennessee  
[View Opportunity](#)



Chattanooga Girls Leader...  
Chattanooga  
Tennessee  
[View Opportunity](#)



ACE Mentor Program of S...  
Chattanooga  
Tennessee  
[View Opportunity](#)



Women's Foundation of ...  
Nationwide  
[View Opportunity](#)

SEARCH FOR ANOTHER MENTORING OPPORTUNITY

Search by City, State, Zip Code or Organization Name



## Contact a Girl-Serving Org

Because MWM relies on girl-serving organizations to coordinate the initial meet of mentee and mentors, once you have selected an organization, you'll need to reach out to them.

To do this, you will click on “Create Mentoring Relationship” which will send a message to the organization and put it on your mentoring relationships list. You should also contact the organization to arrange a time and place for the mentoring.

**MENTORING OPPORTUNITY**

Girls Inc. of Chattanooga [Back](#)

**Mentoring Needs(2)**

- Date submitted: 21st March 2019  
Helping girls to be Strong, Smart and Bold by working in our summer camps during weekdays.
- Date submitted: 2nd October 2013  
Request added to cover mentors reported for unlisted matching with STEAM Summer Camps and STEMposium.

We would like to offer  mentors

[Create Mentoring Relationship](#) [Send a Message](#)

- You have 3 more mentors for the organization
- Girls Inc. of Chattanooga requires 73 more mentors
- If the offer exceeds the requirements, mentors, system consider only available number

**About Girls Inc. of Chattanooga**  
Making Girls Strong, Smart and Bold

**Account Details**

Name: Melissa Blewitt  
Phone: 5555555555  
City: Chattanooga  
State: Tennessee

**Preferred Mentor Methods:** Face to face  
**Preferred Contact Area:** Science  
IT/Computer Science  
Engineering

**SEND A MESSAGE**

Send Girls Inc. of Chattanooga an email through the form below:

TO: \* mblewitt@girlsincofchatt.org

FROM: \* lauren.brooks-test1@stemconnector.org

YOUR NAME: \*

MESSAGE: \*

[SEND NOW](#) [Cancel](#)