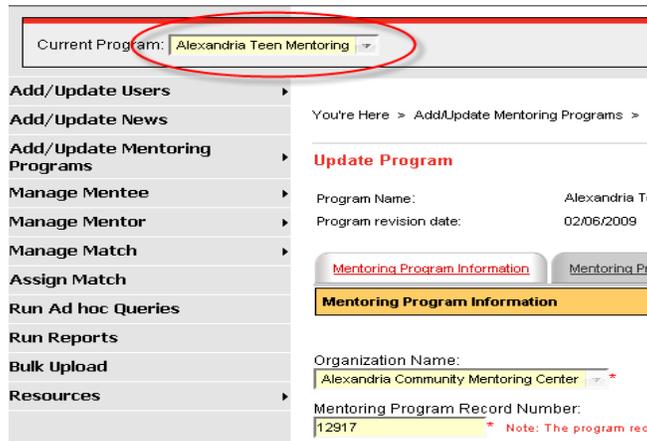


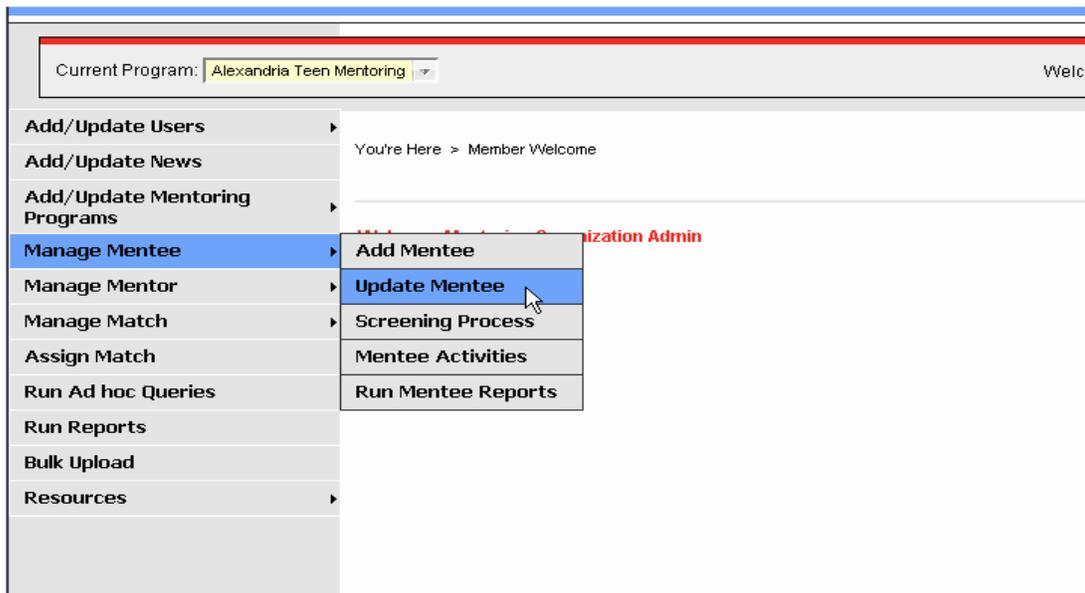
How-to Make Mentors/Mentees Available for Multiple Matches (across programs, where applicable).

1. Log-in to MentorPRO with an administrator account. Make sure you select the correct mentoring program from the drop-down box!



The screenshot shows the MentorPRO interface. At the top, there is a 'Current Program:' dropdown menu with 'Alexandria Teen Mentoring' selected. Below this is a navigation menu with options like 'Add/Update Users', 'Add/Update News', 'Add/Update Mentoring Programs', 'Manage Mentee', 'Manage Mentor', 'Manage Match', 'Assign Match', 'Run Ad hoc Queries', 'Run Reports', 'Bulk Upload', and 'Resources'. The right side of the screen displays 'Update Program' information for 'Alexandria Te' with a revision date of '02/06/2009'. There are also buttons for 'Mentoring Program Information' and 'Mentoring Pr'.

2. Then, navigate to “Manage Mentee/Mentor” with your mouse and click Update “Mentee/Mentor” from the flyout menu.



The screenshot shows the MentorPRO interface with the 'Manage Mentee' flyout menu open. The 'Update Mentee' option is highlighted with a mouse cursor. The flyout menu includes options: 'Add Mentee', 'Update Mentee', 'Screening Process', 'Mentee Activities', and 'Run Mentee Reports'. The background shows the 'Current Program:' dropdown set to 'Alexandria Teen Mentoring' and a 'Welcome' message.

3. Enter the name of the mentee/mentor that you want to make available for multiple matches and hit “search”(leaving this field blank will generate a list of all the mentors/mentees in your program).

Search for:

Status:

Find Mentee

4. Click “update” on the mentee/mentor you want to make available for multiple matches.

Search for:

Status:

Find Mentee

Search Results

First Name	Last Name	Status	View/Update	Delete
Martin	Crowe	Active	Update	Delete
Bradd	Dean	Active	Update	Delete
Jennifer	Jackson	Active	Update	Delete
Jill	Kincaid	Active	Update	Delete

5. Click on the “profile” tab for the mentee you just selected. In the profile tab, select the box entitled, “Available for multiple matches.” When you click that box, you will see all of the programs in your organization. Then, simply click on the program that you want this mentee/mentor to be a part of and click Add.

Profile

Fields marked by * are required

Status:

Available for Multiple Matches:

Mentoring Program:

Alfred Middle School

Scott Elementary

Summer Days Mentor

Teen Girls Go!

Alexandria Teen Men

Alexandria Cool Twee



Note that programs in the box on the right are the programs this mentee/mentor is a part of. So, this mentee is enrolled in Alexandria Teen Mentoring and Alexandria Cool Tweens.

6. Finally, scroll down to the bottom of the page and hit **Save**.

That's it! You've successfully added a mentee/mentor to multiple programs. If you have any questions, contact Ben Gulker at Mentor Michigan.

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