

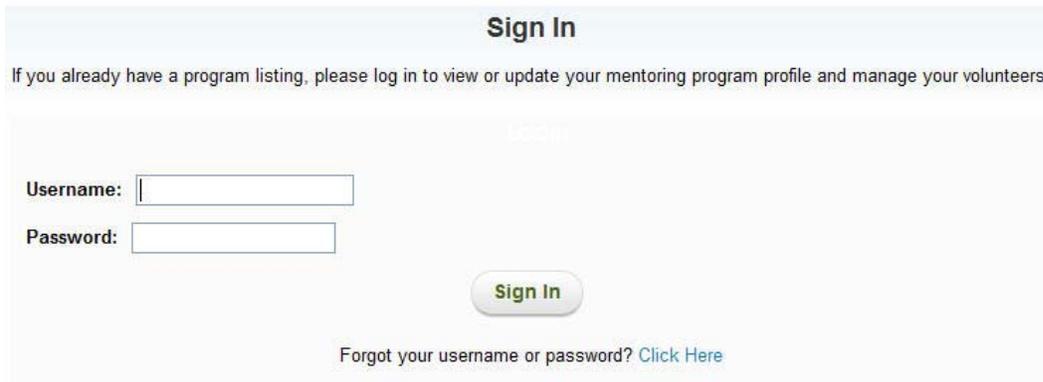


HOW TO REGISTER A NEW YOUTH MENTORING PROGRAM IN THE MENTOR MICHIGAN DIRECTORY

- 1) Type www.mentormichigan.org in your web browser's navigation bar.
 - a. Click on "Directory of Mentoring Programs"
 - b. Click on "Register your mentoring program"



- 2) Click on "Register" to begin creating your profile



Register Your Program in MENTOR's National Youth Mentoring Network



3) Enter your information, and hit “Submit”

REGISTER YOUR PROGRAM

Before a new program can be entered, the Administrator of the program must first be registered. To begin the process, enter your name along with the program name you wish to register.

First Name *

Last Name *

Program Name *

City * **State *** **ZIP Code ***

- 4) If your organization is not listed, you first need to add a new administrator, which is the individual who will manage the program’s profile.
- a. Enter your information in each field
 - b. Select “Save & Continue” at the bottom

Register Your Program

The Program Administrator is the person who manages your program record in the NYMN database on Mentoring.org. This can be the same person as the Volunteer Coordinator who receives mentor referrals.

* Required field

Program Name *

First * **Middle** **Last ***

Phone *

xxx-xxx-xxxx

Email *

Confirm Email *

Password * (Minimum of 8 characters and Maximum of 10 characters)

Confirm Password *

- 5) Enter your program information for each page. A grey information bar on the left of the page will list the following categories:
- Program Information – containing basic contact information, program description, and program details, including ZIP codes served.
 - Program Administrator – containing contact information for the program administrator and contact person. The administrator is the individual that has access to update the record. The contact person will receive volunteer referral notifications.
 - Program Structure – containing information about background checks and screening as well as demographic information about mentors/mentees in your program.

mentorPRO Program Administrator

Dashboard Groups Users Volunteers Resources

Home > Programs

Add Program

Program Name: N/A Parent Organization: N/A

Program Revision Date: N/A Program Updated By: N/A

Program Record Number: N/A Program Administrator: N/A

PROGRAM INFORMATION ← Program Information

PROGRAM ADMINISTRATOR ←

PROGRAM STRUCTURE ← Profile

Mentoring Program Name *

Parent Organization

Make sure to hit "Save & Continue" at the bottom of each page to update your profile information, otherwise your changes will be lost

- 6) Once you have entered your program information in each of the three sections, hit "save" on the last page. You can return to the home screen click the "Dashboard" button at the top of the page.



7) In addition, you can use the buttons on the top menu to perform a number of other tasks:



a. Dashboard: Navigate back to your home page

b. Groups: Add or view another mentoring program from your organization

c. Users: Review and edit your administrator profile

d. Volunteers: View information about the volunteers that have expressed an interest in your program

e. Resources: View a list of frequently asked questions (FAQs) and accessing help topics

8) Updating your record frequently ensures that your program is at the top of the list when volunteers search for programs in your area. So, be sure to login frequently to make sure your information is up-to-date. Additionally, correct contact information (email and phone numbers) ensures that interested volunteers can connect with your program!

All newly submitted programs are reviewed by Mentor Michigan using the Quality Program Standards for Youth Mentoring.

The review process takes approximately one week to complete and you will be notified by email with the results of the review.