



Editing Your Program's Information

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STEP 1

Start by clicking **Browse Programs** to see a list of all mentoring programs tied to your Program Admin account. If you manage multiple programs, there are filters to select to narrow down the list. Next click the **View/Edit** button next to the program you wish to edit.

The Browse Programs tab also allows you Export your list of programs and to add a new program by clicking the Add Program button.

The screenshot displays the 'Browse Programs' interface. On the left is a dark sidebar menu with 'Browse Programs' highlighted in orange. The main content area is titled 'Filter Programs' and contains several input fields: 'Program Name', 'Contact Name/Email', 'Organization', 'Program Status', 'Program Location (State)', and 'Affiliate Region'. A 'Reset Filter' button is located below these fields. To the right of the filters is a red 'Filter Programs' button. Below the filters is the 'Browse Programs' section, which includes an '+ Add Program' button and an 'Export' button. A table lists the programs with columns for Program Name, Organization, Status, Affiliate Region, Physical Location, Contact, Last Updated, and Actions. The first row shows a program with 'Approved' status and 'View/Edit' button highlighted in orange. The second row shows another program with 'Approved' status and a 'View/Edit' button.

| Program Name | Organization | Status | Affiliate Region | Physical Location | Contact | Last Updated | Actions |
|--------------|--------------|----------|---|-------------------|---------|-----------------------|-----------|
| T | | Approved | Mass Mentoring Partnership Nick's Affiliate Zee Text2 | | | 12/15/2022 7:00:00 PM | View/Edit |
| L | m | Approved | Mass Mentoring Partnership Nick's Affiliate | | | 12/15/2022 7:00:00 PM | View/Edit |

STEP 2

To update the program's information, click the Edit Program button outlined in orange. The Program's page also has its basic information displayed here, including: a quick glance at # of inquiries and # of uncontacted inquiries, Basic Information and Program Admins.

The screenshot displays the 'Shy's testing program' page. The left sidebar contains navigation options: Dashboard, Searches, Inquiries, Programs (selected), Add Program, Browse Programs, Rates, Accounts, and Partners. The main content area shows the program name 'Shy's testing program' with an 'Edit Program' button highlighted in orange. Below the name, it displays '12 Inquiries' and '5 Un-contacted' with red arrows pointing to them. The program status is 'Approved'. Contact information includes 'si' for email and '(651) 684-0615' for phone. A 'Details' tab is selected, showing 'Program Administrator' circled in blue. Below this is a 'Basic Information' section with fields for Program Name, Program Description, Mentor Role Description, Organization, Submitted On, Created By, Modified By, Created, and Modified.

| Field | Value |
|-------------------------|-----------------------|
| Program Name | Shy's Testing Program |
| Program Description | Testing Program |
| Mentor Role Description | Testing Program |
| Organization | |
| Submitted On | |
| Created By | Grases Team |
| Modified By | |
| Created | 12/15/2022 7:00:00 PM |
| Modified | 2/6/2023 2:27:27 PM |

STEP 3

Update your program's Basic Information here. Keep in mind that this information will be displayed for potential mentors when looking at your program's details in the search results.

Many volunteers would like to know more about the application process, such as how long it might take to become a mentor after inquiring with your program. You can also include this information in your email response to the volunteer after they inquire.

The screenshot shows a web application interface for editing a program. The main content area is titled "Edit Shy's testing program Program \"Shy's testing program\"". Under the "Basic Information" section, there are several form fields:

- Title ***: A text input field containing "Shy's testing program".
- Status ***: A dropdown menu with "Approved" selected.
- Description ***: A rich text editor containing "Testing Program". A red circle highlights the "I" icon, indicating the rich text editor.
- Mentor Role Description ***: A text input field containing "Testing Program".
- Organization**: A dropdown menu.

The left sidebar contains navigation options: Dashboard, MENU, Searches, Inquiries, Programs (highlighted), Add Program, Browse Programs, Rates, Accounts, and Partners. The top right corner has "My Profile" and "Logout" links.

STEP 4

To Add another Program Admin to the program, click the plus (+) button to start. If they have an account in the system, their name and email address will appear as you type it in. Click the desired account and then SAVE. To Remove an Admin , simply click the minus (-) button.

*If they do not have an account, click Add Account to create one for them. Make sure to hit SAVE if you edited any other information before leaving, it will not auto-save any changes.

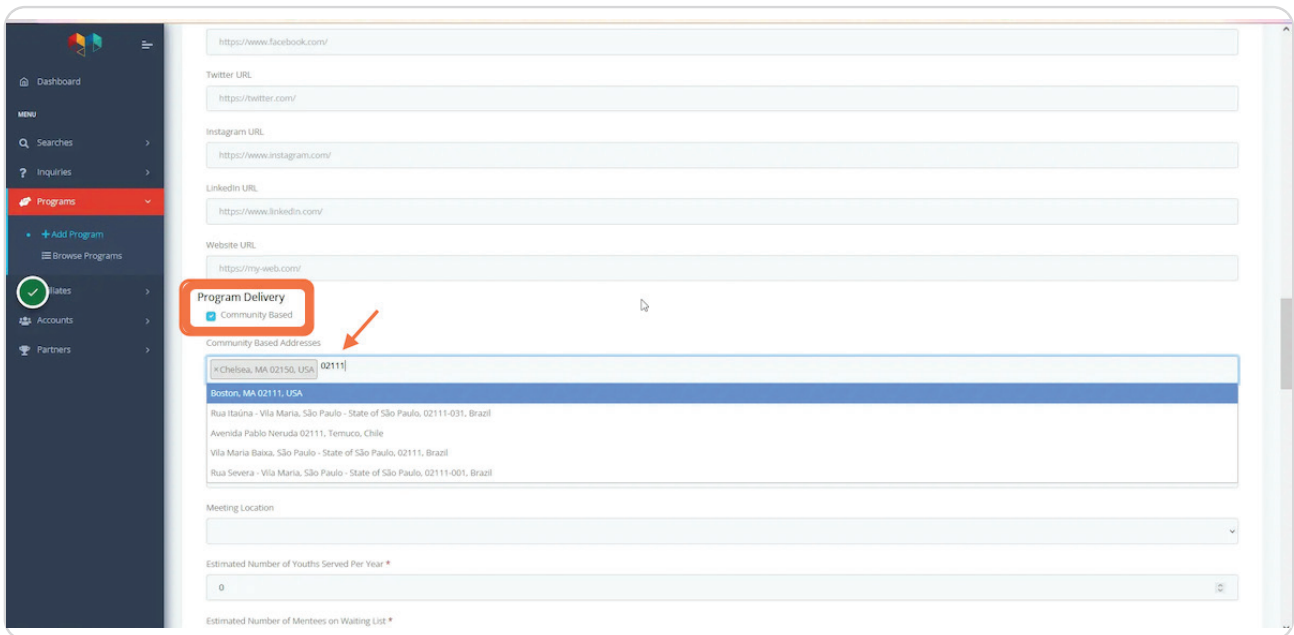
The screenshot shows a web application interface for managing program administrators. On the left is a dark sidebar menu with options: Dashboard, Searches, Inquiries, Programs (highlighted), +Add Program, Browse Programs, Alerts, Accounts, and Partners. The main content area is titled "Mentoring Connector Program Administrators" and includes a red-bordered header box with the title. Below the header is a list of administrators, with one entry highlighted in blue. This entry shows a partial email address "PI...@event.com" and a blue arrow pointing to it. To the right of the list are plus (+) and minus (-) buttons. Below the list are form fields for "21 Lawn St.", "Address Line 2", "City" (with "Boston" selected), and "Location (State)" (with "Massachusetts" selected).

STEP 5

Program Delivery: For Community and Site-based programs, make sure to input the program's Zip Codes of areas they serve into the data field. The zip code is used to show the program in search results. If just the city name appears but no zip code, please manually enter it.

Add ALL zip codes of areas that the program serves. For example, if the program serves Boston, MA, enter all zip codes tied to Boston.

The Become a Mentor search form allows volunteers to search up to a distance of 25 miles based on their zip code entered. *National E-mentoring programs do not need a zip code.*



The screenshot shows a web form for creating a program. On the left is a dark sidebar with a menu: Dashboard, Searches, Inquiries, Programs (highlighted), Add Program, Browse Programs, Rates, Accounts, and Partners. The main form area has several input fields for social media URLs (Facebook, Twitter, Instagram, LinkedIn, Website). Below these is the 'Program Delivery' section, which is highlighted with a red box. It contains a radio button for 'Community Based' (which is selected) and a dropdown menu for 'Community Based Addresses'. The dropdown menu is open, showing a list of addresses with zip codes: 'Chelsea, MA 02150, USA | 02111', 'Boston, MA 02111, USA', 'Rua Itakina - Vila Maria, São Paulo - State of São Paulo, 02111-031, Brazil', 'Avenida Pablo Neruda 02111, Temuco, Chile', 'Vila Maria Baixa, São Paulo - State of São Paulo, 02111, Brazil', and 'Rua Severa - Vila Maria, São Paulo - State of São Paulo, 02111-001, Brazil'. Below the dropdown are fields for 'Meeting Location', 'Estimated Number of Youths Served Per Year *' (with '0' entered), and 'Estimated Number of Mentees on Waiting List *'.

STEP 6

For Site Based mentoring programs, enter the program's physical address and include the site's zip code here. If the zip code does not automatically appear, manually enter it after the address.

Instagram URL
https://www.instagram.com/

LinkedIn URL
https://www.linkedin.com/

Website URL
https://my-web.com/

Program Delivery

Community Based

Site Based

Site Based Addresses

201 South St. Boston, MA 02111, USA

201 South St. Boston, MA 02130, USA

201 South St. Boston, MA 02135, USA

STEP 7

There is an option for selecting if your program is currently accepting Mentors and or Mentees currently. Please update this accordingly and this will update on the Become A Mentor search page for volunteers to see.

Site Based

Site Based Addresses

201 South St. Boston, MA, USA

E-mentoring

Program Focus Area *

Job skills

Meeting Location

Estimated Number of Youths Served Per Year *

25

Estimated Number of Mentees on Waiting List *

0

Program Specifics

Currently Accepting

Mentees

Mentors

Program Operated Through

Business

Community-based organization

Faith-based organization

Government / state agency

Higher education institution

Resident / treatment facility

School

Other

Types of Mentoring Opportunities Offered

1:1 (One-to-One)

Group

Team

E-Mentoring / Virtual Mentoring

Peer

School-based 1:1

Other

Gender(s) Program Serves

Male

Female

Genderqueer

How are mentoring meetings scheduled?

Set by participants

Set by program

Other

STEP 8

Volunteers are able to see the program's training description on the Become A Mentor page, it is helpful to provide a snapshot of how the process works.

Click Save when you are done editing the program's information, it will not autosave.

The screenshot displays a web application interface for editing program information. On the left is a dark sidebar menu with the following items: Dashboard, MENU, Searches, Inquiries, Programs (highlighted in red), + Add Program, Browse Programs, Rates, Accounts, and Partners. The main content area is white and contains the following form elements:

- Fingerprint-based criminal background check
- Name-based criminal background checks
- Other Registries
- Fingerprint-based criminal background check
 - FBI Nationwide Search
 - State-only Search
- 2. Does your program provide training for volunteer mentors?
 - Yes
 - No
- A text input field containing the text "Testing ProgramTesting ProgramTesting ProgramTesting ProgramTesting Program", which is highlighted with an orange rectangle.
- 3. What is the Minimum Match Commitment between mentor-mentees at your Program?
 - Minimum Match *
 - 9 months
 - Meeting Frequency *
 - Monthly
 - Meeting Duration
 - 1-2 hours
- A blue "Save" button in the bottom right corner, circled in orange.