

# How to create and update your Mentor Profile

This guide is to help you check and update the details in your mentor profile, including:

- How to create your mentor profile
- Where to access and edit your mentor profile

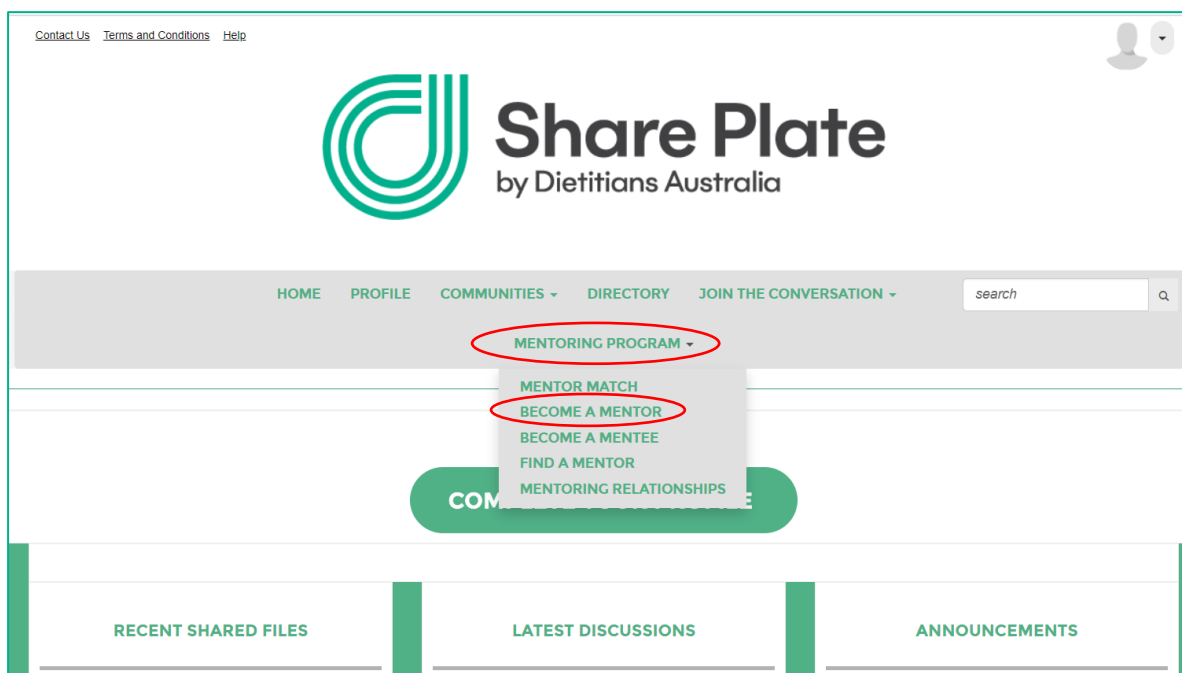
Your mentor profile allows you to select and update the following:

- The areas of practice/ populations you are willing to provide mentoring for
- Your preferred method of contact
- Your career stage
- Your current location (Australian state/territory or overseas)
- Your availability to be a mentor
- The number of mentees' you're willing to mentor

Thank you for supporting your fellow members by enrolling as a mentor!

## Creating your Mentor Profile

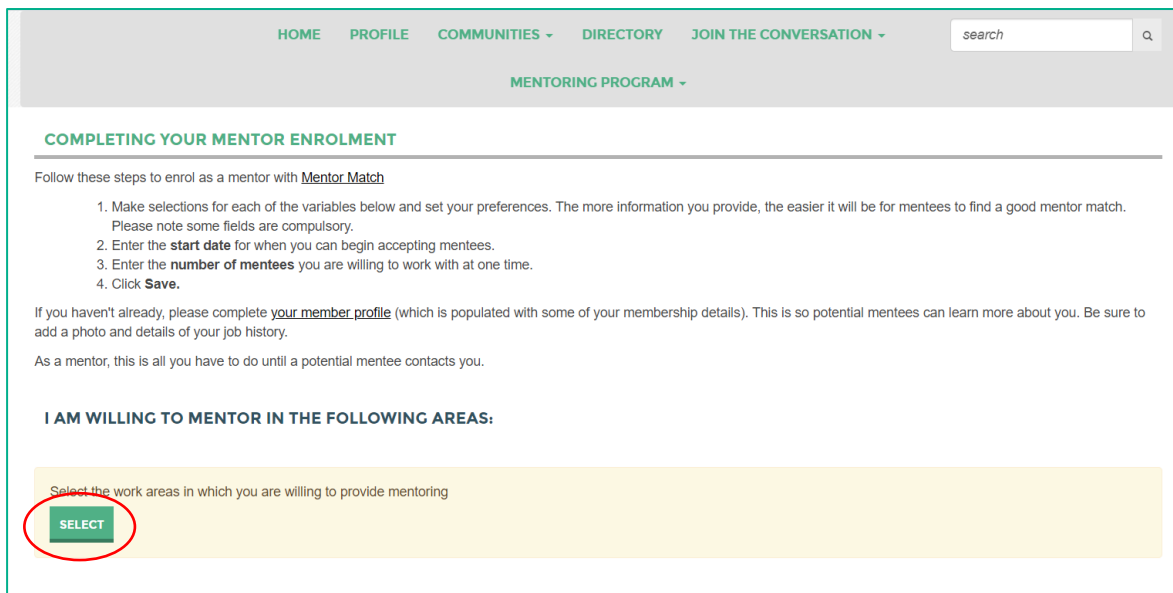
**Step 1:** To register your interest to become a mentor, click on the 'Mentoring Program' heading and select 'Become a Mentor' from the drop-down menu.



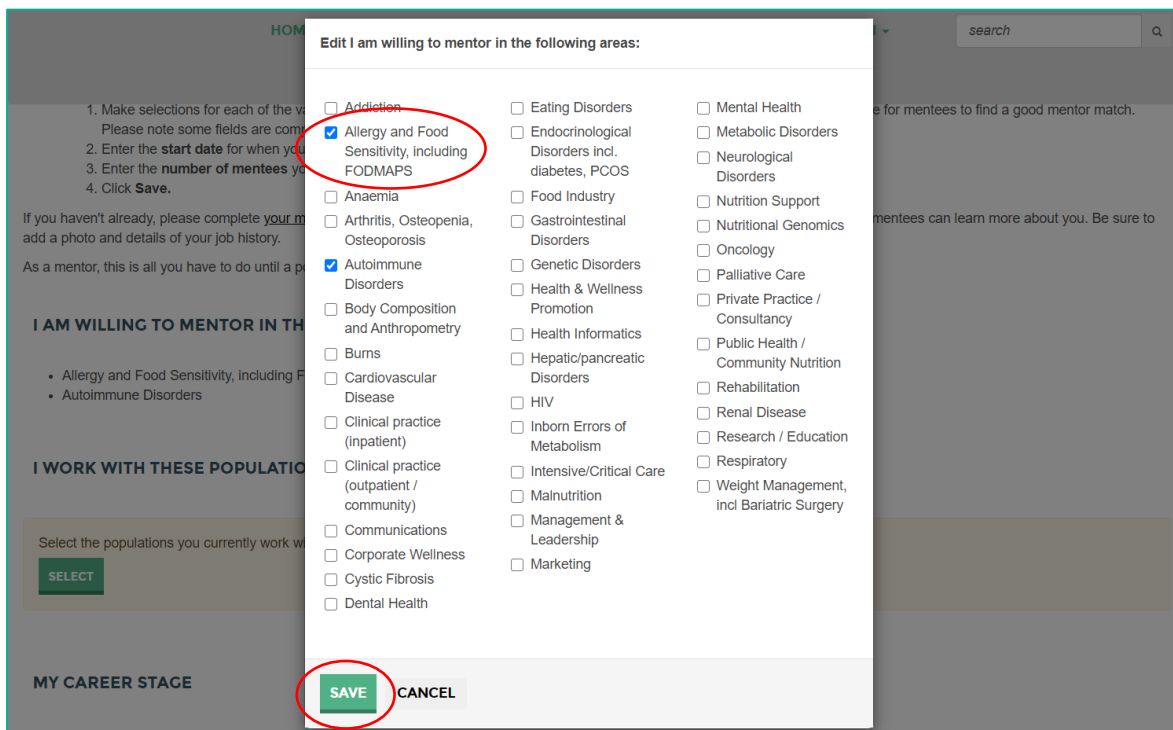
You will then be able to tailor your mentor profile. It is also recommended to complete your Member Profile, as this will enhance your Mentor Profile, and help potential mentee's to learn more about you. Find out how to complete your member profile [here](#).

## Step 2: Selecting the work areas where you are willing to provide mentoring

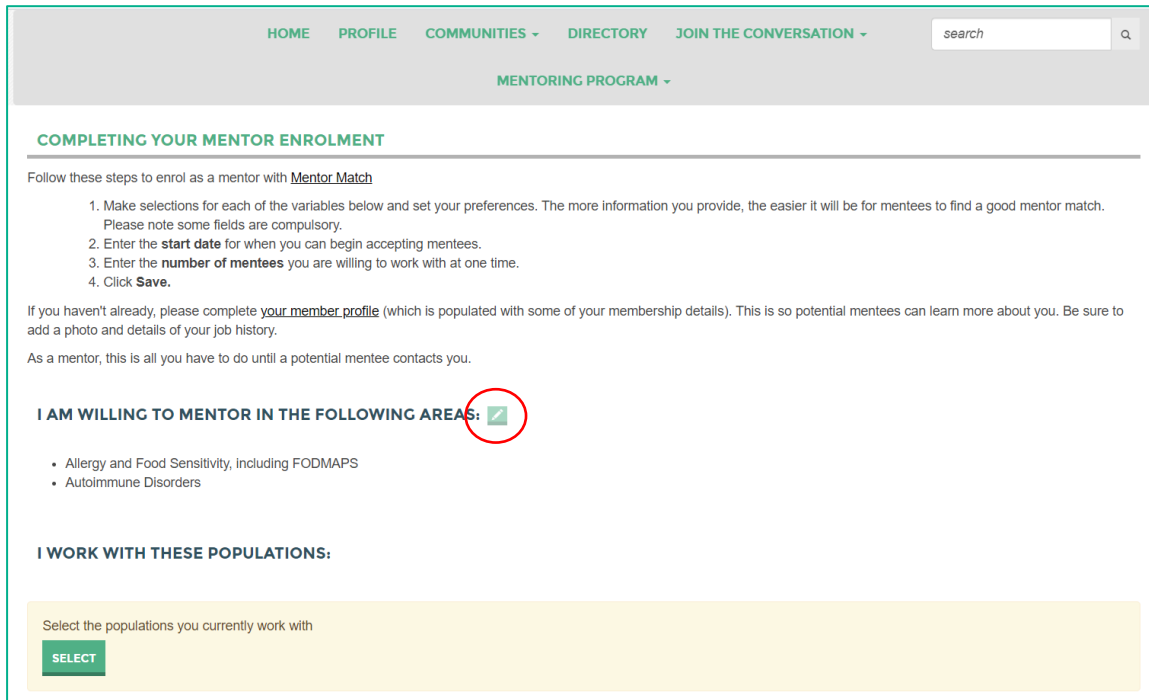
Click on the green 'select' button to open the list of work areas where you are willing to provide mentoring.



Choose the relevant areas by clicking on the word or the check box. You can select/unselect areas as needed. Once you have made your selection, click save.

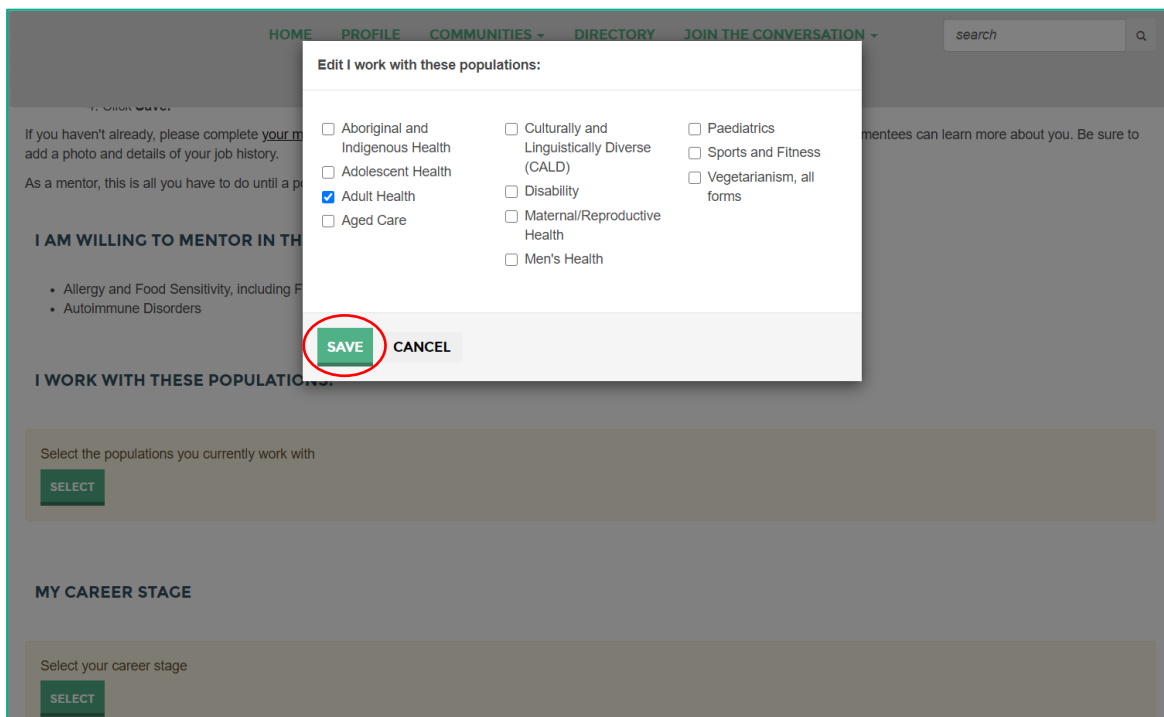


Your selection will then appear under the heading. To edit, select the green box at the end of the title. This will allow you to adjust your preferences.



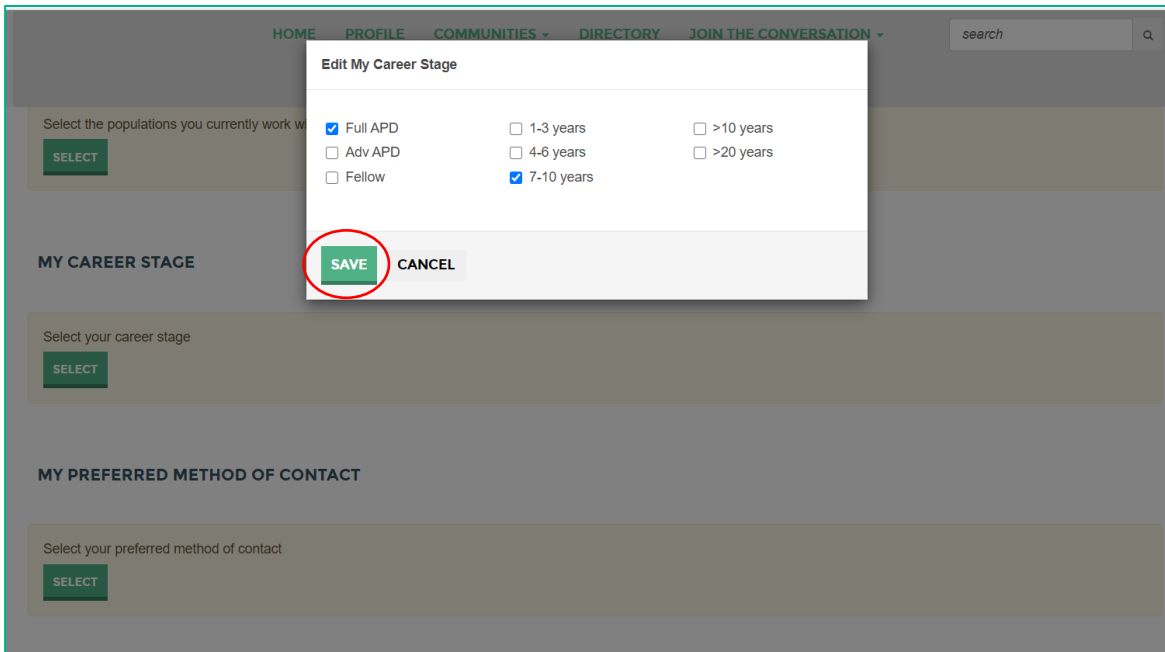
### Step 3: Selecting the populations you work with

Click on the green 'select' button to open the list of populations, and select the group/s which you work with. Once you have made your selection, click save.



#### Step 4: Selecting your career stage.

Click on the green 'select' button to open the list of career stage options and select the items most applicable to your career stage. Once you have made your selection, click save.



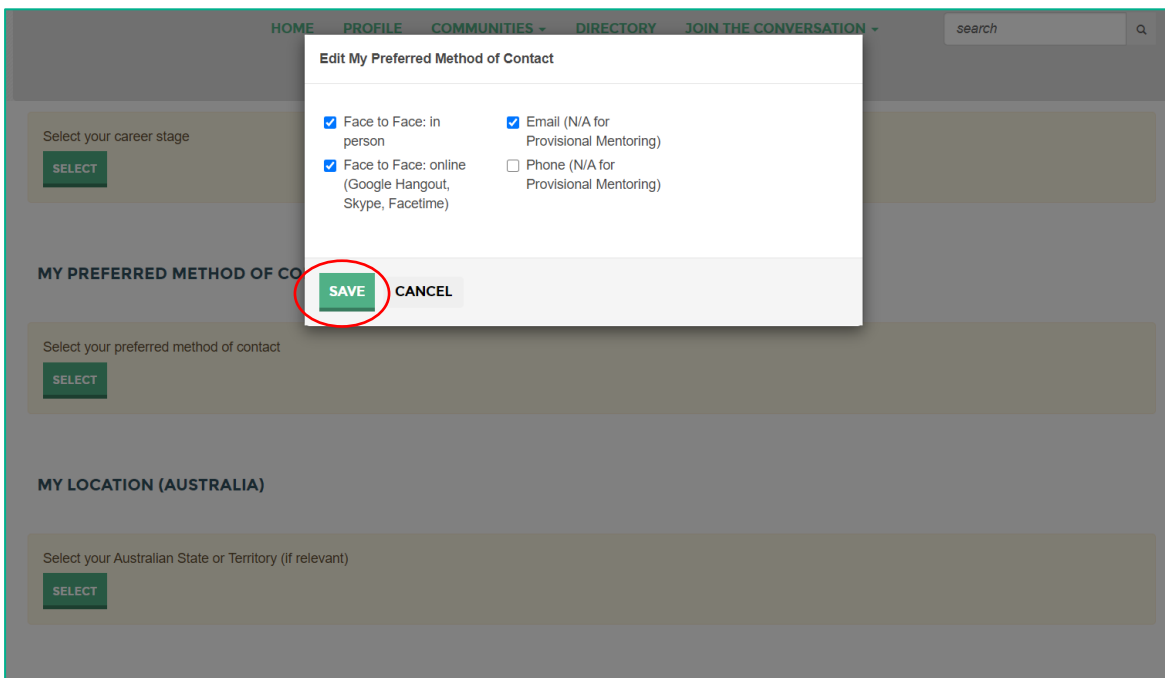
The screenshot shows the 'Edit My Career Stage' modal form. The form has a title bar 'Edit My Career Stage' and a close button (X). The main content area contains three columns of checkboxes for career stage selection:

- ☒ Full APD
- ☐ Adv APD
- ☐ Fellow
- ☐ 1-3 years
- ☐ 4-6 years
- ☒ 7-10 years
- ☐ >10 years
- ☐ >20 years

At the bottom of the modal, there are two buttons: 'SAVE' (highlighted with a red circle) and 'CANCEL'.

#### Step 5: Assigning your preferred method of contact

Click on the green 'select' button to open list of preferred methods of contact, and select the options which are suitable for you. Please note, if you wish to mentor provisional APD's, you need to select at least one of the Fface to face options. Once you have made your selection, click save.



The screenshot shows the 'Edit My Preferred Method of Contact' modal form. The form has a title bar 'Edit My Preferred Method of Contact' and a close button (X). The main content area contains two columns of checkboxes for preferred methods of contact:

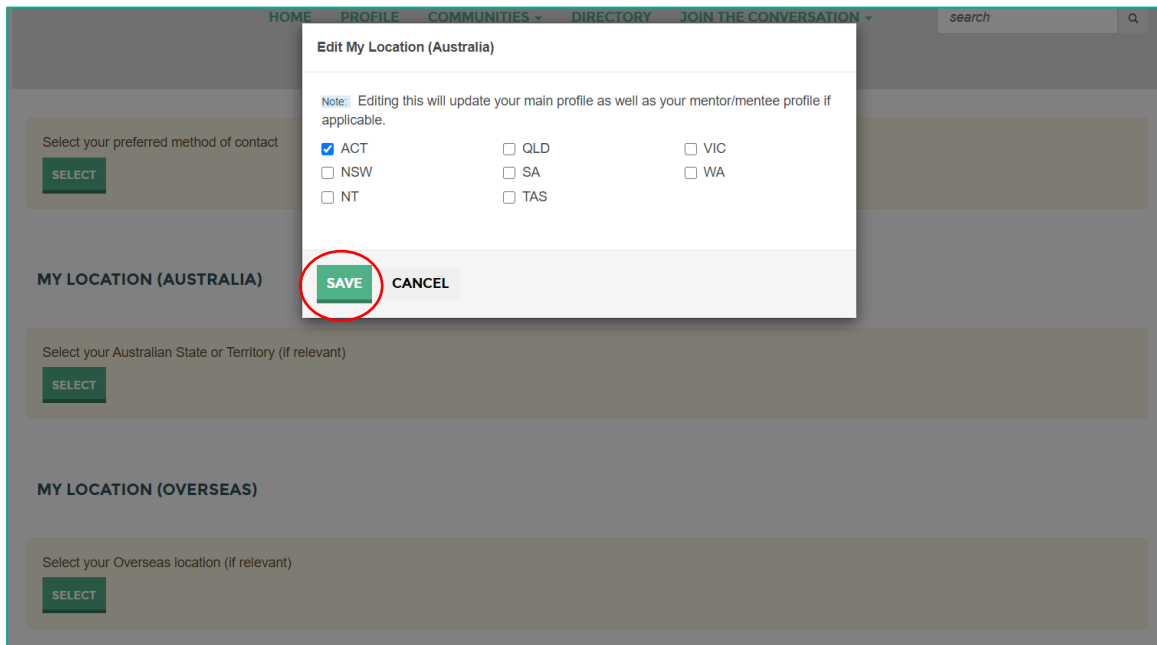
- ☒ Face to Face: in person
- ☒ Face to Face: online (Google Hangout, Skype, Facetime)
- ☒ Email (N/A for Provisional Mentoring)
- ☐ Phone (N/A for Provisional Mentoring)

At the bottom of the modal, there are two buttons: 'SAVE' (highlighted with a red circle) and 'CANCEL'.

## Step 6: Nominating your state/territory (Australia)

If you are currently located in Australia, click the green 'select' button, to choose your state/territory. Click save once you have made your selection.

Note – this will update your state/territory on your member profile as well. If you are currently residing overseas, leave this section blank.



HOME PROFILE COMMUNITIES DIRECTORY JOIN THE CONVERSATION search

**Edit My Location (Australia)**

Note: Editing this will update your main profile as well as your mentor/mentee profile if applicable.

☒ ACT ☐ QLD ☐ VIC  
☐ NSW ☐ SA ☐ WA  
☐ NT ☐ TAS

**SAVE** CANCEL

Select your preferred method of contact  
SELECT

**MY LOCATION (AUSTRALIA)**

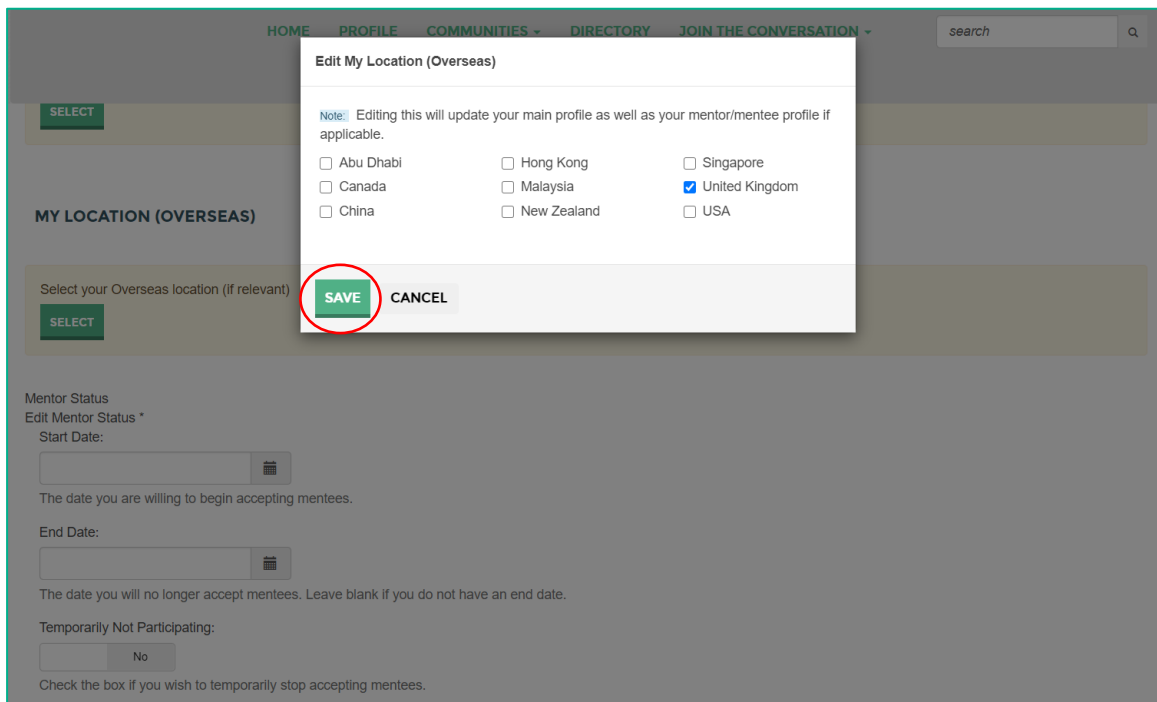
Select your Australian State or Territory (if relevant)  
SELECT

**MY LOCATION (OVERSEAS)**

Select your Overseas location (if relevant)  
SELECT

## Step 7: Nominating your location (if living overseas)

If you are currently located overseas, please select the country you're currently residing in. The list has been tailored to the where our members currently reside. Click save once you have made your selection.



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**Edit My Location (Overseas)**



Note: Editing this will update your main profile as well as your mentor/mentee profile if applicable.

☐ Abu Dhabi ☐ Hong Kong ☐ Singapore  
☐ Canada ☐ Malaysia ☒ United Kingdom  
☐ China ☐ New Zealand ☐ USA

**SAVE** CANCEL

Select your Overseas location (if relevant)  
SELECT

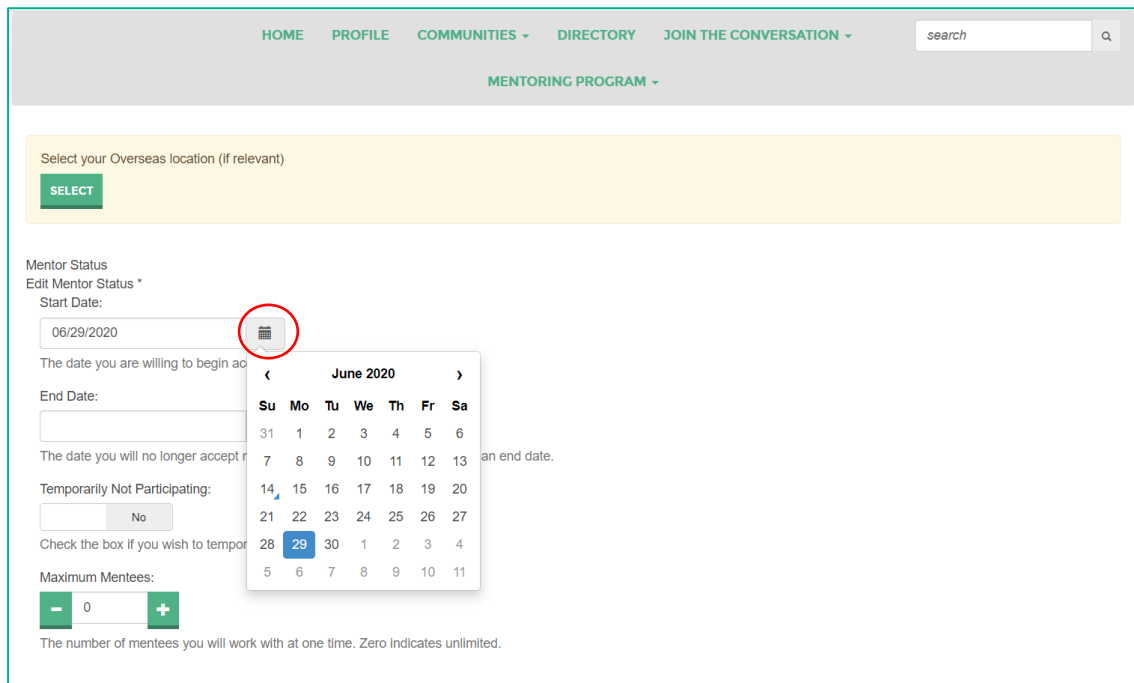
**MY LOCATION (OVERSEAS)**

Mentor Status  
Edit Mentor Status \*  
Start Date:    
The date you are willing to begin accepting mentees.  
End Date:    
The date you will no longer accept mentees. Leave blank if you do not have an end date.  
Temporarily Not Participating:  
☐ No  
Check the box if you wish to temporarily stop accepting mentees.

## Step 8: Provide the dates you're able to commence (and conclude) mentoring

You can choose to either type the date you are willing to start mentoring into the box (note, this is required to be written in MM/DD/YYYY format) or select a date using the calendar button. This is a compulsory step.

You may also wish to add a date when you will be no longer accepting mentees, through typing in the date (MM/DD/YYYY format) or using the calendar function to select a date. Leave this blank if you do not have an end date.




HOME PROFILE COMMUNITIES ▾ DIRECTORY JOIN THE CONVERSATION ▾ search

MENTORING PROGRAM ▾


Select your Overseas location (if relevant)

**SELECT**

Mentor Status  
Edit Mentor Status \*

Start Date:  
06/29/2020 

The date you are willing to begin accepting mentees.

End Date:  


The date you will no longer accept mentees. Leave blank if you do not have an end date.

Temporarily Not Participating:  
☒ Yes ☐ No

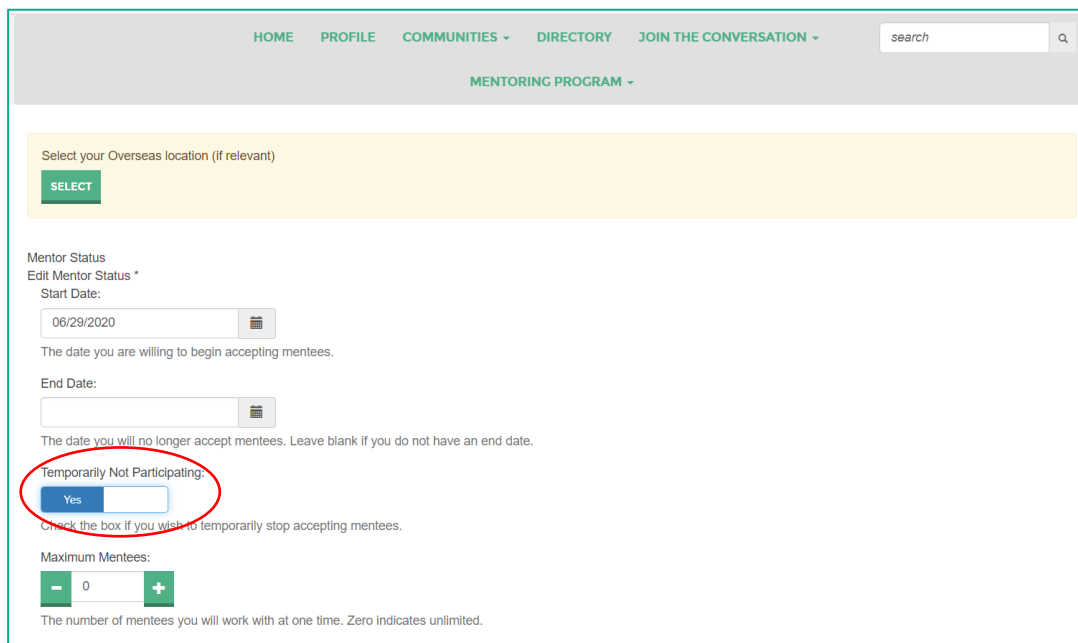
Check the box if you wish to temporarily stop accepting mentees.

Maximum Mentees:  
- 0 +

The number of mentees you will work with at one time. Zero indicates unlimited.

## Step 9: Indicate if you are temporarily not participating in mentoring

If you wish to temporarily stop participating in the mentoring program, check the box to change it to yes. Slide the bar to select. The example below indicates a mentor temporarily not participating.




HOME PROFILE COMMUNITIES ▾ DIRECTORY JOIN THE CONVERSATION ▾ search

MENTORING PROGRAM ▾


Select your Overseas location (if relevant)

**SELECT**

Mentor Status  
Edit Mentor Status \*

Start Date:  
06/29/2020 

The date you are willing to begin accepting mentees.

End Date:  


The date you will no longer accept mentees. Leave blank if you do not have an end date.

Temporarily Not Participating:  
☒ Yes ☐ No

Check the box if you wish to temporarily stop accepting mentees.

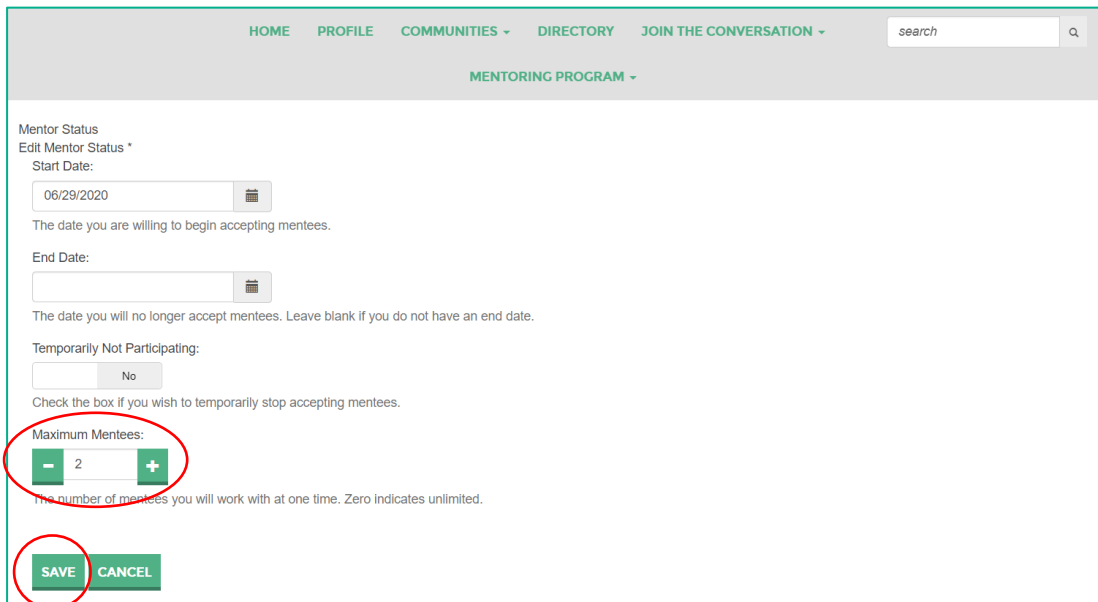
Maximum Mentees:  
- 0 +

The number of mentees you will work with at one time. Zero indicates unlimited.

### Step 10: Indicate the number of mentees you're willing to work with.

You can either type in the box, or use the + /- symbols to indicate how many mentees you're able to work with. Leaving this number at zero indicates unlimited.

**Step 11:** Select 'Save' at the bottom of the page to finish your mentor profile. You can then view your mentor profile through the link at the bottom of the page.



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MENTORING PROGRAM

Mentor Status  
Edit Mentor Status \*

Start Date:  
06/29/2020

The date you are willing to begin accepting mentees.

End Date:

The date you will no longer accept mentees. Leave blank if you do not have an end date.

Temporarily Not Participating:  
No

Check the box if you wish to temporarily stop accepting mentees.

Maximum Mentees:  
- 2 +

The number of mentees you will work with at one time. Zero indicates unlimited.

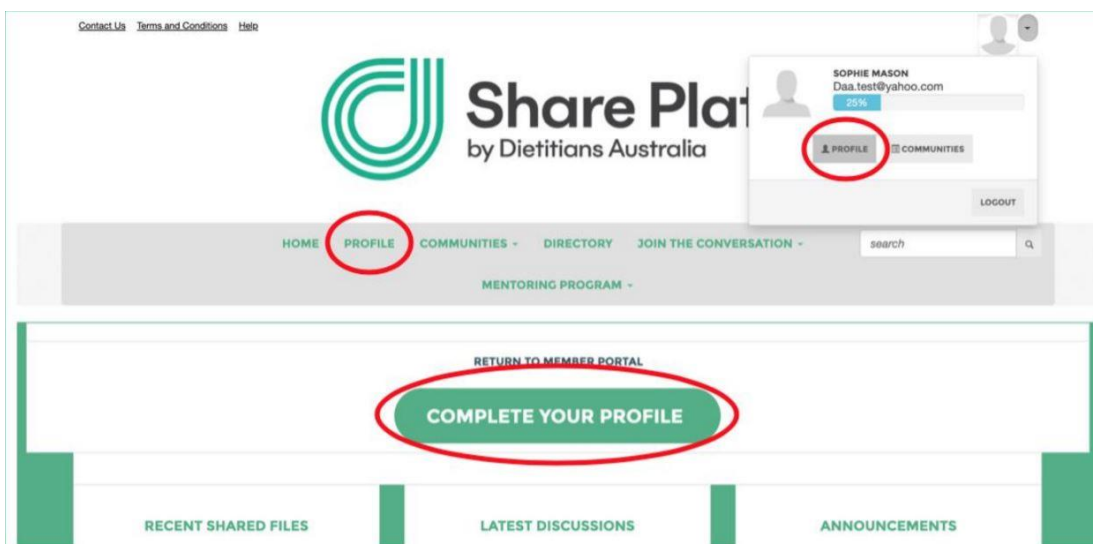
SAVE CANCEL

You're now registered as a mentor! This is all you have to do, until a potential mentee contacts you.

## Accessing your mentor profile

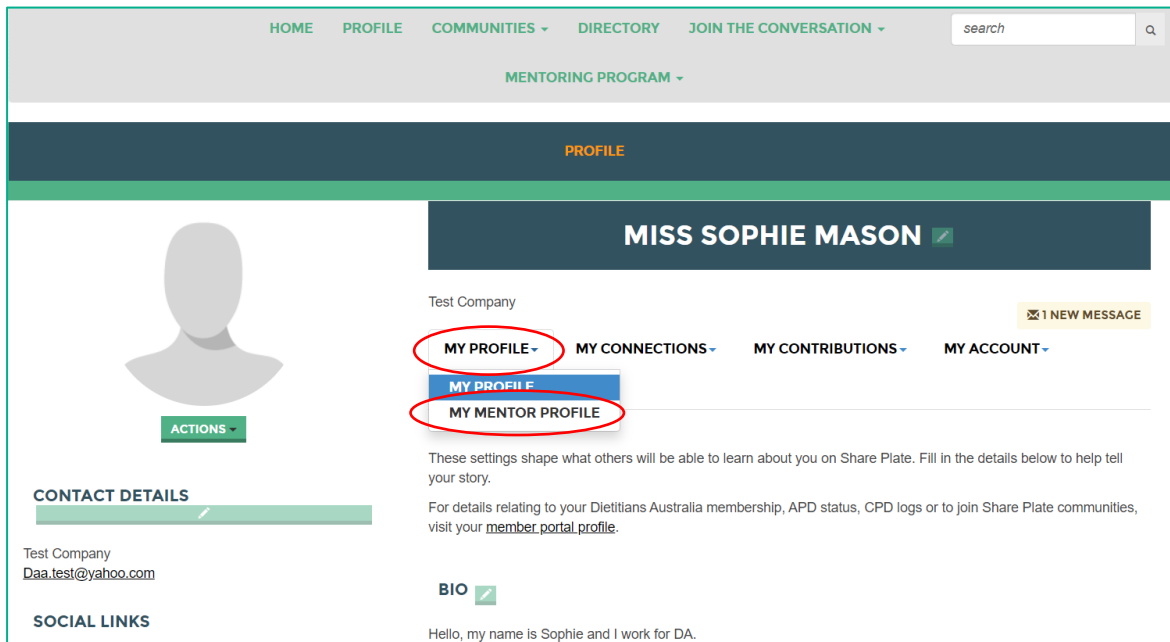
After you have created your mentor profile, you can view and update your details through the following steps. Your mentor profile is also found under your member profile.

**Step 1:** To access your profile, click your user menu at the top-right, followed by 'PROFILE'. You may alternatively select the 'PROFILE' or 'COMPLETE YOUR PROFILE' options on the homepage.



You'll then be taken to your [Share Plate profile page](#).

**Step 2:** Select the 'MY PROFILE' tab which will provide a drop-down menu. Here, you can select, 'MY MENTOR PROFILE'. This will take you to your mentor profile.



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MENTORING PROGRAM

**PROFILE**

**MISS SOPHIE MASON**

Test Company NEW MESSAGE

**MY PROFILE** MY CONNECTIONS MY CONTRIBUTIONS MY ACCOUNT

**MY PROFILE**

**MY MENTOR PROFILE**

These settings shape what others will be able to learn about you on Share Plate. Fill in the details below to help tell your story.

For details relating to your Dietitians Australia membership, APD status, CPD logs or to join Share Plate communities, visit your [member portal profile](#).

**BIO**

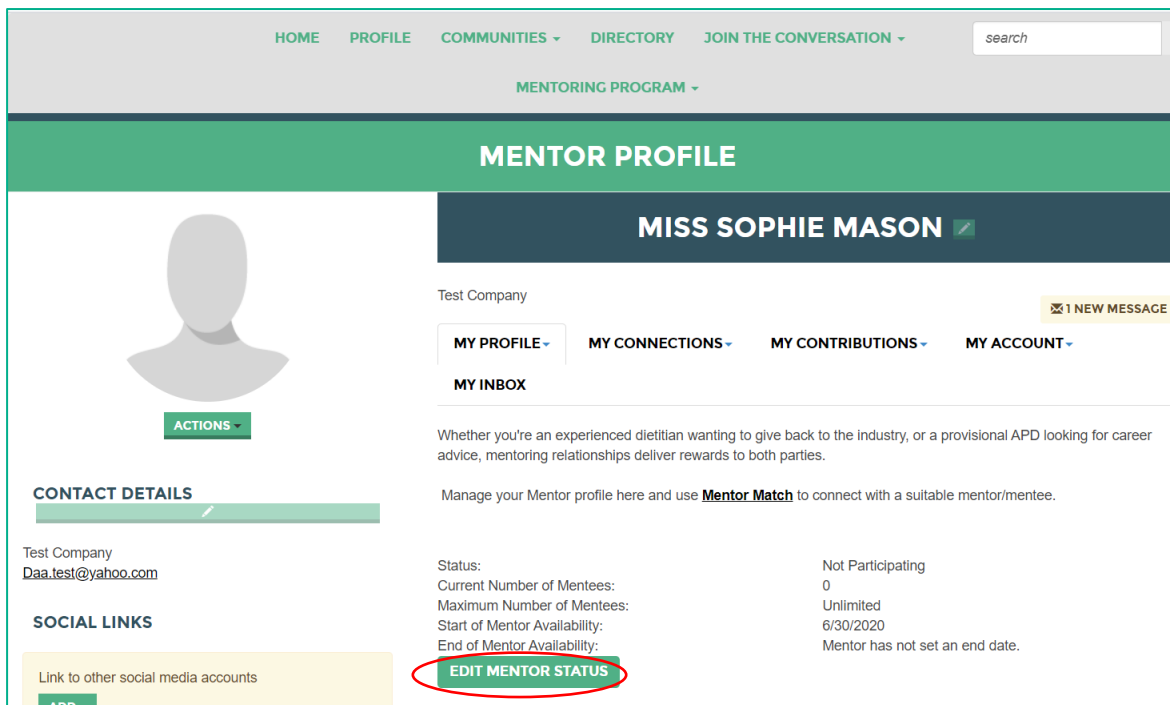
Hello, my name is Sophie and I work for DA.

**CONTACT DETAILS**

Test Company  
Daa.test@yahoo.com

**SOCIAL LINKS**

**Step 3:** Your mentor profile – here you can edit your mentor status, and check your details. If anything needs changing, select the 'EDIT MENTOR STATUS' button, or any of the green edit buttons for each section.



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MENTORING PROGRAM

**MENTOR PROFILE**

**MISS SOPHIE MASON**

Test Company NEW MESSAGE

**MY PROFILE** MY CONNECTIONS MY CONTRIBUTIONS MY ACCOUNT

**MY INBOX**

Whether you're an experienced dietitian wanting to give back to the industry, or a provisional APD looking for career advice, mentoring relationships deliver rewards to both parties.

Manage your Mentor profile here and use [Mentor Match](#) to connect with a suitable mentor/mentee.

Status: Not Participating

Current Number of Mentees: 0

Maximum Number of Mentees: Unlimited

Start of Mentor Availability: 6/30/2020

End of Mentor Availability: Mentor has not set an end date.

**EDIT MENTOR STATUS**

**CONTACT DETAILS**

Test Company  
Daa.test@yahoo.com

**SOCIAL LINKS**

Link to other social media accounts

**ADD**