

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

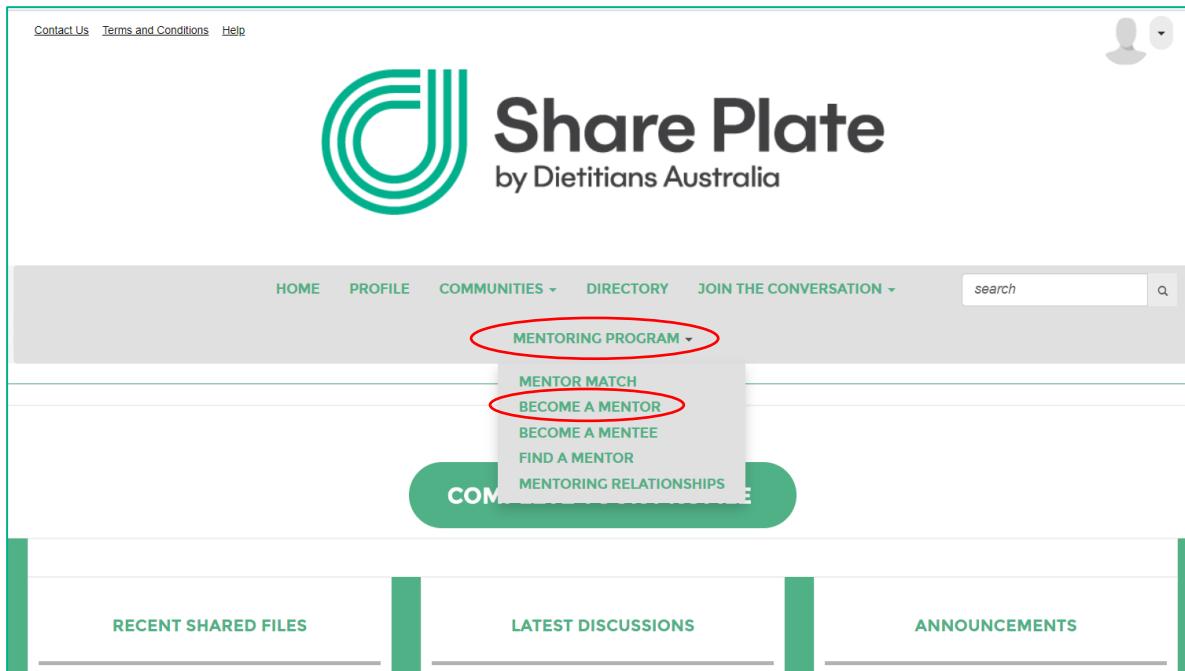
Your mentor profile allows you to select and update the following:

- 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.

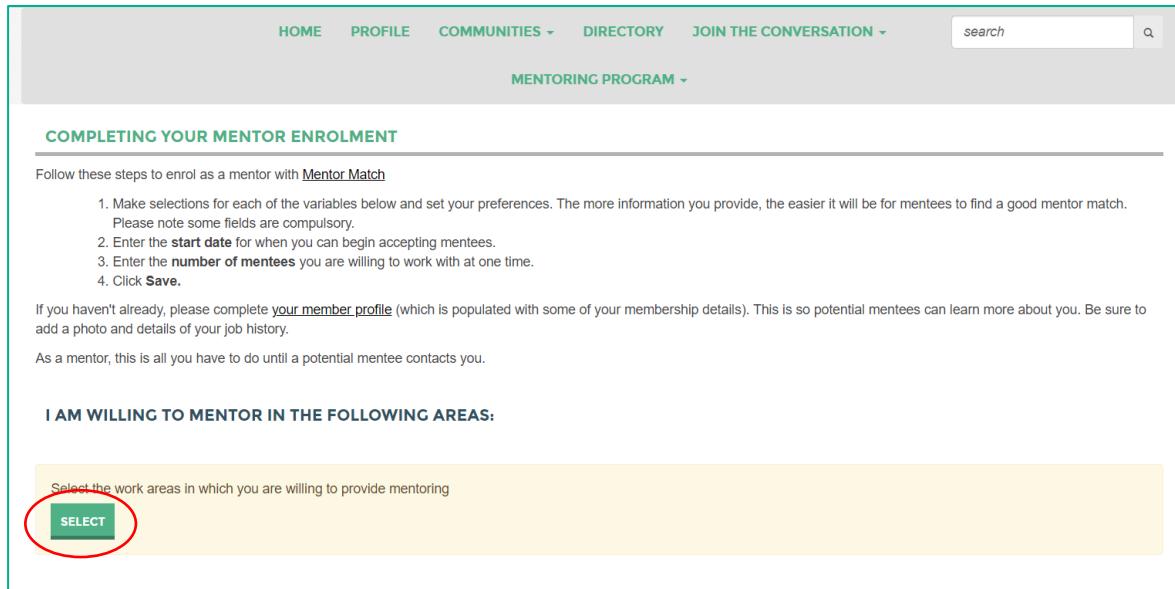


The screenshot shows the Share Plate by Dietitians Australia homepage. At the top, there is a navigation bar with links for Contact Us, Terms and Conditions, Help, and a user icon. Below the navigation is the Share Plate logo and the text "Share Plate by Dietitians Australia". The main menu includes links for HOME, PROFILE, COMMUNITIES, DIRECTORY, JOIN THE CONVERSATION, and a search bar. A red circle highlights the "MENTORING PROGRAM" dropdown menu. This menu contains four options: "MENTOR MATCH", "BECOME A MENTOR" (which is also highlighted with a red circle), "BECOME A MENTEE", and "FIND A MENTOR". Below the menu is a green button labeled "COM". At the bottom of the page, there are three sections: "RECENT SHARED FILES", "LATEST DISCUSSIONS", and "ANNOUNCEMENTS".

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.



COMPLETING YOUR MENTOR ENROLMENT

Follow these steps to enrol as a mentor with [Mentor Match](#)

1. Make selections for each of the variables below and set your preferences. The more information you provide, the easier it will be for mentees to find a good mentor match.
2. Please note some fields are compulsory.
3. Enter the **start date** for when you can begin accepting mentees.
4. Enter the **number of mentees** you are willing to work with at one time.
5. Click **Save**.

If you haven't already, please complete [your member profile](#) (which is populated with some of your membership details). This is so potential mentees can learn more about you. Be sure to add a photo and details of your job history.

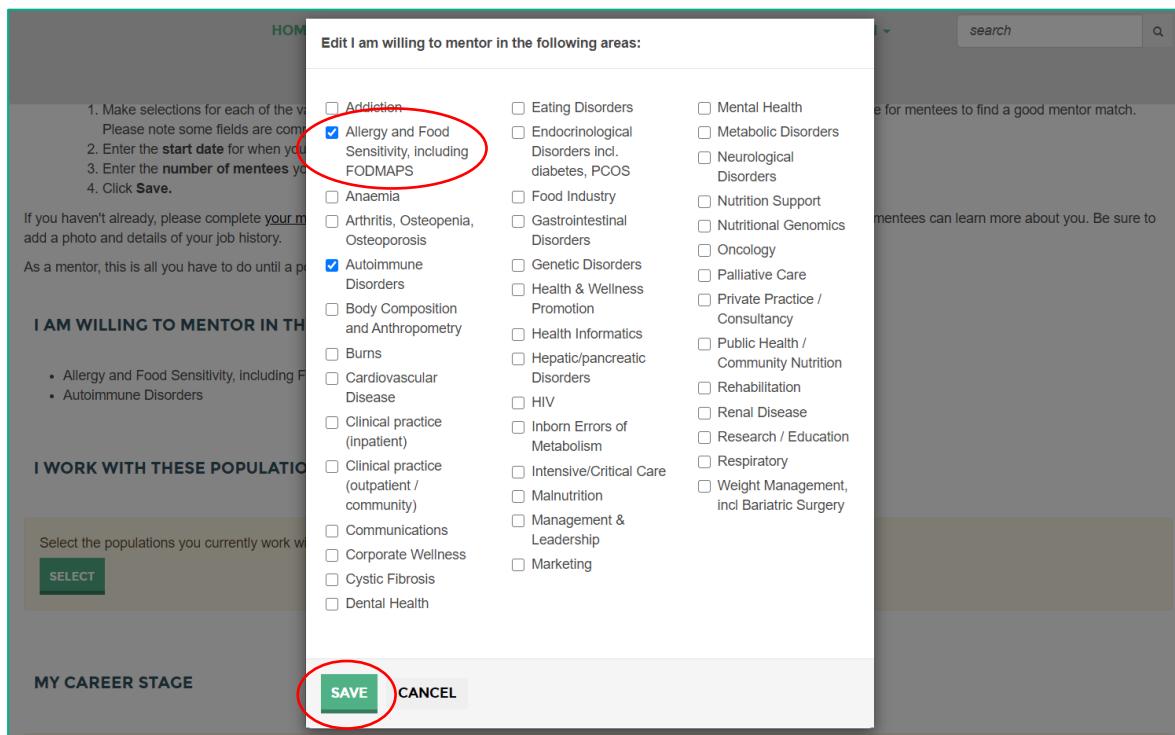
As a mentor, this is all you have to do until a potential mentee contacts you.

I AM WILLING TO MENTOR IN THE FOLLOWING AREAS:

Select the work areas in which you are willing to provide mentoring

SELECT

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.



HOME

1. Make selections for each of the variables below and set your preferences. The more information you provide, the easier it will be for mentees to find a good mentor match.

2. Please note some fields are compulsory.

3. Enter the **start date** for when you can begin accepting mentees.

4. Enter the **number of mentees** you are willing to work with at one time.

If you haven't already, please complete [your member profile](#) (which is populated with some of your membership details). This is so potential mentees can learn more about you. Be sure to add a photo and details of your job history.

As a mentor, this is all you have to do until a potential mentee contacts you.

I AM WILLING TO MENTOR IN THE FOLLOWING AREAS:

- Allergy and Food Sensitivity, including FODMAPS
- Autoimmune Disorders

I WORK WITH THESE POPULATIONS:

Select the populations you currently work with

SELECT

MY CAREER STAGE

Edit I am willing to mentor in the following areas:

Addiction
 Allergy and Food Sensitivity, including FODMAPS
 Anaemia
 Arthritis, Osteopenia, Osteoporosis
 Autoimmune Disorders
 Body Composition and Anthropometry
 Burns
 Cardiovascular Disease
 Clinical practice (inpatient)
 Clinical practice (outpatient / community)
 Communications
 Corporate Wellness
 Cystic Fibrosis
 Dental Health
 Eating Disorders
 Endocrinological Disorders incl. diabetes, PCOS
 Food Industry
 Gastrointestinal Disorders
 Genetic Disorders
 Health & Wellness Promotion
 Health Informatics
 Hepatic/pancreatic Disorders
 HIV
 Inborn Errors of Metabolism
 Intensive/Critical Care
 Malnutrition
 Management & Leadership
 Marketing
 Mental Health
 Metabolic Disorders
 Neurological Disorders
 Nutrition Support
 Nutritional Genomics
 Oncology
 Palliative Care
 Private Practice / Consultancy
 Public Health / Community Nutrition
 Rehabilitation
 Renal Disease
 Research / Education
 Respiratory
 Weight Management, incl Bariatric Surgery

SAVE **CANCEL**

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.

[HOME](#) [PROFILE](#) [COMMUNITIES](#) ▾ [DIRECTORY](#) [JOIN THE CONVERSATION](#) ▾

[MENTORING PROGRAM](#) ▾

COMPLETING YOUR MENTOR ENROLMENT

Follow these steps to enrol as a mentor with [Mentor Match](#)

1. Make selections for each of the variables below and set your preferences. The more information you provide, the easier it will be for mentees to find a good mentor match.
Please note some fields are compulsory.
2. Enter the **start date** for when you can begin accepting mentees.
3. Enter the **number of mentees** you are willing to work with at one time.
4. Click **Save**.

If you haven't already, please complete [your member profile](#) (which is populated with some of your membership details). This is so potential mentees can learn more about you. Be sure to add a photo and details of your job history.

As a mentor, this is all you have to do until a potential mentee contacts you.

I AM WILLING TO MENTOR IN THE FOLLOWING AREAS:

- Allergy and Food Sensitivity, including FODMAPS
- Autoimmune Disorders

I WORK WITH THESE POPULATIONS:

Select the populations you currently work with

SELECT

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.

[HOME](#) [PROFILE](#) [COMMUNITIES](#) ▾ [DIRECTORY](#) [JOIN THE CONVERSATION](#) ▾

[MENTORING PROGRAM](#) ▾

Edit I work with these populations:

If you haven't already, please complete [your member profile](#) (which is populated with some of your membership details). This is so potential mentees can learn more about you. Be sure to add a photo and details of your job history.

As a mentor, this is all you have to do until a potential mentee contacts you.

I AM WILLING TO MENTOR IN THE FOLLOWING AREAS:

• Allergy and Food Sensitivity, including FODMAPS

• Autoimmune Disorders

I WORK WITH THESE POPULATIONS:

Select the populations you currently work with

SELECT

Edit I work with these populations:

If you haven't already, please complete [your member profile](#) (which is populated with some of your membership details). This is so potential mentees can learn more about you. Be sure to add a photo and details of your job history.

As a mentor, this is all you have to do until a potential mentee contacts you.

I AM WILLING TO MENTOR IN THE FOLLOWING AREAS:

• Allergy and Food Sensitivity, including FODMAPS

• Autoimmune Disorders

I WORK WITH THESE POPULATIONS:

Select the populations you currently work with

SELECT

<input type="checkbox"/> Aboriginal and Indigenous Health	<input type="checkbox"/> Culturally and Linguistically Diverse (CALD)	<input type="checkbox"/> Paediatrics
<input type="checkbox"/> Adolescent Health	<input type="checkbox"/> Disability	<input type="checkbox"/> Sports and Fitness
<input checked="" type="checkbox"/> Adult Health	<input type="checkbox"/> Maternal/Reproductive Health	<input type="checkbox"/> Vegetarianism, all forms
<input type="checkbox"/> Aged Care	<input type="checkbox"/> Men's Health	

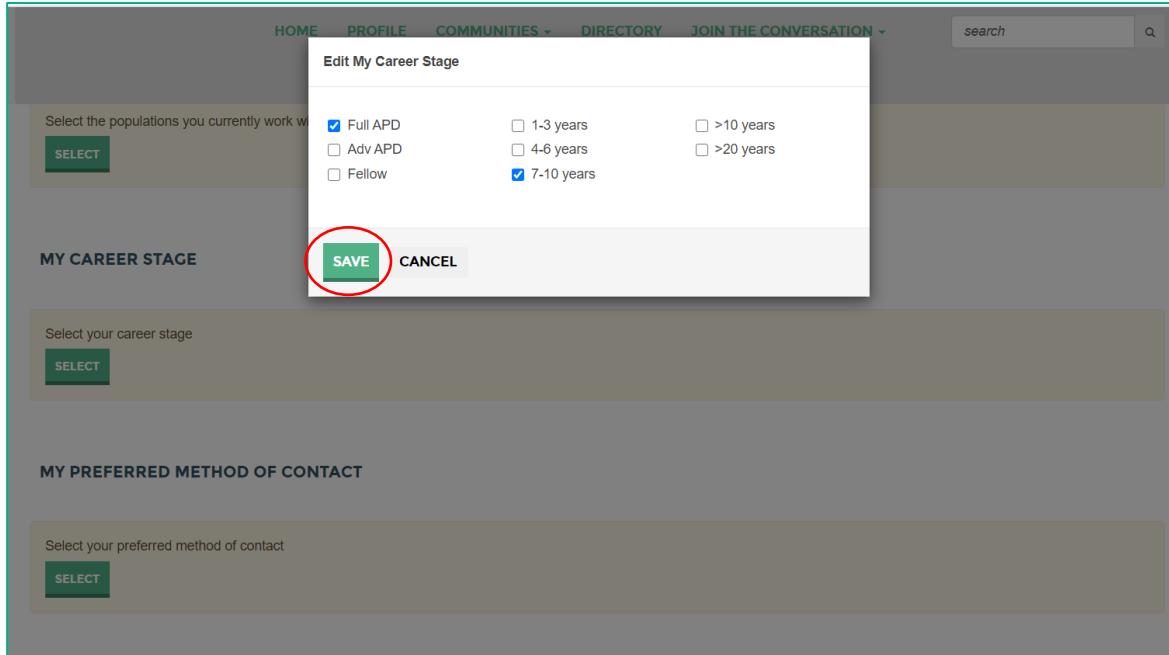
SAVE **CANCEL**

How to check and update your Mentor Profile

3

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.



Select the populations you currently work with

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

MY CAREER STAGE

SAVE **CANCEL**

Select your career stage

SELECT

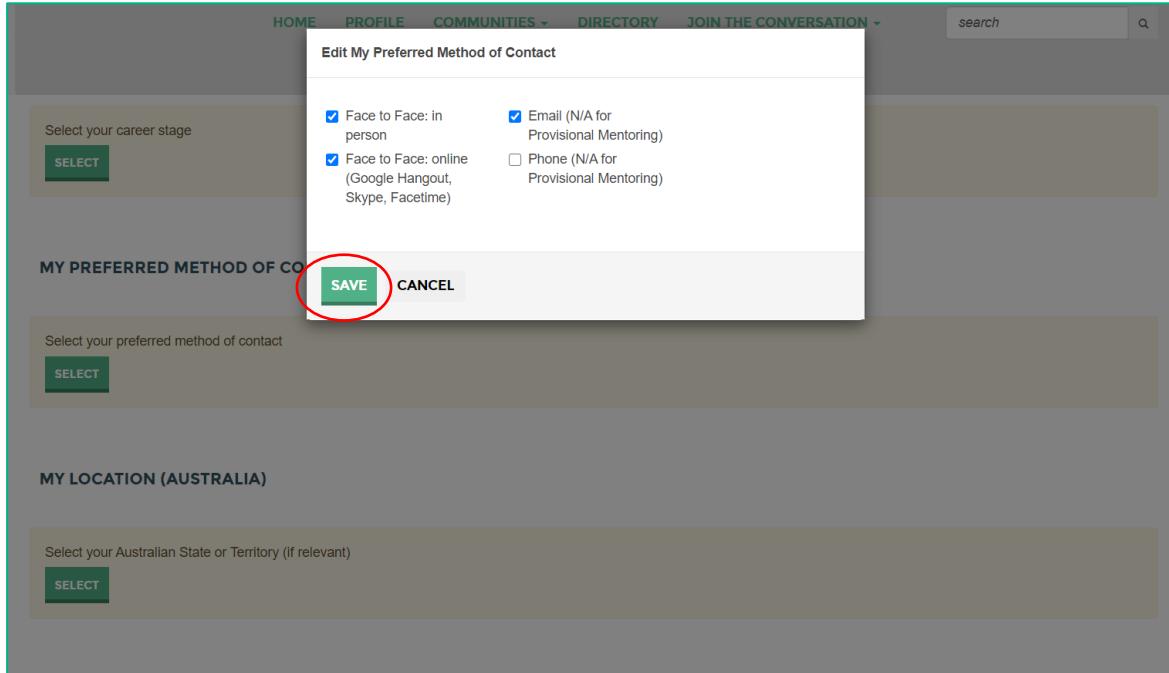
MY PREFERRED METHOD OF CONTACT

Select your preferred method of contact

SELECT

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 Face to face options. Once you have made your selection, click save.



Select your career stage

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

MY PREFERRED METHOD OF CONTACT

SAVE **CANCEL**

Select your preferred method of contact

SELECT

MY LOCATION (AUSTRALIA)

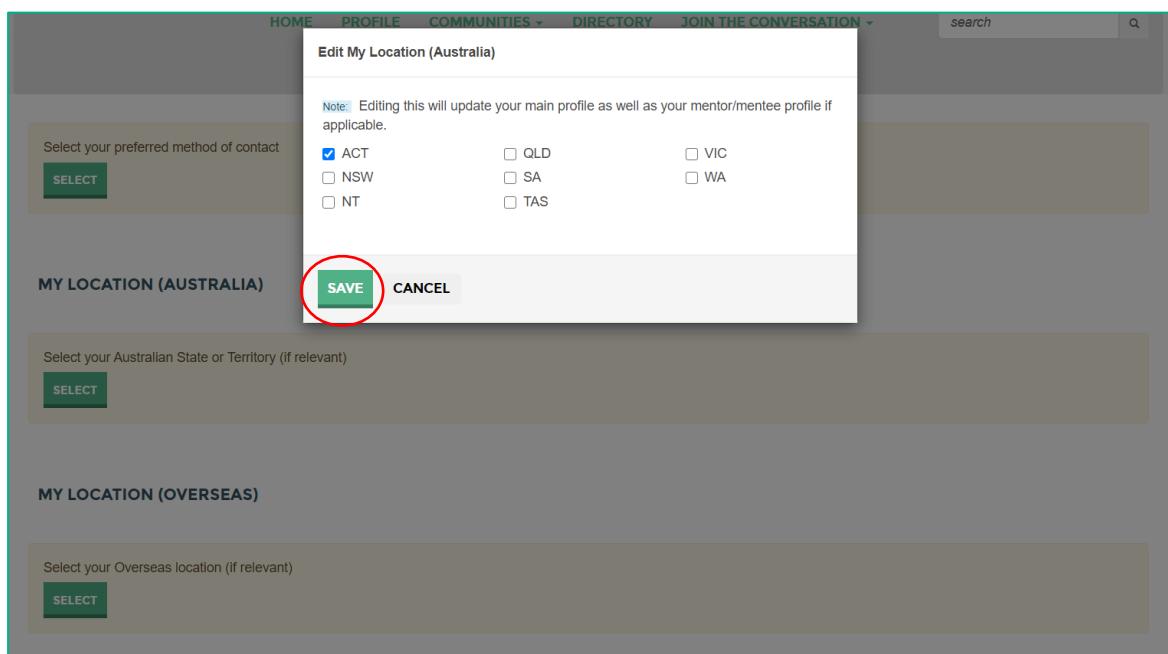
Select your Australian State or Territory (if relevant)

SELECT

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.



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**

Edit My Location (Australia)

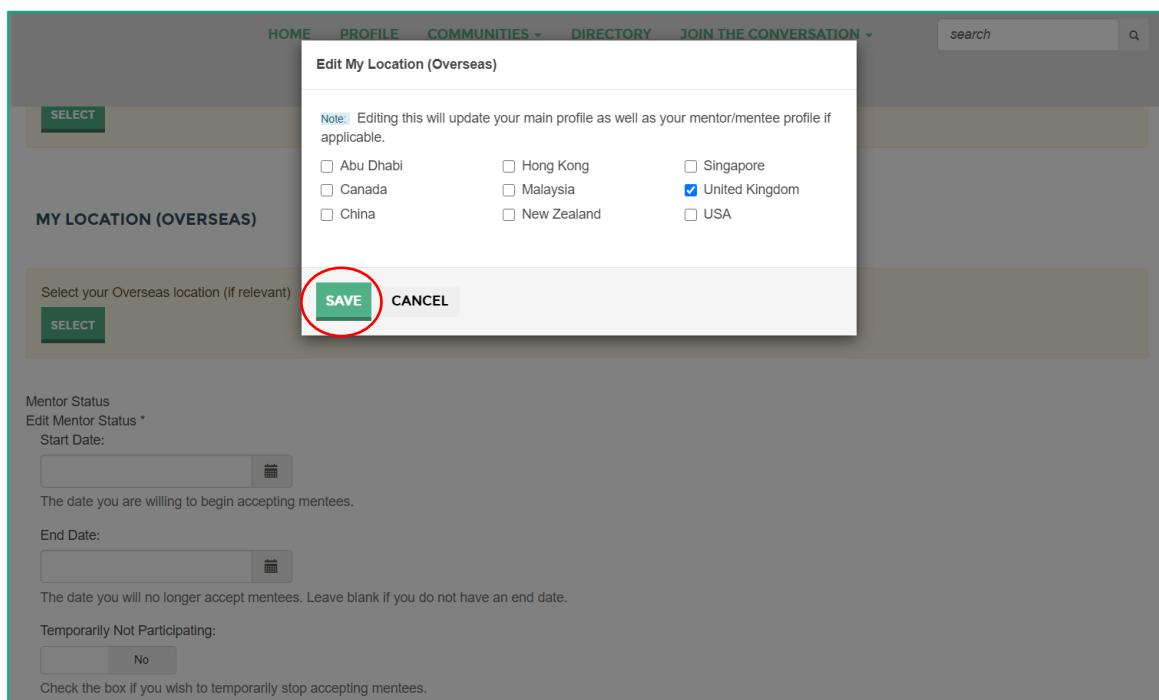
Note: Editing this will update your main profile as well as your mentor/mentee profile if applicable.

<input checked="" type="checkbox"/> ACT	<input type="checkbox"/> QLD	<input type="checkbox"/> VIC
<input type="checkbox"/> NSW	<input type="checkbox"/> SA	<input type="checkbox"/> WA
<input type="checkbox"/> NT	<input type="checkbox"/> TAS	

SAVE **CANCEL**

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.



SELECT

MY LOCATION (OVERSEAS)

Select your Overseas location (if relevant) **SELECT**

Edit My Location (Overseas)

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

<input type="checkbox"/> Abu Dhabi	<input type="checkbox"/> Hong Kong	<input type="checkbox"/> Singapore
<input type="checkbox"/> Canada	<input type="checkbox"/> Malaysia	<input checked="" type="checkbox"/> United Kingdom
<input type="checkbox"/> China	<input type="checkbox"/> New Zealand	<input type="checkbox"/> USA

SAVE **CANCEL**

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.

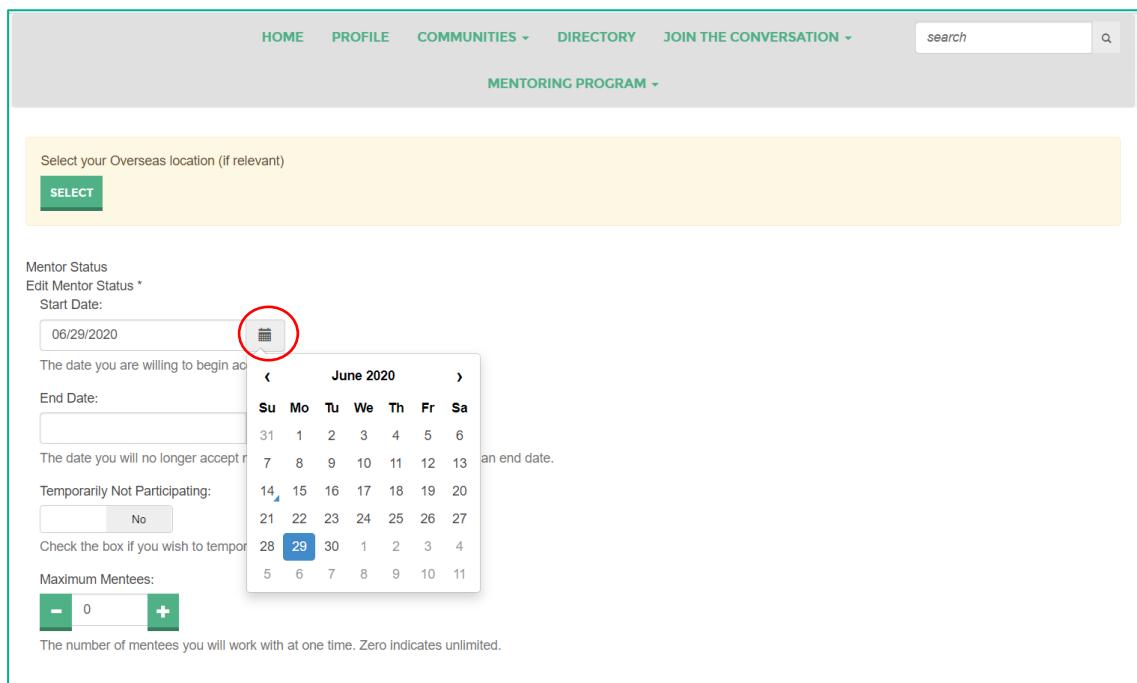
Temporarily Not Participating:
 No

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.



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:
 No

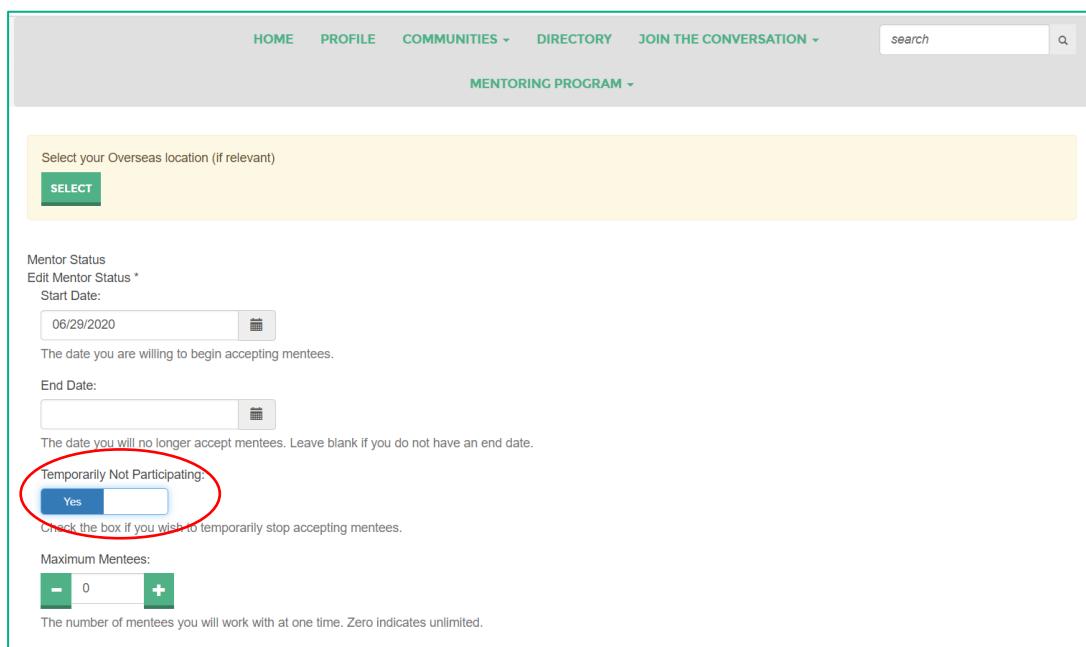
Check the box if you wish to temporarily stop accepting mentees.

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.



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

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

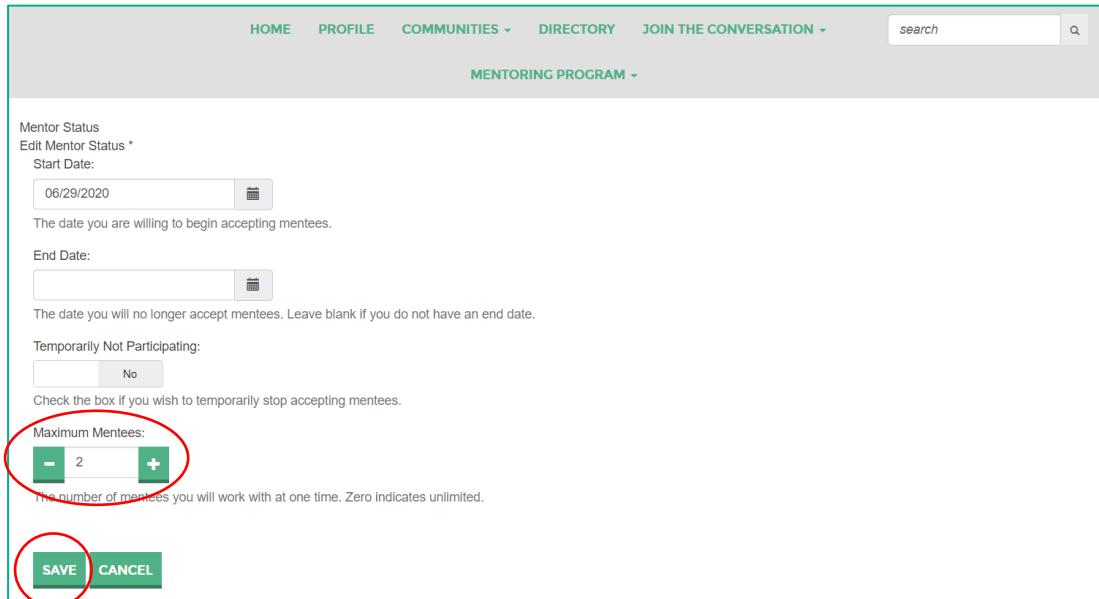
Maximum Mentees:
 0 

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.



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.

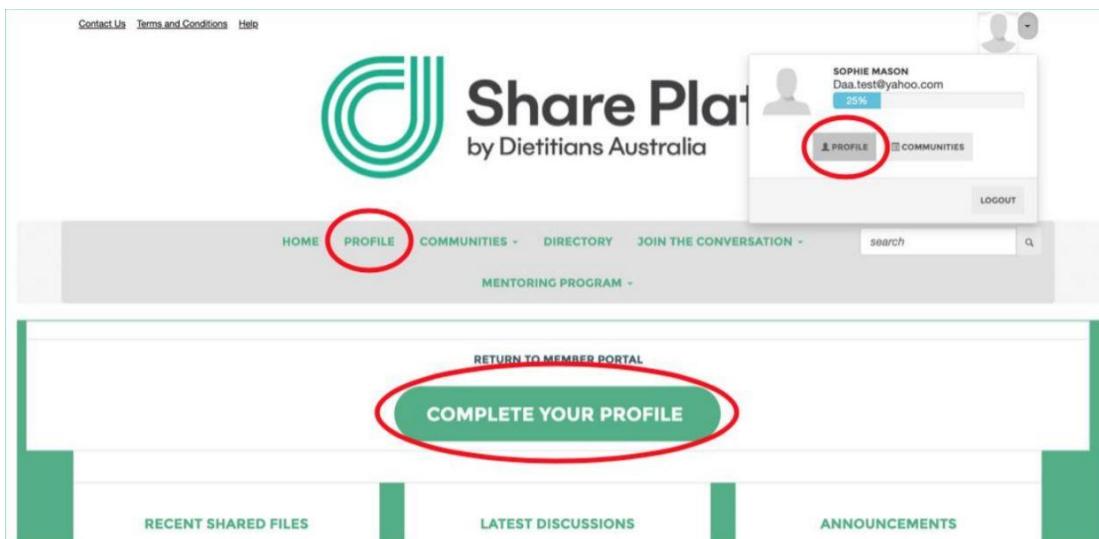
SAVE **CANCEL**

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.

HOME PROFILE COMMUNITIES ▾ DIRECTORY JOIN THE CONVERSATION ▾ search Q MENTORING PROGRAM ▾

PROFILE

MISS SOPHIE MASON



ACTIONS ▾

Test Company  1 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](#).

CONTACT DETAILS

Test Company
Daa.test@yahoo.com

BIO 

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

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.

HOME PROFILE COMMUNITIES ▾ DIRECTORY JOIN THE CONVERSATION ▾ search Q MENTORING PROGRAM ▾

MENTOR PROFILE

MISS SOPHIE MASON



ACTIONS ▾

Test Company  1 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.

CONTACT DETAILS

Test Company
Daa.test@yahoo.com

SOCIAL LINKS

Link to other social media accounts  ADD ▾

Status: Current Number of Mentees: Maximum Number of Mentees: Start of Mentor Availability: End of Mentor Availability:	Not Participating 0 Unlimited 6/30/2020 Mentor has not set an end date.
---	---