



## Match Button: A How-To Guide

### 1. What and where is it?



When you email a volunteer through the Mentoring Connector, the volunteer's phone number and email address will appear so you can follow up directly.

Please click the "Track Follow Up" button beside the volunteer's name.

Email	Initial inquiry date	Program Replied To Volunteer Date	Match date	
sroman@Mentoring.org	07/24/2018	08/30/2018	09/04/2018	Email Volunteer No longer matched Track follow-up
sroman@Mentoring.org	07/24/2018	09/13/2018		Email Volunteer <b>Matched</b> Track follow-up

### 2. What is its function?

- a. The button informs MENTOR that the match process has been completed, that the volunteer is now matched with a mentee. **Please note: this is the only way MENTOR can tell if the process has been completed.**

### 3. How to use

- a. Click the button. Then select the date the mentor and mentee were matched.
- b. [Click here](#) for a video link on how to mark a match!
- c. Email any questions or inquiries to [connector@mentoring.org](mailto:connector@mentoring.org)

