



Volunteer Registration Instructions

Important: Please review the instructions below before registering, as there are important setting recommendations that will ensure you are able to match with students on the platform.

Step 1

To create an account, visit bottomlineconnect.org and click on the **Get Started** button. For the highest quality experience, we recommend using a computer rather than a phone AND utilizing Google Chrome. BLC is supported on mobile devices but the user experience isn't as seamless.

Step 2

Before deciding which email account to register with, you should think about the email you check MOST often. Meeting requests and other platform notifications will go to the email you register with. **Note:** Check your spam folder if you are not receiving email notifications.

Step 3

All users on the platform must choose their affiliation when registering on the platform. Make sure to select the regional Bottom Line Office you are affiliated with.

Step 4

Complete the registration questions. Tips for the **Advanced Profile** section:

- **Industry and Job function:** Include current and past experiences to maximize your matches.
- **Identity:** Students can search for volunteers based on identity. Please indicate as many identities as you feel comfortable. Connecting with a volunteer based on a shared-identity can be comforting and/or empowering for students.
- **Location:** select the location from the dropdown rather than typing, or it may not let you move on.

Step 5

In the **Willing to Help** section, make sure you select the box "willing to be a mentor." We encourage you to check as many of the boxes as possible (best practice is to select them all!) to maximize your possible matches.

Step 6

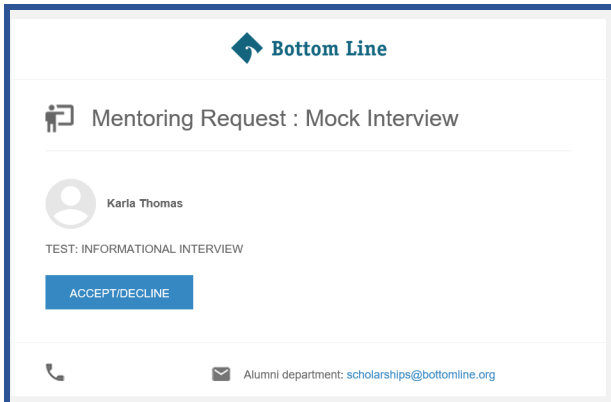
Once registration is complete, you should be automatically approved to the platform. If you have any issues, contact us at blconnect@bottomline.org. **Note:** Double check your spam folder.

Navigating the Platform

Note: All students are referred to in BLC as “Mentee” and all volunteers are referred to in BLC as “mentor.” Bottom Line Connect is referred to as BLC for short.

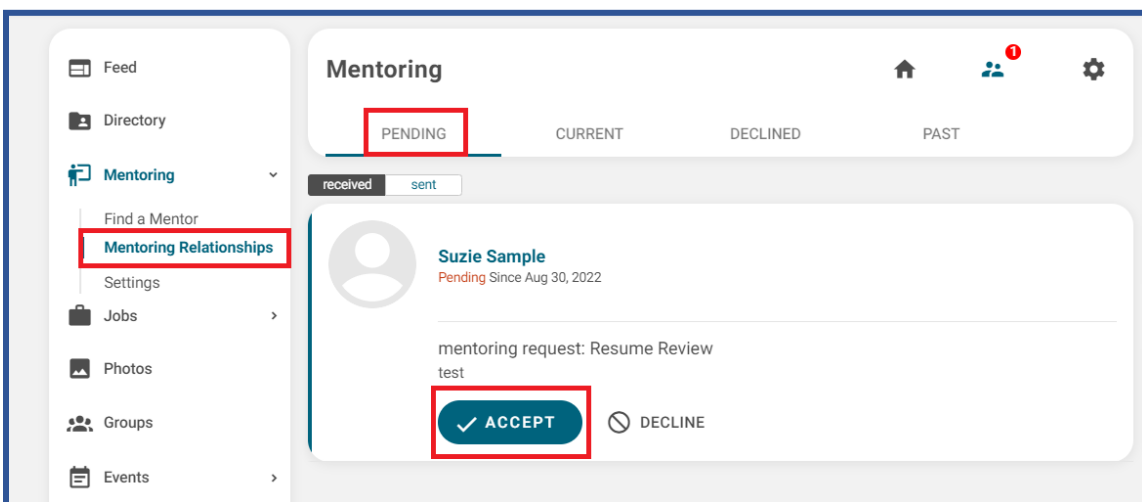
HOW WILL I KNOW WHEN A STUDENT HAS REQUESTED A MEETING?

When a student has requested to meet with you, you will receive an automated email from Bottom Line Connect with a button to “Accept/Decline” the request.



HOW DO I ACCEPT OR DECLINE A MEETING REQUEST?

Clicking the ACCEPT/DECLINE button in your email will take you directly to the Mentoring Relationships tab in the Bottom Line Connect platform. The request will appear in **Pending Requests** where you can accept or decline. **Note: Volunteers must reply to all mentoring requests within 48 hours.** The expectation is that meetings will take place within 2 weeks of the student’s initial request. **If you’re unavailable, please deny the request within 48 hours** so the student can send out a request to someone else.

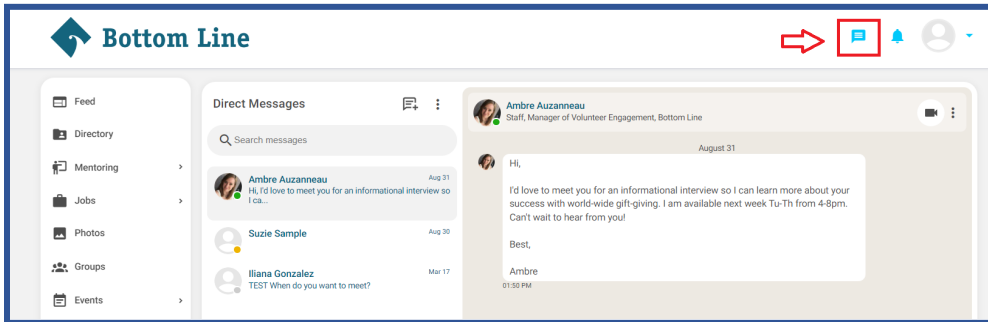


After you accept or decline the request, your mentee will appear in either your Current Mentees or Declined section of Mentoring Relationships.

HOW DO I SCHEDULE A MEETING WITH A STUDENT?

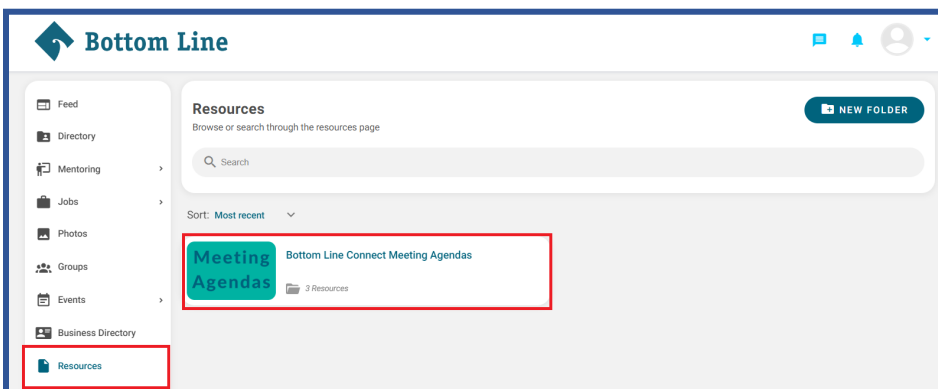
Navigate to your direct messages on the platform (top right hand corner there's a blue icon or chat bubble). You should have a message from your mentee indicating their availability within the next 2 weeks. Reply to this message introducing yourself and confirm a date/time that works best for both of you.

Once confirmed, please send a calendar invite to the student with a link to a video meeting (zoom, teams, google hangouts, etc.)



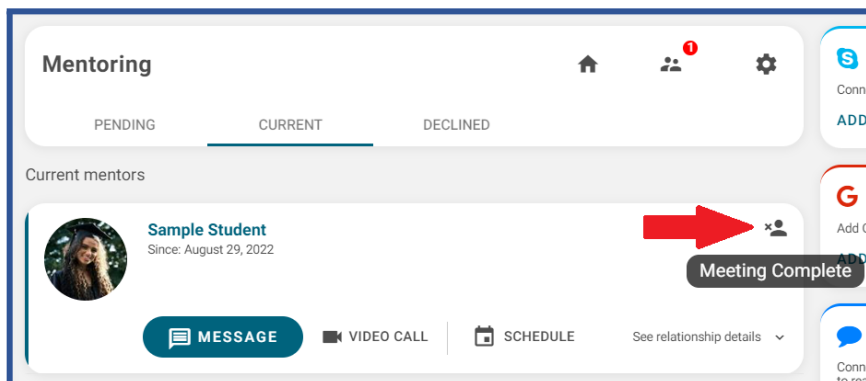
HOW DO I FIND THE MEETING AGENDA FOR MY MEETING?

You can access the Meeting Agendas in the “Resources” folder on Bottom Line Connect.



WHAT DO I DO ONCE I'VE COMPLETED A MEETING WITH A STUDENT?

1. Complete the [Feedback Form](#)
2. In Bottom Line Connect, click the **Meeting Complete** button on your mentee's card. This can be seen by going to the **Mentoring** tab and then to your **CURRENT** mentoring relationships. This allows Bottom Line to track when connections have been made through the platform.



Other Features on BLC

1. Post a Job on the Job Board
2. Interact with the Feed
3. Join an Industry Group (Coming Soon!)

Job Board

Are there any internship or entry level (positions requiring 0-2 yrs experience) job openings at your company? Make sure to post those to the job board! If you're open to meeting with students for an informational interview, mock interview, or providing a referral, make sure you include that in the post as well.

The screenshot shows the 'Bottom Line' website interface. The top navigation bar includes 'USER VIEW' and 'ADMIN VIEW' buttons, along with communication icons. The left sidebar contains a menu with 'Jobs' highlighted in a red box. The main content area is titled 'Jobs' and features a search bar. Below the search bar, it states 'Found 4 job opportunities' and lists three job postings: 'Program Associate Summer Search', 'Client Service Representative - October Start', and 'Program Associate'. On the right side, there is a 'Filter by' section with dropdown menus for 'Active jobs', 'Employer', 'Job title', 'Employment type', 'Job Function', 'Industry', and 'Location'. A 'RESET' button is located below the filters. At the bottom right, a 'POST A JOB' button is highlighted with a red box.

Interact with the Feed

Ideas for posting on the feed:

- There's an internship/job opening at your company and you're willing to meet with students for informational interviews, resume reviews, mock interviews, etc.
- Introduce yourself, share your background, and let students know they can reach out to you. This can break the ice and can be a great way for students to feel more comfortable reaching out.
- Share your favorite resource - do you have a great resource for computer science students to help them prepare for interviews? Share it on the feed and make sure to let students know you'd love to support them with preparing for a technical interview.
- Reply to student inquiries on the feed - see below for an example from one of our GFVs who replied to a student inquiring about job openings in the healthcare field.

Join an Industry Group (Coming Soon!)

We'll be rolling out industry groups early in 2023. Check back soon!

