

Your organisation has just signed up to

Charity Mentoring Network

What's next?

1. **Go to app.charitymentoring.net and create yourself a mentoring account.** Be sure to complete your 'Organisation' correctly in your profile. Being a mentor/mentee yourself will give you first hand experience and help you when promoting this in your organisation.
2. **Once you've done this, let us know so that we can upgrade your account to have reporting access for your organisation.**
3. **Use the resources in the [Welcome Pack](#) to help you promote the Charity Mentoring Network to your people.** Ensure the people that you're targeting have easy access to the sign up link (app.charitymentoring.net), to create their own accounts on the Charity Mentoring Network.
4. **Remember to share our Code of Ethics and Best Practice** in your introductory email, please use the following text & attach the document. "All Charity Mentoring Network members are asked to review and follow the guidance set out in the **[Code of Ethics and Best Practice document](#)**. This will support the relationship to be professional, as well as creating an environment that provides opportunities for learning and development for all. "
5. **Attend the monthly meetings alongside others who are introducing the Charity Mentoring Network into their organisations.** Together through networking, sharing and collaboration, we can make this project a success!

Then, to access reports for your organisation:

- 1.. **Ensure you have informed The Charity Mentoring Network** that you have signed up to app.charitymentoring.net. They first need to upgrade your account to an admin account.
2. **Once this is done, navigate to the ADMIN URL** to access/download reports, which is: org.pushfar.com
3. **Log in using your same username and password that you use for: app.charitymentoring.net.** Before pressing 'Log in', Please check that the URL does not include a REDIRECT. If it does, remove the redirect so that the url only displays org.pushfar.com/login (nothing else after that). Then press login. If this fails, delete your cache and start over.
4. **You'll have been sent a code to your email inbox, copy and paste the code into the box**
5. **You'll now be into the admin site!** On the home page you can see dashboards including reporting data. On the Participants page, you'll see & be able to filter your people & most importantly, at the top right you can export, providing further detailed information

As ever, if you have any questions please let us know.