Chicagoland Tutor/Mentor Program Locator
User’s Guide

This presentation is a step-by-step guide to adding or editing your program information

Our Tutor/Mentor Program Locator is an online database that helps volunteers, Donors, parents and students find out information about your program. Find it at: http://www.tutormentorprogramlocator.net
Welcome to the Tutor/Mentor Program Locator home page

1) Program administrators and staff should click here to log in and edit their program information

2) Note: Email tutormentor2@earthlink.net before using this

Students, parents, teachers...etc can click here to find out about over 130 tutoring and/or mentoring programs across Chicagoland

A list of Chicago youth organization web sites can be found at this link - http://tinyurl.com/TMI-ChiProgramLinks

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We sort all programs into 3 categories:

- Pure Tutoring
- Pure Mentoring
- Mixed

Pure tutoring programs focus on homework and the fundamentals: reading, writing and arithmetic, and improving grades and high school/college entry. Normally in a group setting; does not emphasize a long-term personal relationship between the tutor and child.

Pure mentoring programs usually pair youth one-on-one with an adult volunteer. These programs may also feature field trips, field trips, or motivational speakers. Scholastic achievement is not a primary goal.

Mixed tutoring/mentoring programs focus on one-on-one mentoring as well as improving grades. These programs may also involve field trips, speakers, arts programs, etc. Youth usually meet at a central site. Most youth work with the same tutor or mentor each week, usually in a one-on-one or in a small group setting.

Check out this pdf essay to learn more about the difference between youth tutoring and youth mentoring:
http://tinyurl.com/TMI-Defining-Terms
Students, parents, donors...etc looking for programs are directed to the screen below where they can easily find their perfect program.

Search by zip code
Pick a neighborhood
Or a suburb
If you know the name of a particular program, enter it here
Or enter the program’s address if you know where it is
The desired program(s) then show up on both a map and a list, which provides relevant information about the program such as its street address and links to find out more details.

Exact location of programs show up on the map as red pushpins.

If you click on red pin, a pop up will appear with contact information for that location.

You can use other features of Google maps to locate other organizations in this part of the city.
Programs can edit their own information, or add new locations. Email tutormentor2@earthlink.net for help.

Click this log in button to enter the Program Locator Survey Section.
Program administrators/staff log in on this page

If you already have a password, you can log in here using your email address as a username

If you forgot your password, click here and we will email it to you

If this is your first visit, click here and you can register within minutes
If you forgot your password, you can get a reminder email sent to you from this page.

Just enter your email address here and click “submit”

If the system doesn’t recognize your email address, CLICK HERE to register as a new user.
You can register a new email address from this screen.

To register, please fill in the required information:

In this box, be sure to give the name of your organization and its location.

After filling out this form, you can use your password to enter the site.
Once you’re logged in, this is the first page you’ll see

To access your account
Click “products” and then “program locator”
Update a pre-existing profile or create a new one

To update a pre-existing Program, click “edit”

Click “new profile” to add a new program (this is address specific, so you must have one profile for each site you operate)

Clicking “Delete” will Remove your program from the database (this action will be completed by a T/MC administrator)
This screen allows you to edit your program’s information.

When finished editing your program information, click “save” to save a page, or “save and go to next step” to save and edit the next section of your profile.
Creating a new profile

To add a new profile
First click “background” to provide basic info about your program, when this section is complete, you can fill out the other sections.
Please fill in as much information as you can. Every bit helps!

Once you fill out this first three pages, your data will be sent to a Tutor/Mentor Connection administrator.

You can continue filling out the other pages, but your data will not be accessible to others until it is approved by the T/MC.

Questions? Email: tutormentor2@earthlink.net
Now you can also see this information on an Interactive map.

Click on this link and the information shown in this table will appear on a map, shown below.

![Interactive Map Screenshot]

Click on this link, for an animated introduction of the features of the interactive map.

http://www.tutormentorprogramlocator.net/Intro.aspx

View this presentation to see ways to create your own map-stories using the interactive map.

http://tinyurl.com/TMILocator-how-to

Are you a web developer? Help us update this map platform and make it available to other cities. Email tutormentor2@earthlink.net to introduce yourself.
Thank you for updating your program information!

Keeping your profile current only takes a few minutes and ensures that users, including potential clients, volunteers and donor can make well-informed decisions about where to get involved.

Call email tutormentor2@earthlink.net for help.
Help Tutor/Mentor Connection keep this service available!

The Tutor/Mentor Connection is now supported by Tutor/Mentor Institute, LLC, a social benefit corporation.

Please help us find partners and sponsors who will provide the talent and dollars that enable us to do this work. email tutormentor2@earthlink

http://www.tutormentorexchange.net

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