

# E-MENTORING TOOL

**E-Mentoring tool** enables its members to create discussion groups, discuss and work on particular projects and topics. It also provides information about upcoming on-line webinars, EwB cafés, presentations and enables access to all study materials connected with EwB activities.

**E-Mentoring Tool** is open for individual business mentors, students, teachers, JA Staff or student companies participating in EwB Program.

## HOW TO JOIN?

E-Mentoring Tool can be accessed either through EwB Platform [www.jaewb.org](http://www.jaewb.org) (click on E-Mentoring on the top menu) or directly at <http://e-mentoring.jaewb.org>

### STEP 1:

Apply for membership and [SIGN UP](#).



**TIP:**  
You can use your Facebook login to join E-Mentoring tool

Create your login or sign in with Facebook

Create your profile:

Sign Up for E-Mentoring Tool Apply for membership now. If you're already a member, sign in.

Create a new account...

**Email Address**  
jane.white@gmail.com

**Password**  
.....

**Retype Password**  
.....

40 34883583

140 34883583

Sign Up

Create a new account...

Facebook

About E-Mentoring Tool

E-mentoring tool - a networking tool dedicated to business volunteers, teachers and student companies participating in EwB program

Create Profile on E-Mentoring Tool  
Almost there! Just tell us a bit more about yourself.

**Full Name \***  
Jane White

**Country \***  
United Kingdom

**City, State \***  
London

**Company/Organisation \***  
CTP Ltd.

**Gender \***  
 Male  Female  Don't Display

**Connection with EwB \***  
 Business Volunteer  Student  Teacher  
 JA Staff  Student Company

**What languages do you speak (include your native language as well)? \***  
English, French, German

**About me \***  
MBA - Finance with 8 years experience in the field of accounts & finance.  
Expertise in spearheading corporate and financial planning initiatives in Commercial Operation, Accounts & Finance, Auditing & Taxation, MIS, Exports Management and export document negotiation.  
I can provide mentoring in areas connected with financial management:  
preparation of annual budget  
financial reporting  
accounting  
export and import issues

Join By signing up, you agree to the [Terms of Service](#).

Your personal account will be activated as soon as your registration has been approved. You will receive e-mail confirmation. Then you can login to E-Mentoring tool.

**TIP:**  
In **About Me** section, describe clearly what are the areas you can mentor your students. E.g.:

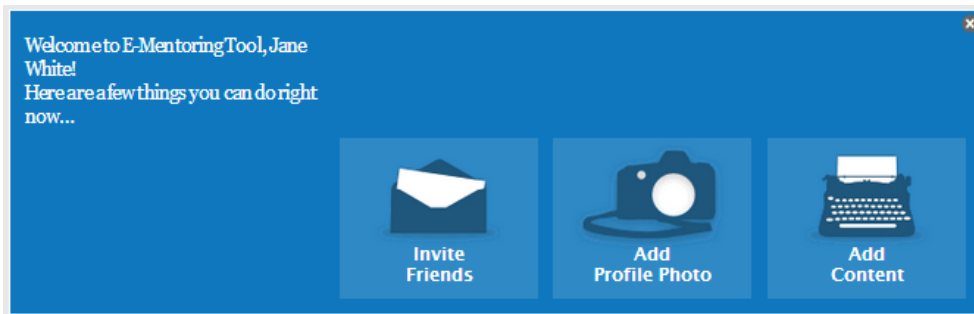
*I can provide mentoring in areas connected with financial management:  
preparation of annual budget  
financial reporting  
accounting  
export and import issues etc.*

[www.jaewb.org](http://www.jaewb.org)



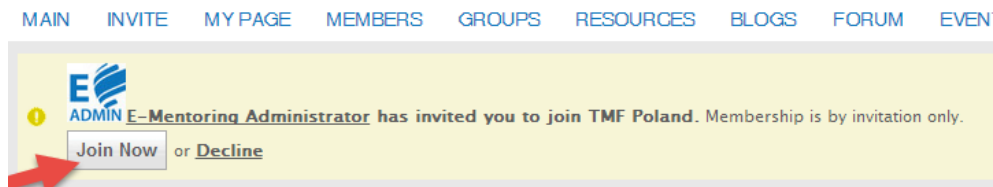
## STEP 2:

Add your profile Photo

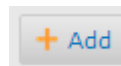


## STEP 3:

Visit the **GROUPS** and join one of preferable meeting rooms. If you have already received invitation to some particular group, click the link in the email to join.



You can also create your own group – just click on



Complete the Group Information:

### TIP:

Please check your mailbox account regularly to have access to all confirmation e-mails.

### TIP:


**Language option** - Set your group's interface to your preferable language. The members of your group will see the content in selected language

**STEP 4:**

Invite other members to join your group

Invite to TMF Poland

← Back to TMF Poland



Meeting room for the business experts from **TMF and students/teachers from Poland.**

Invite your friends to TMF Poland




E-Mentoring Administrator  
(Already a member of this group)

Select: Friends on this Network, None 0 friends selected

**Your Message** (Optional)

Send Invitations

Invite More Friends

**Send To** 50 invites left today

Separate multiple addresses with commas

**Your Message**(Optional)

**Send Invitations**

**TIP:**

Registered members must be your Friends to have them listed in the list.

In the Members section, select the member you would like to invite and Add as Friend.

If you do not see the member in the list, just enter his (her e-mail to SEND TO section. (separate multiple addresses with comma) and Send invitation

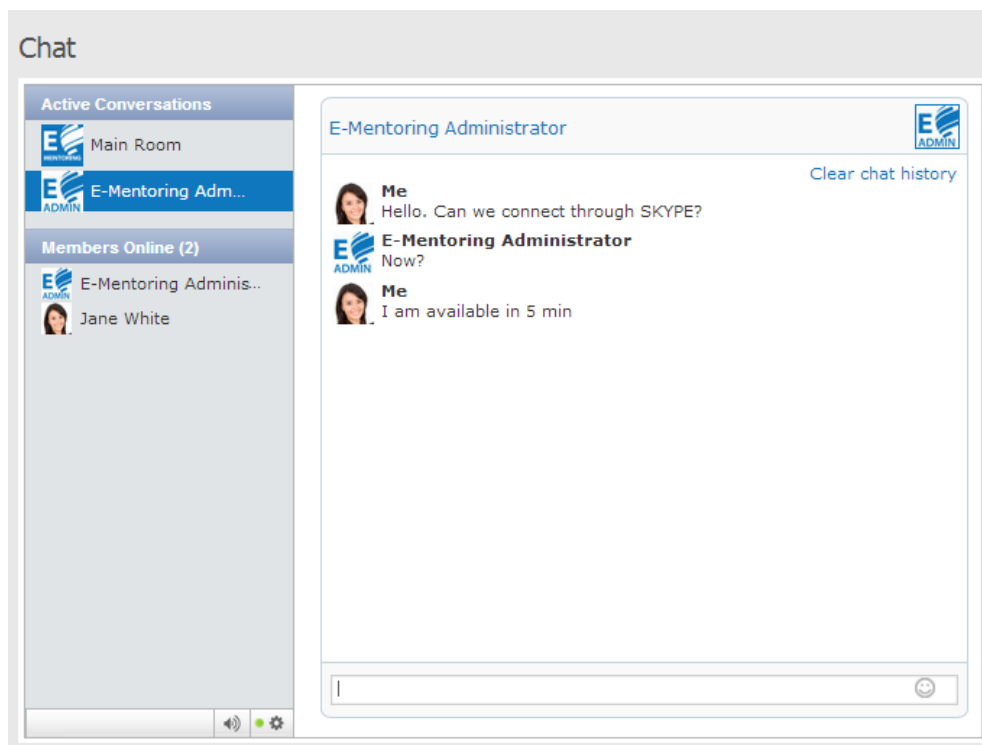
## STEP 5:

Communicate with your group members

You can communicate with other members of your group by answering questions in already existing Discussion Forums or you can add your own Discussion Forum to the group. All members of the group are receiving e-mails with all new items and activities within your group.

E-mentoring Tool enables **CHAT function**. You will see the chat panel on the bottom of your screen or you can open CHAT in the top menu

- You can communicate with all members who are currently on-line in the Main Room
- Or
- You can chat with particular members in separate chat windows



## E-MENTORING TOOL CONTACT:

Gabriela Zidkova

Senior Operations Manager and EwB Main Coordinator

[gabriela@ja-ye.org](mailto:gabriela@ja-ye.org)

tel: +420 277 219 085 or GSM +420 602 511 500