MENTOR A BUSINESS OWNER

RMK has put you on a mentee's shortlist, or matched you.

BEFORE YOU START

HAVE THESE READY (ABOUT 10 MINUTES)

- Your approved mentor account.

STEP BY STEP

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MENTOR A BUSINESS OWNER

8 STEPS

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MENTOR A BUSINESS OWNER

1 Step 1 of 8 — Screen: Help small businesses grow, and grow with them.

How to get there: Work with RMK at the top.

What you see: The four roles.

Tap: Join as a mentor

What happens next: The mentor section: who can apply (an active Standard and every quiz of all ten tools passed), the work, and your checklist. The form shows once every line is ticked.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

2 Step 2 of 8 — Screen: Help small businesses grow, and grow with them.

How to get there: The same page.

What you see: Your name, cellphone and area.

Tap: Send my details

Type: Your name and municipality.

What happens next: RMK calls you.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

3 Step 3 of 8 — Screen: Notices

How to get there: Sign in. You land on your home screen ("Dumela" and your name). The bell.

What you see: "<owner> chose you".

Tap: the notice

What happens next: Your mentee.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

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4 Step 4 of 8 **Screen: Mentor Dashboard**

How to get there: My home.

What you see: Your mentees and their sessions.

Tap: the mentee's name

What happens next: Their plan and progress.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

5 Step 5 of 8 **Screen: Record a session**

How to get there: From the mentee.

What you see: The session form.

Tap: Save

Type: What you discussed and agreed, for example "Update the price list".

What happens next: The session is recorded.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

6 Step 6 of 8 **Screen: Mentor Dashboard**

How to get there: After each stage.

What you see: The progress report.

Tap: the report

What happens next: The mentee agrees it.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

7 Step 7 of 8 **Screen: Record a session**

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WORDS EXPLAINED

Mentee

The business owner you mentor.

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