

Minnesota Women Ceramic Artists is a professional organization that supports women ceramic artists in Minnesota. MNWCA provides its members opportunities for exhibiting, networking and mentoring throughout their ceramic careers. MNWCA also furthers the creative and professional development of its members.

## **Website Searching in Mentoring Program**

MNWCA's website, mnwca.org, utilizes members' profiles to capture interest in mentoring and provides powerful search capabilities to allow mentees to find appropriate mentor matches as well.

## **Mentors**

Edit your profile page utilizing the HELP menu "How do I edit my profile page?" information:

- Select 'Yes' at 'Are you interested in the opportunity to mentor another member?'
- Then check off your skills/expertise

Next, change your privacy settings utilizing the HELP menu "How do I control my privacy?" information, so that the above changes are searchable. Change the mentoring questions to:

Anybody (viewable by public) or Members (only MNWCA members see your mentoring information)

We encourage you to share your mentoring information with the public - our future members!

## **Mentees**

Use the HELP menu "How do I Search the Member Directory" information to take advantage of our website's profile search capabilities.

Select Members/Member Directory then *click* on Advanced Search.

Example: Search for a mentor who would be willing to share their expertise by reviewing your website.

- Pull down to the profile question 'Are you interested in the opportunity to mentor another Member'
- Then select 'Is' and 'Yes'.
- Pull down to the profile question 'If yes, list skills/expertise' and
- Select 'Website review'.
- Click Search in the lower left-hand corner
- Prospective mentors names appear, click on a name to send them a private message.

*Note:* should you need to return to Simple Search, scroll to the bottom of the member list and select "Go to simple search"