



Staff Name _____ Today's Date _____

Chaffee County Mentors Activity Log

1. Log hours via website: www.chaffeecountymentors.civicore.com
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Welcome. Please log in.

E-mail:

Password:

Forgot your password?

Are you a mentor looking to enter hours? [click here](#)

The log in website will look similar to what is pictured above. Click on “Are you a mentor looking to enter hours” to enter mentoring hours.

2. The next page will ask for your email and password.

Your e-mail is: _____

Your password is: _____

3. The next page will read “You are actively matched” and your mentee’s name should be listed below. (If you do NOT see your mentees name, please let your staff support know)
4. Click on the plus sign icon – add time/information into the red areas
5. Follow the steps – and submit.

Volunteers: All mentoring hours are due by the 25th of each month. If you will spend time with your mentee after the 25th, you may pre-estimate the hours/activity to submit by the 25th OR you may add the mentor hours after the 25th. If you chose to add your mentoring hours after the 25th, they will be included in the next month’s staff report (this is not a problem). If you are not comfortable using the civicore database or do not have access to the internet, please call in your e-mail your mentoring hours to your staff support.



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THANK YOU FOR BEING A GREAT MENTOR!