



## Documenting Efforts in Redbooth Quick Guide for Foster Your Future (FYF) Mentors

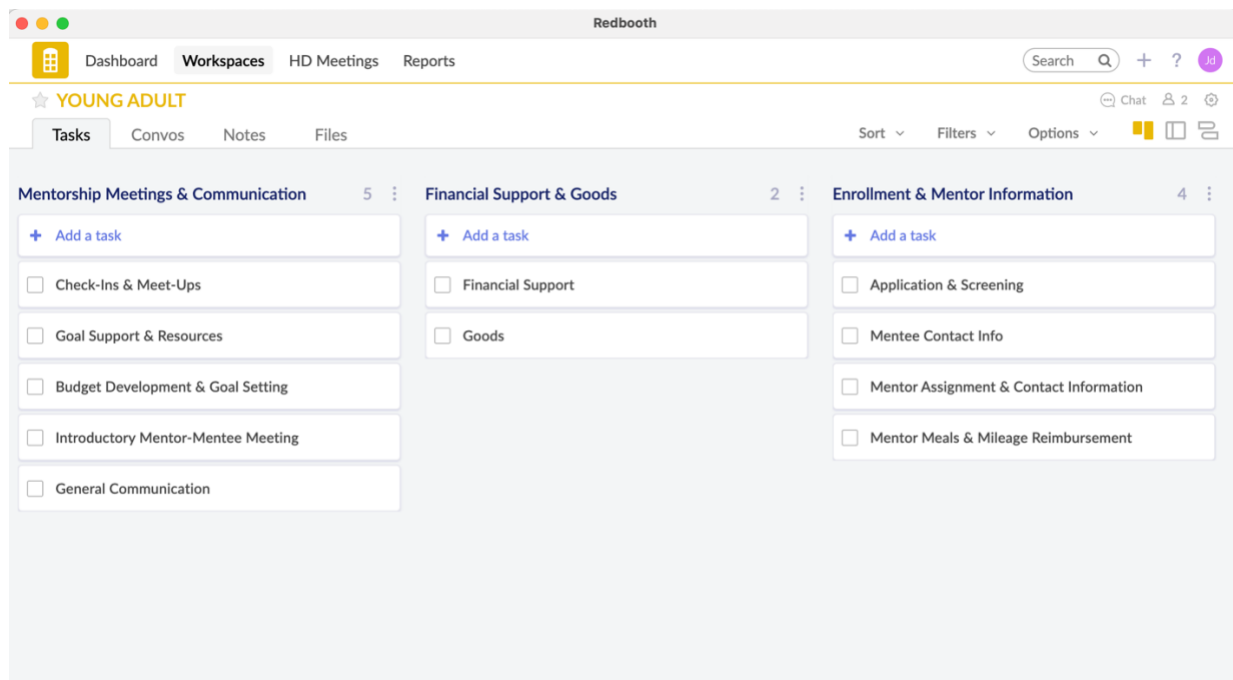


### Young Adult Workspaces

A *workspace* is created for each young person participating in FYF programming using a standard template. Tasks/information is organized in three categories:

- Mentorship Meetings & Communication
- Financial Support & Goods
- Enrollment & Mentor Information

The workspace looks like this on the desktop version of redbooth:

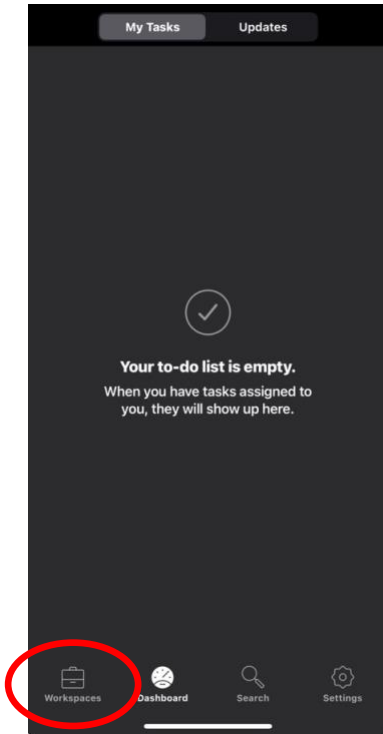


The tasks that mentors will use the most are:

1. **Check-Ins & Meet-Ups** (Mentorship Meetings & Communication List) – used to document your phone/text check-ins and in-person meetings.
2. **Financial Support** (Financial Support and Goods List) – to upload mentee grades and bank statements each month and note recommendation for payout of funds
3. **Mentor Meals & Mileage Reimbursement** (Enrollment & Mentor Information) – to upload mileage information and all receipts paid by mentor for meals and other supports.

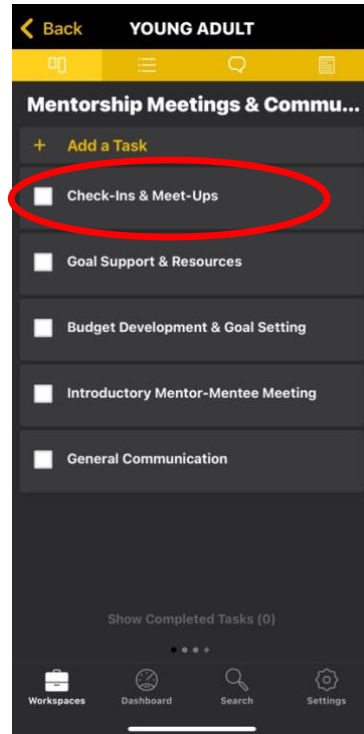
## Recording your efforts and information in the Mobile App

1. When you log-in to the Mobile App, you will be on Dashboard page.



***Navigate to the mentee workspace by selecting the workspace icon in the bottom left of the screen.***

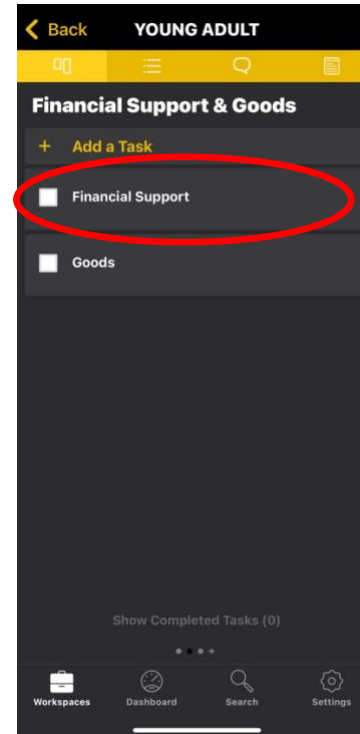
2. The first screen is the Mentorship Meetings & Communication category screen.



Add information about your check-ins and in-person meetings from this screen.

***Navigate to the next category by swiping left.***

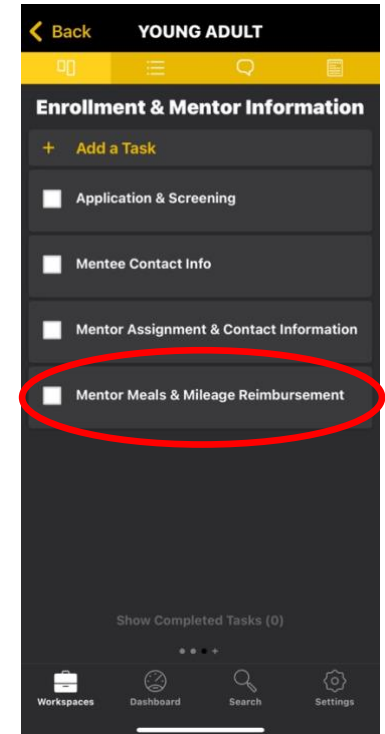
3. The second screen is the Financial Support & Goods category screen.



Upload mentee grades and bank statements from this screen.

***Navigate to the next category by swiping left.***

4. The third screen is the Enrollment and Mentor Information category screen.



Enter mileage information and upload receipts for meals and other supports provided to mentee during the month.