

DOWN TO BUSINESS

**MANUAL FOR
MENTORS**

MasterClass Platform



Co-funded by
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INTRODUCTION

BEFORE THE SESSION

DURING THE SESSION

AFTER THE SESSION



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Project number: 2021-1-ES02-KA220-YOU-000028609



INTRODUCTION


Thank you for becoming one of the mentors on MasterClass Platform! In this guide, we are going to explain you what are you supposed to do before, during and after the mentoring session.

If you still have doubts of you need any clarification, don't hesitate to write an e-mail to david.bayona@dideasgroup.es

BEFORE THE MENTORING SESSION

When a participant book a session, you are going to receive an e-mail like this one, with the link to start the session:

You got a new booking!

 Masterclass Platform <appointments@wixbookings.com> Hoy a las 9:41
Para david.bayona@dideasgroup.es

Hi,
Great news! Someone just booked one of your services.
Here are the details:

Customer Info
Name: David Bayona Cuallado
Email: dabacua@alumni.uv.es
Phone Number: 637378511
Business idea or need: kjkjk
I accept the use of my personal data for project purposes and according GDPR regulation of EU : Yes

Service Info
Service Title: Masterclass with David Bayona
With: DAVID BAYONA CUALLADO
When: Thursday, 6 April 2023 10:00 CEST
Where: Online
Video Conference: [Open Session Link](#) ←

Payment Info
Price: €0.00
Total Due: €0.00

Thanks,
The Wix Bookings Team

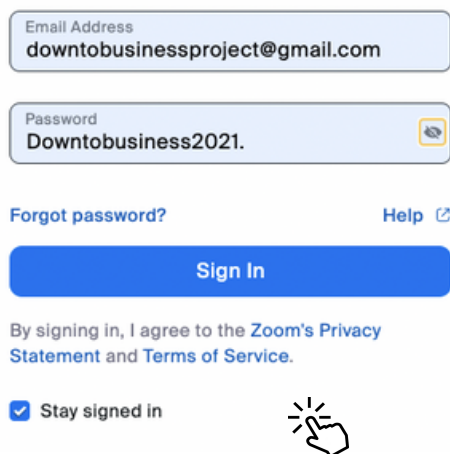
Check out all the new Wix Bookings features! [Click here](#)
Manage your Bookings on the go! [Download the Wix mobile app](#)
Love Wix Bookings? [Rate us](#) in the App Market.



The participant is going to receive also an e-mail, with a link to join the Zoom session the day and time indicated. In case you, as mentor, didn't receive the e-mail with the link to open the session (for any reason), you can:

1. You just have to contact the participant **in case you are not available**, to schedule another day and time meeting if needed. In that case, please tell the participant to cancel the meeting on Masterclass Platform. You can send him/her another link created by yourself or tell him/her to book through the platform again another time and day you are available.
2. **If day and time it's ok for you**, you have to log in in Zoom account of the project to start the meeting the day and time of the mentoring session. The credentials are:
 - a. e-mail: downtobusinessproject@gmail.com
 - b. password: Downtobusiness2021.

Sign In



Email Address
downtobusinessproject@gmail.com

Password
Downtobusiness2021.

[Forgot password?](#) [Help](#)

Sign In

By signing in, I agree to the [Zoom's Privacy Statement](#) and [Terms of Service](#).

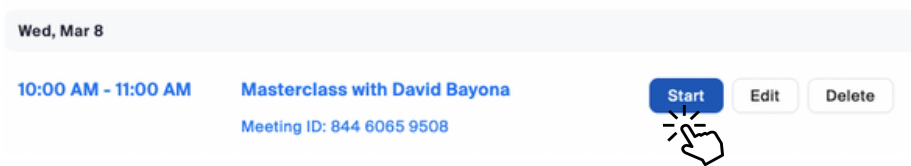
Stay signed in

In case you consider that you need some documents or information from mentee before the mentoring session, you can write and contact the mentee, you have his/her e-mail on the confirmation e-mail that you will receive after he/she book the session.

In case you find any difficulty, please write to david.bayona@dideasgroup.es and we will facilitate you the link and access, don't worry.



Once you Log in on Zoom, you have to go to the section "Meetings" and look for the meeting with the title: "Masterclass with (YOUR NAME)". Press "start":



Then, the meeting will start and you will be able to accept the participant to enter in the mentoring session. Let's get Down To Business!

DURING THE MENTORING SESSION

After the session has started, present yourself, ask the participant to present his/herself and start having this session to help him/her with his/her business idea.

You can record the meeting if the mentee wants it (and you, of course), and send him/her after the session the recording.

Try to provide useful information, to be clear, and to cover the requirements of the participant.

To finish the session, just click on **"end the meeting for everyone"**



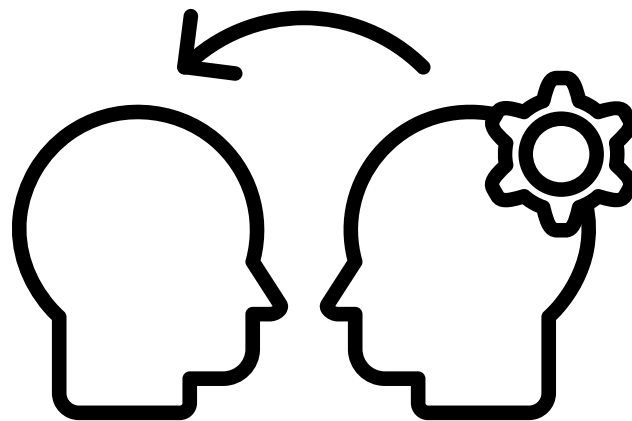
AFTER THE MENTORING SESSION

After the session, send the participant, if has requested it, the recording, documents or relevant information.

It can be useful if you take screenshots of the session and share it on LinkedIn with the hashtag [#downtobusinessproject](#)

If you need an official certificate of your participation and contribution in this Erasmus+ Project, don't hesitate to ask for it on david.bayona@dideasgroup.es

We really thank you your participation and interest!





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