

Registration Guide for New Mentors

June 11, 2025

The Law Society's mentorship programs (Mentor Express, Mentor Connect and Indigenous Mentorship Program) are hosted through a platform called **Mentorship Rocket**.

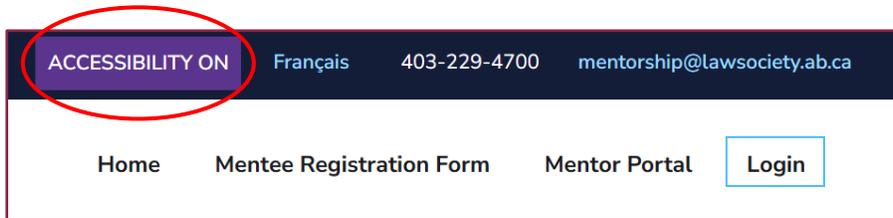
You can access the 2025-2026 program at:
https://mentorshiprocket.com/LSA_2025-2026



This website is compatible with any web browser. To make it as easy as possible to visit the Mentorship Rocket website in the future, we recommend that you bookmark this link or add it to your favourites.



There is an **ACCESSIBILITY** button located at the top of the Mentorship Rocket landing page that can be turned **ON** to change the standard browser display to bolder text and higher contrast colours.



The following steps detail how to set up your login and create your mentor profile using the Mentorship Rocket platform.

1. Set up your login.

a) Click **LOGIN**.



Welcome to our mentorship program

Participants are invited to enter the program here to access user information. Click LOGIN and begin with your email address that is on file with us.

If the system does not recognize your email address, and you think you should be in the program, please send an inquiry to the Program Administrator by clicking the email address at the bottom of this page.



LOGIN

- b) Enter the email address that you provided when you completed the registration form on the Law Society of Alberta’s website and then click **NEXT**.

Your email

Welcome. Please enter your email address on file with the organization which hosts the program you are trying to reach.

Email

NEXT

- c) Enter your first and last name and create a password using the password requirements listed on the Mentorship Rocket website.

Register

This is your first time here! Please create a login using the form below in order to access your mentorship program(s).

First Name

Last Name

E-Mail Address

Password
Password requires a minimum of 8 characters that include minimum one upper, one lower, number & special character like { & ! \$ @ # . % }

Confirm Password

I have read and agree to: [TERMS & CONDITIONS](#)

REGISTER **CANCEL**

- d) Read the Terms and Conditions and check the box to confirm that you agree to them.

- e) Click **REGISTER**.

- f) Your login profile has now been created.

2. You will receive an email with instructions from Mentorship Rocket for verifying your account. This may take up to 10 minutes to arrive in your inbox. If you do not receive the email after several minutes, check your junk mail folder.

MR Mentorship Rocket <noreply@mentorshiprocket.com>
To: You

This message was identified as junk.

Please Verify Your Account with the Mentorship Program

Thank you for registering on the Mentorship website. Please click the link below to verify that the email address submitted belongs to you and was submitted by you.

[Click to confirm](#)

OR

Copy and paste following link in browser :

https://mentorshiprocket.com/LSA_2024-2025/register/verify/5mpUsBZe5xDka51FYGcmHqvxDXllp?l=en

If you suspect that someone else is attempting to use your address inappropriately on the mentorship site, please notify the administration office for your organization.

Thank you.

- a) Once you’ve clicked on the verification link, you will be brought back to the Mentorship Rocket platform. You will see one of two messages:

- i. You may see a message that says **Invalid Confirmation**. Please disregard this message and click the **LOGIN** button. From there, you can proceed to enter your email address and password that you created in the previous step.

Invalid Confirmation

You have received this message because you inadvertently clicked the verification link more than once. As a security measure, the link can be used only once.

In all probability you have successfully established a Login. Please return to your program site and log in with your email address and the password you created.

If you continue to experience difficulty, please contact your program administrator.

LOGIN

- ii. You may see a message that says Email Confirmed! Proceed to click on **LOGIN & GO TO MENTOR PORTAL**. From there, you can enter your email address and password that you created in the previous step.

Email Confirmed!

Thank you. By verifying your email address, your login to the following program is confirmed: Mentorship Programs 2024-2025.

Please review and complete your Mentor Profile which will be seen online by participating Mentees and Mentors plus members of the association. Your profile will include a brief biography, portrait-style photo, contact information and choices for your preferred mentoring dates during the program.

LOGIN & GO TO MENTOR PORTAL

- b) A Quick menu will be displayed once you have logged in. Click the first button that says **YOUR MENTOR PORTAL**.

Quick menu for:

Avery Mentor-Test

Please select where you would like to go:

YOUR MENTOR PORTAL

YOUR BOOKED SESSIONS

THE MENTOR GALLERY

While you are logged in, you also can navigate the website using the **menu at the top of all pages**.

3. The Mentor Portal displays an informational video for your viewing.



- a) Your Mentor Profile Form will appear and as you scroll down the page, you will see that your name, firm or company name, and email address are pre-loaded into the system based on your initial registration.

You may add the URLs to your LinkedIn profile and any appointment scheduling service you use as a way of sharing more information with mentees that book meetings with you, but this step is optional.

Mentor First name: *	Mentor Last name: *
<input type="text" value="Avery"/>	<input type="text" value="Mentor-Test"/>
Company name: (max 85 characters) *	Mentor LinkedIn URL: (e.g https://www.linkedin.com/in/linkedinID)
<input type="text" value="Law Society of Alberta"/>	<input type="text"/>
Mentor Contact Email: *	
<input type="text" value="Avery.Stodalka@lawsociety.ab.ca"/>	
<div style="border: 1px solid #ccc; padding: 5px;"> <p>i Email is not editable</p> <p>Contact your program administrator if it is necessary to use a different email address. Changing the address will require you to re-register.</p> </div>	
<p>Have an Appointment Scheduling Service? Share your online account URL here. Allow mentees who book mentoring dates to request specific times.</p> <input type="text"/>	
<p>Member ID (Optional) ¶</p> <input type="text"/>	
<p>¶ The Member ID field is only editable by the program administrator and is not shown publicly.</p>	

- b) If you want mentees to contact your assistant or someone else when booking meetings with you, add their name and email address under the 'Alternate Contact' fields. If you leave this blank, mentees will use your email address to contact you.



If you appoint an alternate contact, you will not receive emails from the mentees who book meetings with you (only the alternate contact person will receive emails from them).



Alternate Contact (optional)
If you prefer mentee meeting arrangements to be managed by an assistant, please add alternate contact details here

Alternate Contact Person Name:

Alternate Contact Person Email:

- c) Enter your Mentor Bio in the space provided (1450 characters or less). It is best to have this written and saved in a Word document so you can copy and paste it to your mentor profile. The bio is what mentees see when they view the Mentor Gallery, so it is important that it is clear, succinct and up-to-date. You may choose what to include, but some ideas are:

- Current work-related information
- Educational background
- When and where you articulated
- Past work experiences
- Other professional interests
- Hobbies and community involvement



Do not remove the program name as it provides direction to mentees using the Mentor Gallery.

The name of the mentorship program that you are participating in will automatically appear at the very beginning of your bio.

Mentor Bio: * (You have 1123 characters.)

PROGRAM NAME WILL BE LISTED HERE

In your bio you can insert a 1450 characters biography about yourself. This bio is what the mentees will see when they are booking sessions. Please include information about yourself, hobbies, interests, past and current work experience, where you went to school, what year you were called to the bar, and what areas of law that you work in.

- d) Upload a photo of yourself. It does not have to be taken by a professional photographer but should be a clear photo featuring only yourself. The system accepts .jpg or .png formats and cannot be larger than 2Mb. This photo will accompany your profile in the Mentor Gallery.

Click **Choose File** to browse and upload your photo.

Mentor Photo:*

i **Auto-cropped**
Image will be resized and cropped to 250x250 pixels.

Choose File No file chosen

Accepted formats: .jpg, .png, Max file size 2Mb

- e) Insert your placeholder meeting dates.

The number of meeting dates you will add to your mentor profile will depend on the program you are participating in:

Mentor Express Mentors will add 12 meeting dates between Sept. 30 and April 30.

Mentor Connect Mentors will add only one meeting date between Sept. 30 and April 30. When a mentee books the one meeting date provided, this will begin the on-going mentoring relationship between mentee and mentor and the two of you will arrange all further meetings on your own outside of Mentorship Rocket.

Indigenous Mentors will add only one meeting date between Sept. 30 and April 30. When a mentee books the one meeting date provided, this will begin the on-going mentoring relationship between mentee and mentor and the two of you will arrange all further meetings on your own outside of Mentorship Rocket.

If your proposed dates are left unclaimed by mentees, the system will automatically push those dates forward by two weeks. This offers another opportunity for mentees to book with you instead of those dates expiring. You may edit the altered dates if you would like.

To add a meeting date, click in the empty box and select a date from the dropdown calendar.


NOTE

If you are not comfortable providing a photo, you must email the Mentorship Department and they will upload a generic image to your profile.

Mentorship Sessions: *

i Click in the fields below to set mentoring dates within the months programmed by the administrator. Think of your dates as placeholders! Return here and edit un-booked dates any time. Choose meeting times and locations with your mentees (or reschedule) later when they book sessions and contact you.

Please Note: On the day of any un-booked mentoring session date, the date automatically will be pushed two weeks into the future. This ensures none of your session dates becomes "stale". You may edit the altered dates if you wish.

☰ 1

☰ 2

☰ 3

☰ 4

☰ 1

☰ 2

☰ 3

☰ 4

☰ 5

☰ 6

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☰ 9

< January 2025 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today Clear x Close

REGISTRATION GUIDE FOR NEW MENTORS | PAGE 6



NOTE

The meeting dates that you include in your profile are placeholder dates only. After a mentee books a meeting with you, they will be responsible for reaching out. The two of you can then decide what date/time and how you would like to meet (virtually or in-person). You do not have to let us know if the date you actually meet is different than the date in Mentorship Rocket.



NOTE

To save your progress at any point, scroll down to the bottom of the page and click **SAVE**. You will be redirected to the **HOMEPAGE**.

f) Continue scrolling to the **MENTOR PROGRAM CATEGORIES**.

These are tags that indicate the areas you are experienced or interested in discussing with mentees. Mentees will refer to these tags when selecting a mentor.

There are three buckets of filters:

1. Mentorship Programs:

This category will already be completed for you by the Mentorship Department. **Please do not change or remove the program that you are tagged in** as this information lets mentees know which program you are participating in as a mentor.

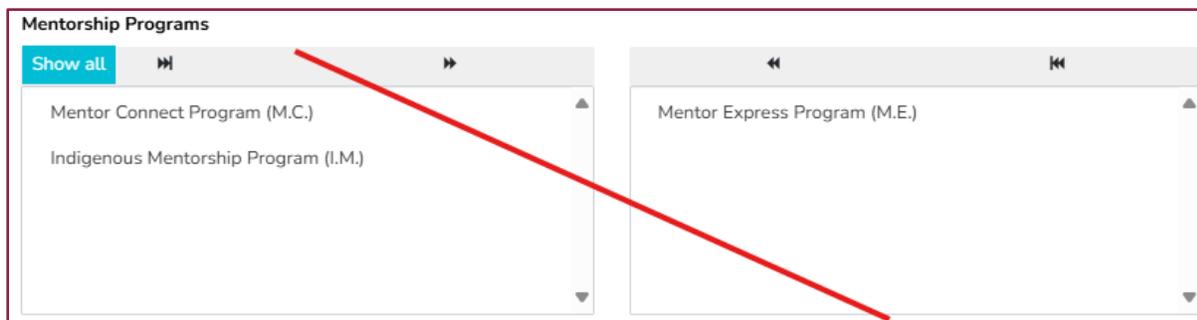
2. Topics for Discussion:

These are topics or areas of law that you have experience with and would feel comfortable talking with mentees about.

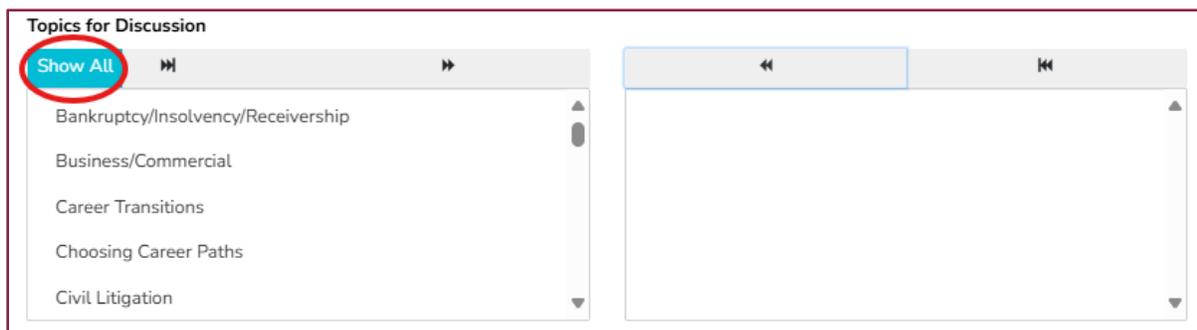
3. About your Mentor:

These describe you as a mentor. Please tag yourself in anything that directly applies to or describes you.

Skip the Mentorship Programs section entirely. As mentioned, the Mentorship Department has tagged you in the appropriate program that you are participating in. Please do not change this.



Scroll down to the next section: Topics for Discussion. Click on the blue **Show All** button to expand the available selections.



The box on the left includes all possible topic selections, **the box on the right is for the list of topics applicable to you**. You will need to move topics from the left box to the right box to populate the tags that will be displayed in your mentor profile.

In the left box, select a topic and click on the ►► icon in the top right corner. The topic will be moved to the box on the right. To select multiple topics at a time, hold the Control key (Windows) or Command key (Mac) while clicking on topics. Your selections will appear in grey and can be moved to the right box by clicking the ►► icon.



The ►► icon will move every topic from one box to the other. We do not recommend using this function.



Topics for Discussion

Show Less  

- Bankruptcy/Insolvency/Receivership
- Business/Commercial
- Career Transitions
- Choosing Career Paths
- Civil Litigation
- Criminal (Crown)
- Criminal (Defence)
- Discrimination
- Family/Domestic
- Government
- Harassment
- Immigration
- In-house Counsel
- Intellectual Property
- Journalism/Effective Writing
- Labour & Employment
- Law School Debt
- Mature Entry Into The Legal Profession
- Networking
- Office Administration
- Parental Leave/Parenting During Career
- Real Estate
- Returning To Work After A Career Break
- Running a Small Practice

The screenshot below shows how your list may look.

Topics for Discussion

Show Less

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- Intellectual Property
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- Real Estate
- Running a Small Practice
- Solo Practice/Small Firm
- Trial Work
- Wellness
- Accounting
- Administrative/Regulatory
- Alternate Careers
- Applying to the Bench
- Assessing career paths
- Balancing Career & Home Life

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If you move a topic(s) to the right in error and would like to remove it, you can move the topic back by clicking on the topic you would like to remove and selecting the ◀ icon in the right box.

Topics for Discussion

Show Less

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Repeat the same steps above for the About Your Mentor section.

Click the **SAVE** button to complete your mentor registration.