

## Mentor Application Instructions

1. Go to [www.scholarshot.fluidreview.com](http://www.scholarshot.fluidreview.com)
2. Click on **Sign up**, next to **Need an Account**.
3. Create Your Account & include a photo of yourself.
4. Check your email for an email from [noreply@Fluidreview.com](mailto:noreply@Fluidreview.com) asking to confirm registration and activate your account. Please make sure to check your spam for this email.
5. Upon clicking link to verify account, you will be taken to your home page. Select **ScholarShot Mentor** & then **Get Started**.
6. Press **Start** button, next to **Mentor Application Process**.
7. Once completed, you will be directed back to your home page. Please ensure you click green **Submit Application** button.
8. Click **Continue**. You should then see "Your Application has been submitted."
9. Upon submission, visit <https://www.backgroundchecks.com/solutions/scholarshot> to complete an \$8 background check.
10. Once ScholarShot staff receives a successful background check, you will be matched with your mentee and receive an email with their contact information.

## Tracking Form Instructions

**The purpose of the tracking form is to document your interactions with your Scholar in each quarter (ex – Sept form documents interactions between July 1 – Sept 30). Each tracking form is due at the end of the quarter, Mar 30, June 30, Sept 30, and Dec 30.**

1. Log in to Fluid Review - [www.scholarshot.fluidreview.com](http://www.scholarshot.fluidreview.com)
2. Select the **Tracking Form** for the term you are wanting to complete.
3. Answer the questions.
4. Once complete, click **Save and Complete Section**.
5. Use the tracking form to report concerns and updates to ScholarShot staff.
6. Email ScholarShot staff directly with immediate concerns, such as:
  - Withdrawing from or failing one or more courses
  - Family concerns
  - Mental health concerns
  - Change in priorities
  - Lack of response
  - Desire for new Scholar