

TLA Mentor Match: Enrollment Guide

The first step to enrolling in TLA Mentor Match is to ensure your TLA Engage profile is complete and up to date.

1 Click **“Update your TLA Engage Profile.”**

Welcome

TLA Mentor Match supports your professional growth by helping you connect with peers for guidance, knowledge sharing, and career development. This member benefit allows you to match with a mentor or mentee. All matched participants are expected to take part in a three-month mentoring program, which includes one check-in every three weeks from July 1 through September 30. For questions about the benefit, email membership@txla.org.

1. Update Your TLA Engage Profile

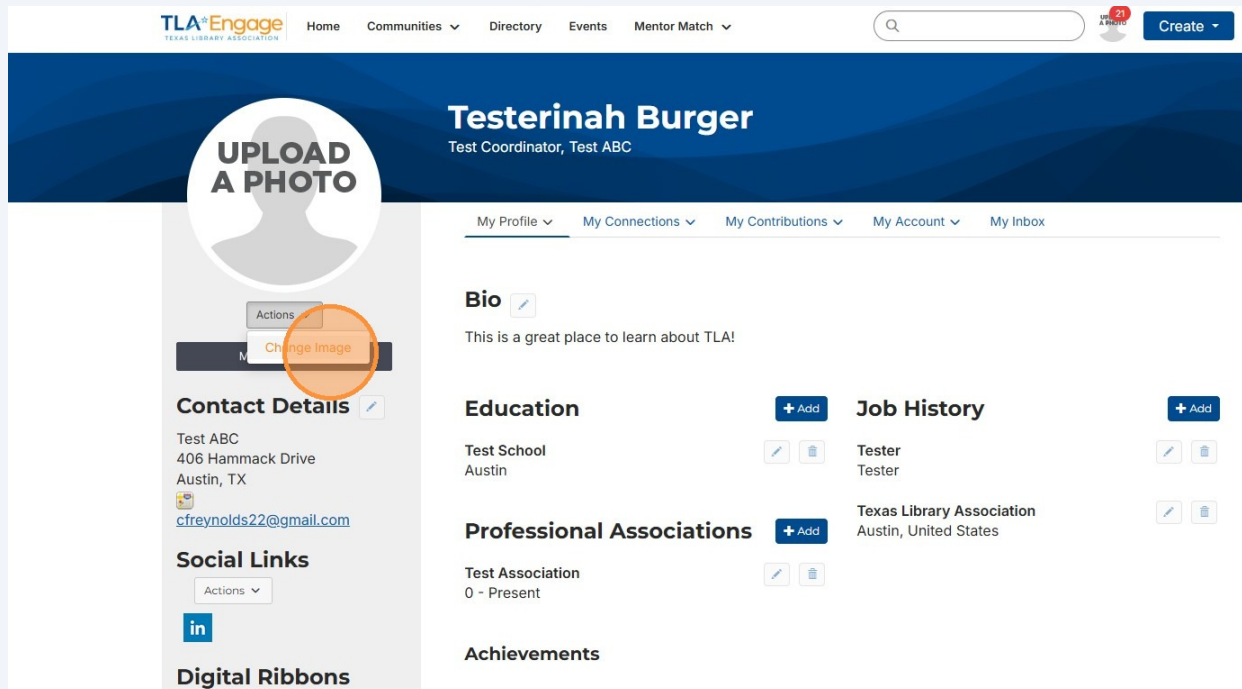
Update your TLA Engage profile by adding a profile picture, completing your bio, updating your contact information, and linking any relevant professional social media accounts.

Once finished, return here to continue to Step 2.



2 Locate the **profile picture circle.**

- Click **“Actions”** beneath the image, then select **“Change Image.”**
- Click the center area to upload an image.
- Click **“Save,”** then **“Upload.”**



The screenshot shows the TLA Engage profile page for Testerinah Burger. The profile picture area is highlighted with a circle and the text "UPLOAD A PHOTO". Below the photo area, an "Actions" dropdown menu is open, showing "Change Image" as an option. The profile includes contact details, social links, and sections for Education, Professional Associations, Job History, and Achievements.

i Tip! **Profile Photo Guidelines:**

- Use a recent, high-quality headshot.
- Ensure your face is clearly visible (head and shoulders).
- Choose a neutral or uncluttered background.

3 Click the **pencil icon** next to **Bio** to update your bio.

Click **Add** next to each section to edit your details: Bio, Education, Job History, Professional Associations

Click **"Save"** after updating each section.

TLA Engage
Home Communities Directory Events Mentor Match

Testerinah Burger
Test Coordinator, Test ABC

My Profile My Connections My Contributions My Account My Inbox

Bio

This is a great place to learn about TLA!

Education

Test School
Austin

Job History

Tester
Tester

Professional Associations

Texas Library Association
Austin, United States

Test Association
0 - Present

Achievements

Contact Details

Test ABC
406 Hammack Drive
Austin, TX
cfreynolds22@gmail.com

Social Links
Actions

Digital Ribbons

4 Click the **pencil icon** next to **Contact Details** to update your address, email, and phone number. Click **"Save"** after making updates.

Testerinah Burger
Test Coordinator, Test ABC

Test Coordinator, Test ABC

My Profile My Connections My Contributions My Account My Inbox

Bio

This is a great place to learn about TLA! Add a lot of good information here about you.

Education

Test School
Austin

Job History

Tester
Tester

Professional Associations

Texas Library Association
Austin, United States

Test Association
0 - Present

Achievements

Contact Details

Test ABC
406 Hammack Drive
Austin, TX
cfreynolds22@gmail.com

Social Links
Actions

Digital Ribbons and Badges

Digital Ribbons

5

Click **“Actions”** under **Social Links** to add your professional social media accounts.

The screenshot shows a user profile page for 'Testerinah Burger'. The 'Social Links' section has a dropdown menu open, listing various social media and blog platforms. An orange circle highlights the 'Link to your profile on LinkedIn®' option. Other sections include 'Contact Details', 'Bio', 'Education', 'Professional Associations', 'Job History', and 'Badges'. The 'Education' section lists 'Test School' in Austin. 'Professional Associations' includes 'Test Association'. 'Job History' lists 'Tester' and 'Texas Library Association' in Austin, United States.

6

Click the **“Mentor Match”** tab to return to the enrollment process.

The screenshot shows the top navigation bar of the TLA Engage website. The 'Mentor Match' tab is highlighted with an orange circle. Below the navigation bar is the user profile header for 'Testerinah Burger', Test Coordinator at Test ABC. The profile includes a silhouette icon, a 'Mentee Request' button, and sections for 'Contact Details', 'Social Links', and 'Digital Ribbons'. The main content area shows the 'Bio', 'Education', 'Professional Associations', and 'Job History' sections, which are identical to the previous screenshot.