

Updating Your Profile

The **My Mentor Profile** application includes all the information and photo that will appear on the CBM website. You must complete this application before your volunteer status can be changed from **Approved** to **Active**.

The page is divided into **two side-by-side sections**:

- **Left side - Profile Information:** This section contains the information that will appear on the CBM website. Some fields require you to enter text, while others provide a list of pre-set choices.
- **Right side - Website Preview:** This section shows exactly how your mentor profile will appear on the CBM website. The preview is updated in real time, so you can watch your profile take shape as you complete the application.

The screenshot displays the 'My Mentor Profile' application form. The top header includes the title 'My Mentor Profile', a sub-header 'Review and update your information. The preview shows how your profile will appear on the CBM website.', and user controls 'Signed in as Matt Mentor', 'Save changes', and 'Sign out'.

Left Side - Profile Information:

- Photo saved:** A green banner at the top of the left section.
- Profile photo:** A placeholder for a profile picture with a 'Choose File' button and a 'Remove photo' button. Below it, text indicates 'No file chosen' and 'JPEG, PNG, WebP, or GIF up to 5 MB. The photo saves immediately when you choose it.'
- Mentoring since:** A field showing '06/19/2026'.
- Checkboxes:** Two checkboxes are visible: 'Show my profile on the website' (checked) and 'Accepting new clients' (checked).
- PUBLIC PROFILE:**
 - Headline (shown under your name):** A text field containing 'Operations, Finance and Small Business Growth'.
 - Short summary (shown on the website):** A text field containing 'Business owner and advisor helping entrepreneurs improve operations, financial performance, and customer service.'
- Areas of expertise:** A grid of checkboxes for various business areas. Selected options include 'Customer Experience & Service Excellence', 'Leadership & Executive Coaching', 'Marketing & Branding', 'Retail and Merchandising', 'Transportation and Logistics', 'Accounting', 'E-Commerce', 'Finance & Cash Flow Management', 'Human Resources & Talent Management', 'Operations & Process Improvement', 'Startup Launch & Entrepreneurship', 'Product Development & Innovation', 'Strategic Planning', 'Technology & Digital Transformation', 'Compliance & Accreditation Audits', 'Funding & Capital Access', 'Government Contracting and Regulations', 'International Business & Market Expansion', 'Program Design & Implementation', 'Artificial Intelligence for Small Businesses', 'Arts: Visual, Crafts, Music, etc.', 'Business Strategy & Planning', 'Franchising', 'Hospitality, Restaurants, Food Trucks, Lodging', 'Nonprofit Management & Fundraising', 'Social Assistance & Family Services', 'Mergers, Acquisitions & Exit Planning', 'Sales & Business Development', 'Websites', 'Advertising, Design, Marketing', 'Agriculture, Farming, Livestock', 'Architecture, Engineering', 'Arts, Entertainment and Recreation', and 'Auto Repair'.
- Industries served:** A row of checkboxes for various industries, including 'Accounting and Bookkeeping', 'Advertising, Design, Marketing', 'Agriculture, Farming, Livestock', 'Architecture, Engineering', 'Arts, Entertainment and Recreation', and 'Auto Repair'.

Right Side - Website Preview:

- WEBSITE PREVIEW:** A section titled 'An exact rendering of your page on clevelandbusinessmentors.org (desktop layout, scaled to fit)'.
- Header:** A dark blue header with a profile picture, the name 'Matt Mentor', and the text 'Operations, Finance and Small Business Growth'.
- Body:**
 - ABOUT MATT:** A section with a brief bio: 'Business owner and advisor helping entrepreneurs improve operations, financial performance, and customer service.'
 - Request a Mentor:** A blue button.
 - View LinkedIn Profile:** A blue button.
 - Industry Experience:** A section with text: 'Accounting and Bookkeeping, Professional Services, Retail & Consumer Products'.
 - Areas of Expertise:** A list of bullet points: 'Customer Experience & Service Excellence', 'Finance & Cash Flow Management', 'Leadership & Executive Coaching', 'Operations & Process Improvement', and 'Startup Launch & Entrepreneurship'.
 - About Matt:** A section with a detailed bio: 'I bring nearly 30 years of experience as a business owner, with hands-on expertise in finance, operations, and management. I focus on practical solutions that help business owners gain clarity, improve performance, and grow sustainably. Ready to Connect with Brad? Request a free, confidential mentoring session. No fees, no contracts. Request a Session Meet All Our Mentors Browse our full team of experienced volunteer mentors across every industry and business stage.'

About You

The **About You** section is one of the most important parts of your profile. This is where you describe who you are, your experience, and the mentoring services you can provide; how you can help your clients.

Your description should be **clear, concise, and easy to read**.

If you are transitioning from SCORE:

We recommend copying your existing SCORE mentor profile and pasting it into the **About You** section. You can then edit and update it as needed.

If you are not transitioning from SCORE:

We recommend first reviewing the profiles of other CBM mentors. You can find them at the bottom of the [Meet Our Mentors](#) page on the CBM website. Use these profiles as examples when writing your own.

Once you have drafted your profile, we recommend using an AI writing tool to review and improve the wording, clarity, and readability before finalizing it in CONTACT.

Your **coach will also review your profile**. Once the profile has been completed and approved, your volunteer status can be updated from **Approved** to **Active**.

Email Signature

At the bottom of the profile, you can enter your **email signature**. Once entered, your signature will automatically be added to all outgoing emails you send through CONTACT.

Please use our [approved CBM email signature format](#).

EMAIL SIGNATURE

Added to the bottom of every email you compose in the CBM tools. You can still edit or remove it on any individual message.

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Matt Mentor
Certified Business Mentor
Email: matt.mentor@cbmentors.org
Cell: 216-232-1234
Website: <https://clevelandbusinessmentors.org>



See my CBM Profile at
See my LinkedIn Profile at <https://www.linkedin.com/in/matt-mentor>

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Save signature

Please continue completing your **contact information**, including your city, state, and other requested details.

Adding your **personal interests** can help create connections and encourage relationships with other mentors.

Be sure to also complete your **mentoring preferences**. Providing this information will help CONTACT identify good matches between you and prospective clients.

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