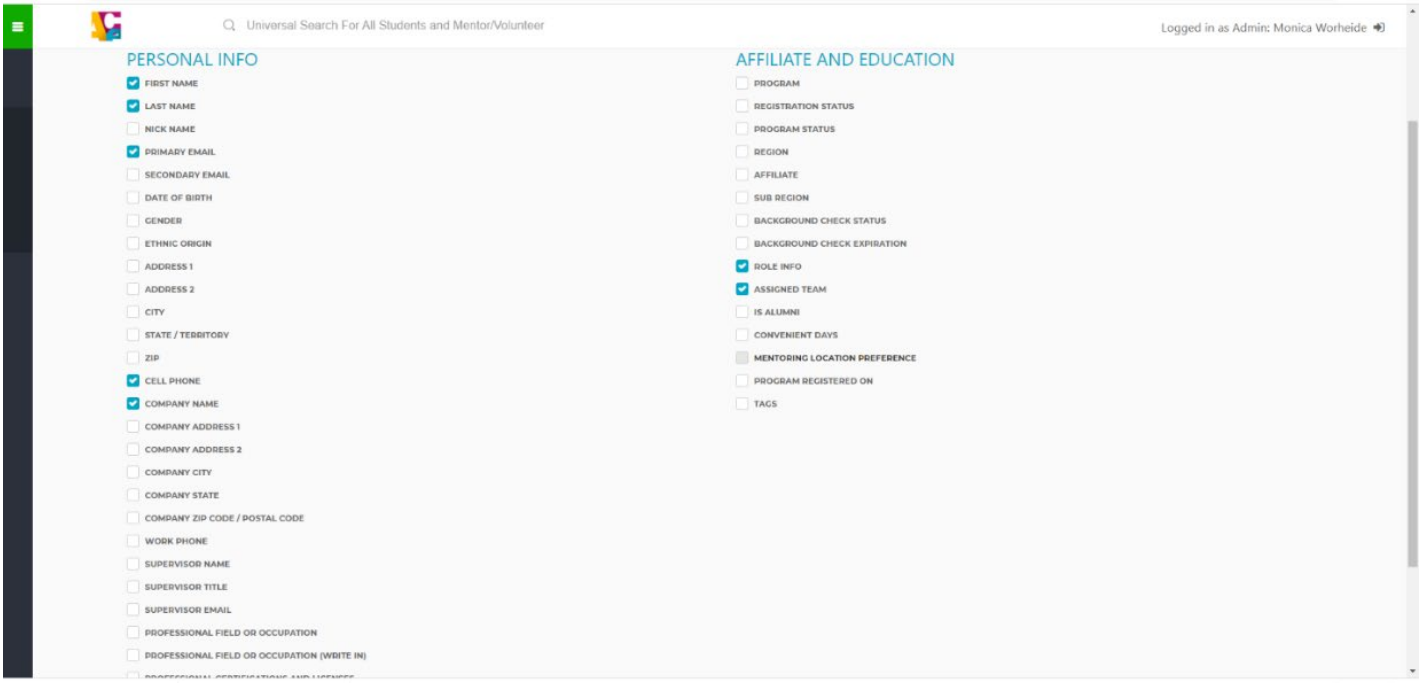
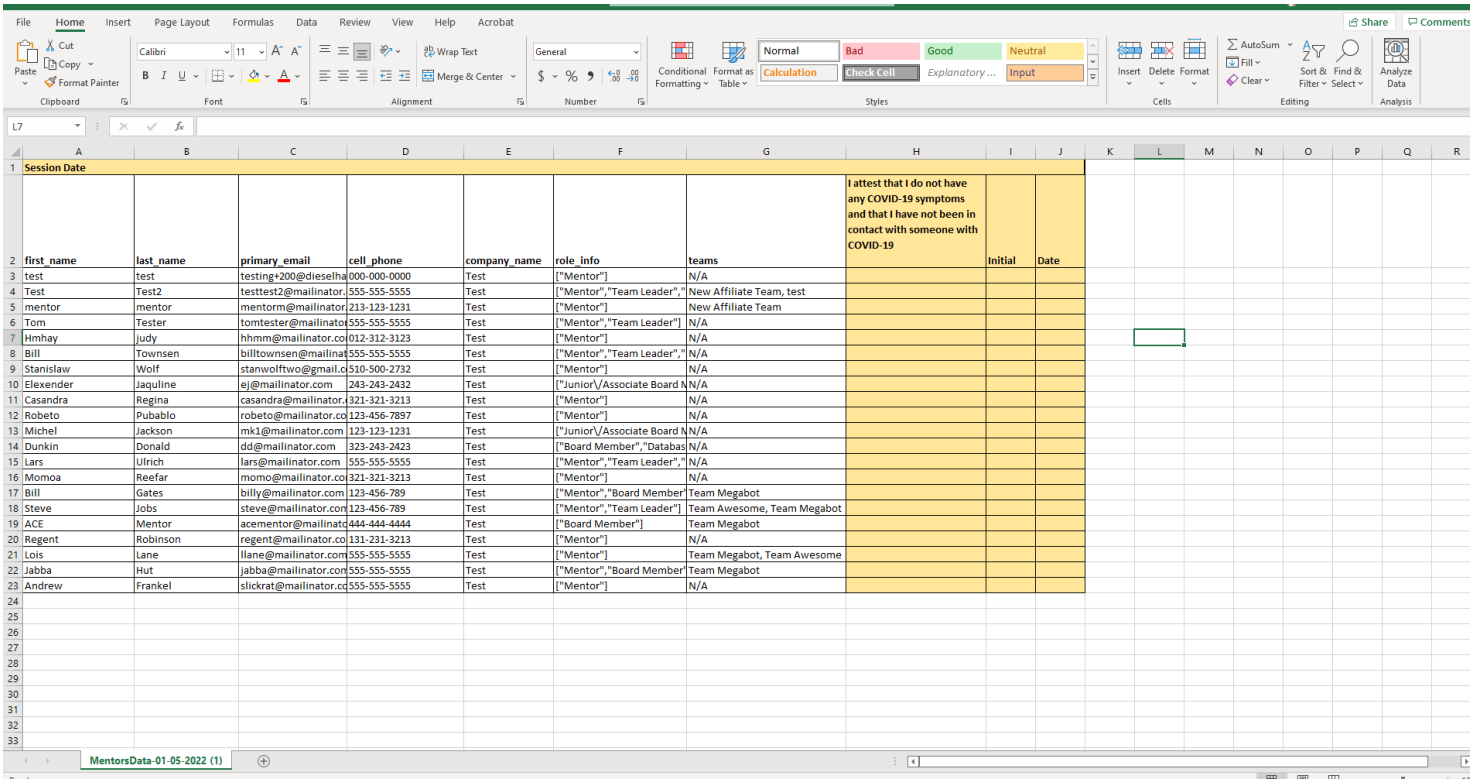
ACE MENTOR PROGRAM
ARCHITECTURE · CONSTRUCTION · ENGINEERING
Engage Excite Enlighten

You will need sub-admin access to do the following on database. Please reach out to your RD if you need assistance.

In the ACE database search for current mentors in 2021-2022 program year, select export, select the following criteria, Use the sign in sheet at each in person session.



Once exported, make adjustments to the .csv file. Add columns for symptoms, intials and date. Save as excel file.



Session Date									
first_name	last_name	primary_email	cell_phone	company_name	role_info	teams	I attest that I do not have any COVID-19 symptoms and that I have not been in contact with someone with COVID-19	Initial	Date
test	test	testing+200@dieselha	000-000-0000	Test	["Mentor"]	N/A			
Test	Test2	testtest2@mailinator.	555-555-5555	Test	["Mentor","Team Leader",""	New Affiliate Team, test			
mentor	mentor	mentorm@mailinator.	213-123-1231	Test	["Mentor"]	New Affiliate Team			
Tom	Tester	tomtester@mailinato	555-555-5555	Test	["Mentor","Team Leader"]	N/A			
Hmhay	judy	hhmm@mailinator.co	012-312-3123	Test	["Mentor"]	N/A			
Bill	Townsen	billtownsen@mailinat	555-555-5555	Test	["Mentor","Team Leader",""	N/A			
Stanislaw	Wolf	stanwolftwo@gmail.c	510-500-2732	Test	["Mentor"]	N/A			
Elexender	Jaquline	ej@mailinator.com	243-243-2432	Test	["Junior\/Associate Board M	N/A			
Casandra	Regina	casandra@mailinator.	321-321-3213	Test	["Mentor"]	N/A			
Robeto	Pubablo	robeto@mailinator.co	123-456-7897	Test	["Mentor"]	N/A			
Michel	Jackson	mk1@mailinator.com	123-123-1231	Test	["Junior\/Associate Board M	N/A			
Dunkin	Donald	dd@mailinator.com	323-243-2423	Test	["Board Member","Databas	N/A			
Lars	Ulrich	lars@mailinator.com	555-555-5555	Test	["Mentor","Team Leader",""	N/A			
Momoa	Reefar	momo@mailinator.co	321-321-3213	Test	["Mentor"]	N/A			
Bill	Gates	billy@mailinator.com	123-456-789	Test	["Mentor","Board Member"	Team Megabot			
Steve	Jobs	steve@mailinator.com	123-456-789	Test	["Mentor","Team Leader"]	Team Awesome, Team Megabot			
ACE	Mentor	acementor@mailinato	444-444-4444	Test	["Board Member"]	Team Megabot			
Regent	Robinson	regent@mailinator.co	131-231-3213	Test	["Mentor"]	N/A			
Lois	Lane	llane@mailinator.com	555-555-5555	Test	["Mentor"]	Team Megabot, Team Awesome			
Jabba	Hut	jabba@mailinator.com	555-555-5555	Test	["Mentor","Board Member"	Team Megabot			
Andrew	Frankel	slickrat@mailinator.co	555-555-5555	Test	["Mentor"]	N/A			