

Upnotch Community

FAQs

Welcome to Upnotch!

Upnotch is a mentorship platform for professionals. Within Upnotch, we've created a closed space exclusively for members of your community.

1. How do I set my availability?

You can set your availability directly in the Upnotch app. Simply go to **Menu > Settings > My Availability**, and choose the days and times that work best for you. You have full control over when you're available and can update your schedule at any time.

2. Why connect my calendar?

Connecting your personal or work calendar allows Upnotch to sync with your true availability and only display open slots. It cross-references your calendar with the availability you set on Upnotch. Additionally, all your booked sessions will automatically appear on your calendar, so you never miss a meeting!

3. Can I limit how many mentoring sessions I take per month?

Yes! You can set a monthly session limit to ensure you're never overbooked. For example, if you set your limit to **one session per month**, then after one mentee books a session, your calendar will be blocked for the rest of the month. This allows you to offer mentorship while maintaining a balance with your personal and professional commitments.

4. Do I have to commit to long-term mentorships?

No, you are in complete control of how much time you invest. Mentorship on Upnotch can be as flexible as a **single conversation or an ongoing relationship**—it's entirely up to you and your mentee. There's no obligation to continue beyond what you're comfortable with.

5. Can I choose to mentor only members of my community?

Yes! You can decide whether you want to **mentor only within your community** or be available to the **global Upnotch network**, which includes professionals from around the world. You can adjust this setting at any time by going to **Menu > Settings > Privacy & Visibility**.

6. Can I find my own mentors, too?

Absolutely! Upnotch isn't just about mentoring others—it's also a place for **you** to find your own mentors. Whether you're looking for career guidance, industry insights, or leadership advice, you can connect with experienced professionals who are ready to help.

You can use the **AI Match** feature to receive mentor recommendations based on your profile, or browse available mentors within your community or the global Upnotch network. To find a mentor:

Menu > Find a Mentor > Advanced Search

You can apply filters or type keywords to find the perfect match. Feel free to book mentorship sessions with as many mentors as you'd like!

7. What if I get too many requests?

If you ever feel like you're receiving more requests than you can handle, you can **adjust your availability, set a session limit, or temporarily pause new requests**. You're in complete control of your mentoring experience.

To pause your mentor profile, go to **Menu > Settings > Disable Me as a Mentor**.

8. Do I have to respond to every request?

No, there's no obligation to accept every request. If a request doesn't align with your availability or interests, you can decline it.

9. Can I change my mentoring preferences later?

Yes! You can update your preferences, availability, and mentoring settings at any time in the app.