



**MAYTREE**

For Leaders. For Change.

## **DiverseCity onBoard web system – guidance notes on updating your profile**

Welcome to DiverseCity onBoard! As you joined our roster under the old system, some of your information is missing and may be out-of-date Here's how to log-in to your account and update your profile:

- 1) Ensure that you have a copy of your resume (in word, PDF or rich text format) before you start.
- 2) Go to the DiverseCity onBoard log-in page: <http://maytree.com/diversecity/login>
- 3) Enter your username and password (sent to you by email)
- 4) You will see a partially completed form. Please go through the form step-by-step, entering any information that is missing. Fields with missing information should be clearly highlighted, however do take care to ensure that all the existing information is also correct. At the end of each page, click on proceed to go to the next.

Please read the following to guide you through the updating process:

### **Page 1 – Personal information**

- Please update the fields pertaining to your **personal information**, including your preferred mailing address, current employer, telephone number etc.
- Remember to change your **password** to something you will remember easily next time you log in.
- Providing demographic information (gender, birth year, ethnicity) is optional; however it will be only used in the aggregate and will allow us to ensure our roster reflects the demographics of the GTA.

### **Page 2 – Experience and Availability**

- If you are currently **available** to serve on a board, please tick the box that says 'immediately'.
- If you are not currently available to serve on a board, indicate when you think you will become available (at the end of your current board term, for example). Doing this will temporarily 'hide' your profile, until the date provided by you, so that your name will not appear in database searches.
- Tick the boxes that indicate your **travel preferences**.

- In the section on your **professional credentials and current position**, please upload your resume: simply click on ‘browse’ and attach the document. Your resume will be available to boards looking for candidates.
- Please fill out the relevant fields indicating what **governance training** you have taken, if any. For each training course you have taken, begin a new field. To open a new field, simply click on ‘Add Governance Training’.
- Please fill out the relevant fields indicating what **board experience** you have, if any, starting with your current or most recent position. For current boards, please show end date as end date of current term. For each board position you have held, begin a new field. To open a new field, simply click on ‘Add Board Experience’.

### Page 3 –Skills & Expertise and Interests

- Please indicate in which sectors (health, legal, financial etc), and for how long, you have professional **expertise and experience**. If your sector is missing from the list, please write it in the box labeled ‘other’.
- List your top three **skills and competencies**, starting with your best skill first, from the drop-down menu (e.g. fund-raising, public speaking, financial management).

Note: Please pick these with care as you will not be able to edit them once they are saved. Any additional changes to Areas of Expertise and Skills can only be done by program staff.

- Tick the boxes indicating **public agencies, commissions and boards of interest** to you (e.g. provincial, municipal).
- Tick the appropriate boxes demonstrating **non-profit sectors of interest** to you (e.g. arts and culture, mental health).
- Please note, once you have submitted your interests and experience, you cannot go back and edit them. However, if you contact us we can change the details on your behalf - please email us at [diversecityonboard@maytree.com](mailto:diversecityonboard@maytree.com) to do so.

Finally, please tick the disclosure statement at the end of the application to indicate that you are willing to share your personal information with Maytree staff and boards who are searching for candidates.

That’s it! You have now successfully updated your profile. And remember – log in frequently to keep your information up-to-date. This will not only make it easier for boards to match their needs with your skills, it will allow DiverseCity onBoard staff to keep track of your progress and offer support and help if needed.

If you have any further questions or need any help with the new system, please do not hesitate to contact us: 416.944.2627 or email [diversecityonboard@maytree.com](mailto:diversecityonboard@maytree.com)