If you haven't made an account on StartupTree yet…

1. Go to cornell.startuptree.co, and click "Join" in the top right corner
2. Enter the information you would like to use as your account email and password, or opt to log in with your Facebook or LinkedIn accounts
3. Continue through the account sign up process
4. Once you finish the account signup process, you will be brought to the activity feed, which is the main home page for the platform.
5. Across the top, you will see the navigation tabs. Hover over, "People" and select "Mentors" from the drop down menu.
6. On the mentors page, there is a filter bar on the left hand side. Under the "Tags" heading, you will see "Pillsbury Institute for Hospitality Entrepreneurship". Select the PIHE check box, and click the "Filter" button.
7. By doing this, all Entrepreneurs in Residence will be displayed. Feel free to browse through!
8. After finding an EIR you are interested in meeting with, click on their name, photo, or "View Office Hours" to view their profile.
9. On their profile, click on the "Mentorship" tab to view their availability.
10. Click through the < or > arrows to view the upcoming weeks, and select a time slot that works best for you!
11. After selecting the time slot, you will be sent an email confirmation. The email confirmation will include buttons to add the meeting to your personal calendar to make sure you don't forget!
12. If you'd like to review your upcoming EnIR sessions, hover over your profile photo in the top right corner, and select "My Mentors" from the dropdown menu.

If you already have a StartupTree account…

1. Go to cornell.startuptree.co and click "Log In" in the top right corner
2. Across the top, you will see the navigation tabs. Hover over, "People" and select "Mentors" from the drop down menu.
3. On the mentors page, there is a filter bar on the left hand side. Under the "Tags" heading, you will see "Pillsbury Institute for Hospitality Entrepreneurship". Select the PIHE check box, and click the "Filter" button.
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