

Mentor Alliance Business Coach Kit – Settings

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The **Settings** module allows coaches to manage public branding info, profile details, security settings, platform display preferences, and automated notification lead times.

Coach Contact & Public Info

Settings

Manage your public info and profile preferences.



Coach Contact & Public Info

Manage your contact details and white-label instance information so your clients can easily find and reach out to you.

Edit

Display Name

Bernadette.F

Brand Name

Acme Inc

Email Address

bernadette.f@buildrunkit.com

Alternative Email

john@acmeinc.com

Phone Number

+27614958253

Alternative Phone

5559874523

Specialty / Coaching Domain

-

Website URL

acmeinc.com

Address / Office Location

123, California, United States of America

Bio / Public Message

-

Social Media Links



LinkedIn



Pinterest

User Settings

Update your personal information

Edit

Display Name

Bernadette.F

Phone Number

+27614958253

Role / User Type

Founder

Member Since

Sep 16, 2025

- **White-Label Branding:** Display public details shown to clients, including Display Name, Brand Name, Website URL, Office Location, Bio, and connected Social Media Links (LinkedIn, Pinterest).
- **Contact Details:** Set primary and alternative contact channels, including Email Address, Alternative Email, Phone Number, and Alternative Phone.
- **Edit Controls:** Use the **Edit** button to update public-facing coach information.

User Settings & Email Address

 **Email Address**

Update your email address. A confirmation link will be sent to the new address.

Email Address

bernadette.f@buildrunkit.com

 Edit

 **Change Password**

Choose a strong password with at least 8 characters.

Current Password

New Password

Confirm New Password

Change Password

 **Platform Preferences**

Control language and appearance preferences

Display Language

☒ English
Use the interface in English.

☐ Español
Usar la interfaz en español.

Select your preferred interface language.

Visual Theme

☐  Light
Bright interface with a light background.

☐  Dark
Dark interface with a dark background.

Appearance used across the app.

- **Personal Profile:** View and edit personal account details such as Display Name, Phone Number, Role / User Type (e.g., *Founder*), and Member Since date.
- **Email Address Management:** Update account login email with confirmation verification sent to the new address.

Security & Platform Preferences

- **Change Password:** Update security credentials by entering the Current Password along with the New Password confirmation (minimum 8 characters).
- **Display Language:** Toggle interface language between English and Español.
- **Visual Theme:** Switch the platform interface appearance between Light and Dark modes.

Notification Preferences

Notification Preferences

Manage your notification channels, daily digest, and email alerts.

Notification Email

Override your account email address for receiving notifications.

bernadette.f@buildrunkit.com

Email Preferences

Daily Digest Email

Receive a daily digest email of non-urgent notifications at midnight UTC.



Marketing & Newsletters

Receive occasional updates, offers, and announcements.



Feature Updates

Stay notified about new platform features and improvements.



Upcoming Due Date Lead Times

Specify how many days prior to a due date notifications should trigger.

Task Due Lead (Days)

Days before task due date to notify

1

Deal Close Lead (Days)

Days before deal expected close date to notify

3

Invoice Due Lead (Days)

Days before invoice due date to notify

2

Project Task Lead (Days)

Days before project task due date to notify

1

Milestone Lead (Days)

Days before milestone target date to notify

7

Project Deadline Lead (Days)

Days before overall project completion date to notify

3

Stakeholder Tasks Lead (Days)

Days before stakeholder tasks due date to notify

3

Stakeholder Problem Lead (Days)

Days before stakeholder problem resolution due date to notify

3

Save Preferences

- **Notification Email:** Set an explicit email address to override default account notifications.
- **Email Subscriptions:** Toggle options for Daily Digest Email (sent at midnight UTC), Marketing & Newsletters, and Feature Updates.

- **Upcoming Due Date Lead Times:** Set specific advance notification days for upcoming deadlines, including:
 - Task Due Lead
 - Deal Close Lead
 - Invoice Due Lead
 - Project Task Lead
 - Milestone Lead
 - Project Deadline Lead
 - Stakeholder Tasks Lead
 - Stakeholder Problem Lead
 - **Save Preferences:** Confirm and apply all updated notification triggers.
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