

SHELTERLUV HOW TO

Login to shelterluv.com

- if you have issues, try new.shetlerluv.com
- if you have to reset your password, please note that it is the address you signed up with.

ADDING A NEW ANIMAL:

- Select the Intake button at the top of the screen
- Select Stray
- Search for the name of the person you got the animal from. If you don't know or don't know their information, search for Community Member.
- Press the green +Add Animal Event button
- Select Found as Stray
- Select +Add New Animal
- Complete form to the best of your ability.
- Your new foster has been created. You can either create new from this same record, or go to the record to add more information.

TO EDIT A CURRENT ANIMAL IN CUSTODY:

- From the main screen, search for the animal's name. Alternatively, you can search by the foster parent's name to see all animals in their care.
- Click on the animal's name.
- From the animal's profile picture, click on the information you would like to change.
For Example:
 - Animal's name
 - Adoption status
 - Profile information
 - Microchip number (we typically use nanochips)
- You can add memos or attributes on the right hand side.

MARKETING:

Pictures and website memos/kennel cards, show up on our website. They also are what's printed for adoption fairs.

TO CHANGE A PICTURE:

- Click on the current picture
- Either drag and drop or browse for a new picture
- Select which photo you want to be primary. This will be the first one people see on the website and will be on the kennel card at adoption fairs.

TO ADD A WEBSITE DESCRIPTION:

- On the right hand side, select Kennel Card/Website Memo
- Write your cute description
- Click the Add Memo button

TO ADD MEDICAL INFORMATION:

From the animal's profile page:

- Select the Medical tab in the middle of the page
- There are several sub-tabs.
 - Diagnostic Test is where we add the FIV/FelV test results
 - Vaccines is where we had their vaccination information
 - Treatments is where we add any medications, including deworming and flea meds
 - Procedures is where we add spay/neuter information

IT IS IMPORTANT TO ADD at least the microchip, FIV/FelV test date and results, and spay/neuter information. If the kitty is ever returned we need to know these things occurred.

BATCH CHANGES TO STATUS OR MEDICAL:

- Go back to the main shelterluv page by clicking on the ShelterLuv logo at the top.
- Search for your name in the foster list
- Put a check mark by all the animals you want to update the same info for, for example vaccination
- Click the edit multiple button
- Click Complete Vaccine
- Add the info. From the Quick Fill, select either Our Standard or Petfix Cat Vaccine. The rest will populate for you. For the vaccine, if it's one of ours you can enter the lot and expiration number, if it is Petfix that is not available so just click the complete button again and it will accept it.