

# UPDATING A CURRENTLY LISTED FOSTER

## FIND YOUR FOSTER:

Once logged in to [shelterluv.com](https://shelterluv.com) with your new password, You will see a list of all the fosters in our care. Scroll down to your foster's name and click on it. Clicking on the Shelterluv logo in the top left will bring you back to this page. Alternatively, you can search for your name or your

foster's name in the top search bar.

The screenshot shows the Shelterluv interface with a list of animals. A red box highlights the row for 'Amber', a Domestic Shorthair cat, female, available for foster care, located at Natalie Hebden. The table below shows the details for Amber and other animals in the list.

Intake	Picture	Species	Name	Color	Breed	Sex	Status	Foster Care	afah_username
<input type="checkbox"/>		Cat	Annie	Apricot	Domestic Shorthair	Female ♀	Available Foster	Foster Care: Kamil Dawson	afah_lworster
<input type="checkbox"/>		Cat	Butters	Apricot	Domestic Shorthair	Male ♀	Available Foster	Foster Care: Kamil Dawson	afah_lworster
<input type="checkbox"/>		Cat	Amber	Orange	Domestic Shorthair	Female ♀	Available Foster	Foster Care: Natalie Hebden	afah_lworster
<input type="checkbox"/>		Cat	Tessa	Grey	Domestic Shorthair	Female ♀	Adopted - Private Adoption	Foster Care: Elaine Partlow	afah_lworster
<input type="checkbox"/>		Cat	Lucia	Grey	Domestic Shorthair	Female ♀	Available Foster	Foster Care: Elaine Partlow	afah_lworster
<input type="checkbox"/>		Cat	Tommy	Grey	Domestic Shorthair	Male ♂	Pre-Adopt Available	Foster Care: Linda Willaby	afah_lworster
<input type="checkbox"/>		Cat	Billy	Grey	Domestic Shorthair	Male ♂	Pre-Adopt Available	Foster Care: Linda Willaby	afah_lworster
<input type="checkbox"/>		Cat	Cream Puff	White	Domestic Medium Hair	Female ♀	Unavailable Foster - Too Young	Foster Care: Lucretia Worster	afah_lworster
<input type="checkbox"/>		Cat	Creme	Black	Domestic Shorthair	Male ♂	Pre-Adopt Available	Foster Care: Elizabeth Moore	afah_lworster
<input type="checkbox"/>		Cat	Pumpkin	Tortoise	Domestic Shorthair	Female ♀	Pre-Adopt Available	Foster Care: Elizabeth Moore	afah_lworster

## EDIT YOUR FOSTER'S INFO.

This is where you will see your foster kitty's info. You can click the Edit Record button

(1) and then edit all the information. You can click on the photo (2) and add or change the photo.

Most important on this page, if you have the microchip number, (3) please add it. This information is required before

The screenshot shows the profile page for Amber, a Domestic Shorthair cat. The page includes a photo (2), an 'Edit Record' button (1), and a microchip number (3). The profile details are as follows:

- Location:** Natalie Hebden
- ID#:** AFAH-A-12
- Status:** Available Foster, Litter Box Trained, Shy
- Species:** Cat
- Breed:** Domestic Shorthair
- Pattern:** Tabby
- Sex:** Female
- Altered Pre-Intake:** No
- Age Group:** Kitten (6 weeks-5 months)
- Age:** 4M/21D
- Behavior Category:**
- Volunteer Category:**
- Adoption Price Group:** Standard Cat Adoption (\$75.00)
- Color:** Orange/White
- Distinguishing Marks:** White chest and left side of face, green eyes
- Altered in Care:**
- Est. Birthdate:** 06/01/2023
- Adoption Category:**
- Medical Category:**
- Microchip Number:** 992000002968115
- Microchip Issuer:** NanoCHIP
- Microchip Implant Date:** :N/A

the kitty goes to it's new home.

### EDIT YOUR FOSTER'S STATUS IN THE PROCESSING TAB:

Select the Processing Tab (1) then select your kitty's Status (2) as Available Foster, Unavailable for whatever reason, Pre-Adoption, or On-Hold. Available Fosters and Pre-Adoptions will show up on our website.

The screenshot shows the Shelterluv interface for a cat named Amber. The 'Processing' tab is selected. The 'Status' dropdown menu is open, showing options like 'Available Foster' and 'Unavailable Foster'. A red box highlights the 'Status' dropdown, and another red box highlights the 'Condition at Intake' field. A red box also highlights the 'Condition at Intake' field.

### SELECT YOUR FOSTER'S ATTRIBUTES:

Attributes (1) are used to let potential adopters know something about your kitty at a quick glance. It also can be used to search for matches. Select the categories that fit your kitty.

The screenshot shows the Shelterluv interface for a cat named Amber. The 'Attributes' tab is selected. A list of attributes is shown, including 'Litter Box Trained' and 'Shy'. A red box highlights the 'Attributes' tab, and a red box also highlights the 'Litter Box Trained' attribute.

## SELECT YOUR FOSTER'S

### CONDITION AT INTAKE:

When you took your kitty in, what was it's condition? This lets us know how many healthy kitties we have and how many needed extra care.

Select Condition (1) at Intake tab then select the condition (2).

**Amber** The record is now in Edit Mode

Location: [Natalie Hebden](#)

- Available Foster
- Litter Box Trained
- Shy

Profile Processing Behavioral Medical Memos History Exit Edit Mode

Status Attributes Asilomar Tracking **Condition at Intake** 1 Aggregator Uploads

Update

Condition at Intake

- Select...
- ✓ Healthy
- Injured
- Sick & Injured
- Manageable
- Rehabilitatable
- Feral
- Euth Request
- DOA

**2**

**Shelterluv**

## EDIT YOUR KENNEL CARD/WEB SITE MEMO:

By selecting the Memos tab (1), you can update the info that will appear on the website. This is where you can share the kitty's personality, likes, dislikes, and make them appealing to adopters.

**Amber** The record is now in Edit Mode

Location: [Natalie Hebden](#) ID#: AFAH-A-12

- Available Foster
- Litter Box Trained
- Shy

Profile Processing Behavioral Medical **Memos** History Exit Edit Mode

Type

- ✓ -Select Type-
- Kennel Card / Web Site Memo**
- Behavioral
- Medical
- History
- Private\*\*
- Pop-up
- Next Steps
- Foster's Notes
- Transport List

Date	Type		By		
10/21/2023	Kennel Card / Web Site Memo	This sweet one was abandoned in the street! She's a bit shy but has tons of purrs to give once she gets comfortable! She likes quiet time on her human's lap!	afah_lworster	Edit	Remove