



Angie's Stray Foundation, Inc.

"all for her"

www.AngiesStrayFoundation.org

www.Pro.Petfinder.com

Use of this system is important to posting available fosters that are ready for adoption. Again, here is the best way to match your fosters with the right home.

There is a 'one username/password' system in place. You will have a 'location' under your name that you will choose from the 'Location' pull down menu on the foster's listing. You will be choosing 'Angie's Stray Foster's' for Contact for the listing (full instructions below).

Login at: www.pro.petfinder.com

Username: amycelona@comcast.net

Password: ASF@2021%AllForHer

NOTE: if it asks for a validation code that was sent, **text Amy at 302-383-3634 or message me through FB messenger (I'm an admin of the group and page) and I'll send it.*

After initially entering the pet into the system, we would be so appreciative if you could keep the photo(s) current—especially in the case of very young fosters who may change drastically over a few months.

At the minimum, we would appreciate:

1. Pet name
2. Good photos
3. Physical descriptions
4. Vaccinations and procedures (spay/neutering)
5. **Choosing your foster location and then the proper contact ('Cat Adoption Coordinators' for cats and 'Dog Adoption Coordinators' for dogs)**
DO NOT USE THE "DEFAULT" location & contact that comes up.

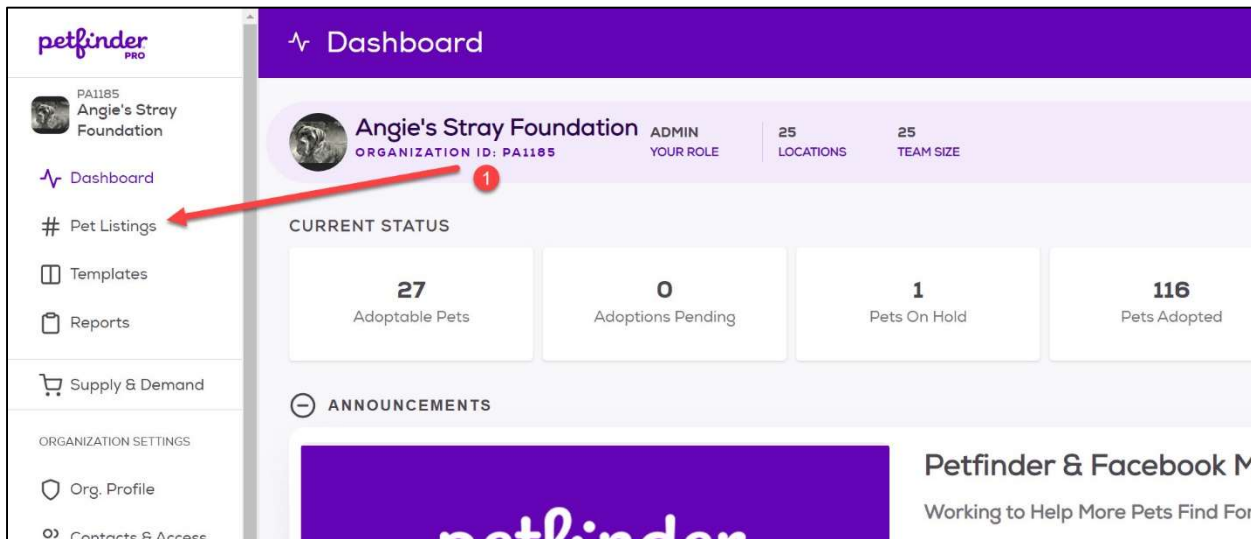
IF THE DROPDOWN DOES NOT HAVE YOUR NAME/LOCATION, instructions are in this document. DO NOT use the default locations.

PetFinder Pro

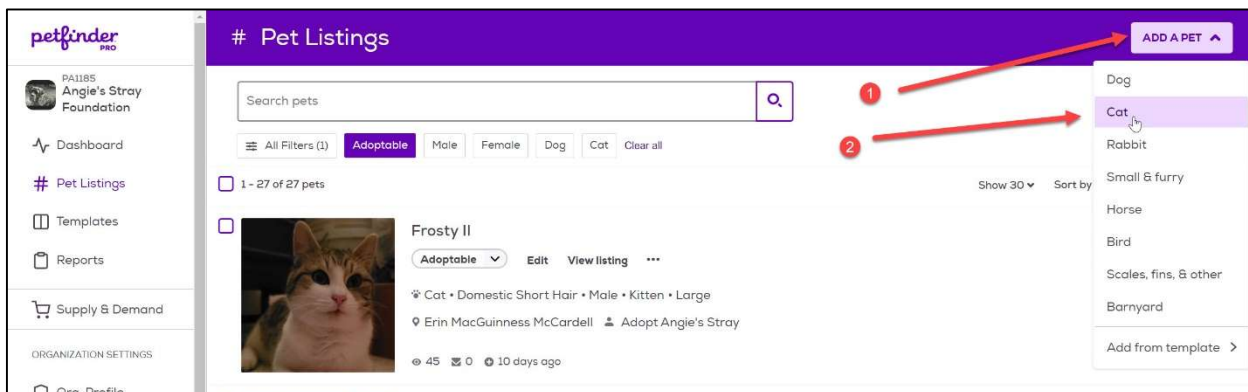
We appreciate in advance you inputting as much of the proper information you have on your foster(s).

STEP 1 – Add a new animal

1. From the home page, choose 'Pet Listings' from the left vertical menu



1. Choose 'Add Pet' (in the right top corner)
2. Choose the type of animal



STEP 2 – Add name and photo

1. **Name** - Enter the name you wish to give (try and make it unique)
2. **Photos** – Upload the best photos you can

The screenshot shows the 'Add Cat' form with the following details:

- Basics:** Name field contains 'Domino'. A red arrow labeled '1' points to the text input field.
- Pictures & Videos:** A 'BROWSE' button with an upload icon is highlighted by a red arrow labeled '2'. Below it, a video URL field and an 'ADD VIDEO' button are visible. A photo of a white cat is shown with a 'PRIMARY' star icon.
- Buttons for 'EXIT', 'SAVE (CTRL + S)', and 'SAVE & PUBLISH' are at the top right.
- Navigation tabs: 'BASICS', 'PICTURES & VIDEOS', 'PHYSICAL', 'HEALTH & BEHAVIOR', 'DESCRIPTION', 'ORGANIZATION INFO', 'INTERNAL'.

STEP 3 – Additional information

Scrolling down, you will see all the information that you can fill in. Be as explicit as possible.

The screenshot shows the 'Add Cat' form with the following details:

- PHYSICAL Section:**
 - Primary Breed:** Dropdown menu showing 'Domestic Short Hair'. A red arrow labeled '1' points to the dropdown.
 - Coat Length (Optional):** Dropdown menu showing 'Short'. A red arrow labeled '2' points to the dropdown.
 - Color (Optional):** Dropdown menu showing 'Black & White / Tuxedo'. A red arrow labeled '3' points to the dropdown.
 - Age:** Radio button options: 'Kitten' (selected), 'Young', 'Adult', 'Senior'. A red arrow labeled '4' points to the 'Kitten' option.
 - Sex:** Radio button options: 'Male' (selected), 'Female'. A red arrow labeled '5' points to the 'Male' option.
- Buttons for 'EXIT', 'SAVE (CTRL + S)', and 'SAVE & PUBLISH' are at the top right.
- Navigation tabs: 'BASICS', 'PICTURES & VIDEOS', 'PHYSICAL', 'HEALTH & BEHAVIOR', 'DESCRIPTION', 'ORGANIZATION INFO', 'INTERNAL'.

STEP 4 – Size, Age & Health

The next area is where it asks approximate size, age (*use the estimated date based on the 'age' given by the vet*) and any health information you know.

The screenshot shows the 'HEALTH & BEHAVIOR' section of the PetFinder Pro interface. The form includes the following fields and options:

- Expected Weight:** 4 lbs, oz or Small (0-6 lbs) (Arrow 1)
- Birthday (Optional):** 12/01/2022 (Arrow 2)
- Is spayed / neutered?:** Yes (selected), No (Arrow 3)
- Is vaccinated?:** Yes (selected), No (Arrow 4)
- Has special needs?:** Yes, No (selected)
- Is declawed?:** Yes

STEP 5 – Description, Personality Traits, Location & Contact info

1. **The synopsis** - A good personality synopsis can seal the deal—be as descriptive as possible.
2. **Personality Traits** are a great way to set them apart. These are all 'searchable' options for prospective adopters.

The screenshot shows the 'DESCRIPTION' section of the PetFinder Pro interface. The form includes the following fields and options:

- Description of the Pet (Optional):** Looking to cuddle? Fluffy will sit for hours on your lap and is the first to snuggle up to you in bed. (Arrow 1)
- Personality traits (Optional):** Friendly, Affectionate, Loyal, Gentle, Playful, Smart, Protective, Brave, Curious, Independent, Funny, Athletic, Quiet, Dignified, Couch potato, Loves kisses, Add other + (Arrow 2)

STEP 6 – IMPORTANT – “Organization Info” which is Location & Contact

This is an EXTREMELY important part of the listing. We are NOT a shelter, so you need to choose the location as your ‘Foster’ location (you can see Amy Celona’s fosters). If you don’t see your name as a location, you can add it (see page 6).

For your privacy, **neither your name or address** is shown anywhere but helps Petfinder’s algorithm which seeks to match a prospective pet with a location in the immediate area.

And when it comes to Contact, **it is imperative that you choose either the ‘Cat Adoption Coordinators’ or the ‘Dog Adoption Coordinators’.**

1. **Location**: Choose your name from the pull-down. If it isn’t listed, follow the instruction on the next page to add yours (do this and choose your location before you publish).
2. **Contact**: Choose ‘**Cat Adoption Coordinators**’ for a cat OR ‘**Dog Adoption Coordinators**’ for a dog. Do not choose (Primary) Organization Public Information. This contact information goes to an email address the coordinators don’t have access to.
3. **Click on >SAVE & PUBLISH**

The screenshot shows the 'Add Dog' form with the 'Organization Info' section expanded. The 'Location' dropdown menu is set to 'Amy Celona's Fosters'. The 'Contact' dropdown menu is open, showing several options. The option '* Cat Adoption Coordinators at Angie's Stray Foundation, Inc.' is highlighted in purple. Red arrows and circled numbers 1 and 2 point to the 'Location' and 'Contact' dropdowns respectively. The form also includes a 'Notes (Optional)' field, a 'Private' toggle, and 'SAVE (CTRL + S)' and 'SAVE & PUBLISH' buttons.

Adding Your Foster “Location”

When someone is looking to adopt, Petfinder takes their location into consideration and automatically shows available pets within a 10-mile radius.

They will likely add other stipulations (ex., age, coat color(s), personality traits, etc.) and widen the range to search. No matter what, **if you don’t use your actual location, you will not be pulling from near you** (and potentially miss out).

Step 1 – Login to PetFinder Pro & in the left hand navigation, choose ‘Locations’

The screenshot shows the Petfinder Pro dashboard for Angie's Stray Foundation. The left-hand navigation menu is visible, with 'Locations' highlighted in a red box and an arrow pointing to it. The main dashboard area shows organization statistics, current status (51 Adoptable Pets, 3 Adoptions Pending, 15 Pets On Hold, 563 Pets Adopted, 19 Drafts), and an announcement for scheduled maintenance on December 2nd.

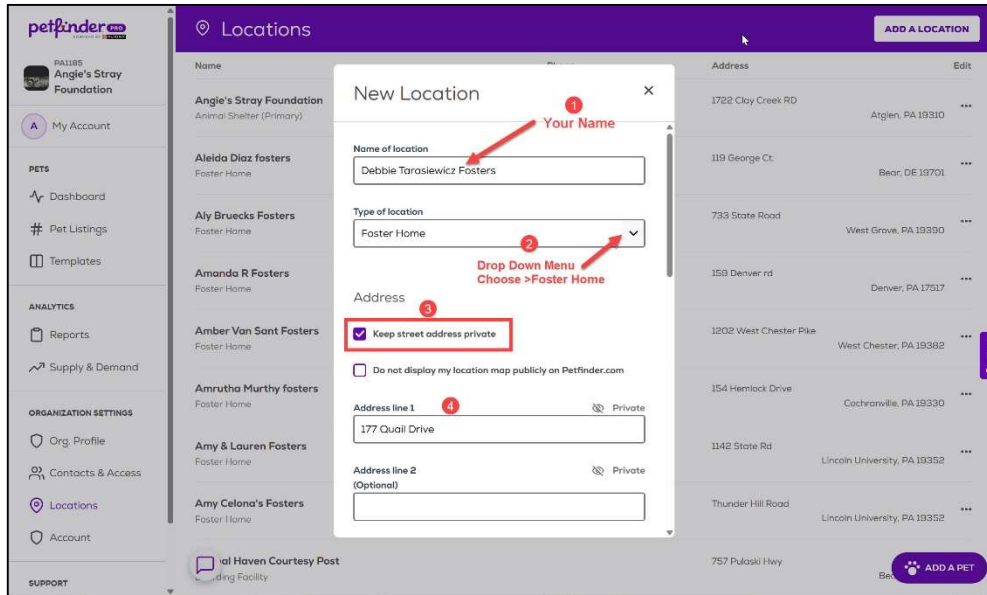
Step 2 – ‘Add a Location’ button in the right hand corner

The screenshot shows the Petfinder Pro 'Locations' page. The 'ADD A LOCATION' button is highlighted in a red box with an arrow pointing to it. The page displays a table of existing locations.

Name	Phone	Address	City, State, ZIP	Actions
Angie's Stray Foundation Animal Shelter (Primary)		1722 Clay Creek RD	Atglen, PA 19310	...
Aleida Diaz fosters Foster Home		119 George Ct.	Bear, DE 19701	...
Aly Bruecks Fosters Foster Home		733 State Road	West Grove, PA 19390	...

Step 3 – Fill out the Pop Up

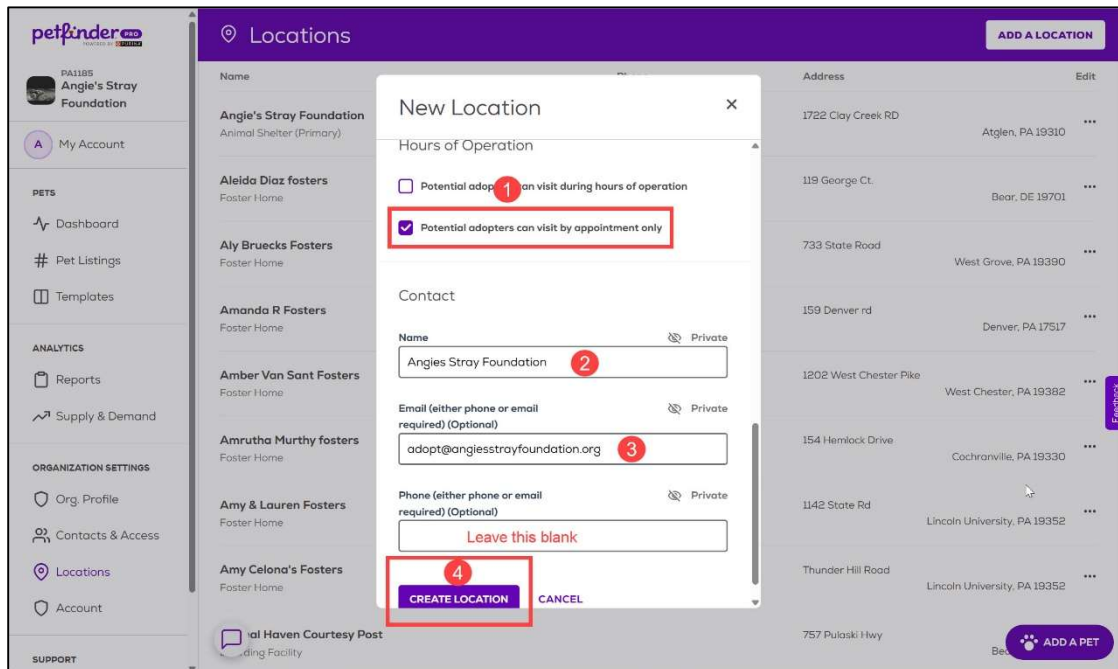
1. Fill out your name and ‘Fosters’ (ex., Amy Celona Fosters)
2. From the drop down menu, choose ‘Foster Home’
3. Check off ‘Keep street address private’
4. Add your address (scroll down to add city/state/zip etc.)



Step 4 – Contact information (ASF’s, not yours)

Scroll down to finish putting in the address.

1. Under ‘Hours of Operations,’ check off ‘Potential adopters can visit by appointment only’
2. Under ‘Contact,’ put ‘Angie’s Stray Foundation’
3. Put the email in for ASF (if you are listing a cat, put in adopt@angiesstrayfoundation.org, if you are listing a dog, put in dogadoptions@angiesstrayfoundation.org). Please do not put yours.



Technical help/access – Amy Celona, webmaster@angiesrayfoundation.org

- Cat adoption coordinator – Kathryn
- Dog adoption coordinator – Mia Vella - 302-540-8490