MADDIE'S®
Pet Assistant

How to Add a Pet to the MPA Website

These instructions provide an overview of how to add a new pet manually, if needed.
MPA Website: https://www.maddiespetassistant.org/

1. From the MPA Website **Pets Tab**, click on the blue **+Add Pet** button on the upper right side of the page.

2. You should be directed to the following form; these fields are required: **Pet ID**, **Name**, **Species**, **Sex** & **DOB**.
   Pet Tab>> Add Pet form

   The **Pet ID** (e.g., Shelter ID Number) must be a unique for each pet.

MADDIE'S®
Pet Assistant

Pet ID	Pet ID
	Pet ID cannot be blank

The **Part of a Litter** checkbox should be checked if the pet is part of a litter taken in by your organization.

County   Test

Please check the box if this pet is part of a litter taken in by your organization.

Part of a Litter ❓   ☐

If **Part of a Litter** is checked, the following button will display at the bottom of the screen so that you can add additional pets to the same litter.

Save   Cancel   ➕ Add Another Pet to this Litter

When you click into the **Date of Birth** field a calendar will appear. This field is required and will auto-populate the **Pet Age** field.

If you need to enter an old date, click on the month and year to display other year options.

If you do not know **Date of Birth**, but you can estimate age, click **Date of Birth Not Available** to enter years, months or days of age.

Maddie's Fund

6150 Stoneridge Mall Rd, Suite 125 Pleasanton, CA 94588
925.310.5450 | info@maddiesfund.org | MaddiesFund.org   Last Updated 12.11.2018

3. Select **Health Status** from the dropdown menu. This field corresponds to the Asilomar Accords health status of this pet and is not required. For definitions, place your cursor over the **Information ? Icon** (shown below). Definitions are also listed here: www.asilomaraccords.org/definitions.

Healthy: all dogs or cats, 8 weeks of age or older, that have no sign(s) of behavioral or medical condition(s) - to include disease, injury, or congenital issues - that could pose a safety risk or adversely affect the pet's health in the future.

Treatable - Rehabilitatable: all dogs or cats who are not 'healthy,' but who are likely to become 'healthy,' if given medical, foster, behavioral care.

Treatable - Manageable: all dogs or cats who are not 'healthy' and who are not likely to become 'healthy,' regardless of the care provided; but who would likely maintain a satisfactory quality of life, if given medical, foster or behavioral care.

Unhealthy and Untreatable: all dogs or cats who 1) have a behavioral characteristic that poses a safety risk or otherwise makes the animal unsuitable for placement as a pet, and are not likely to become 'healthy' or 'treatable' with care, 2) suffer from a disease, injury, or congenital condition that adversely affects the animal's quality of life, even with long-term care, or 3) are under the age of 8 weeks and are not likely to become 'healthy' or 'treatable' with care.

Maddie's Fund

6150 Stoneridge Mall Rd, Suite 125 Pleasanton, CA 94588
925.310.5450 | info@maddiesfund.org | MaddiesFund.org   Last Updated 12.11.2018

4. Enter a **Pet Biography**. This is equivalent to the pet information you would share with a potential adopter. **Note: the adopter/foster caregiver will see this information in their mobile app!**

5. Select **Relationship Type.** Is the pet associated with an Adopter or Foster Caregiver? If the pet is not yet associated with a person, this field can be left blank.

If relationship type is selected, then the **Adoption Date/Foster Care Date** and **Adopted By/Fostered By** fields are required.

Adoption Date/Foster Care Date is the date the adopter/foster caregiver takes their new pet home (e.g., start date). When you click into the field a calendar will appear.

Adopted By/Fostered By is a dropdown listed by first name, alphabetically. If the name is not yet listed, click **Add Adopter** or **Add Foster Caregiver**.

The following screen will appear for adopters; a similar screen appears for foster caregivers. Only **First Name**, **Last Name** and **Email Address** are required.
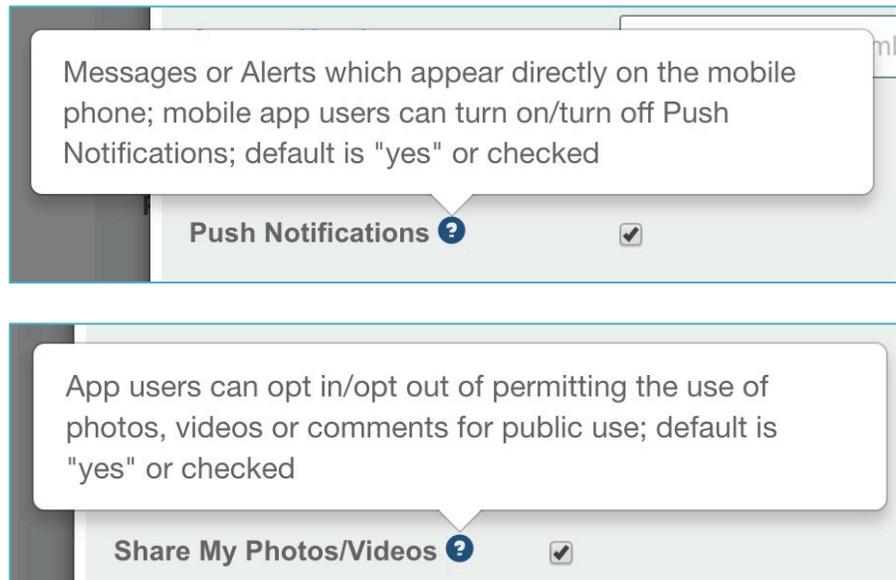

Regarding **Email Notifications**, **Push Notifications**, and **Share My Photos/Videos** - Each of the following are default "yes" and do not need to be changed unless the end user (e.g., caregiver has requested so).

Messages or Alerts which appear directly on the mobile phone; mobile app users can turn on/turn off Push Notifications; default is "yes" or checked

Push Notifications ❓   ☑

App users can opt in/opt out of permitting the use of photos, videos or comments for public use; default is "yes" or checked

Share My Photos/Videos ❓   ☑
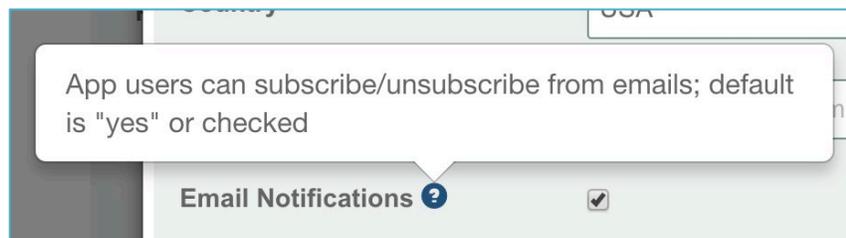
Please complete and click the red **Register** button at the bottom of the screen.

When you return to the "Add Pet" Screen, the **Adopted By/Fostered By** field should be populated with the new person's name.

6. **Survey Reviewer** fields can be completed before an adopter or foster caregiver is linked to this pet; however, "primary survey reviewer" is required once relationship type is selected.

Primary Survey Reviewer: the staff person or volunteer who is primarily responsible for monitoring surveys submitted on behalf of this pet and/or direct contact with the adopter/foster caregiver.

Secondary Survey Reviewer: (optional) a staff person or volunteer who is charged with monitoring the surveys submitted on behalf of this pet when the primary survey reviewer is unavailable (ex: weekends, sick days, vacation, upon request, etc.). The primary and secondary survey reviewer cannot be the same person.

To add a primary or secondary reviewer, select **Reviewer** from the dropdown list. This draws from your organization's list of **MPA Website Users**.

If the user profile is missing from the dropdown menu, see the **Adding a New User to the MPA Website** instructions.
(Admin Tab>> Manage Users option>> +Add User button)

7. Finally, upload the **Pet Photo** by clicking the **Choose File** button.

   Only jpg, jpeg & png file types are supported. This is field is optional.
   When you click on **Choose File**, your folders will pop-up. Select a file and click **Open**.

Pet Photo	No Image Choose File Only jpg, jpeg & png file types are supported.

8. Make sure the form is complete and click the red **Save** button.
   The new pet profile will be created!

Save   Cancel