



Adoptions Program Training Module

Checklist

The MPA Basics

- MPA FAQ:
<https://www.maddiesfund.org/mpa-faq.htm>
- About the App 1-pager:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/MPA-about-the-app.pdf>
- Overview Video(s):
<https://www.maddiesfund.org/mpa-learn-more.htm>
- Test the Mobile App as an Adopter by filling out this form at the bottom of this webpage:
<https://www.maddiesfund.org/mpa.htm>

How Data Is Imported

- One of the following for Automatic Import:
 - For Animal Shelter Manager users: <https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-integrate-ASM-with-MPA.pdf>
 - For PetPoint users: <https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-integrate-petpoint-with-MPA.pdf>
 - For Shelterluv users: <https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-integrate-shelterluv-with-MPA.pdf>
 - For Shelter Buddy users: <https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-integrate-shelter-buddy-with-MPA.pdf>

The Pet Data

- Basic Pet Information – How to Add a Pet to the MPA Website:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-add-a-pet-to-the-MPA-website.pdf>
- All About Vaccinations:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/all-about-vaccinations-in-MPA.pdf>
- All Weight Tracking:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/all-about-weight-tracking.pdf>

About Surveys & Submissions

- MPA Survey Schedule:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/MPA-survey-schedule.pdf>
- Survey Questions and Advice Examples:
 - Adopted Dog over 8 weeks: <https://www.maddiesfund.org/assets/maddies-pet-assistant/mpa-survey-questions-advice-day1-adopted-dogs-color-code.pdf>





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- Adopted Cat over 8 weeks: <https://www.maddiesfund.org/assets/maddies-pet-assistant/mpa-survey-questions-advice-day1-adopted-cats.pdf>
- How to View Photos and Videos on MPA Website:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-view-photo-or-video-submissions.pdf>

Reviewing Surveys

- How to Add a New Website User:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-add-new-MPA-website-user.pdf>
- How to Change a Survey Reviewer:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/how-to-change-survey-reviewer.pdf>
- How to Review Submitted Surveys:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/reviewing-survey-submissions-guide.pdf>

My Favorites

- All About My Favorites and the Manage Documents Function:
<https://www.maddiesfund.org/assets/maddies-pet-assistant/all-about-my-favorites.pdf>

Resources for You

- How to Promote the App to Adopters
 - See our Promotional Toolkit here: <https://www.maddiesfund.org/mpa-tools.htm>
 - Notable items:
 - E-card:
 - For Dogs: <https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-adopter-ecard.pdf>
 - For Cats: <https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-adopt-ecard-cats.pdf>
 - Postcard:
 - For Dogs: <https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-adopter-print-card.pdf>
 - For Cats: <https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-adopt-print-card-cats.pdf>
 - Jpeg:
 - For Dogs: <https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-adopter-email.jpg>
 - For Cats: <https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-adopt-email-cats.jpg>
 - Cheat Sheet for Adoption Counselors: <https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-cheat-sheet-adopters.pdf>





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- Adoption Counselor Script: <https://www.maddiesfund.org/assets/maddies-pet-assistant/pet-assistant-adoption-script.pdf>

- MPA Group in the Maddie's Pet Forum for YOUR questions:
 - <https://maddiespetforum.org/group/maddie-s-pet-assistant/>
- Email us directly at any time at mpa@maddiesfund.org.

