

# Instructions for Petfinder.com (Posting and Editing)

## Posting a New Dog

### To open the site

1. Open <https://pro.petfinder.com/>
2. Enter Shelter ID = NE57
3. Enter Password = Mattin106! (that is the numbers one zero six)

### To add a new dog

1. Click next to "Add a Pet"
2. Hover over "Dog" and click on "Use Template"
3. Click on "Dog"
4. Start filling in fields - Basic Information and Additional information fields
  - Include foster state abbreviation after the dog's name
  - Pet ID NOT required
  - Mixed breed defaults to "NO"
  - Birth Date leave blank
5. Under LOCATIONS pick the state the dog is being fostered in
6. Choose Contact name of Jennifer for all dogs
7. Adoption fee click "Custom" and enter the amount
8. You can add up to six pictures (or five pictures and one video)
  - a. Please make sure to crop excess background around the pictures
  - b. You will need to save the pictures on your hard drive first
  - c. You need to choose what picture will be the "Primary Image"
  - d. Make sure that I receive a copy of at least one picture for our records
    - i. This is used in cases where we need to prove who the dog is if picked up by animal control
9. Last you need to add the Animal Description (use the template that is hard coded in this space)
  - a. If the dog under the age of 7 remove the line "Eligible for the Golden Paws Program"
  - b. Enter the name, age and weight
  - c. Enter reason for rescue and foster location (city and state abbreviation)
  - d. Enter in description as if the dog is speaking to the reader
  - e. USE THE TEMPLATE in the text box
10. Click "Next: Review & Save"
11. Click "Review & Save"
12. Click "ADOPTABLE" if you want it to post live OR "HOLD" if you are not ready to release

Adoption Fee per dog	
Purebred	
Age	Fee
0-5 mnths	\$400.00
6-7 mnths	\$375.00
8-10 mnths	\$350.00
10.1-11.11mnths	\$325.00
1-2.11 yrs	\$300.00
3-4.11 yrs	\$275.00
5-6.11 yrs	\$250.00
7.1-7.11 yrs	\$225.00
8.1-8.11 yrs	\$200.00
9-9.11 yrs	\$175.00
10yrs<	\$150.00
BT Mix	
Age	Fee
<4yr	\$ 175.00
>4.11 yrs	\$ 150.00

## To edit the status of a dog

1. Click on "Adoptable Pets Posted" and locate your dog
2. Click on the dog's picture which will open a menu bar to the right side bar
3. Click on "Edit" next to Profile (may need to scroll down)
4. Make your changes
5. Click "Save" when complete