Here are step-by-step instructions for logging in, viewing our animals, adding new animals and keeping track of adoptions. Please review the support link in the RescueGroups.org admin portal with any questions. If that doesn't help, e-mail Lisa@TrentonCats.org or call (don't text) 201-725-0179.

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How to Log In

Go to www.rescuegroups.org and click LOGIN



Click the Login to your RescueGroups.org account here link.

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	About Us How We Are Different	Rescue/Shelter Requirements Terms of Service	We Like		9,806 pe	copie like RescueGroups.org.	
	Mission and Values	Newsletters	Adopt-a-Pet.com		10		
	Board of Directors Press and Media	Newsletter Sign Up	AllPaws.com DogTime				100
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	Contact Us	API Sign Up	SiteUptime		6	1.50 - 50 The Carl (1.10)	

You were sent a temporary password when your account was first set up. If you don't have it, click the <u>Unable to login? Find your account number</u>, <u>user name</u>, <u>or</u> <u>reset your password here</u> link.

RescueGrou technology solutions anim	
Support 😡	Welcome to RescueGroups.org
Get Support	If you are not yet a user of <u>RescueGroups.org's services</u> , please head over to our <u>website</u> to review our services and sign-up! Once you sign-up you'll come back here to login for our
Having trouble logging in? Chat with Support:	Management Services, including Pet Adoption Portal, Data Management, Website, Voice Mail, Email and Domain Name services.
	Account number User name
	Password
	Login

Our account number is **7016**. Your username is your email address. When you hit Reset Password, a new password will be sent to your email.

RescueGroups.org technology solutions animals can live with							
Support 😡	Login Account Re	eset					
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		Reset Password I don't remember my account number. I don't remember my user name.					

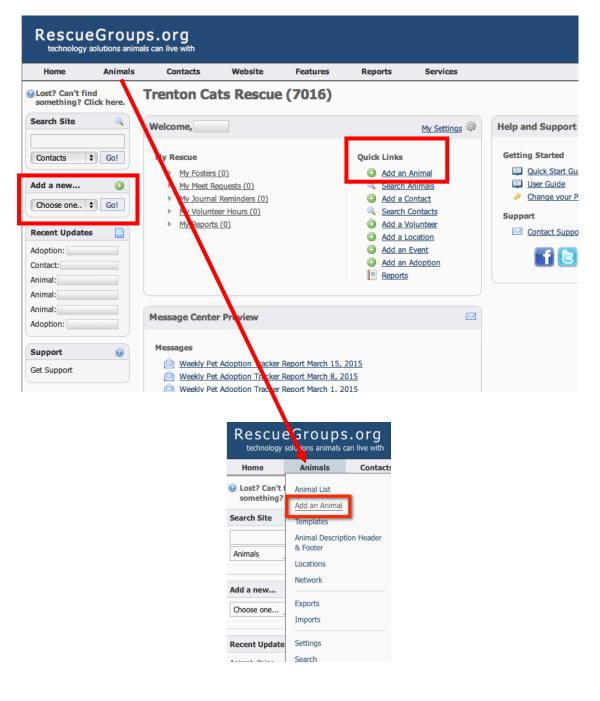
Welcome to RescueGroups.org 00 🔹 🕨 😭 🕂 🍀 https 🖨 manage.rescuegroups.org/dashboard C Reader RescueGroups.org home | support | logout technology solutions animals can live Contacts Website Animals Home Features Reports Services Lost? Can't find something? Click here. Trenton Cats Rescue (7016) Search Site Welcome, My Settings 🌼 Help and Support Getting Started Contacts \$ Go! My Rescue Quick Links Quick Start Guide My Fosters (0) Add an Animal User Guide Add a new... 0 My Meet Requests (0) Search Animals Change your Password My Journal Reminders (0) Add a Contact Choose one.. \$ Go! Search Contacts My Volunteer Hours (0) Support Add a Volunteer My Reports (0) Recent Updates Contact Support Add a Location Add an Event Adoption: f Add an Adoption Contact: Reports Animal: Animal: Animal: Message Center Preview Adoption: Messages Support 0 Weekly Pet Adoption Tracker Report March 15, 2015 Get Support Weekly Pet Adoption Tracker Report March 8, 2015 Weekly Pet Adoption Tracker Report March 1, 2015 View all of your messages (3)... Provide Feedback

Once you log in, you will see your personal home screen.

How to Add an Animal

In this site, there are many ways to access the same information. For instance, you can **Add an Animal** with any of these methods:

- On the left side, under Add a new... select Animal, then click Go!
- Use the Animals menu at the top (Animals > Add an Animal)
- Or use the Quick Links: Add an Animal



Key Steps to adding animal

- 1. Choose INTAKE Template. Change the status to "available" if the cat is already available for adoption.
- 2. BASIC INFORMATION:
 - a. Left side:
 - i. Enter name
 - ii. Enter breed (if not domestic shorthair, which is the default)
 - iii. Select sex
 - iv. Select color (general). Can add color details in text field if desired.
 - v. Select pattern (solid, tabby, tortie, tuxedo, etc.)
 - vi. Change coat length if needed
 - vii. Select general age (0-6 months Baby; 6 months-2 years Young; 2-8 years Adult, 8 yrs + Senior)
 - viii. Description LEAVE THE DEFAULT LANGUAGE. Above the default language, put a little bit about the history and personality of the cat/kitten. Can also include names of siblings.
 - b. Right Side:
 - i. Only change condition, declawed, special needs if necessary.
 - ii. Enter estimated birthdate. If exact date is known, select the check box.
- 3. SKIP Personality and Behavior unless something really strikes your eye.
- 4. COMPATIBILITY
 - a. Change the "OK with..." fields if these are known
- 5. ADMINISTRATIVE INFORMATION
 - a. Received Date enter the date we took the cat in or he/she arrived at shelter
 - b. Available Date (only needed for kittens/cats that still need to be neutered, etc.)
 for kittens, add 2 months to their estimated birth date. If with Mom, she can have the same available date as the kittens.
 - c. Foster Click in the white box and enter foster name as a search, then select the name
 - d. Location click in the box and select the correct location
 - e. Microchip Vendor Home Again will default, but not in clones, so type "H" and it will come up
 - f. Found zip code enter if known
- 6. SKIP Sponsorship
- 7. SKIP Adoption Options
- 8. SKIP Euthanasia Information
- 9. ADDITIONAL NOTES AND COMMENTS
 - a. Origin MUST BE COMPLETED. FOLLOW THE INSTRUCTIONS ON PAGE 9
 - b. Private Notes can add additional information as needed (needs to be with another cat, can be only cat, quirks, etc.)
 - c. Special Needs Description add if FIV+, special diet, etc.
- 10. CUSTOM ANIMAL GROUPS If a cat spends one day in the shelter, select TAS. Only select Burlington if the ORIGIN of the cat is from Burlington, and Community Foster if the cat is in a community foster.
- 11. MEDIA Select "Upload Image File" for EACH picture
- 12. Use "Save and Clone" to create a related animal. This will copy everything but the name and microchip. You just need to change the sex and description for siblings, and choose "Home Again" for the microchip provider.

Detail for adding animal (with screen prints)

Choose the INTAKE template and enter as much info as possible: breed, sex, color, general age, condition, special needs, declawed, estimated birth date, "ok with...cats, dogs, kids," received date, foster, location, microchip, etc.

Add an Animal Admas Admas Load Template Croose templat Cancel Save TCR-Aduit Cert Basic Information	eplate Drie		Required fields: • name • sex • color • estimated • received d • available o	
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	Sex C Male C Female	: 😸 Unknown	Grooming needs	Linear an one standard.
Alt	ered 🕒 Yes 🗢 No	C Unknown	Shedding amount	t C None C Moderate C High
Color (Gen	eral) Choose one	·	Birthdate	
Cator de	tails		Current size	
Pa	tern Choose one		Size potentia	0.00 Uses same unit of measurement selected for Current size.
Coat Le	C Unknown		<6 months = Baby	Choose one
Genera	Age C Baby C Young C Serier C Unine	AD 2	6mos–2yrs = Young 2yrs–8yrs = Adult	Choose one
Size potential (gen	C Small C Mediur	n O Large	3+ years = Senior	Choose one
Descri	Source at 12		** * \$3 & [2] # & & 1 [2]	- X -
	Insert first line	with Animal	l's unique story.	
	tested for FIV/FeL/ Go to http://www.tr are either in foster i kitty, please email i	/, and microchipped p entoneats.org/adoptic	on-form.html to fill out an application. NOTE: ion centers. If you are interested in meeting a sp	Our cats
	body			
Physical qua	Droots excessively Slote impaired	Has allergies	Special diet required Reeds ongoing medical care	Hearing Impaired
	Click a quality to set/unset.			back to top

Additional Information includes some personality traits including whether they get along with other cats, dogs, children. If this is known, select yes or no, otherwise leave as "unknown."

_					_			"Availabl	e date" sho	ould be
	Administrative Information		"Peceived	date" is when				birthdate	+ 2 month	s for kittens
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_	Sponsorship Options									
	Allow sponsorship	⊖ Yes ⊛ No								
	Sponsorship minimum	\$ 0.00								
	Sponsorship details			2						
									back to top	

If the foster is not already a contact (or not checked in the "Caretaker/Foster" group), use the green "+" button to create a new contact. A new screen will pop up to enter name, address, phone, email.

	Adoption Options			
	Adoption fee Adopted date		ORIGIN field must BEGIN with the following (include the periods an please)	d spaces,
	Owner	Choose one		
	Adoption lead	Choose one Please select the option that y was the main contributor to 8	 STRAY. FOUND for strays found by a community member STRAY. TNR for friendly cats found in a TNR project STRAY. ABANDONED for cats that are left outside the shelte 	r. or
	Euthanasia Information		abandoned (and the neighbors tell us this) but we don't have an	
	Euthanasia date Euthanasia reason	N/A or Unknown -	 information. SURRENDER. OWNER for owner-surrendered cats SURRENDER. RETURN for cats we have adopted and are be TRANSFER for cats that are transferred from another rescue 	eing returned*
	Additional Notes and Commer	nts	 OTHER. BORN IN CARE - for kittens who are born while the mature of the sector of the se	
	Origin	Include as much detail as	heing featored	Julei is alleady
			OTHER. HOARD - for cats and kittens that come from a hoardir	ig case
	Special needs description		*For Returns, CLONE the original cat's record and changed the receive return date. Change the status to intake or available and update picture ENTRY. Manually update the microchip information.	
	Custom Animal Groups Memb	ership		
	Group	25 Community Foste	Enter as much detail as possible, including name, phone, address, etc.	
Custom groups: use to	track ORIGIN		back to top	
Community Foster TAS: Came through TA	S, or we vetted and	placed in TA	NS	
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	Click "Image file" ico	on for each p	bhoto added.	
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	Export accounts	AdoptaPet-79229	36	
	Allow export	Yes O No		
	Shared	⊛ Yes ⊖ No		
			back to top	
	Cancel Save Save and New Save	and Clone		

If creating multiple entries from the same situation/litter, select "Save and Clone." This will create a copy of the entry just made and so if they have the same birth date, foster, etc., only the name, gender and description will need to be changed. (This will not clone the microchip vendor, so manually update to "Home Again").

Otherwise, click Save to finish the addition/edit and return to the Animal List.

How to View Our Available Animal List

Animals	Click the Toggle Show th to display images in the	
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□ 🐼 🕑 🔤 🎯 🔤 <u>& MORE Kittens! Not</u> <u>On the Web Yet!</u>	Available	Cat
Select a View: Built-in Views: Active Active and Adopted Adopted only All Available only Available, Hold and Pending Created recently Default Deleted Hold only Missing an intake My fosters Pending only Updated recently Shared Custom Views: Adopted-Adopter-Microchip Avail-Descrip-Foster Intake-NotReady		 ✓ Options Show more Show fewer Show max Export to CSV Export to XLS Export to XML

Go to **Animals > Animals List**

Use one of the "Shared Custom Views" and set the "Options" to Show max.

Frequently Used Icons:

Check box		Select this with one of the Actions.
Edit	-22	Edit Animal
Animal Media		Photos and Videos

How to Add an Adoption

Open adoption pdf file

First, open the adoption file from Dropbox (TCR Admin-2_Adoption Files-ADOPTION FILES-To update in DB)

Update in rescuegroups.org

Go to **Animals > Adoptions**

• Click Add an Adoption



On the Add Adoption screen

loptions				
Animal *	Q Click to search animals	Available Only	•	
Adopter*	Click to search contacts	Active only 🗘 📀		
				back to to

- Type the Animal's name or click the search icon to select the Animal. [If the Animal is already marked adopted, change the dropdown to "All" from "Available Only."]
- Next to the "Adopter" box, click the green + icon to open a new window to enter the Adopter's information. [If the person adopted before, or this is the second cat for the same adoption, type the Adopter's name or click the search icon to select the Adopter.]

On the Add a contact page

• Enter the Adopter's first and last name, complete address, phone number(s) (INCLUDE DASHES IN PHONE NUMBERS) and email.

Rescue	eGrou	ps.org					home support logout
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Animals	• Gol		Contact Type*	Individual/	Family O Con	apany 🐵 Rescue/Shelter	
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Adoption: Saul (Sweetie) - Home	and Ave		Active *	· Yes	© N0		
Contact: Ashley							back to top
Animal: Chino (1	TAS #7)						
Animal: Chobani HOME NEEDED)	(BARN		Address	29 Dennis Ct			
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			State/Province				
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Set Support			Zip/Postal Code Plus4	08520			
			Country	United States			
			County	Mercer			

• In the "Referred by" field, enter whether the adoption was the result of a walk in (at which store), website, friend of foster, etc. (if known).

and the second second	Home Phone	1a-441-A0AT	☆ 🖸 (
	Work Phone	32-720-2538	
	Ext.		
	Cell Phone	32-616-6738	
	Fax		
	Email	chneider@aosminj.com	
	Alternate Email	coanes@aol.com	
	Text/Pager Email		
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	Referred By Comments Allow Public View * Transportation	S FH Walk in S SB Walk in Veto walk in VetVidu walk in	
	Availability	× 2	back to to

- In the comments field, note cat(s) adopted and date. Add applicable comments regarding other pets, special issues, etc.
- Select "Adopter" under groups.

s://manage.rescuegroups.org/contact	edit?contactID=5074505	☆ 🖸 🥠 🗄
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Click Save. The pop up window will close, revealing the **Add Adoption** screen again.

The Adopter field should be filled. If not, type the adopter's name in the box and it will search for the adopter. Then click Next to complete the rest of the adoption.

On the Add Adoption of [cat's name] page

- Enter the adoption date.
- Under "lead" enter how the adopter found us if you know. If it was a "walk in" select "Petsmart (or Petco) Adoption Center." It is also helpful to note for online inquiries if they saw the kitty (or even a different kitty) on our website, Adoptapet, Petfinder, or another source.
- Enter the adoption fee and if an additional donation was given.
- Leave "Thank you letter sent" as "no" unless you know that the follow up call has been completed. Leave "Add contact to adopters group" as "yes"
- Enter the microchip number **with spaces** between each set of three digits (how it's printed on the paperwork). Triple-check the microchip number against the paperwork.

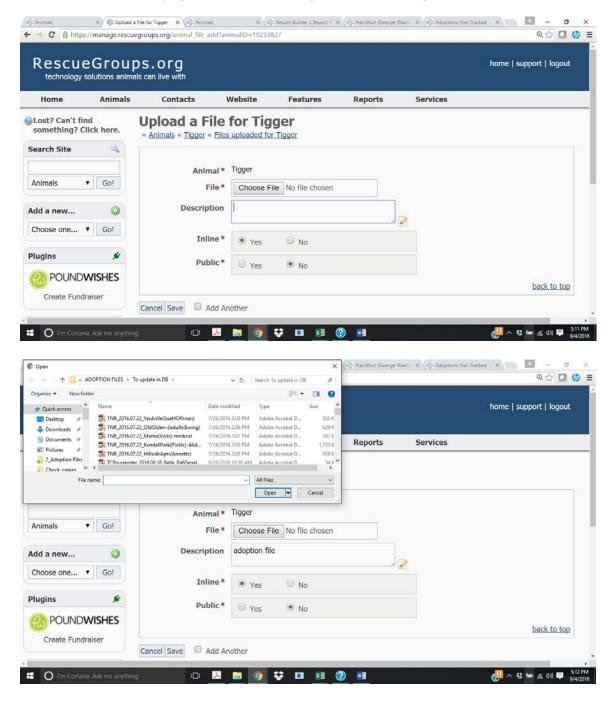
Add Adoption of

« Adoptions		
Adoption Options		
Animal	Animal and Adopter will be pre-filled based on the options chosen above	
Date *		
Lead ID		
Lead ID	Choose one Please select the option that you believe	
	was the main contributor to this adoption.	
Fee	\$ 0.00	
Donation	\$ 0.00	
Thank you letter sent	O Yes ● No Use this field to indicate if a follow-up has been made.	
Status ID*	Success 🔹	
Add contact to	• Yes O No	
adopters group		
		back to top
Microchip Information	n	
Microchip vendor	HomeAgain _	
Microchip number		
	You Input the Microchip number (with spaces) if it hasn't yet been entered registries enabled. See this <u>user Guide article</u> for more information.	
		back to top
Cancel Save Add Anot	her	

Once completed, click Save. This will automatically change the cat's "available" status to "adopted."

Attach the adoption file to the cat's profile Go back to the cat's profile page and select "Files"

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Move the file from the "To Update in Database" to "ATTACHED IN RG" folder on Dropbox.

How to Manage Contacts

Contacts include adopters, volunteers, community members, donors, veterinarians and other rescues. Contacts are created to track cats' foster locations, transfers, and manage volunteer groups.

Add a Contact

Select "Add a Contact" from the Contacts drop-down.

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id a	0	9	sarch		Volunteer Hours	-						Total: 798		1 2 32	Þ H
hoo •	Gol	1			Volunteer Journals	hone (Work)	Email	Address	City	State	Zip/Postal Co	le Comment	્ય શ	Options Carrier Ser	nd Mai
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option: Jelly imal: Rudy		00	Kimberley	Konczyk	215-500- 215-547-2094 5493	215-442-7423	kimmie@aol.com	37 Verdant Road	Levittown	PA	19057	Adopted Tir and Princes 12/20/2015	s Kate	Yes	9
mal: unnamed ake: Judy mal: Judy option: Jaguar			Paquita	7	609-851- 5274		pnovoa26@yahoo.com	894 Park Ave	Trenton	NJ	08629	works at So Towers. Tra and kittens, bounces be EASEL & TO Does whate damn well p	ips cats tween 'R. ver she		
Support 😡	8	Laura	Abdo	215-932- 3894	609-258-9658	laura.abdo5@gmail.com	532 Fawnhill Dr.	Langhome	PA	19047			Yes		
anthose		0.7	Jacqueline	Abdullah- Jaleel	3894 609-575- 7978		sobeautiful720@gmail.com	Ur. 112 Bert Ave, 2nd Fl	Trenton	NJ	08629	adopted Ch 12/14/13. (back next d adopted Ma 12/15/13	Came lay and	Yes	

Enter the person's information.

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Enter relevant comments (where they volunteer, if they are under 18, special considerations – just remember many volunteers can see what is entered!)

← → C A https://	manage.rescuegroups.org/contai				० 🕁 🖸 🍏
	Email Alternate Email	Dhiggins7@verizon.net			
	Alternate Email Text/Pager Email		6	This can be used for adoption centers to sort a list	
		1 - SUN PH		of volunteers by day/shift in the groups views.	back to top
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	Comments	under 18 - volunteers at PS 58 with a pa (Sunday PM)	ent 2		
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	Groups	Adopter Board Hember			
		Board Hember Calls Caretaker/Foster			
		Caretakery/ oster			
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Search the web a	and Windows	I now Cost Securitienter) 🔅 🗖	1 🕅 🕅 📶 🗸	😫 📾 🙍 (40) 💭 10:10 9/20/

Groups – select the relevant group(s). All volunteers should have "Volunteer" selected. Custom groups for the adoption centers or TAS are for **volunteers only** (not where an adoption occurred).

	uegroups.org/contact_edit? Anow Public View * Transportation	© Yes ● No			
	Transportation				
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	Groups	Adopter Board Hember Calls CardsAve/Foter Convoir Residents Cirent Community Hember Do Not Adopt Donor Former Foster Low Clost Spay/Neuter Member Cother Rescue Petto Hamilton Petvale Last Windor	Potential Adopter Potential Service P5 Failess Hills P5 South Brunowick Resident Assist Retailer Soonsor Staff Gurendeer T456 - Shelter THR Volunteer THR Volunteer V		
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Click "Save."

Groups

We can add or remove a contact from any group at any time. The groups we use are: Standard Groups:

- Adopter for adopters (this is added automatically when creating an adoption)
- Caretaker/Foster for foster volunteers; must be selected to add in a cat's record
- Other Rescue for rescues who have taken cats from us when we have no room
- Surrenderer for people who have surrendered their pets
- Transporter for volunteers who are available to transport to clinics, adoption events, vet appointments, etc.Veterinarian contact info for the vets we frequently use
- Volunteer for all Volunteers

Custom Groups (specific to TCR):

- Chronic Residents for Trenton residents to whom we frequently provide food and litter supplies and vet bill assistance
- Community Fosters for families who are surrendering their pets or have found a kitty and can house until adopted or we have a foster home or store spot open
- Low Cost Spay/Neuter AND Resident Assist these are to track information for people who we have helped spay/neuter their pets (*will need to be combined or further clarified*)
- *Cat Care / Adoption Locations* for **VOLUNTEERS** who have a shift to take care of cats at these locations:
 - Petco Hamilton
 - o Pet Valu East Windsor
 - o PS South Brunswick
 - o PS Fairless Hills
 - o TAS Shelter
- TNR Contact for people who manage feral colonies that we have TNR'd
- TNR Volunteer volunteers who actively participate in TNR

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	Name	Members
ecent Updates	Adopter	519
	Board Hember	4
ntact: Diana Higgins	Cels	2
option: Jelly	Caretaker/Foster	101
imal: Rudy	Otronic Residents	6
imal: unnamed	Clent	0
	Community Fosters	25
take: Judy	Community Member	13
mal: Judy	Do Not Adopt	1
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pport 😝	Former Foster	2
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et Support	Member	14
	Other Rescue	8
	Petco Hamilton	1
	PetValu East Windsor	5
	Potential Adopter	14
	Professional Service	<u>a</u>
	PS Fairless Hills	44
	PS South Brunswick	22
	Resident Asist	9
	Retaler	0
	Sponsor	0
	Staff	9
	Surrenderer	4
	TAS - Sheker	9
	Difference International Inter	2
	TVR Volunteer	3
	Transporter	12
	Veterinarian	5
	Volunteer	112
	Walker	9
	Contacts not in any group	\$
		NAIPN

To see the members of a group, click through the number under "Members" Column.

IF the adoption center schedule has been included and updated in the "Carrier" field, you can use a custom view ("Volunteers-sendmail") to display the schedule by sorting on the carrier field.

doption: Jelly nimal: Rudy		Kim, Zoe	Cranbury	N)	609-662- 4149		kimotecontrol@gmail.com	Yes	UNDER 18		
nimal: Kudy nimal: unnamed		Kovacs, Courtney	Monmouth Junction	NJ	609-802- 3627		cnkovacs@gmail.com	Yes			
ntake: Judy		Gambino, Rosalia	New Brunswick	NJ	732-586- 3912		rg711@scarletmail.rutgers.edu	Yes			
upport	. 85	Desai, Jessica	South Brunswick	NJ			jessicadesai@verizon.net	Yes	daughter Haley	1 - SUN AM (Alt)
iet Support		Hantriz, Guitree	Kendall Park	NJ	732-940- 5689		GHantzis@its.jnj.com	Yes		1 - SUN AM (Alt	1
		Higgins, Diana	Monmouth Junction	NJ.	732-355- 1993		Dhiggins7@verizon.net	Yes	under 18 - volunteers at PS SB with a parent (Sunday PM)	1 - SUN PM	
		Agnese, Nikki	South Brunswick	NJ	732-669- 2146		misfitfiend138@hotmail.com	Yes		2 - MON AM	
		Nelson, Jacquie	South Brunswick	NJ	609-216- 8738	732-419-3066	jacquieleighn@yahoo.com	Yes	son Matthew; adopted Whisper 11/9/15	2 - MON PM (1s	0
		Koehler, Chrissie	South Brunswick	NJ	732-822- 9995		koehler_bc@yahoo.com	Yes	daughter Aiyana	2 - MON PM (AL	1)
		Gibson, Carol	South Brunswick	NJ	908-227- 3191		ce.gibson263@gmail.com	Yes	Tue AM Thu AM	3 - TUE AM, TH AM	J
	8	Sucov, Julia	South Brunswick	NJ			jasucov@gmail.com	Yes	Suzanne's daughter	3 - TUE PM	
		Und. Suzanne	South Brunswick	NJ	732-718- 3145		lindsucov@yahoo.com	Yes	daughter Julia	3 - TUE PM	
		Sinuk, Bonnie	South Brunswick	NJ	732-718- 5586		bonsue6@comcast.net	Yes	WED AM	4 - WED AM	
	85	Stevko, Kvra	South Brunswick	NJ	732-609- 0972		kstevko@yahoo.com	Yes	Under 18yo, her parent will supervise her shift.	4 - WED PM	
		Finkelstein, Brenda & Tom	Monmouth Junction	NJ	908-705- 0490		abrigitea@gmail.com	Yes	THU PM Together	5 - THU PM	
		Hesner, Stephanie	Lawrenceville	NJ	609-276- 8258		shughes20@gmail.com	Yes		6 - FRI PM	
		Kenny, Daniel	South Brunswick	NJ			danielkenny123@gmail.com	Yes	father or mother accompanies	7 - SAT AM	
		Harris, Riley	South Brunswick	NJ		732-232-8500	rileyjharris@hotmail.com	Yes	SAT PM	7 - SAT PM	
										N 4 1 P	N

User Login Accounts

User login accounts are created with a volunteer's email as the login ID. Rescuegroups.org will send an email with an initial password. Most volunteers will only need to view the animal list. If you are asked to create / update animals, you will need the "Animal Admin" role. To add adoptions you will also need the "Contact Add" role. If you are unable to complete tasks or view something, please contact Kathy, Lisa, or Karmann.