Happy Pup Manor – Gingr Tutorial

First time at Happy Pup Manor? Welcome! Our registration process is quick and easy!

...but we know everyone could use a little help once in a while (especially if you've got a new puppy at home!) We've provided detailed instructions to help you complete our registration form, along with images of what a completed form should look like. If you have any questions, please just give us a call!

**Step 1: Register in Our System**
Here’s all the info we'll need, from top to bottom. *Items with an asterisk (*) are required.*

**Enter Your Contact Info**
- **First & Last Name** *(This is you, the paw-rent!)*

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![Online Registration Form](image)

*Are you a current customer?* Click here to login or create a password with your email address on file.
*Not a current customer?* Please complete this online registration form.

- **Mobile Phone** *(This phone may receive text messages)*
- **How did you hear about Happy Pup Manor?**
  - This question has a dropdown list with choices like “Existing Customer”, “Vet Office”, and so on, and then a follow-up:
  - *If you were referred by a friend, breeder, or vet, please let us know who so we can thank them*
- **Email**
- **Address**
  - *Address 2* - This is usually used for an apartment or suite number, for example, and is not required
- **City**
- **Region** - This is your state. The dropdown box lists all 50 states and Washington D.C.
- **Zip / Postal Code**

**Additional Contacts** – This optional section is for a person who is also responsible for the dog’s day-to-day care, such as a spouse or partner, for example.
• Additional Owner First & Last Name
• Additional Owner Cell Phone (This phone will not receive text messages)
• Additional Owner Email (You will receive emails at this address)

Additional Contacts

Additional Owner First Name
Chris

Additional Owner Last Name
Doggo

Additional Owner Cell Phone
(This phone will not receive text messages)
(847) 123-5678

Additional Owner Email (you will receive emails at this address)
chris_doggo@gmail.com

Emergency Contact – This is required. Please provide an emergency contact person who is at least 18 years old. In the event we cannot reach you, we will consult this contact with regard to any immediate care instructions for your pet.

• Emergency Contact Name*
• Emergency Contact Phone*

Emergency Contact Name*
Mary Pupperino

Emergency Contact Phone*
(847) 123-9876

Password* - Passwords are case sensitive. We recommend a minimum of 8 characters, with at least one number or special character.
Confirm Password – Re-type your password exactly as it is in the box above. Then, click “Continue to Next Step.”
Enter Your Pup's Info

- **Name** - If you do not yet have a name please enter TBD. This can be updated later.
- **Breed** - The breeds we normally work with are listed in the dropdown box. If you don’t see your pup’s breed listed, please contact us before making a reservation.
- **Sex** - Select Male or Female – If you have not picked up your puppy yet just pick one, we can change it later.
- **Spay/Neutered?** - We accept animals who are not spayed or neutered.
- **(Approx.) Weight (whole numbers)** - If you have not yet met your puppy just enter 5
- **(Approx.) Date of Birth** - If your puppy is not yet born just enter today’s date and you can update it later
- **From what breeder or shelter did you get your puppy? Please be specific.**
### Online Registration Form

**Are you a current customer?** Click Here to login or create a password with your email address on file. **Not a current customer?** Please complete this online registration form.

<table>
<thead>
<tr>
<th>New Customer</th>
<th>Animal</th>
<th>X</th>
</tr>
</thead>
</table>

**Name**
- *Beauregard*

**Breed**
- *Mini Bernedoodle*

**Sex**
- Male
- Female

**Spay/Neutered?**
- Yes
- No

**(Approx.) Weight (whole numbers)**
- 30

**(Approx.) Date of Birth**
- February
- 8
- 2017

**From what breeder or shelter did you get your puppy? Please be specific.**
- HPM Doodles

- **Guest Instagram Account** – This can be your personal account or your pup’s account.
- **Profile Pic** – Please include a photo of your fur baby!
- **Favorite petting spots** – Does your pup like to be pet somewhere specific?
- **Fears we should be aware of** – Does your pup run from loud noises, or hide during thunderstorms? Please let us know!
- **Has your dog ever bitten a person?**
- **Has your dog ever bitten another dog?**
- **Has your dog ever tried to jump over or dig under your fence?**
Health

- **Veterinarian** – Vets that have already been entered in our system appear in a dropdown box. If you don’t see your vet listed, just use the “Add a Vet” button to enter your veterinarian’s name, phone number, address, and any other info we should be aware of.

- **Vaccination Records** –
  - Puppies under 6 months:
    - Clean fecal
  - Pups over 6 months
    - Bordetella
    - Distemper
    - Parvo
- Rabies
- Clean Fecal within the last 6 months

**Medical Conditions? (Please explain.)**
- If your pup has special care requirements please discuss by phone prior to your first reservation to ensure we are fully understand your pup’s needs

### Health

**Veterinarian**
If your vet office isn’t listed, please click "Add A Vet" so we have their contact information during your pet's stay

<table>
<thead>
<tr>
<th>Animal Care Clinic</th>
<th></th>
</tr>
</thead>
</table>

**Vaccination Records**
Please upload a copy of your pet's vaccination records here

<table>
<thead>
<tr>
<th>Select File(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Files</td>
</tr>
</tbody>
</table>

**Uploaded Files**

<table>
<thead>
<tr>
<th>Actions</th>
<th>Name</th>
<th>Uploaded At</th>
<th>Owner Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Records for Beauregard the Bernedoodle.docx</td>
<td>Wed, Aug. 5th</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Medical Conditions? (Please explain.)**

### Feeding

- **What brand of food do you feed?** * – Please include the brand name and variety (or flavor) if possible.
- **Feeding Schedule** * – Pup’s eat twice per day while at Happy Pup Manor. Please use the options in this box to let us know how much your pup normally eats in the morning and the evening.
- **Feeding Method** – The default response is feed alone.
- **Food Type** – Owner Provided is the only option available. Happy Pup Manor does not provide food for your pup during their stay. Please provide your dog’s food in disposable containers.
Ziploc bags; Happy Pup Manor cannot be responsible for returning food containers or excess dog food in bags.

- **Feeding Notes** – Please inform us of any special instructions to be aware of when feeding your furry friend.

- **Medication Schedule** – Please let us know the time of day, quantity, form (pill, liquid, etc.) and type of medication your pup will require while staying at Happy Pup Manor. If the type is not included in the available list, use “See Notes” and be sure to describe the medication in the Notes section below. If your animal takes more than one medication at each given time, use the Add Medication button to fill in details for each medication separately.

- IMPORTANT: Only give us medication for the number of days your dog will be here in a Ziploc bag – we will not return excess medication.
• **Allergies** – If your pup has any allergies, please describe them here.

• **Placeholder Label** – This final section can be used to let us know any important info about your pup that hasn’t been covered by the questions above.

Once you’re finished, click Save in the bottom right corner to move to the next screen. If any required information is missing, you’ll be instructed to check these fields before moving on.
Waiver Agreement
You should now see the Agreements screen, and an unsigned agreement listed. A general waiver is required for all services at Happy Pup Manor. Please click the button that says Sign to open the agreement then READ THIS AGREEMENT CAREFULLY.

My Unsigned Agreements

<table>
<thead>
<tr>
<th>Actions</th>
<th>Title</th>
<th>Reservation Types Required For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign</td>
<td>Happy Pup Manor Waiver</td>
<td>Boarding</td>
</tr>
</tbody>
</table>

Once finished, at the bottom you’ll enter your name and the Password you created on the first screen as your electronic signature. Click on Sign to complete the agreement, and then you’ll be returned to the Agreements screen.
You and your pup are now registered users in our system, but no reservation has been made yet. If you need to add another pup, click on My Account in the top left corner, then View Pets. You’ll be taken to a screen where you can edit your pup’s info or add another pet, using the same process described above.

**Step 2: Making a Reservation**

To make a reservation, click on My Reservations in the top menu, then New Reservation.

You should see a pop-up screen reminding you that your reservation is not confirmed until you receive a confirmation email from Happy Pup Manor! Click Request a Reservation to continue.

**Enter the details of your stay:**

- **Location** – This will be pre-filled, we currently have only one location.
- **Type** – Select the Training or Boarding option you prefer. A brief description will appear in the box below. If you’ve discussed a custom training plan with Gabby, she will indicate which option you should choose when making your reservation.
- **Pet(s)** – Choose which pup(s) will be receiving services. To enter a new puppy, use the My Account menu to open the View Pets screen.
- **Date** –
  - **Boarding:** Enter the dates on which your pup will begin and end their stay. Please include a desired pickup or drop-off time for each date.
○ **Training**: Select a 10 Day or 28+ Day timeframe, depending on the training option you have discussed with Gabby.

- **Additional Services** – Additional items or services that Happy Pup Manor offers will be shown here; select the ones you’d like for each pup.
- **Notes** – There will be a separate Notes section for each pup. Please share any details we need to know about each guest.
- **Estimate** – This can be used to generate an estimate for the total cost of services selected. **Prices are subject to change at any time** and the actual cost of services should always be verified with Gabby or another Happy Pup Manor team member.
- **Deposit** – At this time, Happy Pup Manor does not accept deposits online. Please contact us directly for payment options.

Click Save in the bottom right corner, and you should then see a confirmation message in the bottom left corner. The reservation form will reset, and all fields will be blank.
You are finished! BUT, be sure to keep an eye out for a confirmation email from Happy Pup Manor. Until then, your reservation will be listed as pending. You can view pending and approved reservations from the My Reservations screen.