



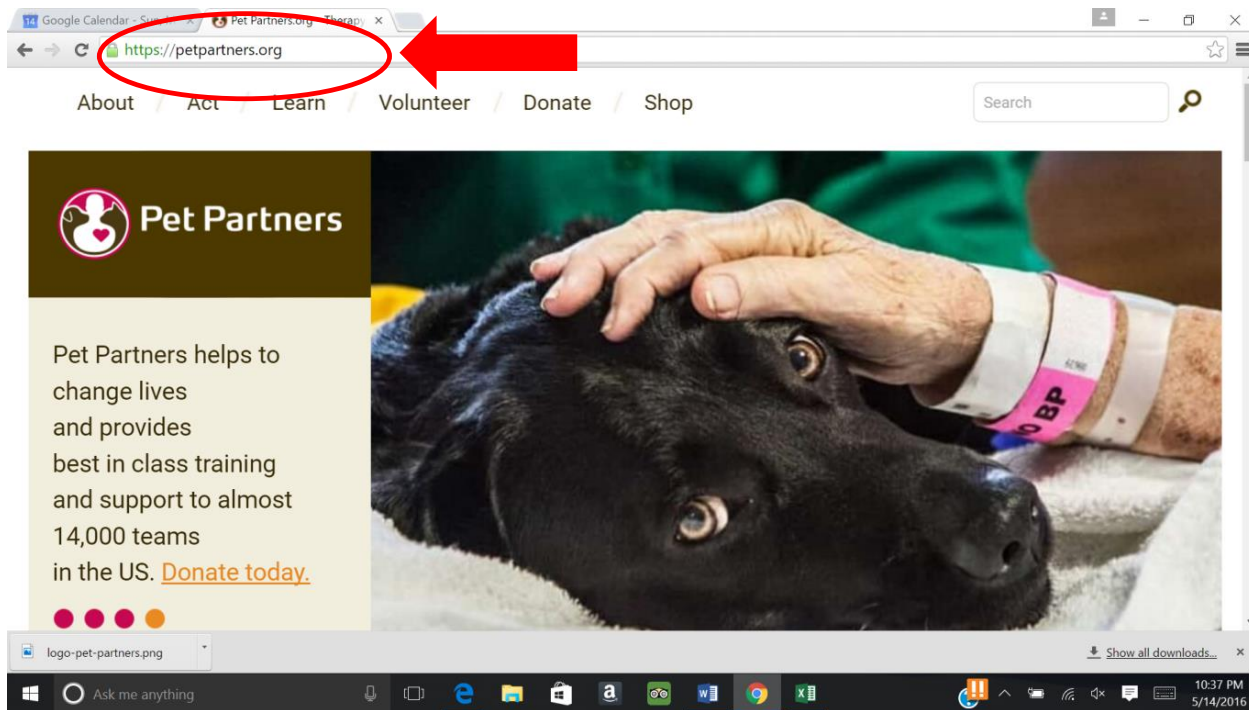
**INSTRUCTIONS
FOR
SETTING UP A VOLUNTEER ACCOUNT
AND
REGISTERING FOR AN UPCOMING EVALUATION**

Below are instructions for creating a Volunteer Account and registering for a Pet Partners evaluation.

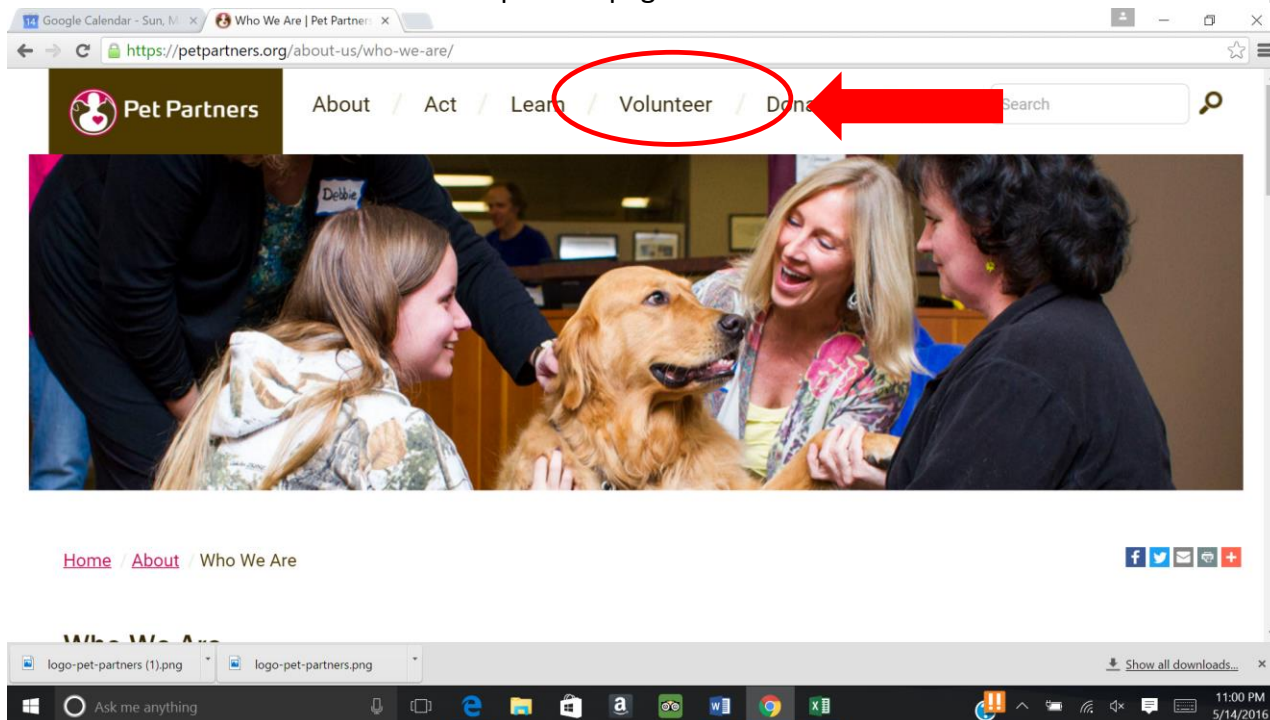
All returning teams and new volunteers must have a Volunteer Account on the Pet Partners website prior to being able to sign up for an evaluation. Below are step-by-step illustrated instructions to create a Volunteer Account. NOTE: Returning teams, you may be required to create a new Volunteer Account if you had an account on the Pet Partners retired website. If you already have a Volunteer Account, instructions for registering for an evaluation are on page 4 of these instructions.

INSTRUCTIONS FOR CREATING A VOLUNTEER ACCOUNT

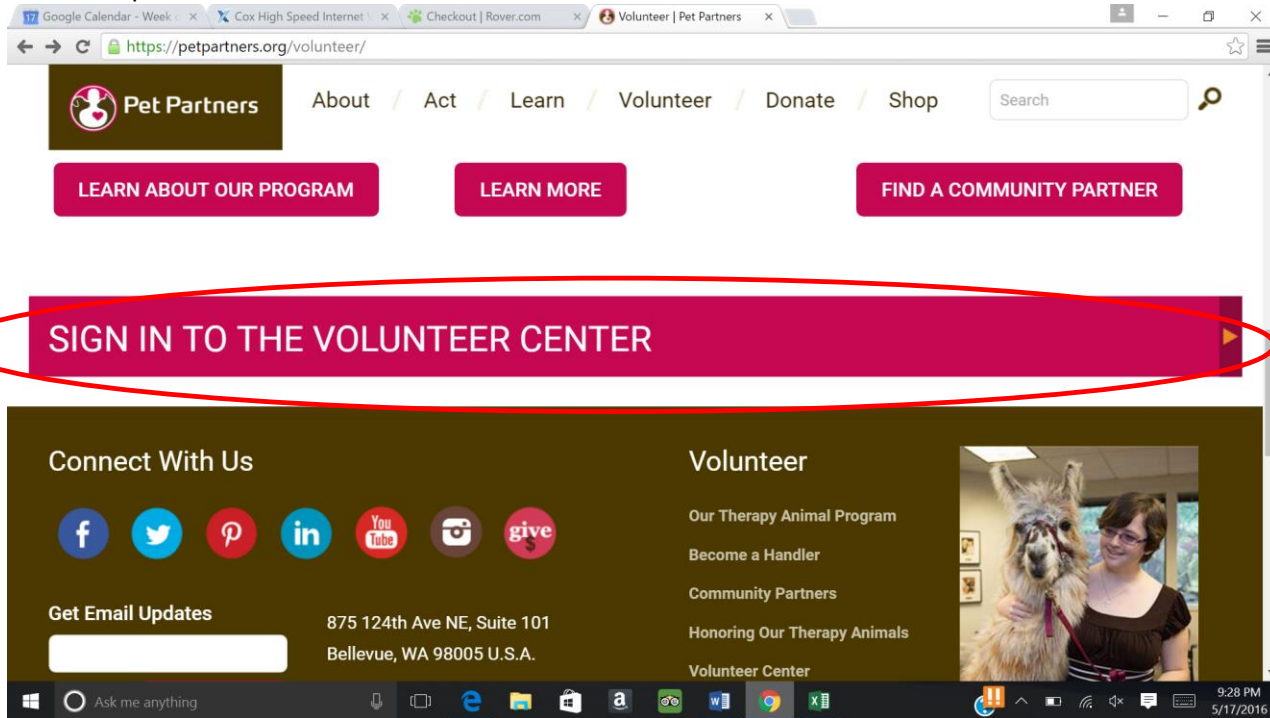
STEP 1: Log on to the Internet and go to <https://petpartners.org>



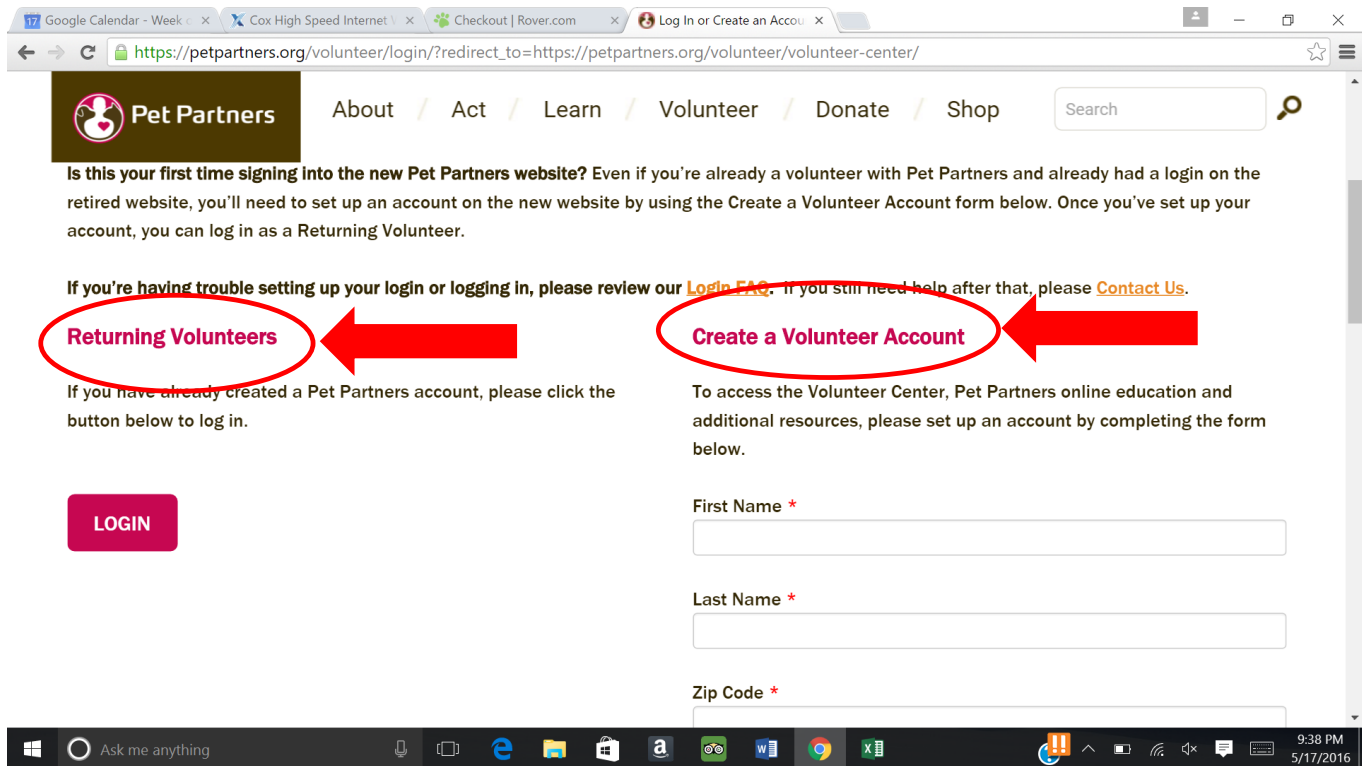
STEP 2: Click on "Volunteer" at the top of the page. It is the fourth selection from the left of the page.



STEP 3: Scroll down the page about halfway until you see “SIGN IN TO THE VOLUNTEER CENTER” and click on this section to proceed.



STEP 4: If you are a returning team or a new volunteer, select the option that applies to you. New volunteers and/or returning teams complete the fields under “Create a Volunteer Account”. Remember to click on “Sign Up” at the bottom of the page. NOTE: Returning teams must enter your Pet Partners ID in the appropriate field.



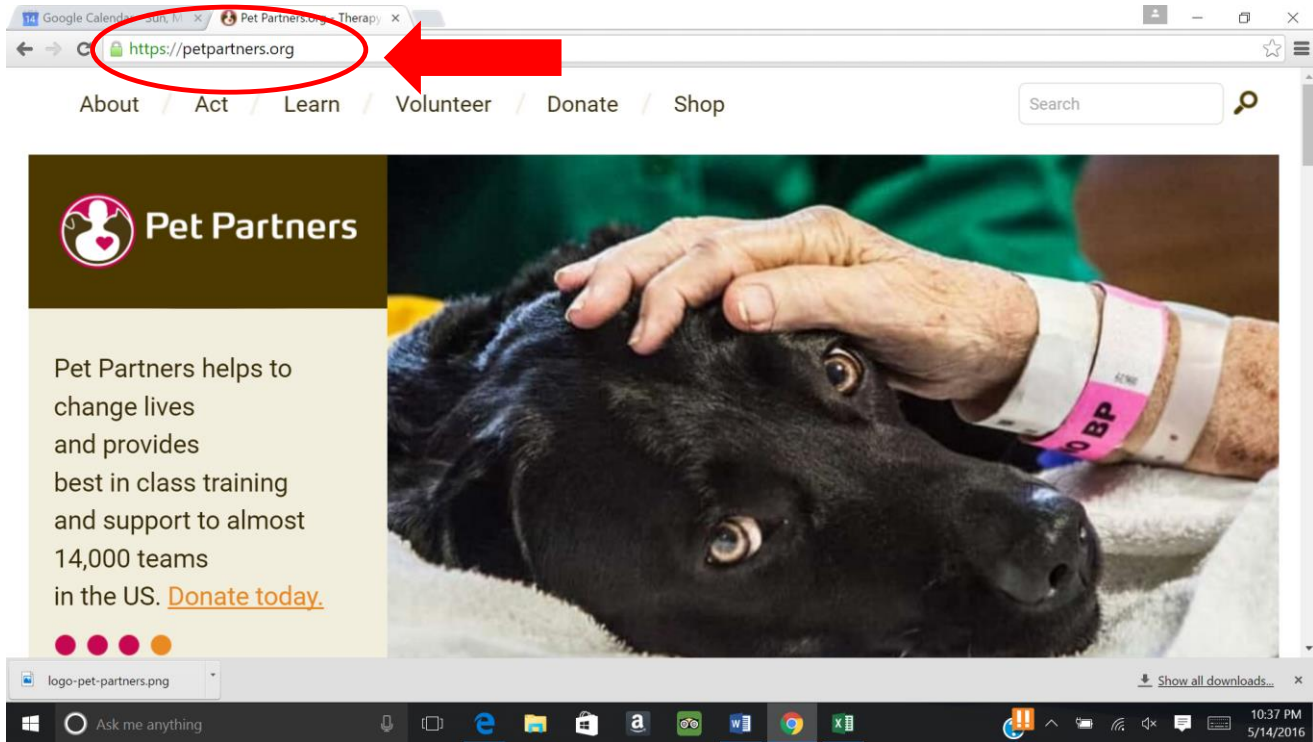
STEP 5: After you sign up for a new Volunteer Account, you will receive an email as stated below. Please follow the instructions in the email sent to you to set a password. NOTE: If you do not receive an email from Pet Partners, please try checking your spam folder.

The screenshot shows a web browser window with the URL <https://petpartners.org/volunteer/login/thank-you/>. The page features the Pet Partners logo and navigation links: About, Act, Learn, Volunteer, Donate, and Shop. A search bar is also present. Below the navigation is a large image showing several people interacting with a golden retriever. The breadcrumb trail reads: Home / Volunteer / Log In or Create an Account / Thank You. Social media icons for Facebook, Twitter, Email, and Print are visible. The main heading is "Thank You". The primary message, circled in red, states: "Thank you for creating a volunteer account with Pet Partners. Just one more step to go. An email has been sent to your inbox with instructions on how to set a password and log in. If you do not see it, try checking your spam folder." A red arrow points to this message from the right side of the page. The Windows taskbar at the bottom shows the date and time as 11:35 PM on 5/14/2016.

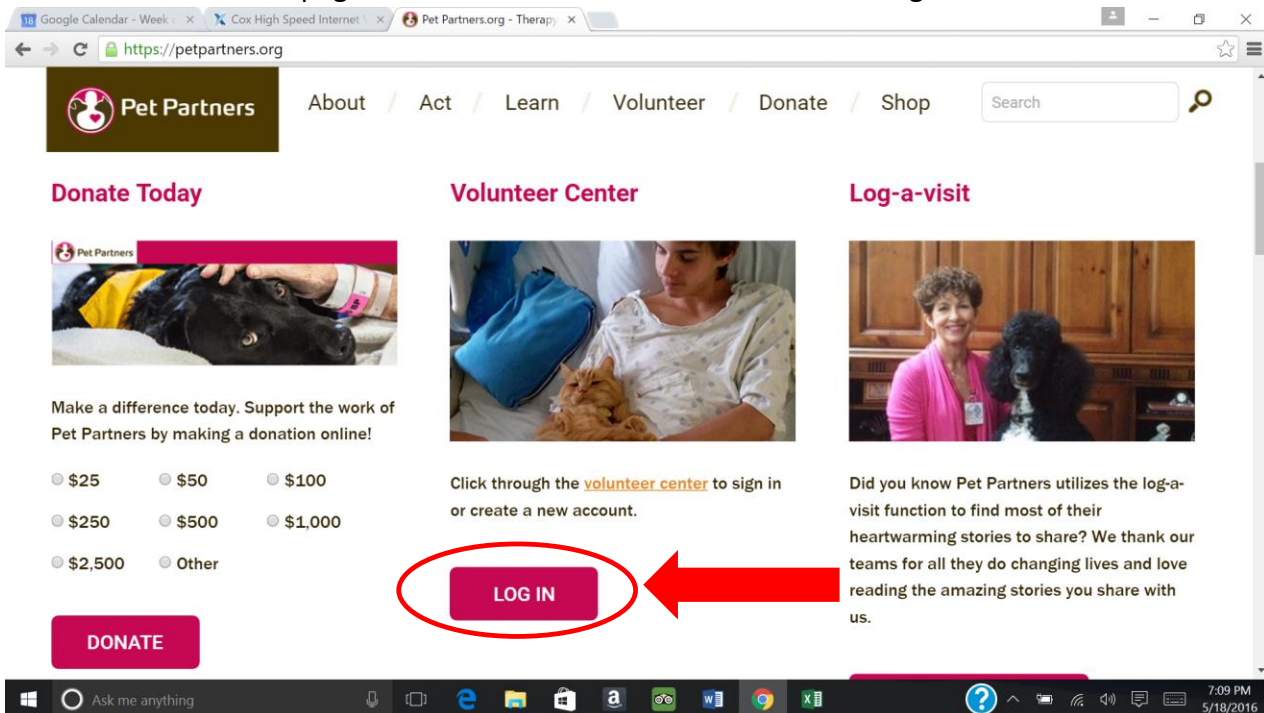
INSTRUCTIONS FOR REGISTERING FOR AN UPCOMING PET PARTNERS TEAM EVALUATION

Now that you have set up a Volunteer Account, you can now schedule a date for an evaluation. For step-by-step instructions for registering for an upcoming Pet Partners team evaluation, please follow the illustrated instructions below.

STEP 1: Log on to the Internet and go to <https://petpartners.org>



STEP 2: Scroll down the page to the center of the screen and select “Log In” under the Volunteer Center.



STEP 3: Scroll down the page and select "LOGIN" under Returning Volunteers.

Is this your first time signing into the new Pet Partners website? Even if you're already a volunteer with Pet Partners and already had a login on the retired website, you'll need to set up an account on the new website by using the Create a Volunteer Account form below. Once you've set up your account, you can log in as a Returning Volunteer.

If you're having trouble setting up your login or logging in, please review our [Login FAQ](#). If you still need help after that, please [Contact Us](#).

Returning Volunteers

If you have already created a Pet Partners account, please click the button below to log in.

LOGIN

Create a Volunteer Account

To access the Volunteer Center, Pet Partners online education and additional resources, please set up an account by completing the form below.

First Name *

Last Name *

Zip Code *

STEP 4: Enter your user name and password you created when setting up a Volunteer Account. Click on "Log In".

salesforce

To access this page, you have to log in to Pet Partners Website Accounts.

Username

Password

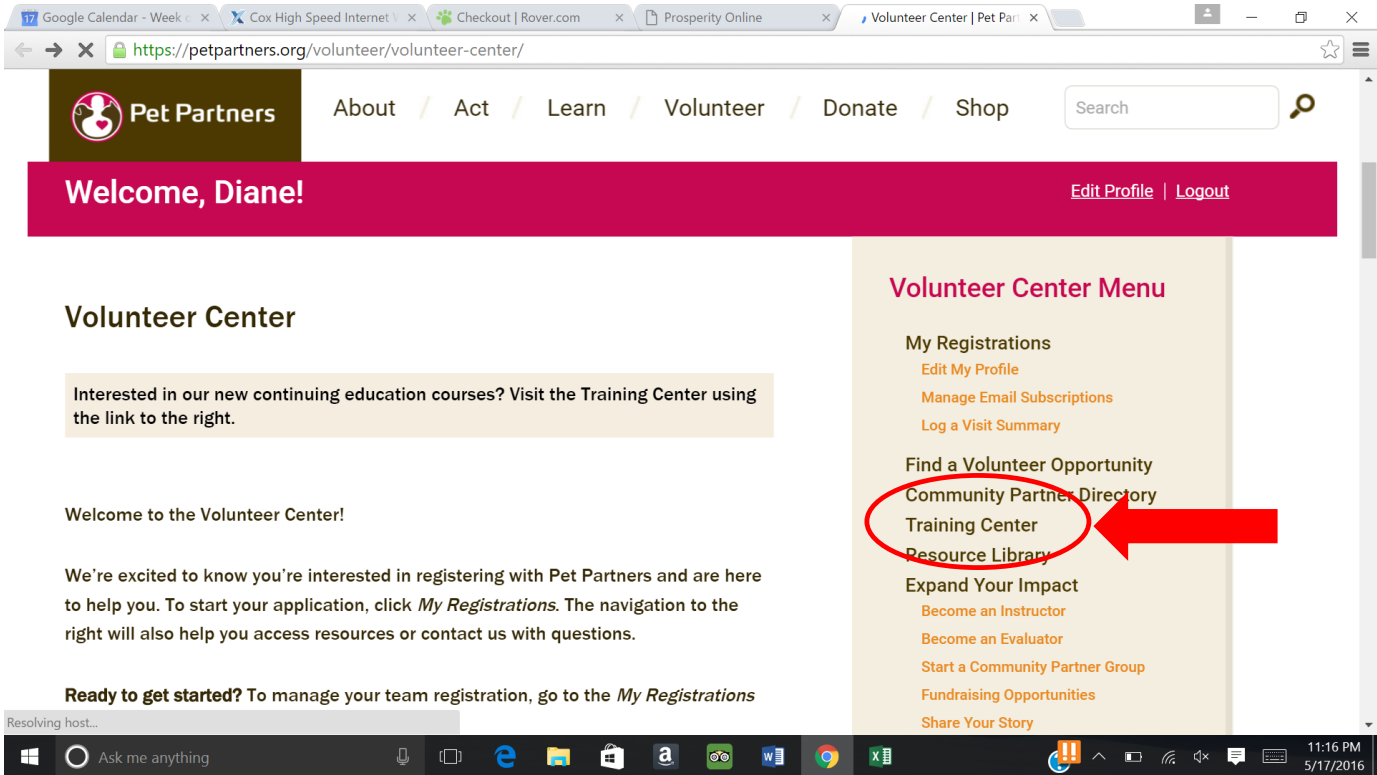
Log In

Remember me

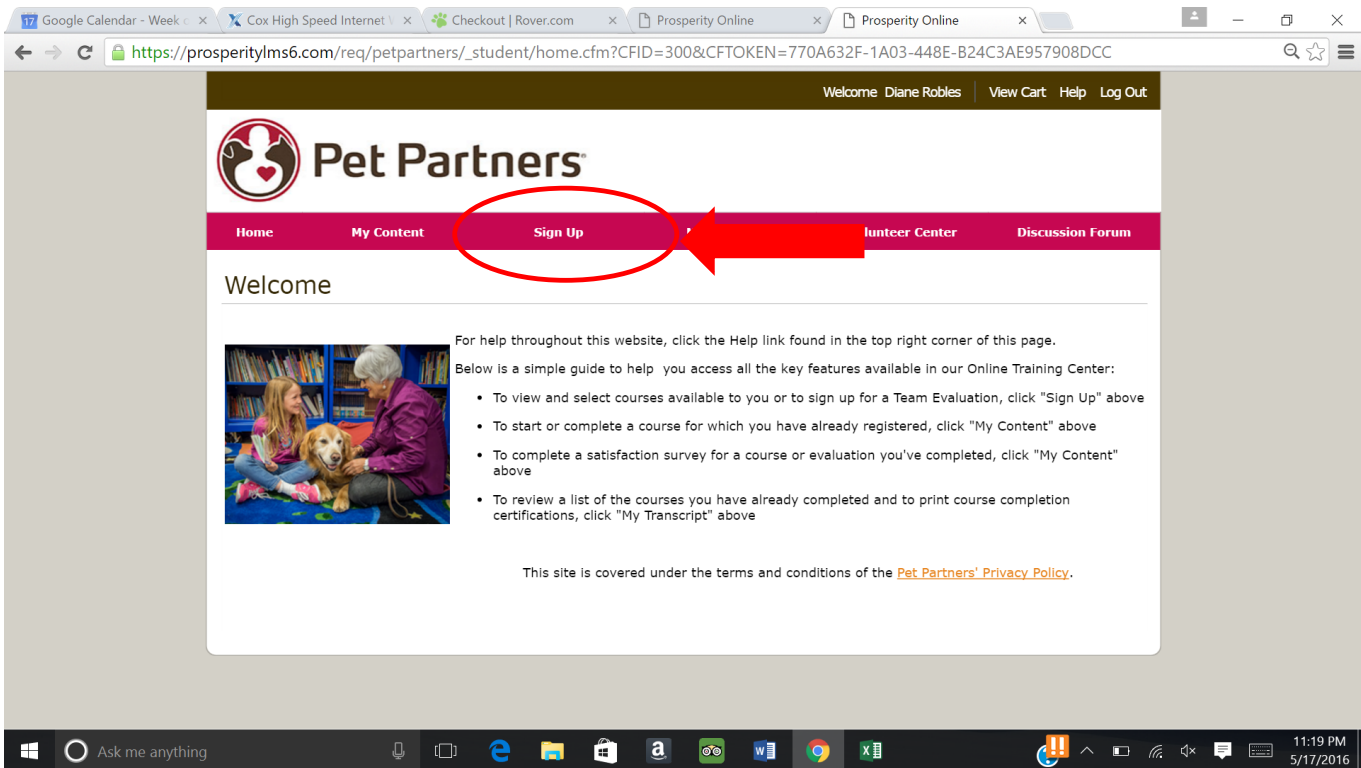
[Forgot Your Password?](#)

Pet Partners employee? [Log In](#)

STEP 5: To register for an upcoming evaluation, click on “Training Center” in the Volunteer Center Menu to the right of the screen. The “Training Center” is the fourth selection from the top of the menu.



STEP 6: Click on “Sign Up”. This is the third selection from the right of the screen at the top of the page.



STEP 7: Select “By Location” to the left of the screen under Browse Events.

The screenshot shows the Pet Partners website interface. On the left, there is a sidebar titled "Browse Events" with several options: "By Location", "By Title", "Calendar", and "Available Items". The "By Location" option is circled in red, and a red arrow points to it from the right. The main content area features a "Welcome to the Training Center!" message and a "Team Evaluation" section with a table of events. A red arrow also points to the "By Location" link in the sidebar.

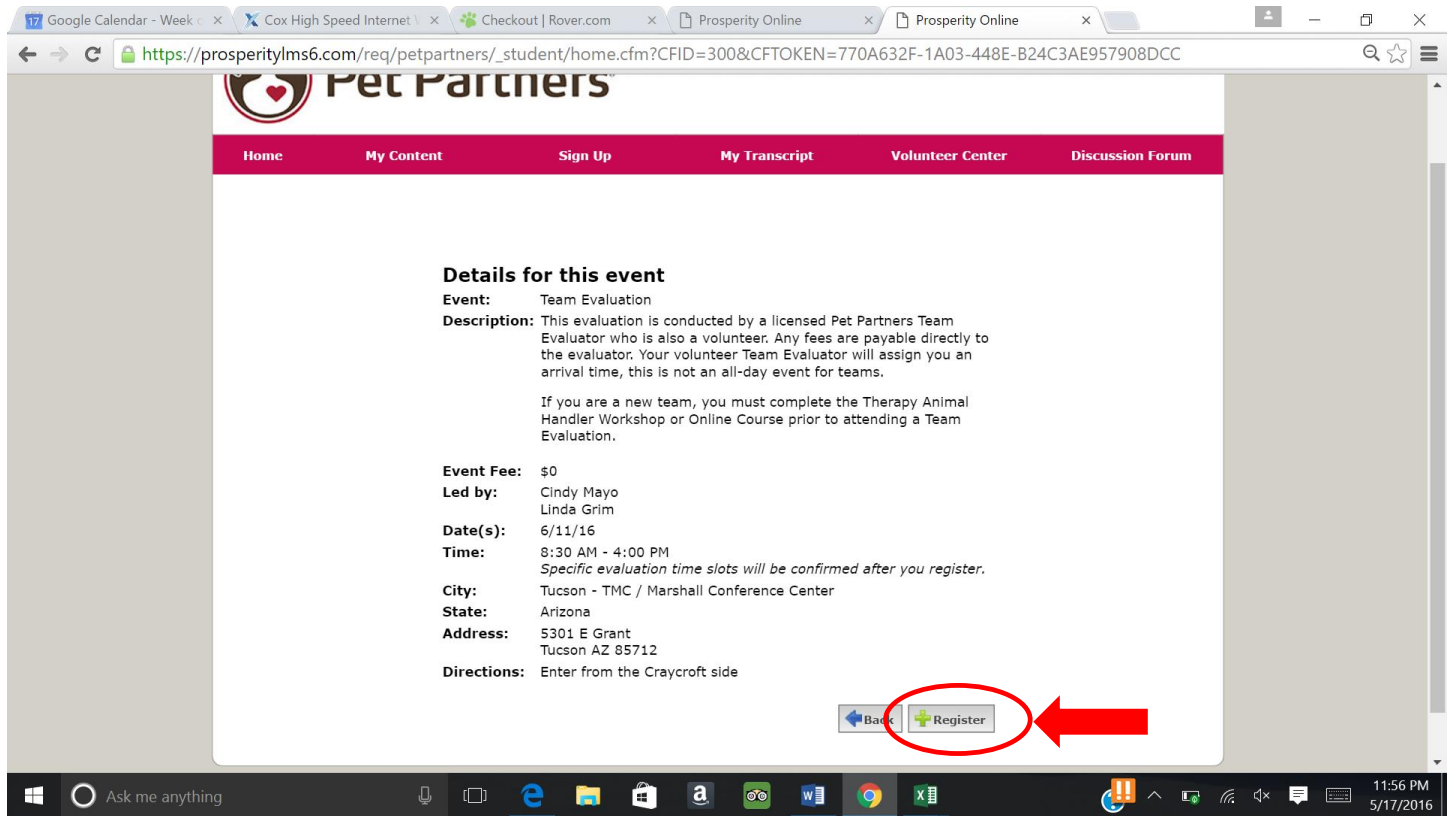
STEP 8: Scroll down the screen to “Arizona” and locate the date of the evaluation for which you are interested in registering and click on the underlined link in the center of row.

The screenshot shows the Pet Partners website interface with the "Arizona" section selected. A message at the top says "Cannot find an evaluation near you? Use our directory to contact a volunteer Team Evaluator in your area." Below this, there is a section for "Alaska" and a table of "Team Evaluation" events. The "Arizona" section also has a "Team Evaluation" table. The row for "Tucson - TMC / Marshall Conference Center" is circled in red, and a red arrow points to it from the right.

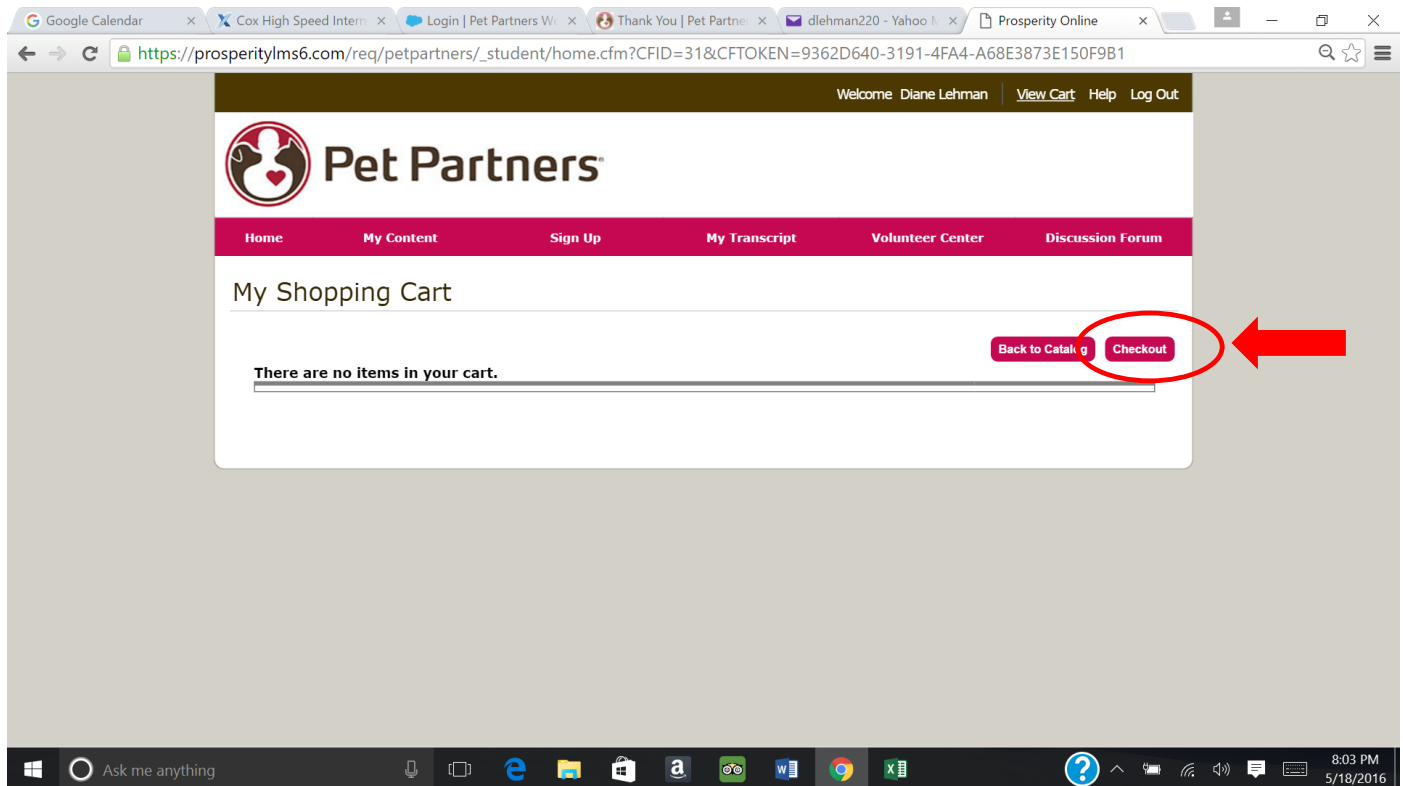
Date and Time	City	Status	Event Fee
5/22/16 - 5/22/16 8:30 AM-4:00 PM	<u>Chugiak</u>	Available	\$25

Date and Time	City	Status	Event Fee
6/3/16 - 6/3/16 9:00 AM-2:00 PM	<u>Prescott</u>	Available	\$0
6/3/16 - 6/3/16 7:00 PM-9:00 PM	<u>Phoenix-20th St. & Thomas</u>	Available	\$0
6/5/16 - 6/5/16 9:00 AM-3:00 PM	<u>Glendale - Midwestern University</u>	Available	\$25
6/11/16 - 6/11/16 8:30 AM-4:00 PM	<u>Tucson - TMC / Marshall Conference Center</u>	Available	\$25
6/11/16 - 6/11/16			

STEP 9: Click on “Register” at the bottom right-hand corner of the screen.



STEP 10: Make sure to click on “Check Out” to ensure your registration is finalized. You will receive an email confirming your registration.



THIS CONCLUDES THE EVALUATION REGISTRATION PROCESS. THANK YOU AND GOOD LUCK WITH YOUR EVALUATION!