

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!)

The screenshot shows the 'Happy Pup Manor' logo at the top, featuring a shield with 'H P M' and two dogs. Below the logo is the text 'HAPPY PUP MANOR'. The main heading is 'Online Registration Form'. A blue box contains the text: '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.' Below this is a 'New Customer' button. The form has two input fields: 'First Name*' with the value 'Jane' and a small icon on the right, and 'Last Name*' with the value 'Doggo'.

- **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***

Mobile Phone*
(This phone may receive text messages)

(847) 123-1234

How did you hear about Happy Pup Manor?*

Existing Customer

If you were referred by a friend, breeder, or vet, please let us know who so we can thank them

My friend Johnny Woof recommended you!

Email*

jane_doggo@gmail.com

- **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***

Address*

Address 1

123 Paradise Lane

Address 2

Apt. D

City

Chicago

Region

Illinois

Zip / Postal Code

60601

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

Additional Owner Last Name

Additional Owner Cell Phone
(This phone will not receive text messages)

Additional Owner Email (you will receive emails at this address)

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*

Emergency Contact Phone*

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.”

Password*

Confirm Password

[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.

New Customer

Animal 1 ✕

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? ***

Guest Instagram Account

beauregardbernedude

Profile Pic
Please show us your pretty pup from nose to tail



✕ Clear Photo

Favorite petting spots

Between the ears!

Fears we should be aware of*

Thunderstorms

Has your dog ever bitten a person?*

Yes

No

Has your dog ever bitten another dog?*

Yes

No

Has your dog ever tried to jump over or dig under your fence?*

Yes - Jumped over a fence

Yes - Dug under a fence

No

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

Animal Care Clinic x ▾

[Add A Vet +](#)

Vaccination Records

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

Select File(s)

Choose Files No file chosen

Uploaded Files

Actions	Name	Uploaded At	Owner Uploaded
	Records for Beauregard the Bernedoodle.docx	Wed, Aug. 5th	✓

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

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.

What brand of food do you feed?*

Feeding Schedule*

AM

1.00 × ×

Feeding instructions

PM

1.00 × ×

Feeding instructions

Feeding Method ×

Food Type ×

Feeding Notes

- **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.

Medication Schedule

AM ✕

Quantity Unit Type

Medication Notes

Start Date End Date

[+ Add Medication](#)

Lunch [+](#)

PM [+](#)

***As Needed** [+](#)

Medication Notes

- **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.

Allergies

Placeholder Label

[Save](#)

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.

The screenshot shows a user interface for 'Happy Pup Manor'. At the top, there is a navigation bar with links for 'My Account', 'Photo/Video', 'My Reservations', 'Contact Us', and 'Other Links', along with a 'Logout' button. Below the navigation bar, there are two blue informational boxes: the first says 'Please sign any agreements required for the services you will use.' and the second says 'No Signed Agreements!'. The main section is titled 'My Unsigned Agreements' and contains a table with one row of data.

Actions	Title	Reservation Types Required For
Sign	Happy Puppy Manor Waiver	Boarding Refresher Training (for dogs previously trained at Happy Pup Manor), Boarding Luxury Boarding, Board & Train 10 Day Program, Board & Train 28+ Day Program

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.

The screenshot shows a form titled 'Happy Puppy Manor Waiver Agreement'. The text of the agreement is as follows:

THIS AGREEMENT is entered into by and between Happy Pup Manor, LLC and the Owner(s).

General Waiver
By enrolling the described dog(s), I/we represent that I/we am/are the legal owner(s) of the named dog(s), and I/we assume all risks, dangers and responsibility for injuries to the named dog(s). Owner(s) understand(s) and agree(s) that hold Happy Pup Manor, LLC harmless for all injuries and damages sustained by or inflicted by their dog(s). I/we agree that the terms and conditions herein apply to all dog(s) that I/we enroll at Happy Pup Manor, LLC, for any product or service, or that I/we have may interest, claim or right to.
Happy Pup Manor, LLC will use its best efforts to ensure each dog in its care and control has an enjoyable and healthy stay. Any boarding at Happy Pup Manor, LLC usually includes dog play time, either alone or with other dogs based on personality, behavior, and training. This may include and is not limited to indoor or outdoor swimming, walks on or off leash, either indoors or outdoors, group or solo playtime with toys, and/or treats. Happy Pup Manor, LLC will strive to customize your dog's condition to their comfort and activity level as requested by you.

without limitation costs of suit and attorney fees. Illinois law shall govern this agreement and jurisdiction shall be in Kane County, Illinois.

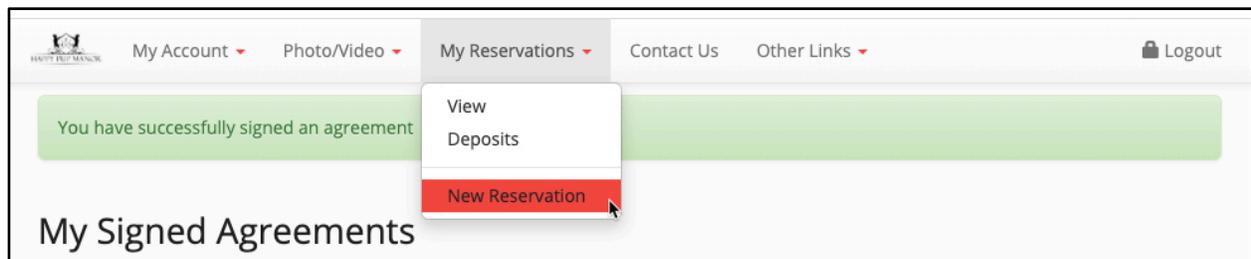
AGREED:
I/we represent that I/we have read the foregoing, that we understand and agree to each and every of the terms contained herein, and that I/we are under no duress.

Below the text is a form for an 'Electronic Signature'. It includes a green header bar with the text 'Electronic Signature'. There are two input fields: 'Full Name: *' with the value 'Jane Doggo' and 'Password: *' with a masked value '.....'. At the bottom of the form is an orange 'Sign' button.

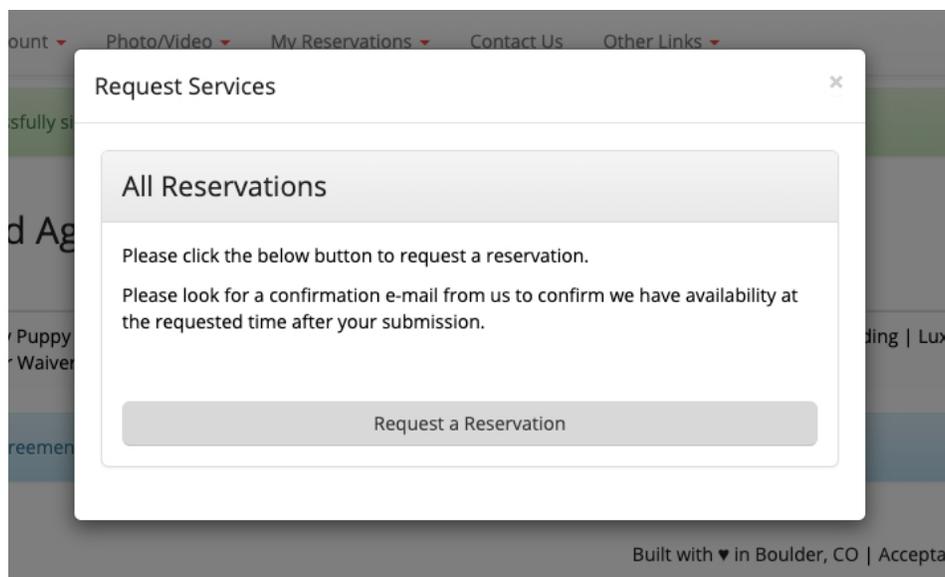
You and your pup are now registered users in our system, but no reservation has been made yet. If you need to add another pup, click on My Account in the top left corner, then View Pets. You'll be taken to a screen where you can edit your pup's info or add another pet, using the same process described 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.

Details - Jane Doggo

Location

Type

Overnight stay at Happy Pup Manor.

Includes

- Exercise in 5 acre yard
- Pool Access
- Bath and Brush
- Unlimited cuddles

Pet(s)

Date

Start Date	<input type="text" value="October 11, 2020"/>	<input type="text" value="11:00 AM"/>
End Date	<input type="text" value="October 17, 2020"/>	<input type="text" value="11:00 pm"/>

- **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.

Date

Start Date

End Date

Estimate

This reservation has been saved successfully.

Reservation Added!
 Your reservation(s) have been requested. Your request will now be reviewed by a staff member and will be accepted or rejected. You will receive an email with the status of the reservation. You will also be able to view the reservation from this page.

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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.

My Account Photo/Video My Reservations Contact Us Other Links Logout

My Reservations

Reservations

Requests Today Future Past Wait List All

From Until Select Reservation Type(s) Print PDF

Canceled Confirmed Completed

Actions	Animal	Type	Start Date	End Date	Services	Location	Status
<input type="checkbox"/> <input type="button" value="View"/>	Beauregard (Mini Bernedoodle)	Boarding Luxury Boarding	Sunday, 10/11/2020 11:00 am	Saturday, 10/17/2020 11:00 pm		Happy Pup Manor - Barrington	Pending Acceptance

Show 10 entries