



CAROLINA PET ANGELS

Registering and Requesting Services in Power Pet Sitter

12Dec16

Services can be requested either by calling 919-621-4886, sending an email to carolinapetangels@gmail.com, or by submitting an appointment request in our Power Pet Sitter scheduling software.

A phone conversation is required prior to scheduling the Meet & Greet to help ensure we are able to meet your specific needs.

Section 1 – Register in Power Pet Sitter

Section 2 – Log into Power Pet Sitter

Section 3 – Scheduling Mid-Day Dog Walks (One-time appointments)

Section 4 - Scheduling Mid-Day Dog Walks (Reoccurring appointments)

Section 5 – Scheduling Cat Visits and Vacation Pet Visits

Section 6 – Scheduling Overnight Visits

Section 7 – Scheduling Key Pickup and Return



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1 – Register in Power Pet Sitter

For any questions regarding new client registration call 919-621-4886.

Go to our website at www.carolinapetangels.com.

On the right hand sidebar of any page, click on the **New Client** button under SCHEDULE SERVICES.

CALL 919-621-4886

SCHEDULE SERVICES

Existing Client **New Client**

CONTACT US ANYTIME!

Your Name *

Enter your Zip Code and click **Continue**.



Carolina Pet Angels

Registration

Enter Zip Code: **Continue**



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If you get the below message, your zip code may not be in our service area. Please call us at 919-621-4886 to inquire about registering. The office can register for you if your address is determined to be within our service area.

Registration

We're sorry. This business may not be servicing this area at this time. Please contact the business office to see if your area can be serviced.

Enter Zip Code:

[Continue](#)

If your zip code is listed in our system as being within our service area, you will see the below screen. Please enter your information as best as you can and click **Continue** at the bottom of the screen when complete.

Registration

* = Required field

Login Information

Username must be unique such as your email address.

* Username:

* Email:

* Confirm Email:

Password must be between 6 and 50 characters.

* Password:

* Confirm Password:

Names

* First Name:

* Last Name:

Alternate Name:

Spouse/Other:

Phone Numbers

* At least one number is required

Work:

Home:

Mobile:

Name

Other Contact

Number

Has Key

☐

Emergency Contacts

Name

1.

Number

Has Key

☐

2.

☐

3.

☐

Service Address

Billing Address



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The screen below will appear. It is the pet profile page. Enter your information regarding your first pet and hit Save at the bottom of the screen.

[Edit My Info](#) | [Schedule Appointment](#) | [Review My Appointments](#) |

Name	Type	View/Edit	Inactivate	Activate
------	------	-----------	------------	----------

Save

* = Required field

Pet Information

* Name:

* Type:

Breed:

Color:

Birthday:
(mm/dd/yyyy)

* Gender: Male ☐ Female ☐

Spayed/Neutered: ☐

Vaccinations current: ☐

Vaccinations:

Vet has current CC on file: ☐

Aggressive: ☐

If yes, please explain:

Pet Photo

You may upload a photo here once you have defined your pet.

Veterinarians

Each pet may have up to 2 veterinarians. Select your **primary** vet for (1) and an **emergency** vet for (2).



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The below screen will appear next, indicating that your pet information was saved. If you have additional pets enter their information in the same manner, clicking **Save** after each one.

*You may edit your pet information by clicking the **View/Edit** button. In the future if you no longer have a pet, you may **Inactivate** the record also. You may edit your client info by clicking the **Edit My Info** button.*

When you are done entering all your pet information, click **Schedule Appointment** to request your first appointment. This is required to be entered prior to the Meet & Greet with the pet sitters.

[Edit My Info](#) | [Schedule Appointment](#) | [Review My Appointments](#) |

Pet has been saved.

My Pets

Name	Type	View/Edit	Inactivate	Activate
Fido	DOGS	View/Edit	Inactivate	

Save

* = Required field

Pet Information

* Name:

* Type:

Breed:

Color:

Birthday:
(mm/dd/yyyy)

* Gender: Male ☐ Female ☐

Spayed/Neutered: ☐

Vaccinations current: ☐

Vaccinations:

Pet Photo

You may upload a photo here once you have defined your pet.



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2 – Log into Power Pet Sitter

Go to our website www.carolinapetangels.com

On the right hand sidebar of any page, click on the **Existing Client** button under SCHEDULE SERVICES.

CALL 919-621-4886

SCHEDULE SERVICES

Existing Client New Client

CONTACT US ANYTIME!

Your Name *

Enter your **Username** and **Password** and click **Login**. You can also reset your username or password if you have forgotten it or would like to change it.

LOGIN

Username:

Password:

☐ Check if Staff

[I forgot my username or password](#)

[Click here to Register](#)

.....



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Section 3 – Scheduling Mid-Day Dog Walks (One-time appointments)

Mid-day dog walks occur between 11AM – 2PM. This service is for clients who are home in the morning and evenings and only need a mid-day walk for their dog(s) during the middle of the day.

After logging in, the below screen appears.

[Edit My Info](#) | [Schedule Appointment](#) | [Review My Appointments](#) |

Schedule an Appointment

Client: Jackie Taylor

Appointment Name
Enter a *specific* name for this appointment:
(eg: Ohio vacation, Fluffy's weekly visit, Trip to Grandma's)

Start Date
Enter the start date of this appointment:
(format: mm/dd/yyyy)

End Date

☒ This is a one-time appointment ending on:

☐ This is a recurring appointment every week.

☐ This is a recurring appointment every 2 weeks.

☐ This is a recurring appointment every 4 weeks.

☐ This is a recurring monthly appointment.

[Continue](#)

Appointment request should be entered 7 days in advance of actual start of service. If it is less the 7 days before visits would begin please call us at 919-621-4886.

Enter an appropriate **Appointment Name**. Enter the **Start Date** for this appointment in mm/dd/yyyy format or click on the calendar icon to select the start date.

Enter the **End Date**. Below is an example of what this should look like.

Schedule an Appointment

Client: Jackie Taylor

Appointment Name

Enter a *specific* name for this appointment:
(eg: Ohio vacation, Fluffy's weekly visit, Trip to Grandma's)

Taylor - Aug 25-26

Start Date

Enter the start date of this appointment:
(format: mm/dd/yyyy)

8/25/2015



End Date

☒ This is a one-time appointment ending on:

☐ This is a recurring appointment every week.

☐ This is a recurring appointment every 2 weeks.

☐ This is a recurring appointment every 4 weeks.

☐ This is a recurring monthly appointment.

8/26/2015



[Continue](#)

Click **Continue**



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If you try to request services too close to the start date, the below screen will appear. Please contact the office to discuss your request. We will likely still be able to schedule your service, but we need to confirm our sitter availability for shorter notice appointment requests.

Schedule an Appointment

Client: Jackie Taylor

It is too early or late to schedule this appointment.

The system is unable to schedule your appointment at this time. That does not mean we will not be able to schedule you but the electronic scheduling system is not able to process this visit. Please call 919-621-4886 and we will see if we can schedule your visit.

The following screen appears when you request service far enough in advance.

Schedule an Appointment

Client: Jackie Taylor

Check the dates when you require service(s).

[Uncheck All](#) [Check All](#)



Will the schedule be the same for all days ?

- ☒ Yes
☐ No

Continue

Select **Yes** to apply the same schedule to all days.

Click on the **check marks** on the dates between the start and end dates in which you do not want services. This will remove services from those days.

Click **Continue**



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The services screen will then appear.

Schedule an Appointment

Client: Jackie Taylor

Select schedule for 8/25/2015 (Tuesday)



Time Blocks

MORNING: 5:00 AM-10:30 AM
All Day: 9:00 AM- 5:00 PM
MIDDLE OF DAY: 11:00 AM- 2:00 PM
EVENING: 5:00 PM- 9:00 PM
Overnight: 7:00 PM-11:55 PM
LATE NIGHT: 9:15 PM-11:30 PM

Continue

What services are you interested in?

- ☐ Pet Visit
- ☒ Mid-Day Dog Walks
- ☐ Overnight
- ☐ Pet First Aid & CPR Class
- ☐ Key Pick Up/Return

Continue

Select **Mid-Day Dog Walks** and click **Continue**



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The Appointment Summary screen will then appear and your request will have been submitted to the office. You should receive an email confirmation from the office within 48 hours. Your request for mid-day walks is now complete.

You can also **Edit My Info** and **Review My Appointments** via the buttons at the top of the Appointment Summary screen.

Appointment Summary

Summary for Appointment #3197482

Client: Jackie Taylor

Appointment Title: Taylor - Aug 25-26

Thank you!!

- * Your appointment has been submitted to the office.
- * Once your sitter's availability has been confirmed, you will receive an email showing your appointment has been APPROVED.
- * If there are any questions or problems, the office will contact you promptly.



Please review your requested dates and times below.

- * If everything reads properly and you are done submitting your appointment, you can close out of this screen.
- * If you need to make any changes to your appointment click EDIT.
- * If you only need to make changes to ONE DAY, you can click the DATE.

If you wish to pay by credit card, click *Edit My Info* above. Then select credit card under Payment Method.

Total Price: \$34.00

Appointment #: 3197482

<u>Date</u>	<u>Service</u>	<u>Time Block</u>	<u>Price</u>	<u>Notes</u>
8/25/2015 (Tuesday)	Mid-Day Dog Walks	MIDDLE OF DAY / 11:00 AM - 2:00 PM	\$17.00	
8/26/2015 (Wednesday)	Mid-Day Dog Walks	MIDDLE OF DAY / 11:00 AM - 2:00 PM	\$17.00	



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Section 4 - Scheduling Mid-Day Dog Walks (Reoccurring appointments)

Mid-day dog walks occur between 11AM – 2PM. This service is for clients who are home in the morning and evenings and only need a mid-day walk for their dog(s) during the middle of the day.

After logging in, the below screen appears.

[Edit My Info](#) | [Schedule Appointment](#) | [Review My Appointments](#)

Schedule an Appointment

Client: Jackie Taylor

Appointment Name
Enter a *specific* name for this appointment:
(eg: Ohio vacation, Fluffy's weekly visit, Trip to Grandma's)

12

Start Date
Enter the start date of this appointment:
(format: mm/dd/yyyy)

12

End Date
☒ This is a one-time appointment ending on:

12

☐ This is a recurring appointment every week.
☐ This is a recurring appointment every 2 weeks.
☐ This is a recurring appointment every 4 weeks.
☐ This is a recurring monthly appointment.

[Continue](#)

First time appointments should be scheduled at least one week in advance. Returning clients should register 2 days in advance of actual start of service. If it is less the 2 days before visits would begin please call us at 919-621-4886.

Enter an appropriate **Appointment Name**. Enter the **Start Date** for this appointment in mm/dd/yyyy format or click on the calendar icon to select the start date

Click the appropriate reoccurring appointment button. **End Date** is not required.

For reoccurring weekly dog walks (for example, midday walks every Monday, Wednesday, and Friday), click the **This is a reoccurring appointment every week** button.

Then click **Continue**.



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Schedule an Appointment

Client: Jackie Taylor

Appointment Name

Enter a *specific* name for this appointment:
(eg: Ohio vacation, Fluffy's weekly visit, Trip to Grandma's)

Taylor - midday walks

Start Date

Enter the start date of this appointment:
(format: mm/dd/yyyy)

8/31/2015

12

End Date

☐ This is a one-time appointment ending on:

12

☒ This is a recurring appointment every week.

☐ This is a recurring appointment every 2 weeks.

☐ This is a recurring appointment every 4 weeks.

☐ This is a recurring monthly appointment.

Continue

You will see the below screen. The seven days starting with the **Start Date** you entered are displayed.

Schedule an Appointment

Client: Jackie Taylor

Check the dates when you require service(s).

[Uncheck All](#) [Check All](#)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8/31/2015	9/1/2015	9/2/2015	9/3/2015	9/4/2015	9/5/2015	9/6/2015

Will the schedule be the same for all days ?

☐ Yes

☐ No

Continue

Click on the **check marks** on the dates you do not want services to remove those days

If the schedule will be the same each day, click the **Yes** button.

In this example for Mon, Wed, Fri reoccurring visits, the screen would look like below



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Schedule an Appointment

Client: Jackie Taylor

Check the dates when you require service(s).

[Uncheck All](#) [Check All](#)

<input checked="" type="checkbox"/> Monday 8/31/2015	<input type="checkbox"/> Tuesday 9/1/2015	<input checked="" type="checkbox"/> Wednesday 9/2/2015	<input type="checkbox"/> Thursday 9/3/2015	<input checked="" type="checkbox"/> Friday 9/4/2015	<input type="checkbox"/> Saturday 9/5/2015	<input type="checkbox"/> Sunday 9/6/2015
---	--	---	---	--	---	---

Will the schedule be the same for all days ?

- ☒ Yes
☐ No

[Continue](#)

Click **Continue**

The service selection screen then appears. Select the services you are requesting. In our example of midday dog walks, select the **Mid-Day Dog Walks** button.



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Schedule an Appointment

Client: Jackie Taylor

Select schedule. The same services will be scheduled for each day of your appointment.



Time Blocks

MORNING: 5:00 AM-10:30 AM
All Day: 9:00 AM- 5:00 PM
MIDDLE OF DAY: 11:00 AM- 2:00 PM
EVENING: 5:00 PM- 9:00 PM
Overnight: 7:00 PM-11:55 PM
LATE NIGHT: 9:15 PM-11:30 PM

Continue

What services are you interested in?

- ☐ Pet Visit
- ☒ Mid-Day Dog Walks
- ☐ Overnight
- ☐ Pet First Aid & CPR Class
- ☐ Key Pick Up/Return

Continue

Click **Continue**



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The Appointment Summary screen will then appear and your request will have been submitted to the office. You should receive an email confirmation from the office within 48 hours. Your request for reoccurring mid-day walks is now complete.

You will not need to resubmit a reoccurring request. It will automatically be created for future periods and approval by the office.

You can also **Edit My Info** and **Review My Appointments** via the buttons at the top of the Appointment Summary screen.

[Edit My Info](#) | [Schedule Appointment](#) | [Review My Appointments](#) |

Appointment Summary

Summary for Appointment #3184990

Client: Jackie Taylor

Appointment Title: Taylor - midday walks

Thank you!!

- * Your appointment has been submitted to the office.
- * Once your sitter's availability has been confirmed, you will receive an email showing your appointment has been APPROVED.
- * If there are any questions or problems, the office will contact you promptly.

Please review your requested dates and times below.

- * If everything reads properly and you are done submitting your appointment, you can close out of this screen.
- * If you need to make any changes to your appointment click EDIT.
- * If you only need to make changes to ONE DAY, you can click the DATE.

If you wish to pay by credit card, click *Edit My Info* above. Then select credit card under Payment Method.

Edit

Click EDIT to edit the appointment.

However, if you only need to make changes to one day, you can click the date.

Total Price: \$51.00



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Section 5 – Scheduling Cat Visits and Vacation Pet Visits

All visits while away on vacation are designated as Pet Visits.

After logging in, the below screen appears.

[Edit My Info](#) | [Schedule Appointment](#) | [Review My Appointments](#) |

Schedule an Appointment

Client: Jackie Taylor

Appointment Name
Enter a *specific* name for this appointment:
(eg: Ohio vacation, Fluffy's weekly visit, Trip to Grandma's)

Start Date
Enter the start date of this appointment:
(format: mm/dd/yyyy)

End Date
☒ This is a one-time appointment ending on:
☐ This is a recurring appointment every week.
☐ This is a recurring appointment every 2 weeks.
☐ This is a recurring appointment every 4 weeks.
☐ This is a recurring monthly appointment.

[Continue](#)

Appointment request should be entered 7 days in advance of actual start of service. If it is less the 7 days before visits would begin please call us at 919-621-4886.

Enter an appropriate **Appointment Name**. Enter the **Start Date** for this appointment in mm/dd/yyyy format or click on the calendar icon to select the start date.

Enter the **End Date**. Below is an example of what this should look like.

Schedule an Appointment

Client: Jackie Taylor

Appointment Name
Enter a *specific* name for this appointment:
(eg: Ohio vacation, Fluffy's weekly visit, Trip to Grandma's) Taylor - Dec 19-23

Start Date
Enter the start date of this appointment:
(format: mm/dd/yyyy) 12/19/2016

End Date
☒ This is a one-time appointment ending on:
☐ This is a recurring appointment every week.
☐ This is a recurring appointment every 2 weeks.
☐ This is a recurring appointment every 4 weeks.
☐ This is a recurring monthly appointment. 12/23/2016

[Continue](#)

Appointment request should be entered 7 days in advance of actual start of service. If it is less the 7 days before visits would begin please call us at 919-621-4886.

Click **Continue**



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If you try to request services too close to the start date, the below screen will appear. Please contact the office to discuss your request. We will likely still be able to schedule your service, but we need to confirm our sitter availability for shorter notice appointment requests.

Schedule an Appointment

Client: Jackie Taylor

It is too early or late to schedule this appointment.

The system is unable to schedule your appointment at this time. That does not mean we will not be able to schedule you but the electronic scheduling system is not able to process this visit. Please call 919-621-4886 and we will see if we can schedule your visit.

The following screen appears when you request service far enough in advance.

Schedule an Appointment

Client: Jackie Taylor

Check the dates when you require service(s).

[Uncheck All](#) [Check All](#)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Monday 12/19/2016	Tuesday 12/20/2016	Wednesday 12/21/2016	Thursday 12/22/2016	Friday 12/23/2016

Will the schedule be the same for all days ?

- ☐ Yes
☐ No

Continue

Select **Yes** if the schedule will be the same for all days. Otherwise select **No**.

Click **Continue**



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The services list will appear below for the first day of your appointment. If you selected **Yes** for the same for all days, you will only enter the services once. If you selected **No** on the prior screen, then you will fill out services for each day.

As an example below, the client only needs an evening visit on the first day. Therefore, only **Pet Visit** and **EVENING** is selected for (Monday).

Schedule an Appointment

Client: Jackie Taylor

Select Services for 12/19/2016 (Monday)



Time Blocks

MORNING: 6:00 AM- 9:00 AM
All Day: 9:00 AM- 5:00 PM
MIDDLE OF DAY: 11:00 AM- 2:00 PM
EVENING: 5:00 PM- 8:00 PM
Overnight: 7:00 PM-11:55 PM
LATE NIGHT: 8:00 PM-10:00 PM

Continue

What services are you interested in?

☒ Pet Visit

When do you want this service performed?

☐ MORNING

☐ MIDDLE OF DAY

☒ EVENING

☐ LATE NIGHT

☐ Mid-Day Dog Walks

☐ Overnight

☐ Pet First Aid & CPR Class

☐ Key Pick Up/Return

Continue

Select **Continue** to go to the next day



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On Tuesday through Thursday, the client is requesting 3 visits per day. Therefore on the Tuesday, Wednesday, and Thursday screens, select **Pet Visit MORNING, MIDDLE OF DAY, and EVENING**.

Schedule an Appointment

Client: Jackie Taylor

Select Services for 12/20/2016 (Tuesday) ←



Time Blocks

MORNING: 6:00 AM- 9:00 AM
All Day: 9:00 AM- 5:00 PM
MIDDLE OF DAY: 11:00 AM- 2:00 PM
EVENING: 5:00 PM- 8:00 PM
Overnight: 7:00 PM-11:55 PM
LATE NIGHT: 8:00 PM-10:00 PM

Continue

What services are you interested in?

☒ Pet Visit

When do you want this service performed?

☒ MORNING

☒ MIDDLE OF DAY

☒ EVENING

☐ LATE NIGHT

☐ Mid-Day Dog Walks

☐ Overnight

☐ Pet First Aid & CPR Class

☐ Key Pick Up/Return

Continue

Click **Continue** for each day.



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On the last day in this example, the client only requests morning and middle of the day visits. Therefore select **Pet Visit MORNING** and **MIDDLE OF DAY**.

Schedule an Appointment

Client: Jackie Taylor

Select Services for 12/23/2016 (Friday)



Time Blocks

MORNING: 6:00 AM- 9:00 AM
All Day: 9:00 AM- 5:00 PM
MIDDLE OF DAY: 11:00 AM- 2:00 PM
EVENING: 5:00 PM- 8:00 PM
Overnight: 7:00 PM-11:55 PM
LATE NIGHT: 8:00 PM-10:00 PM

Continue

What services are you interested in?

☒ Pet Visit

When do you want this service performed?

☒ MORNING

☒ MIDDLE OF DAY

☐ EVENING

☐ LATE NIGHT

☐ Mid-Day Dog Walks

☐ Overnight

☐ Pet First Aid & CPR Class

☐ Key Pick Up/Return

Continue

Click **Continue**



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The Appointment Summary screen will then appear and your request will have been submitted to the office. You should receive an email confirmation from the office within 48 hours. Your request for vacation pet visits is now complete.

You can also **Edit My Info** and **Review My Appointments** via the buttons at the top of the Appointment Summary screen.

Appointment Summary

Summary for Appointment #4001604

Client: Jackie Taylor

Appointment Title: Taylor - Dec 19-23

Thank you!!

- * Your appointment has been submitted to the office.
- * Once your sitter's availability has been confirmed, you will receive an email showing your appointment has been APPROVED.
- * If there are any questions or problems, the office will contact you promptly.

Please review your requested dates and times below.

- * If everything reads properly and you are done submitting your appointment, you can close out of this screen.
- * If you need to make any changes to your appointment click EDIT.
- * If you only need to make changes to ONE DAY, you can click the DATE.

If you wish to pay by credit card, click *Edit My Info* above. Then select credit card under Payment Method.

Edit

Click EDIT to edit the appointment.

However, if you only need to make changes to one day, you can click the date.

Total Price: \$240.00

Appointment #: 4001604

Date	Service	Time Block	Price	Notes
12/19/2016 (Monday)	Pet Visit	EVENING / 5:00 PM - 8:00 PM	\$20.00	
12/20/2016 (Tuesday)	Pet Visit	MORNING / 6:00 AM - 9:00 AM	\$20.00	
12/20/2016 (Tuesday)	Pet Visit	MIDDLE OF DAY / 11:00 AM - 2:00 PM	\$20.00	
12/20/2016 (Tuesday)	Pet Visit	EVENING / 5:00 PM - 8:00 PM	\$20.00	
12/21/2016 (Wednesday)	Pet Visit	MORNING / 6:00 AM - 9:00 AM	\$20.00	
12/21/2016 (Wednesday)	Pet Visit	MIDDLE OF DAY / 11:00 AM - 2:00 PM	\$20.00	
12/21/2016 (Wednesday)	Pet Visit	EVENING / 5:00 PM - 8:00 PM	\$20.00	
12/22/2016 (Thursday)	Pet Visit	MORNING / 6:00 AM - 9:00 AM	\$20.00	
12/22/2016 (Thursday)	Pet Visit	MIDDLE OF DAY / 11:00 AM - 2:00 PM	\$20.00	
12/22/2016 (Thursday)	Pet Visit	EVENING / 5:00 PM - 8:00 PM	\$20.00	
12/23/2016 (Friday)	Pet Visit	MORNING / 6:00 AM - 9:00 AM	\$20.00	
12/23/2016 (Friday)	Pet Visit	MIDDLE OF DAY / 11:00 AM - 2:00 PM	\$20.00	



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Section 6 – Scheduling Overnight Visits

One free Mid-Day Dog Walk is included with each Overnight service. Overnights last from 7PM to 7AM.

Enter the appropriate **Appointment Name**, **Start Date**, and **End Date** for services.

Schedule an Appointment

Client: Jackie Taylor

Appointment Name

Enter a *specific* name for this appointment:
(eg: Ohio vacation, Fluffy's weekly visit, Trip to Grandma's)

Taylor overnights -

Appointment request should be entered 7 days in advance of actual start of service. If it is less the 7 days before visits would begin please call us at 919-621-4886.

Start Date

Enter the start date of this appointment:
(format: mm/dd/yyyy)

12/18/2016



End Date

☒ This is a one-time appointment ending on:

12/20/2016



☐ This is a recurring appointment every week.

☐ This is a recurring appointment every 2 weeks.

☐ This is a recurring appointment every 4 weeks.

☐ This is a recurring monthly appointment.

Continue

Click **Continue**

Schedule an Appointment

Client: Jackie Taylor

Check the dates when you require service(s).

[Uncheck All](#) [Check All](#)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sunday	Monday	Tuesday
12/18/2016	12/19/2016	12/20/2016

Will the schedule be the same for all days ?

☐ Yes

☐ No

Continue

Click **No** and **Continue**



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In this example, only the overnight is needed on the **Start Date**.

Schedule an Appointment

Client: Jackie Taylor

Select Services for 12/18/2016 (Sunday) ←



Time Blocks

MORNING: 6:00 AM- 9:00 AM
All Day: 9:00 AM- 5:00 PM
MIDDLE OF DAY: 11:00 AM- 2:00 PM
EVENING: 5:00 PM- 8:00 PM
Overnight: 7:00 PM-11:55 PM
LATE NIGHT: 8:00 PM-10:00 PM

Continue

What services are you interested in?

- ☐ Pet Visit
- ☐ Mid-Day Dog Walks
- ☒ Overnight
- ☐ Pet First Aid & CPR Class
- ☐ Key Pick Up/Return

Continue

Select **Overnight** and Click **Continue**



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On the second day, both a Pet Visit in the middle of the day and an Overnight is needed.

Schedule an Appointment

Client: Jackie Taylor

Select Services for 12/19/2016 (Monday)



Time Blocks

MORNING: 6:00 AM- 9:00 AM
All Day: 9:00 AM- 5:00 PM
MIDDLE OF DAY: 11:00 AM- 2:00 PM
EVENING: 5:00 PM- 8:00 PM
Overnight: 7:00 PM-11:55 PM
LATE NIGHT: 8:00 PM-10:00 PM

Continue

What services are you interested in?

☒ Pet Visit

When do you want this service performed?

☐ MORNING

☒ MIDDLE OF DAY

☐ EVENING

☐ LATE NIGHT

☐ Mid-Day Dog Walks

☒ Overnight

☐ Pet First Aid & CPR Class

☐ Key Pick Up/Return

Continue

Select **Pet Visit**, **MIDDLE OF DAY** and **Overnight** and Click **Continue**



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On the End Date, only a middle of day visit is needed.

Schedule an Appointment

Client: Jackie Taylor

Select Services for 12/20/2016 (Tuesday)



Time Blocks

MORNING: 6:00 AM- 9:00 AM
All Day: 9:00 AM- 5:00 PM
MIDDLE OF DAY: 11:00 AM- 2:00 PM
EVENING: 5:00 PM- 8:00 PM
Overnight: 7:00 PM-11:55 PM
LATE NIGHT: 8:00 PM-10:00 PM

Continue

What services are you interested in?

☒ Pet Visit

When do you want this service performed?

☐ MORNING

☒ MIDDLE OF DAY

☐ EVENING

☐ LATE NIGHT

☐ Mid-Day Dog Walks

☐ Overnight

☐ Pet First Aid & CPR Class

☐ Key Pick Up/Return

Continue

Select **Pet Visit**, **MIDDLE OF DAY** and Click **Continue**



CAROLINA PET ANGELS

The Appointment Summary screen will then appear and your request will have been submitted to the office. You should receive an email confirmation from the office within 48 hours. Your request for overnight visits is now complete.

Note that in the Appointment Summary that appears, a charge is displayed for the middle of the day Pet Visits. However, one middle of day visit is included in the price of each overnight service. Before approving the appointment and emailing the approval confirmation to the client, the office will deduct a middle of day charge for each overnight scheduled. So in this example, the final charge will be \$190, not \$230.

You can also **Edit My Info** and **Review My Appointments** via the buttons at the top of the Appointment Summary screen.

Appointment Summary

Summary for Appointment #4001610

Client: Jackie Taylor Appointment Title: Taylor overnights -

Thank you!!

- * Your appointment has been submitted to the office.
- * Once your sitter's availability has been confirmed, you will receive an email showing your appointment has been APPROVED.
- * If there are any questions or problems, the office will contact you promptly.

Please review your requested dates and times below.

- * If everything reads properly and you are done submitting your appointment, you can close out of this screen.
- * If you need to make any changes to your appointment click EDIT.
- * If you only need to make changes to ONE DAY, you can click the DATE.

If you wish to pay by credit card, click *Edit My Info* above. Then select credit card under Payment Method.

Edit

Click EDIT to edit the appointment.
However, if you only need to make changes to one day, you can click the date.

Total Price: \$230.00

Appointment #: 4001610

Date	Service	Time Block	Price	Notes
12/18/2016 (Sunday)	Overnight	Overnight / 7:00 PM - 11:55 PM	\$95.00	
12/19/2016 (Monday)	Pet Visit	MIDDLE OF DAY / 11:00 AM - 2:00 PM	\$20.00	
12/19/2016 (Monday)	Overnight	Overnight / 7:00 PM - 11:55 PM	\$95.00	
12/20/2016 (Tuesday)	Pet Visit	MIDDLE OF DAY / 11:00 AM - 2:00 PM	\$20.00	



CAROLINA PET ANGELS

Section 7 – Scheduling Key Pickup and Return

If we need to pick up your keys (if not provided at the Meet and Greet) or if you would like your sitter to return your keys after your trip, please create a separate appointment for the desired **Key Pick Up/Return** dates.

This would follow the same procedure you used to create your mid-day dog walk or vacation pet visit appointments. Select the date you would like the keys to be picked up or returned. The **Start Date** and **End Date** would be the same.

Schedule an Appointment

Client: Jackie Taylor

Appointment Name

Enter a *specific* name for this appointment:
(eg: Ohio vacation, Fluffy's weekly visit, Trip to Grandma's)

Start Date

Enter the start date of this appointment:
(format: mm/dd/yyyy)

End Date

☒ This is a one-time appointment ending on:

☐ This is a recurring appointment every week.

☐ This is a recurring appointment every 2 weeks.

☐ This is a recurring appointment every 4 weeks.

☐ This is a recurring monthly appointment.

Click **Continue**



CAROLINA PET ANGELS

On the Schedule an Appointment Screen, choose **Key Pick Up/Return** and the desired time of day.

Schedule an Appointment

Client: Jackie Taylor

Select schedule for 9/5/2015 (Saturday)



Time Blocks

MORNING: 5:00 AM-10:30 AM
All Day: 9:00 AM- 5:00 PM
MIDDLE OF DAY: 11:00 AM- 2:00 PM
EVENING: 5:00 PM- 9:00 PM
Overnight: 7:00 PM-11:55 PM
LATE NIGHT: 9:15 PM-11:30 PM

Continue

What services are you interested in?

- ☐ Pet Visit
- ☐ Mid-Day Dog Walks
- ☐ Overnight
- ☐ Pet First Aid & CPR Class
- ☒ Key Pick Up/Return

When do you want this service performed?

- ☐ MORNING
- ☐ MIDDLE OF DAY
- ☒ EVENING

Continue



CAROLINA PET ANGELS

The Appointment Summary screen will then appear and your request will have been submitted to the office. You should receive an email confirmation from the office within 48 hours. Your request for key pick up or return is now complete.

Appointment Summary

Summary for Appointment #3197487

Client: Jackie Taylor

Appointment Title: Key Return

Thank you!!

- * Your appointment has been submitted to the office.
- * Once your sitter's availability has been confirmed, you will receive an email showing your appointment has been APPROVED.
- * If there are any questions or problems, the office will contact you promptly.

Please review your requested dates and times below.

- * If everything reads properly and you are done submitting your appointment, you can close out of this screen.
- * If you need to make any changes to your appointment click EDIT.
- * If you only need to make changes to ONE DAY, you can click the DATE.

If you wish to pay by credit card, click *Edit My Info* above. Then select credit card under Payment Method.

Edit

Click EDIT to edit the appointment.
However, if you only need to make changes to one day, you can click the date.

Total Price: \$10.00

Appointment #: 3197487

<u>Date</u>	<u>Service</u>	<u>Time Block</u>	<u>Price</u>	<u>Notes</u>
9/5/2015 (Saturday)	Key Pick Up/Return	EVENING / 5:00 PM - 9:00 PM	\$10.00	