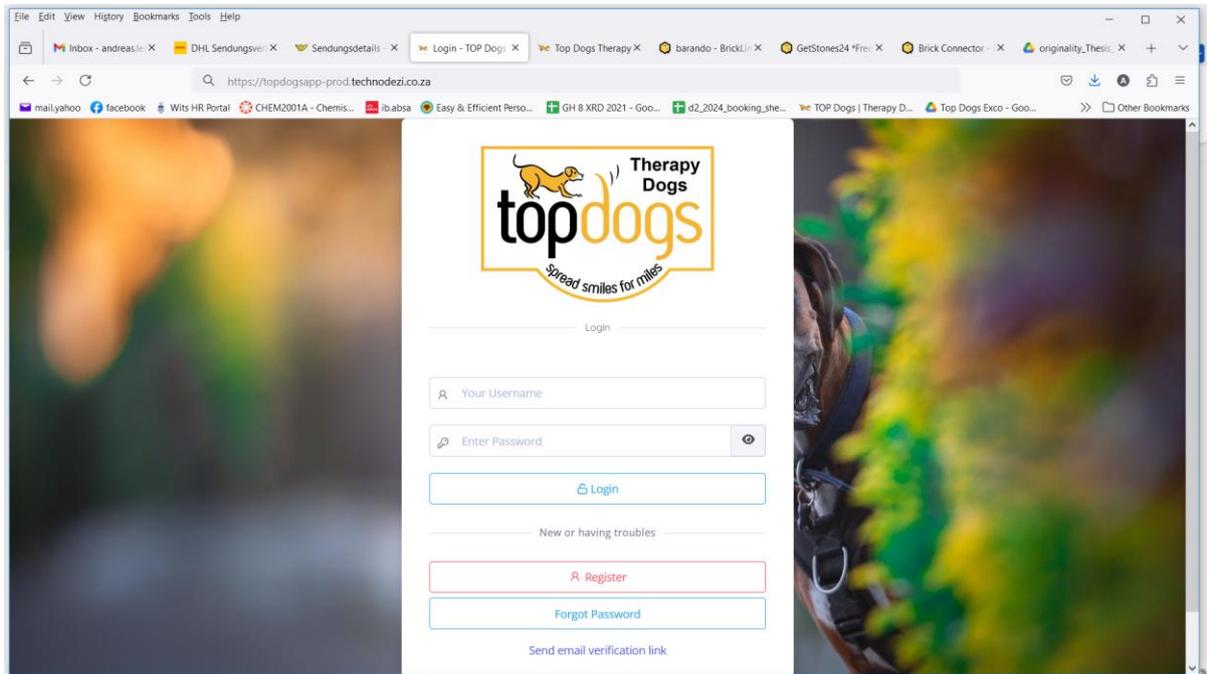


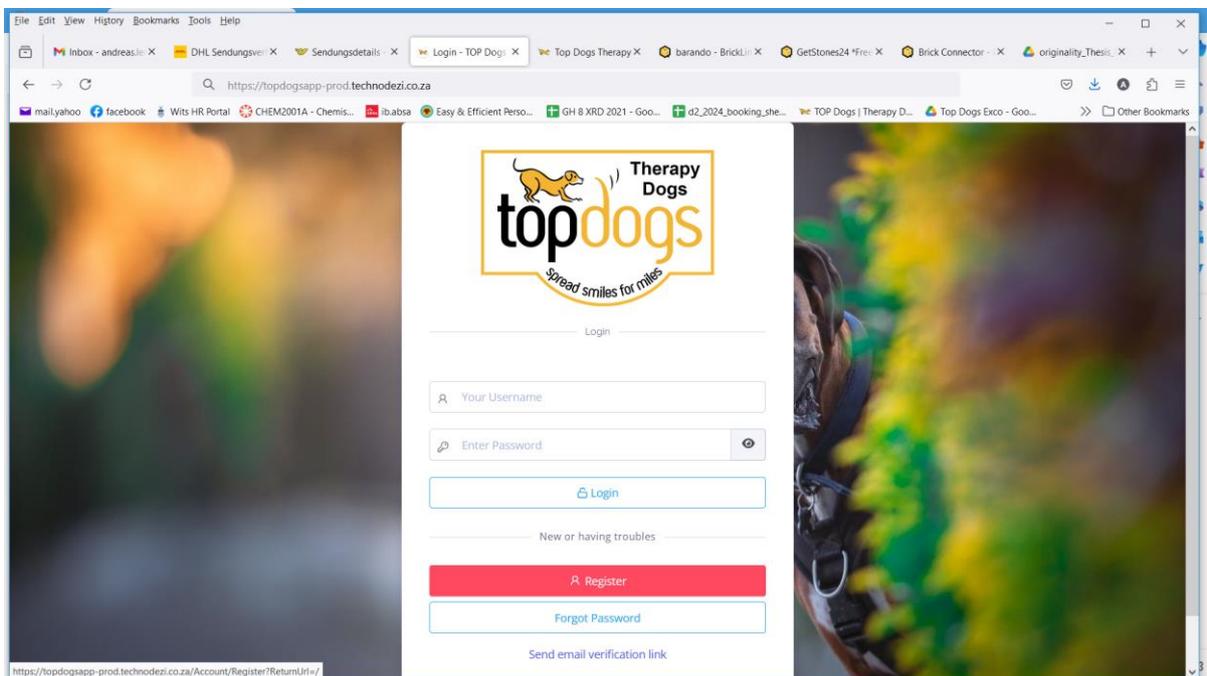
New Handlers entirely

How to register and verify your email address.

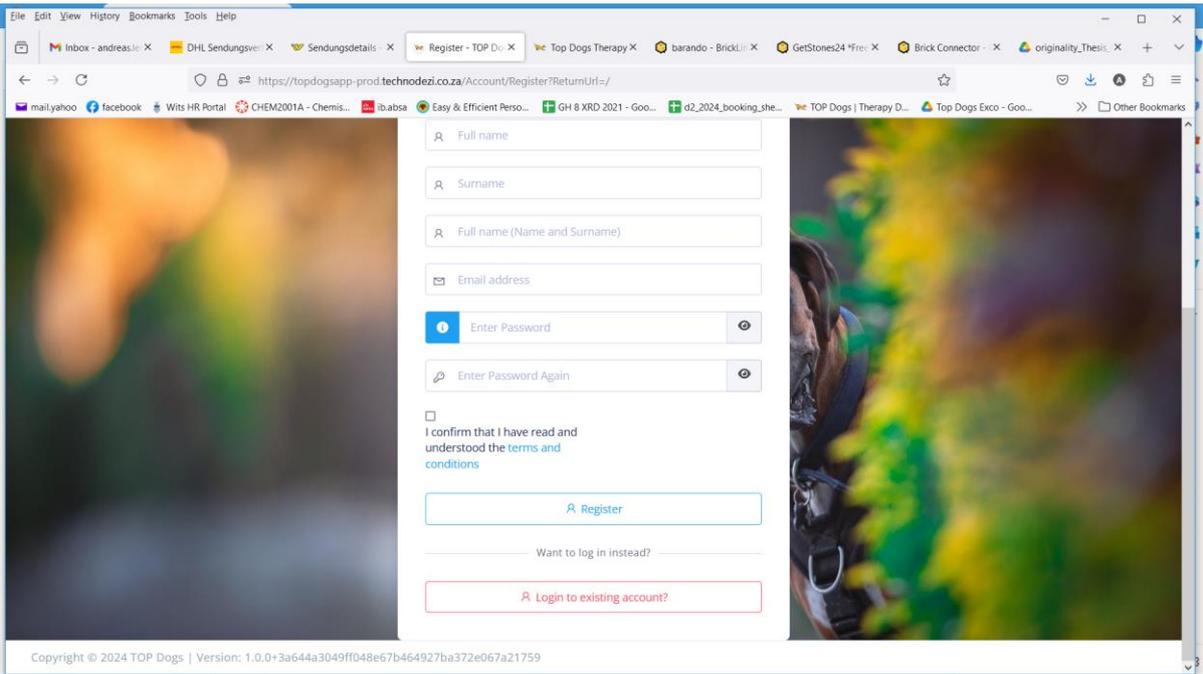
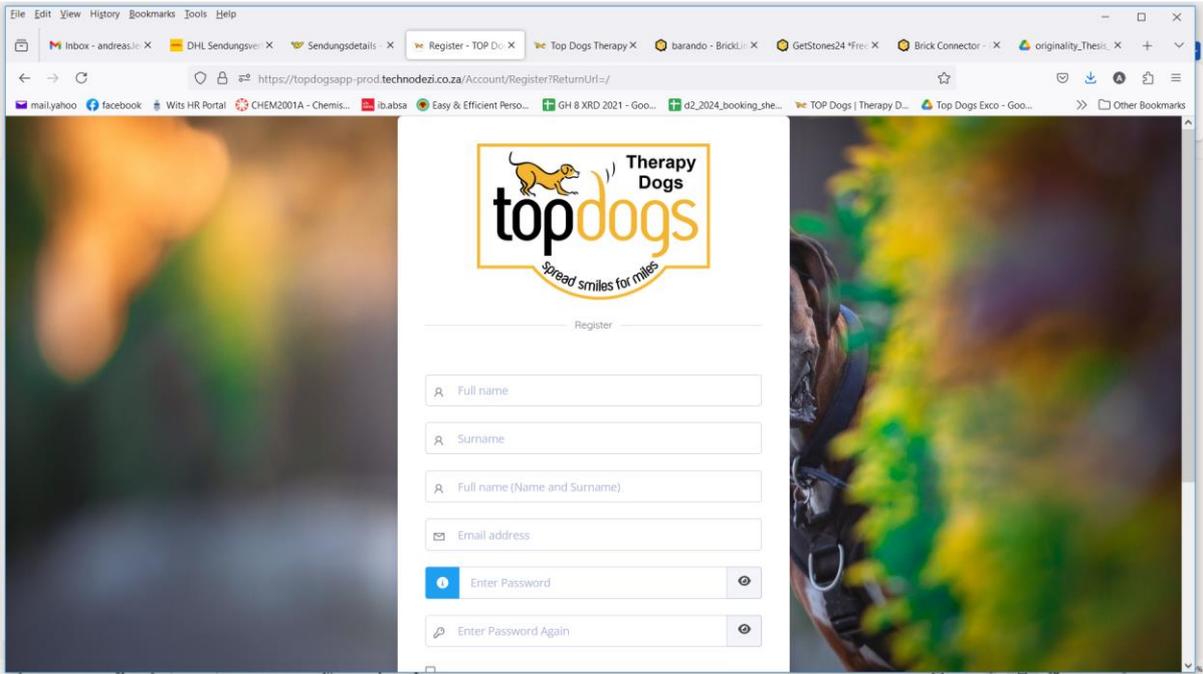
Go to Login Screen from clicking on the link on the Homepage



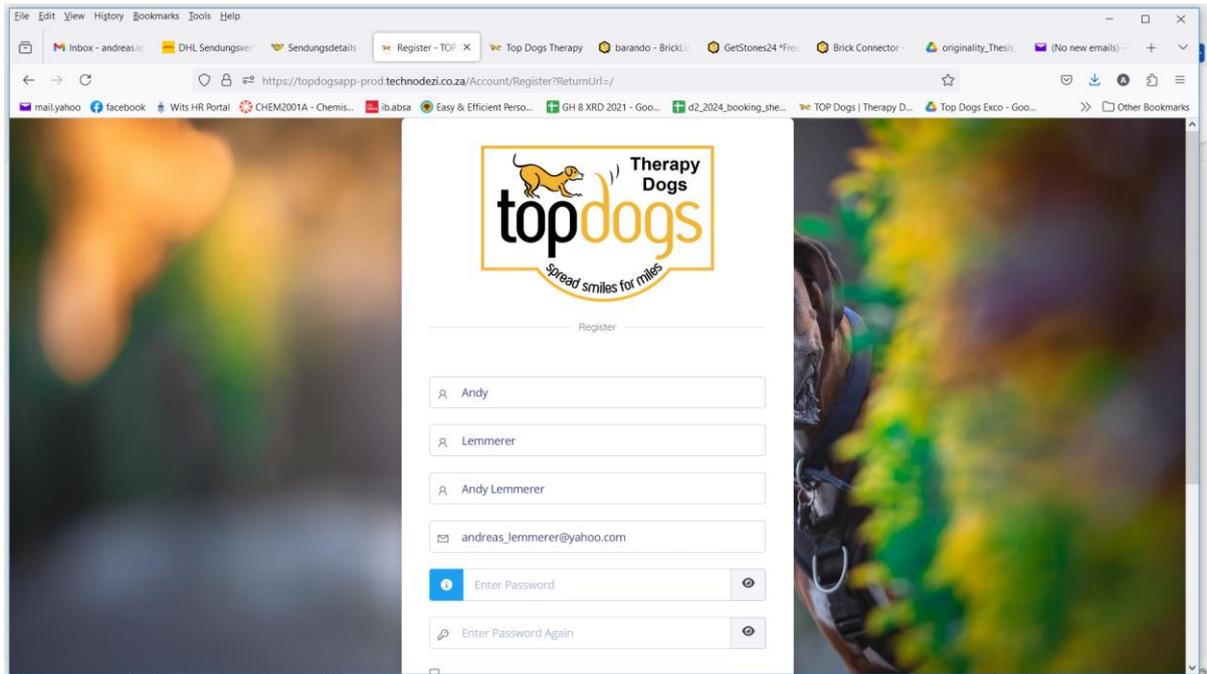
Click on Register:



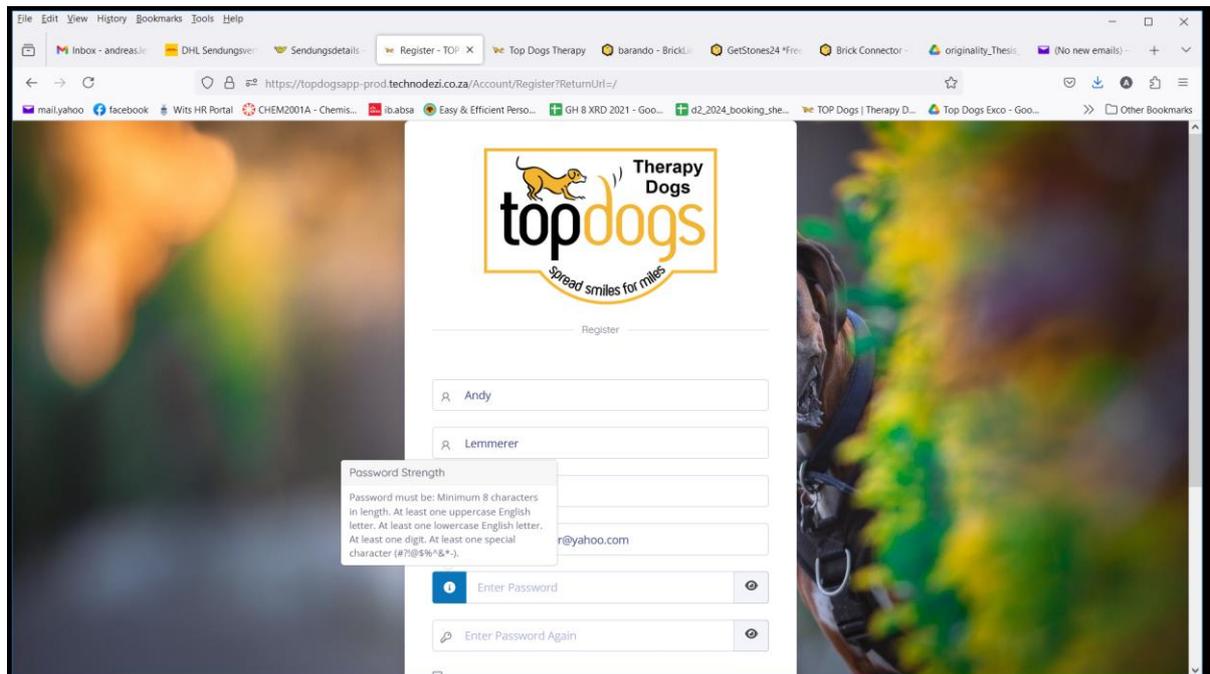
You will see a screen asking to capture your basic details:

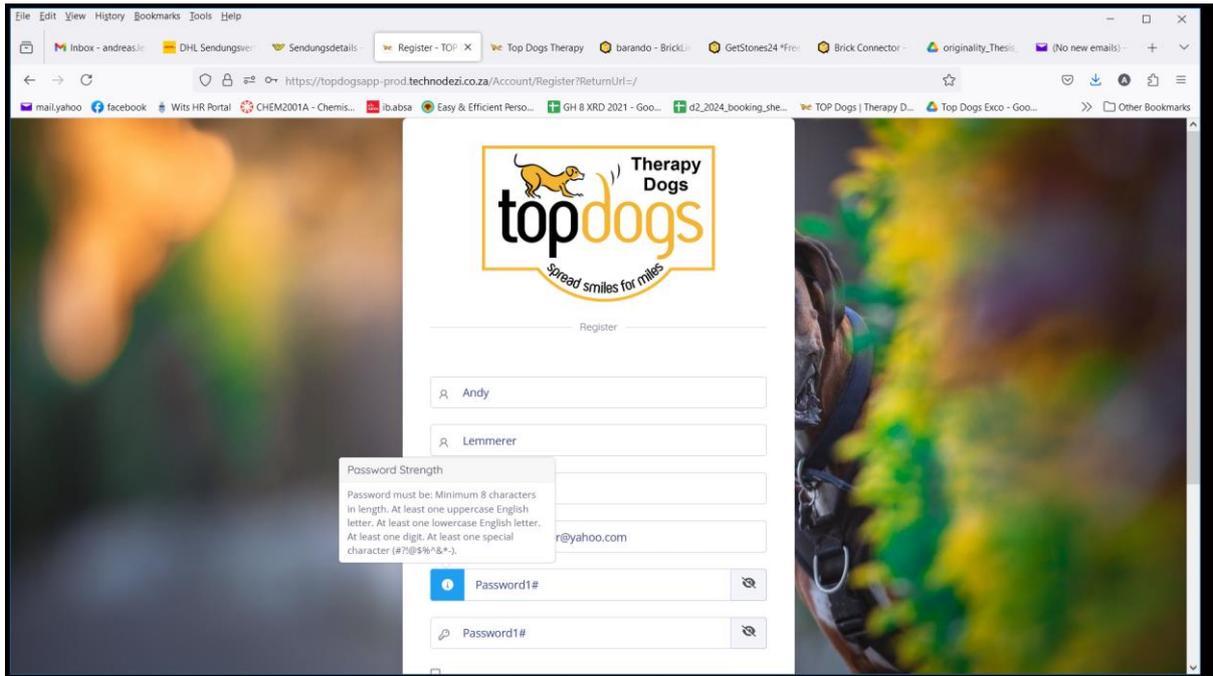


Enter your Details:

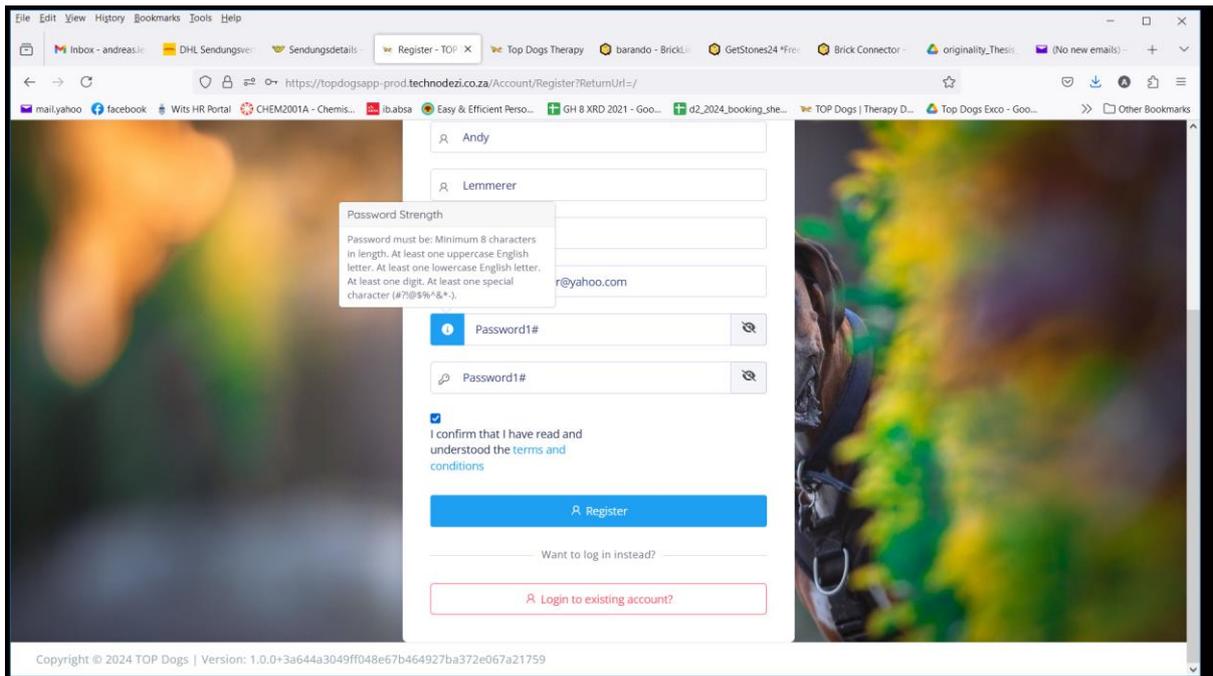


When setting your password, click on the blue icon for guidelines.

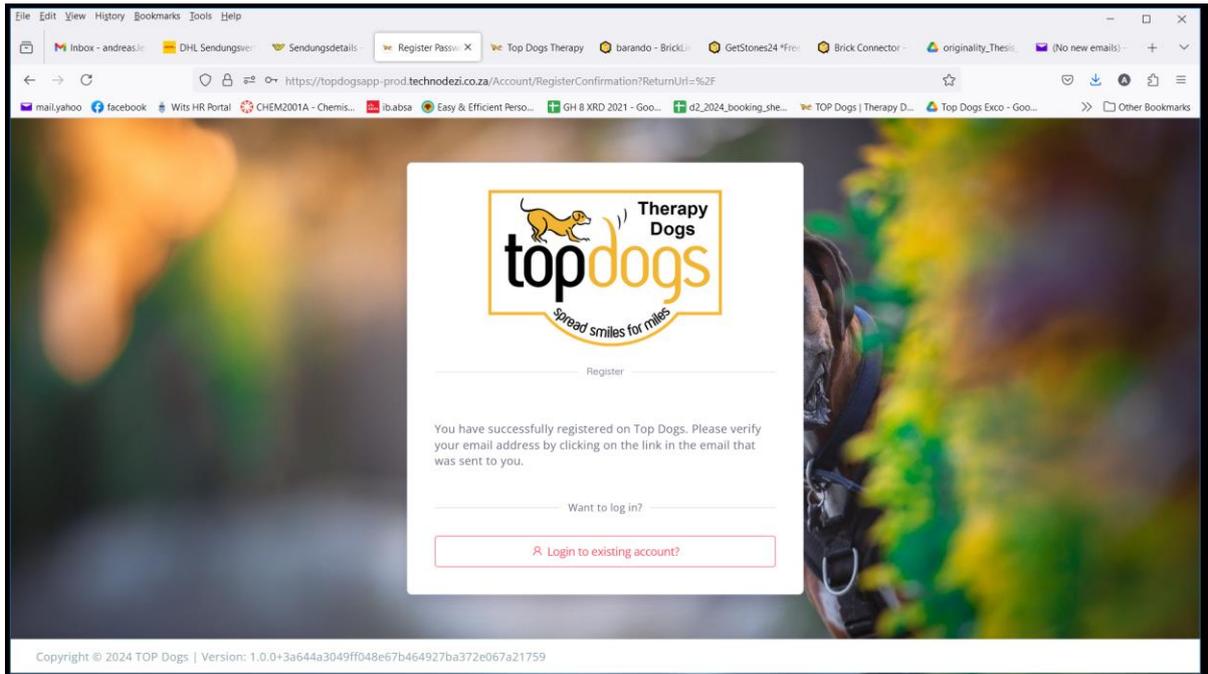




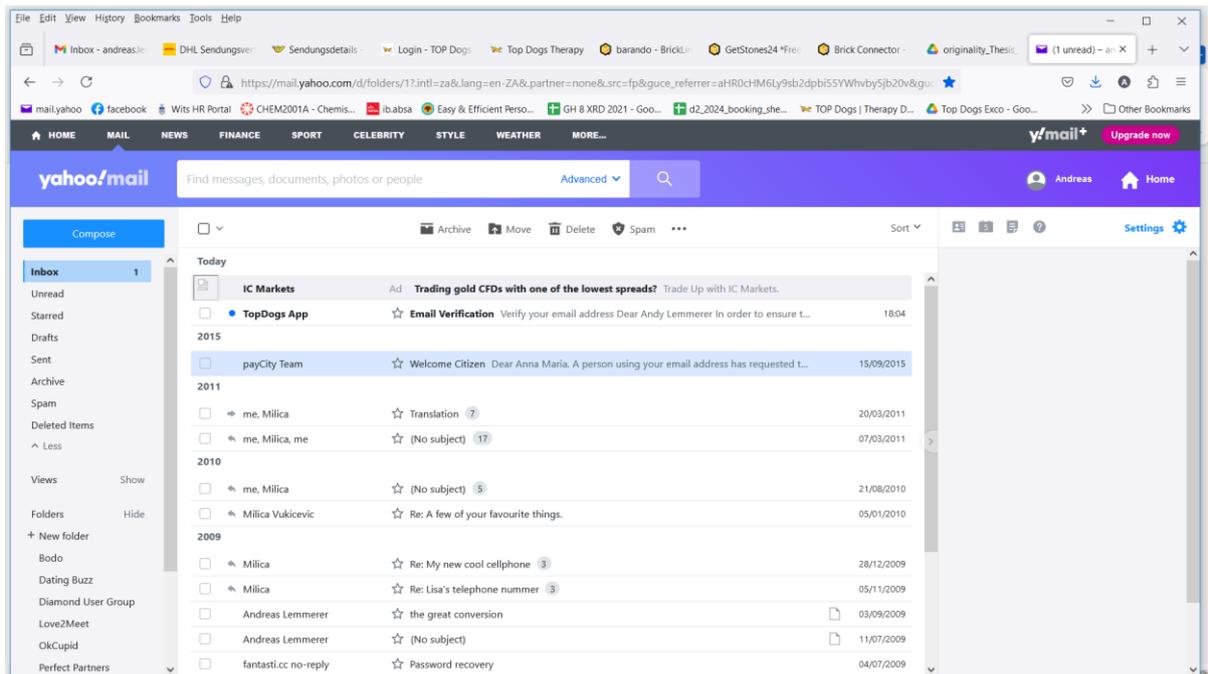
Once you have set your password, click on Germs and Conditions, and select Register.



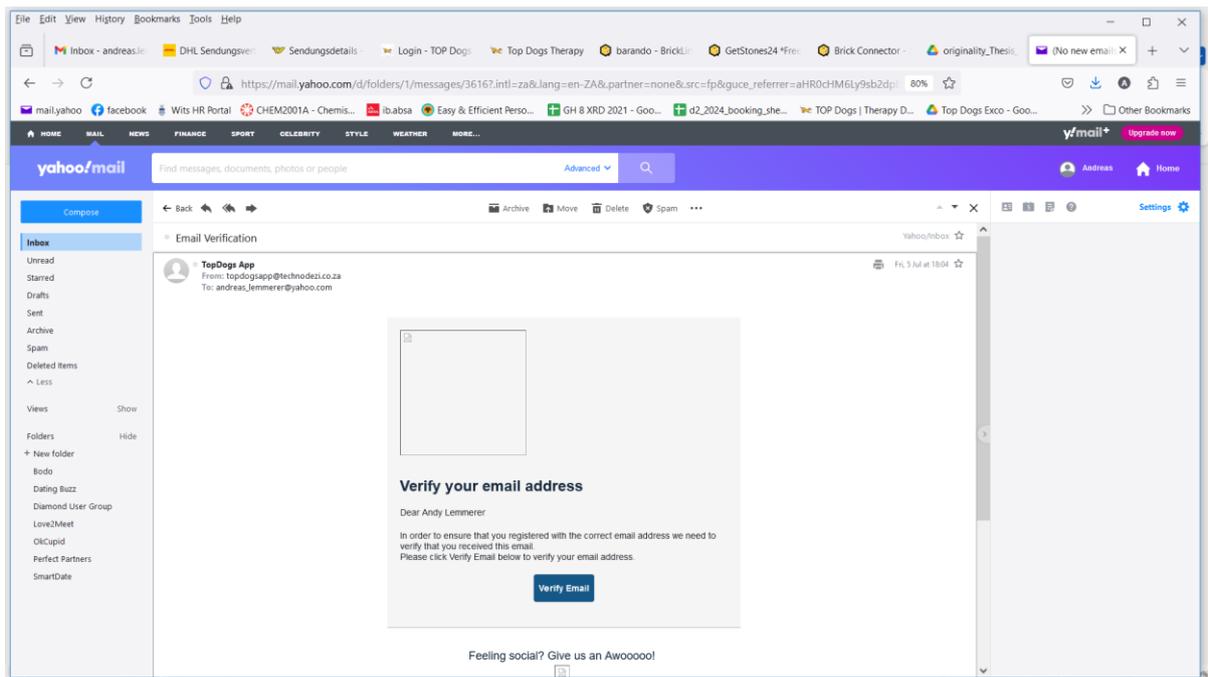
You will then get a successful message



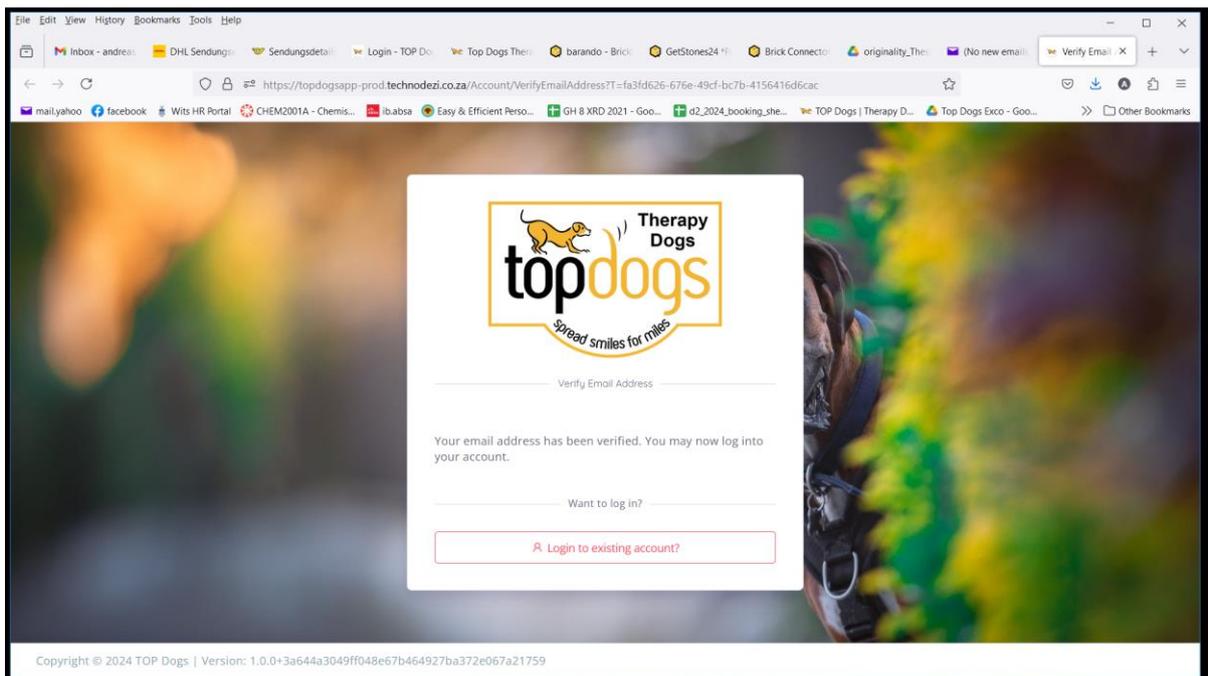
You then go you're your email inbox, and you will see the following:



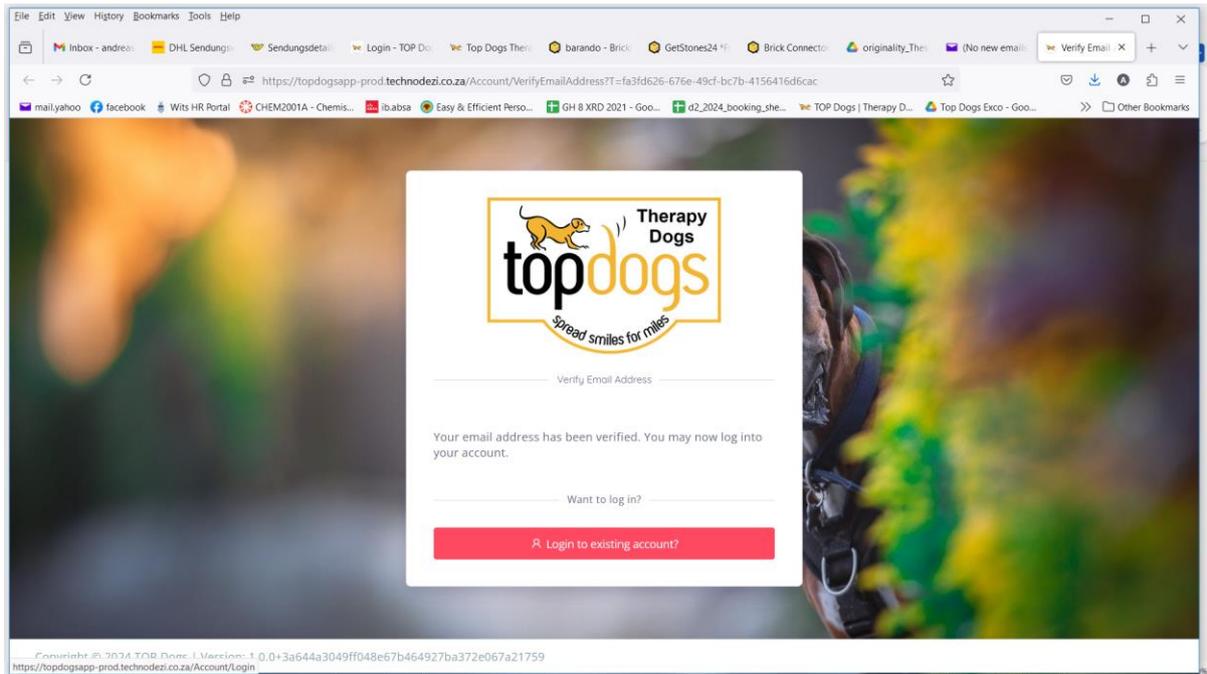
Open the email and click on the link.



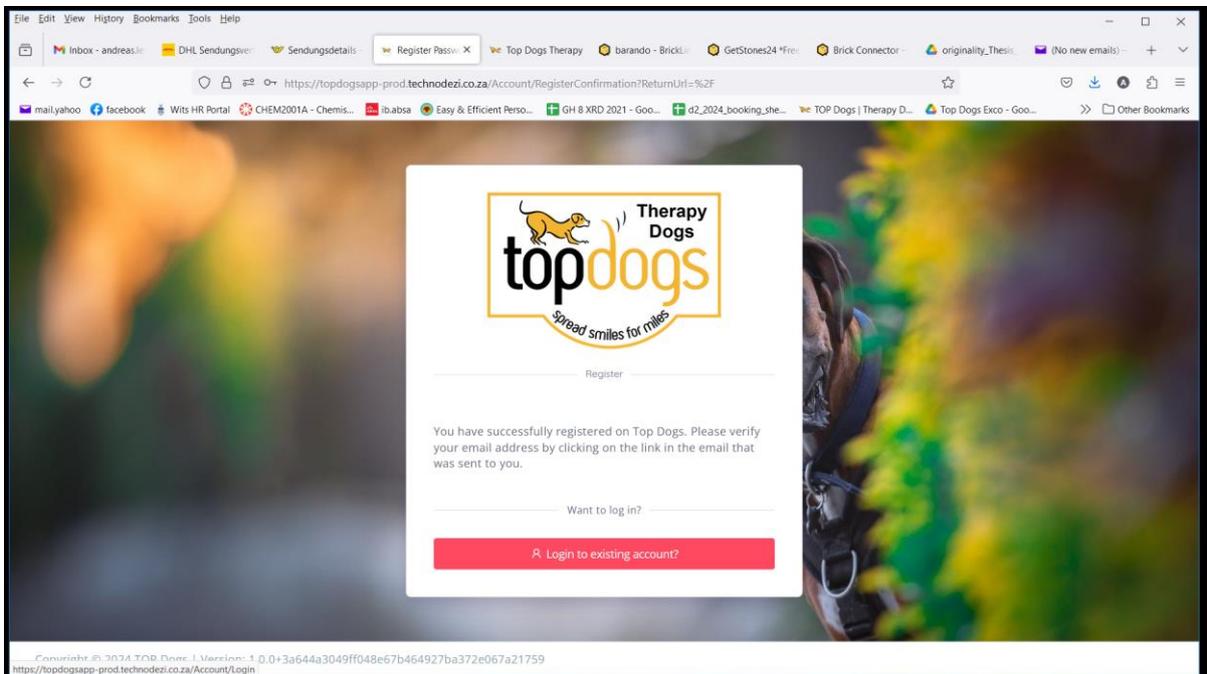
You then get a window as follows:



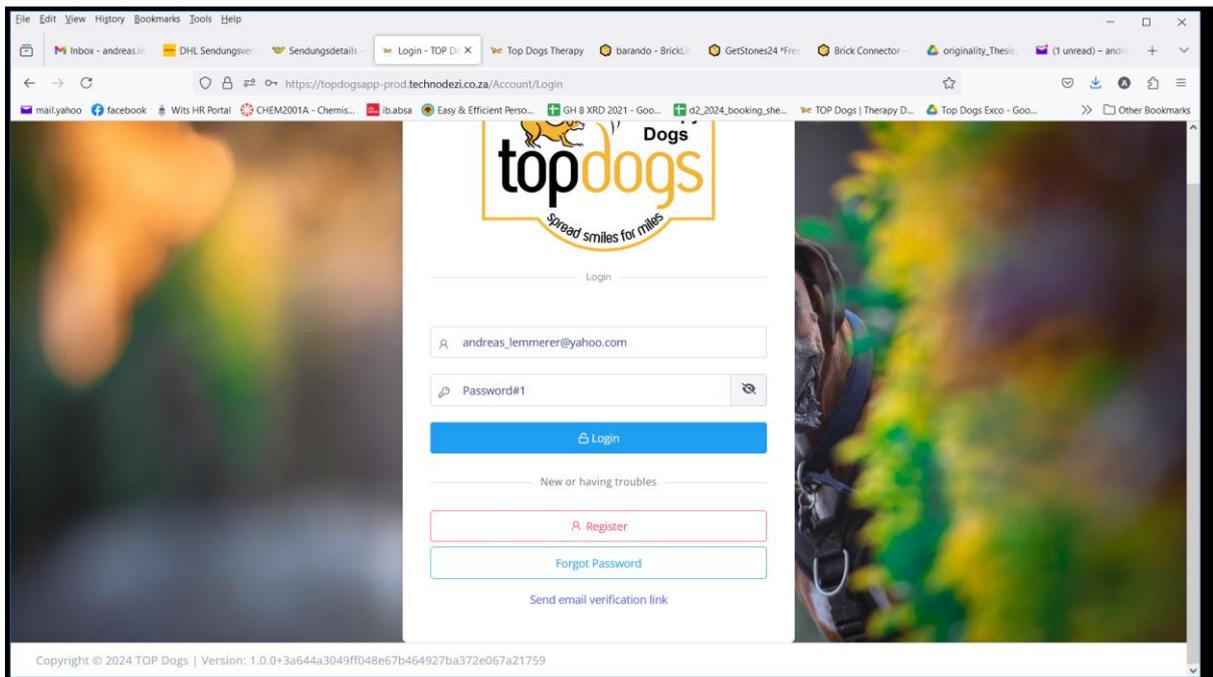
Now you can login to your account for the first time. Click on the red button:



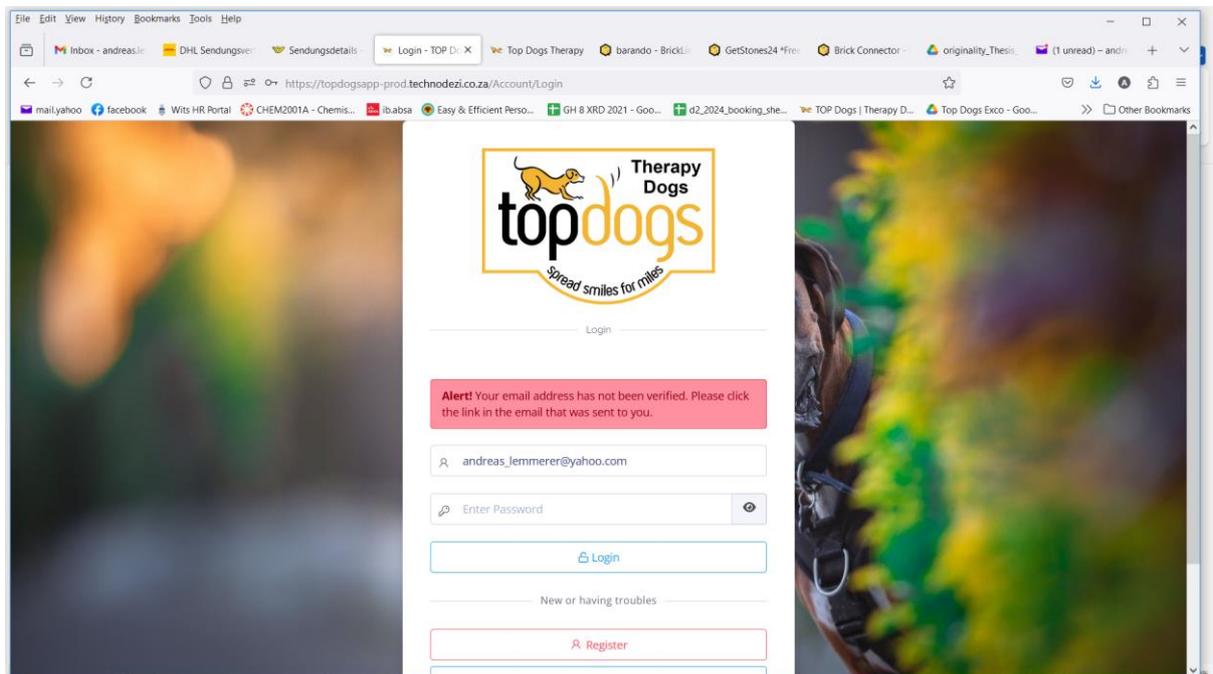
Click on Login to Existing account.



You will get back to the login page, and then enter your email address as your username and your password, and click on Login.

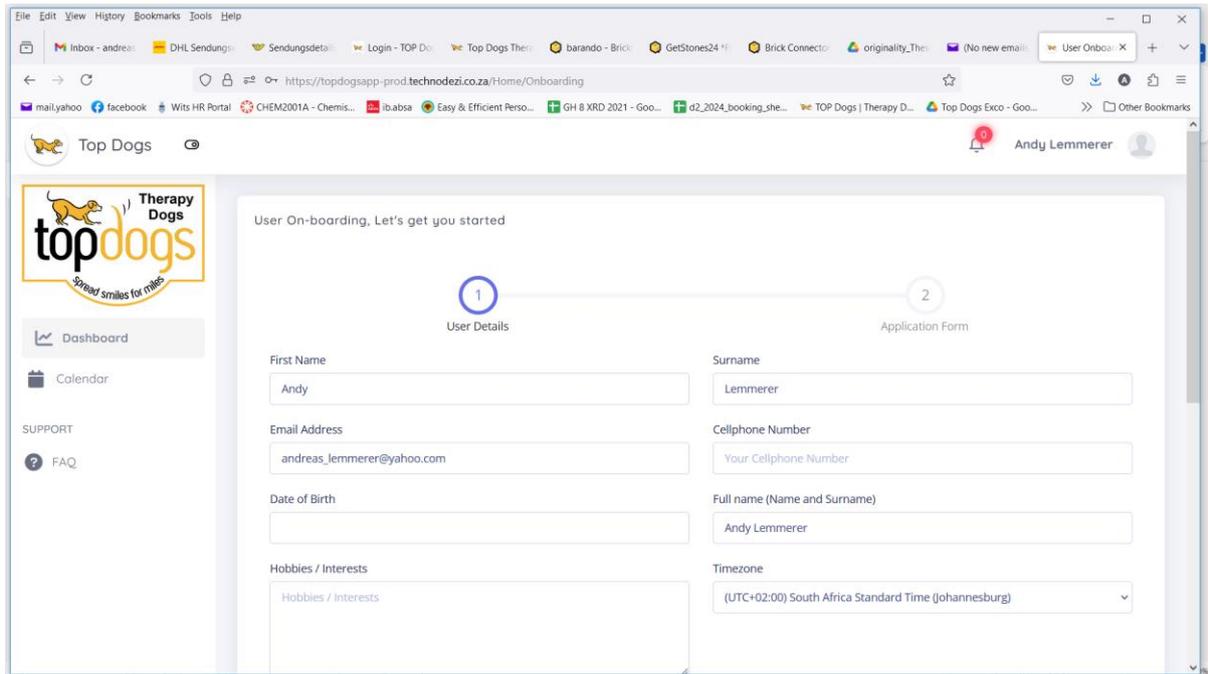


If you happened to forget to verify your email address, you will get the following screen

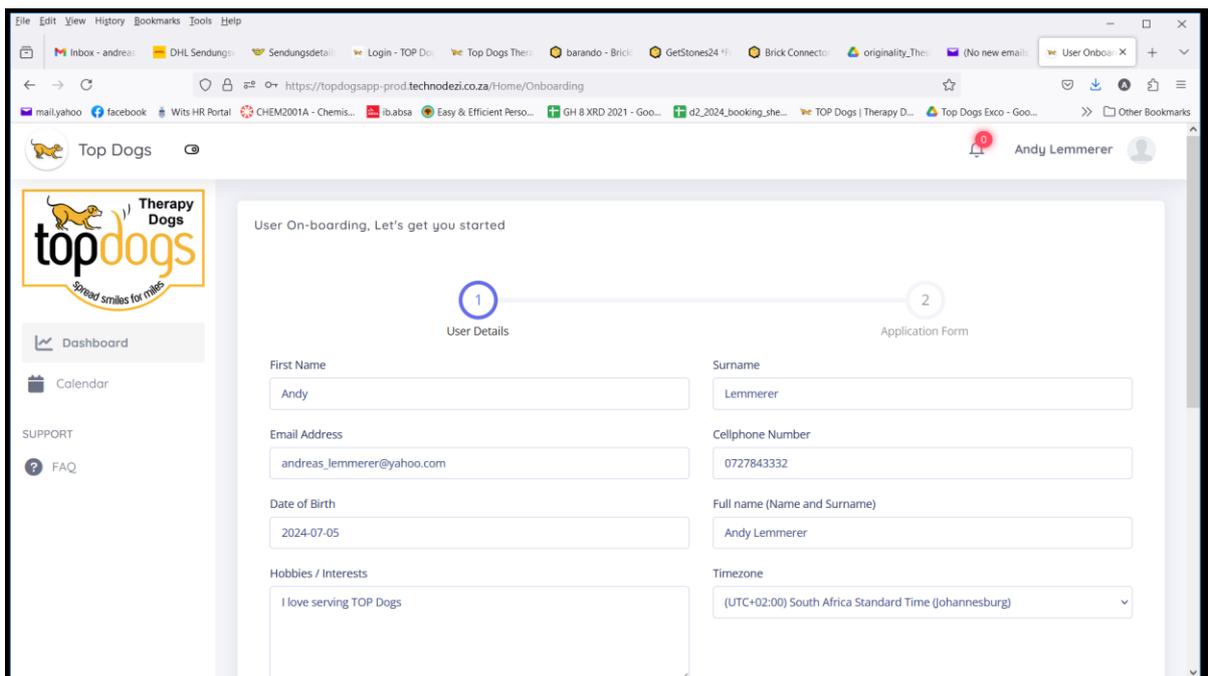


How to Onboard Yourself

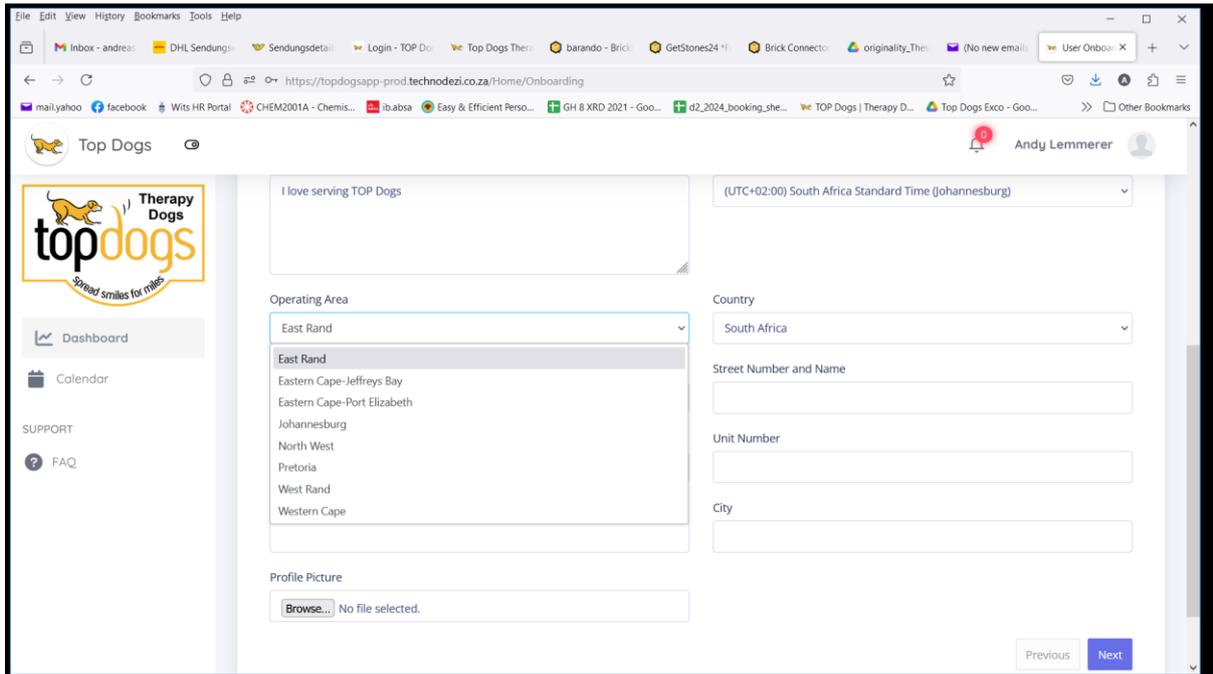
You will see the following screen:



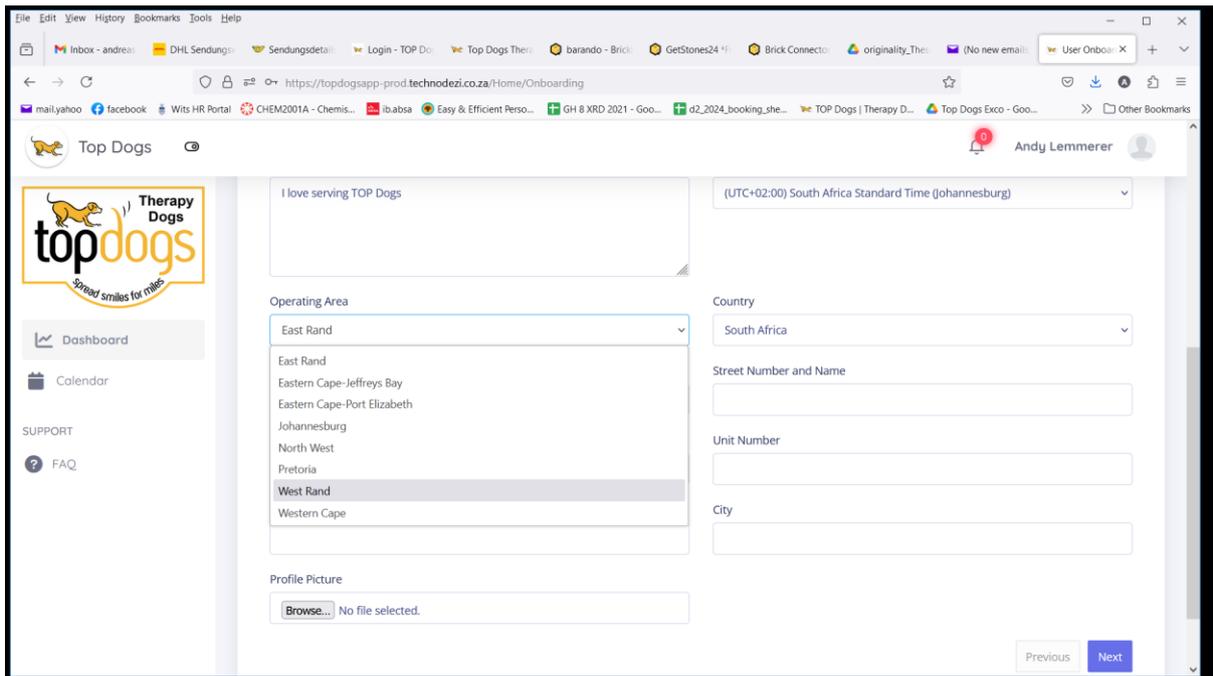
You must first enter all your personal details. By registering your account, it already picks up your name and email address.



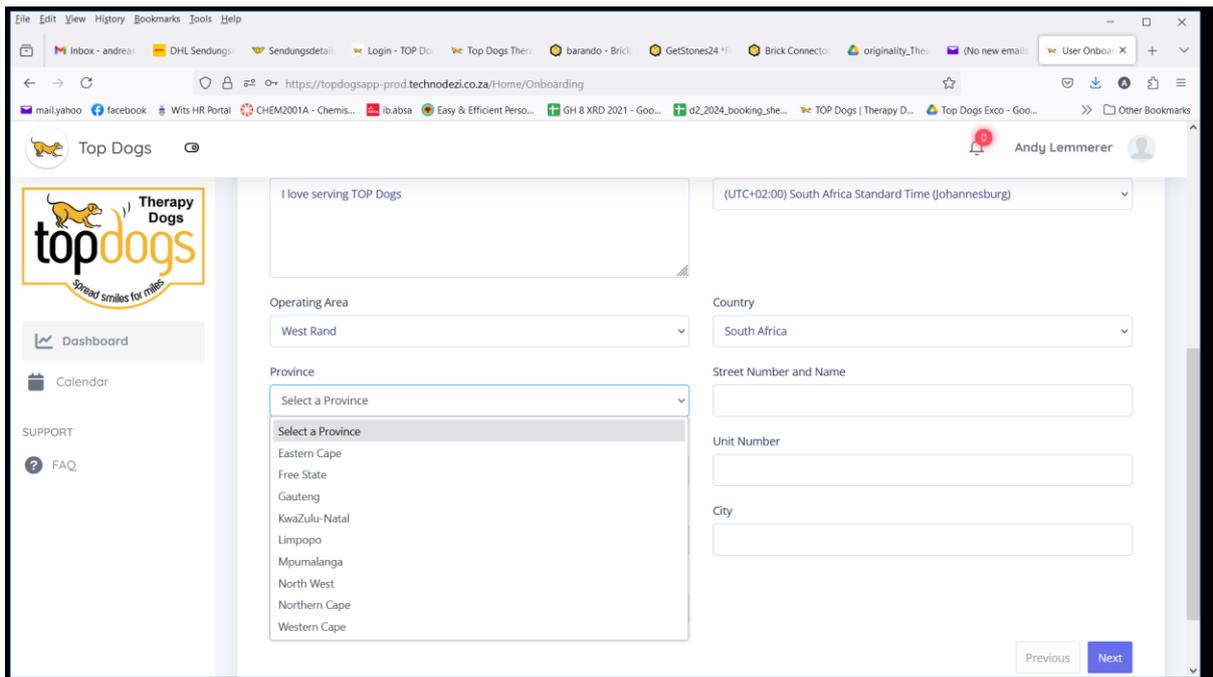
Then very importantly you need to specify the area in which you live. There are six options to choose from. This can be changed at a later stage as well.



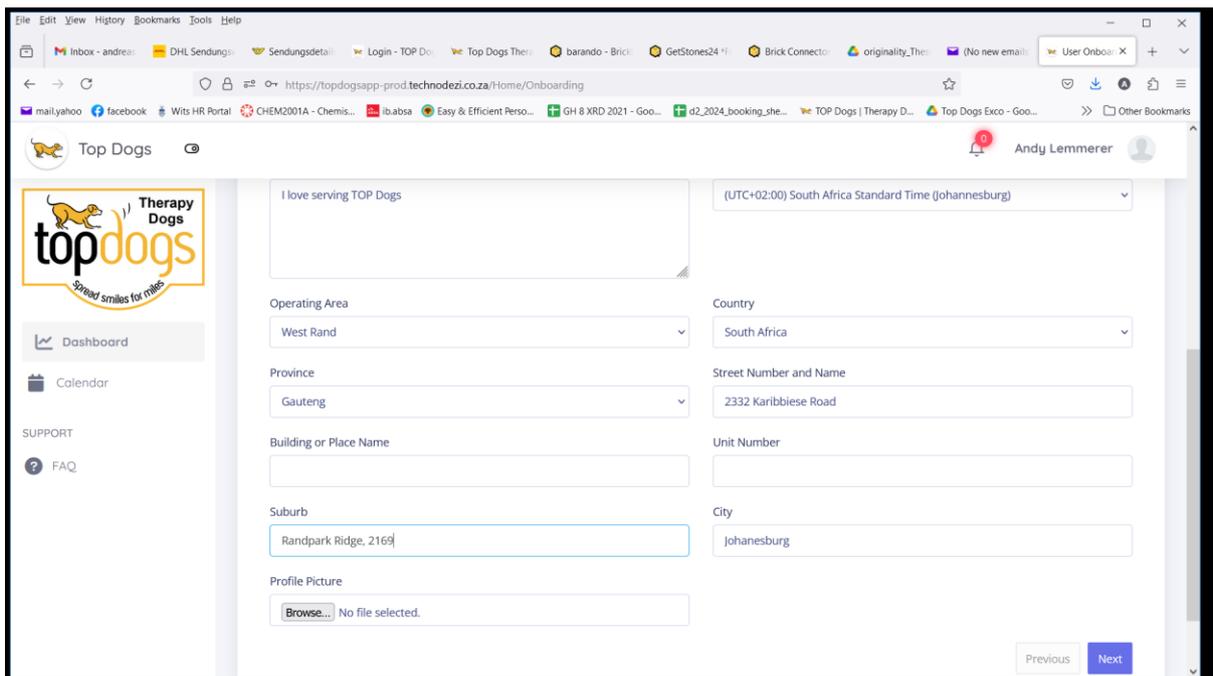
Let's Choose WestRand.



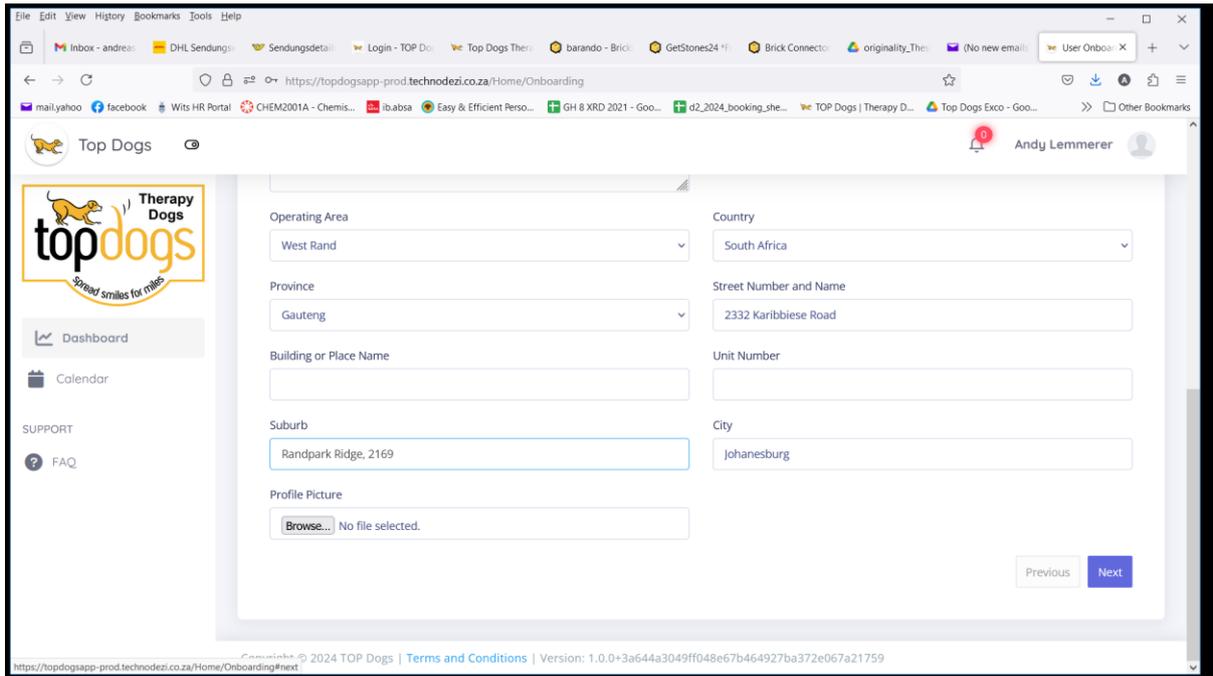
Then select your province:



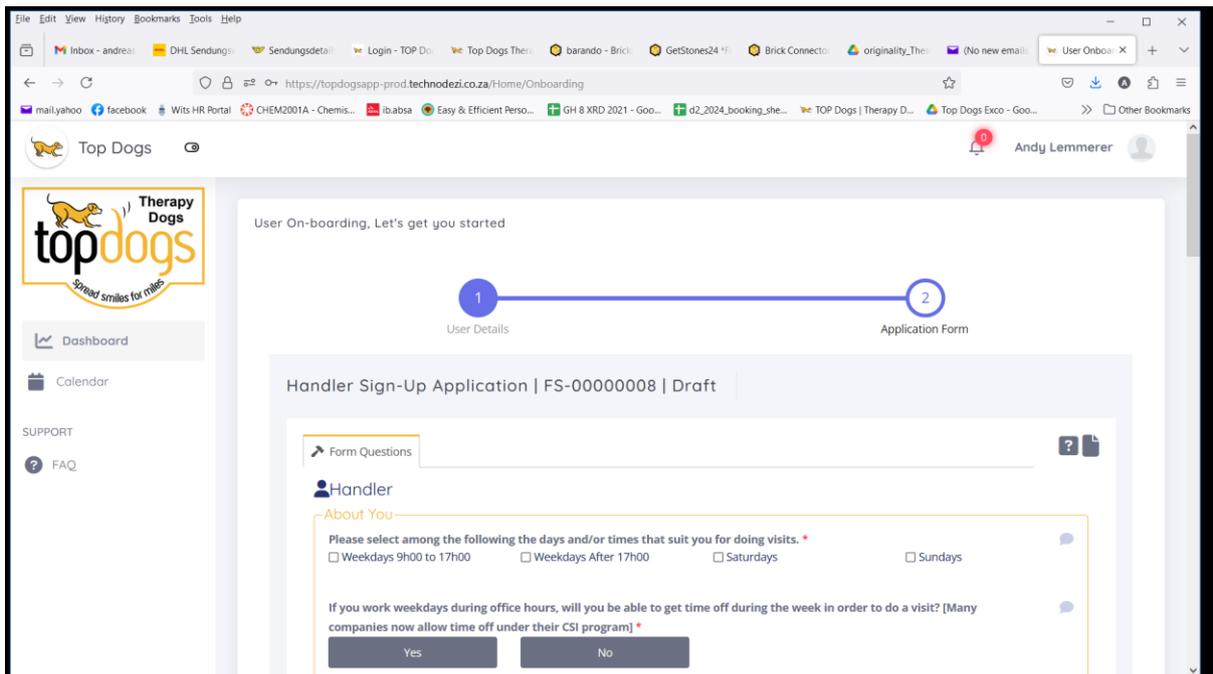
Then enter your residential address, as well as postal code with your suburb.



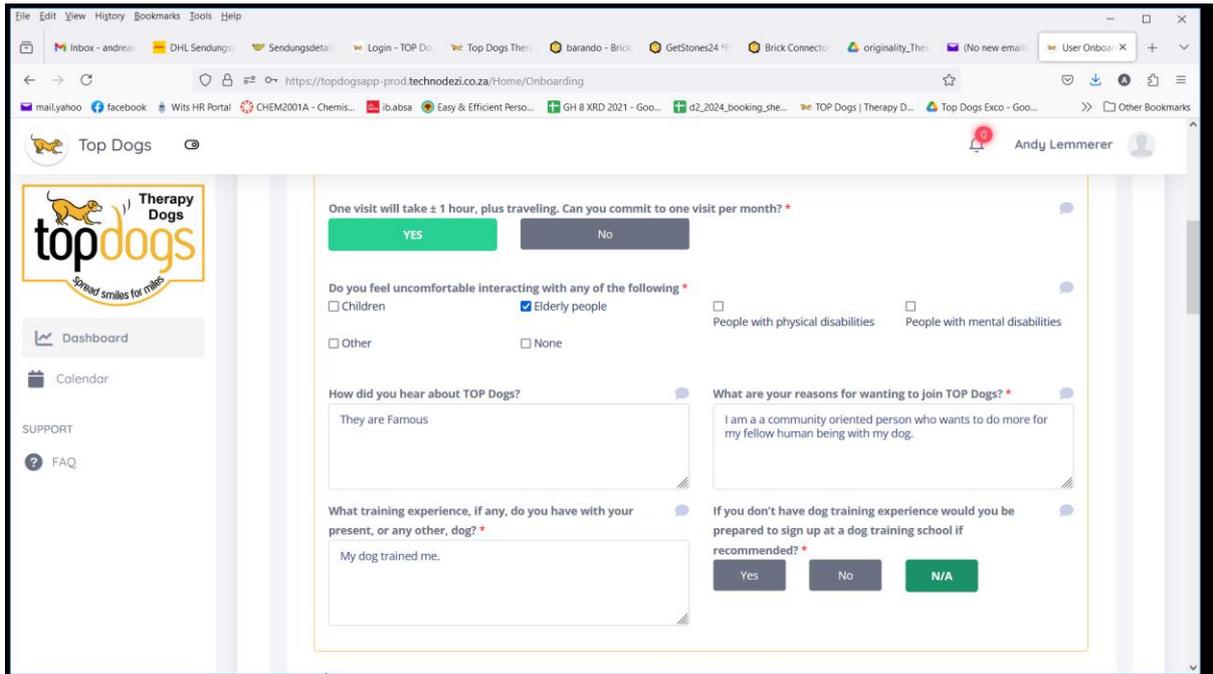
Then click on Next



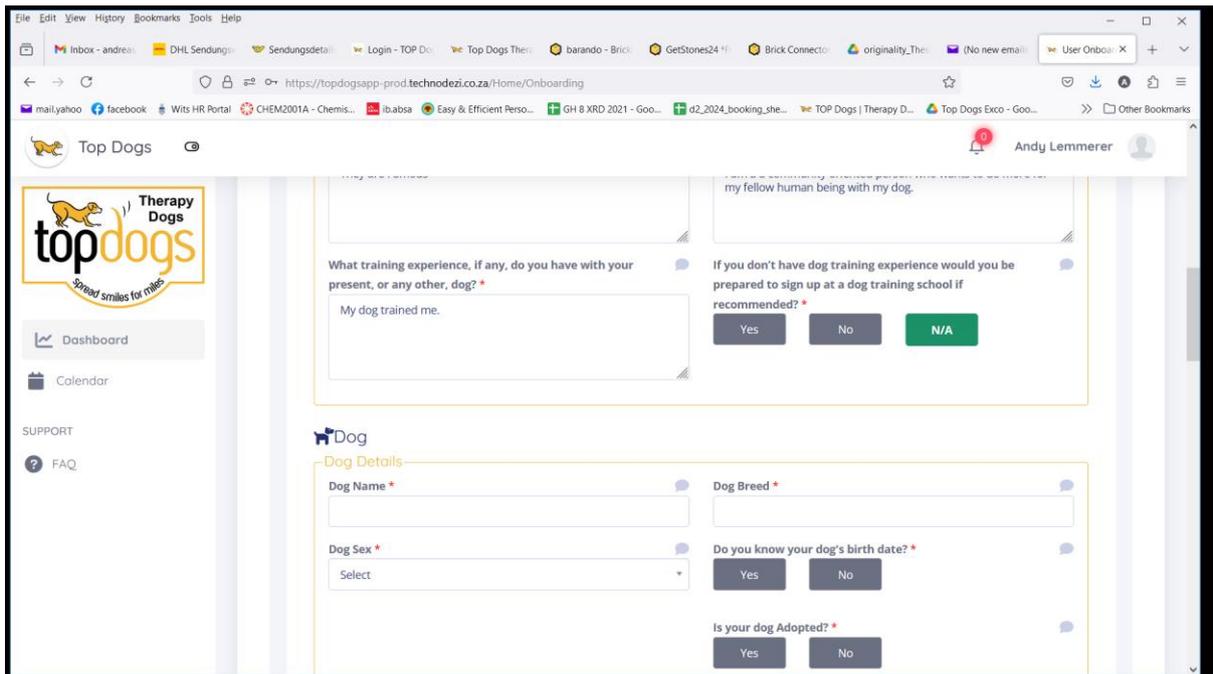
Now that we have your basic contact information, we get to the TOP Dogs Application form that will help us in finding out more about your availability. Note the mandatory items with red asterisk.

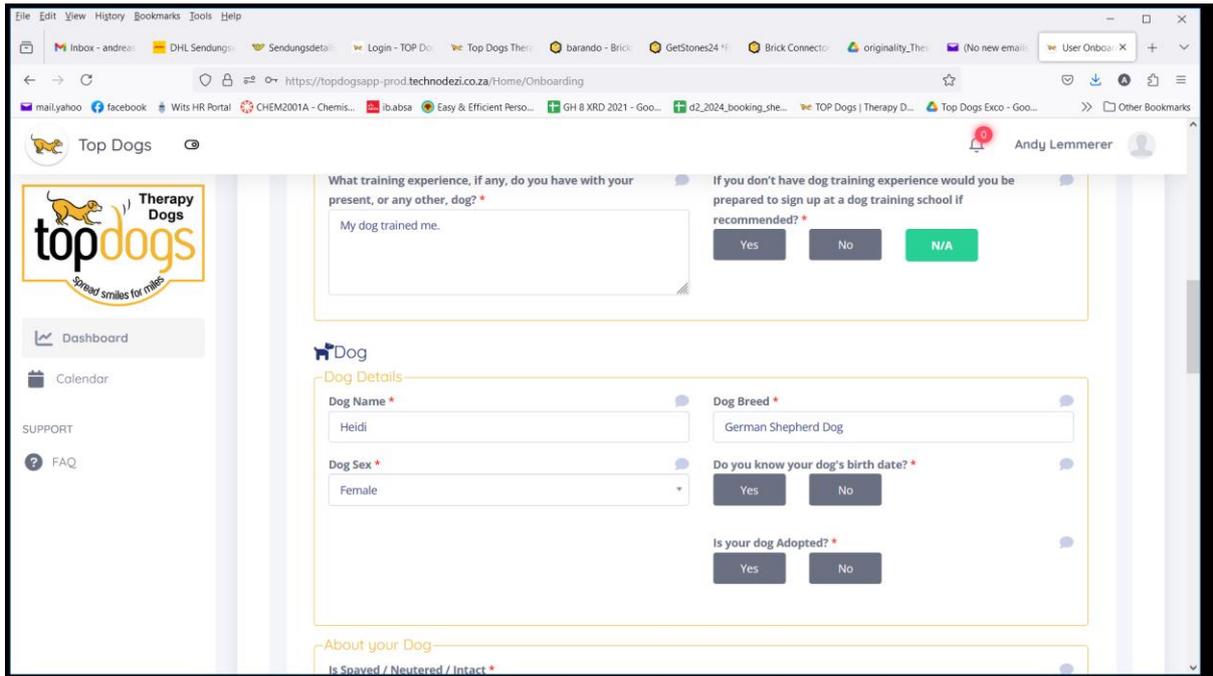


An example of answering some questions is shown below. A green colour just indicates that you have made a selection.



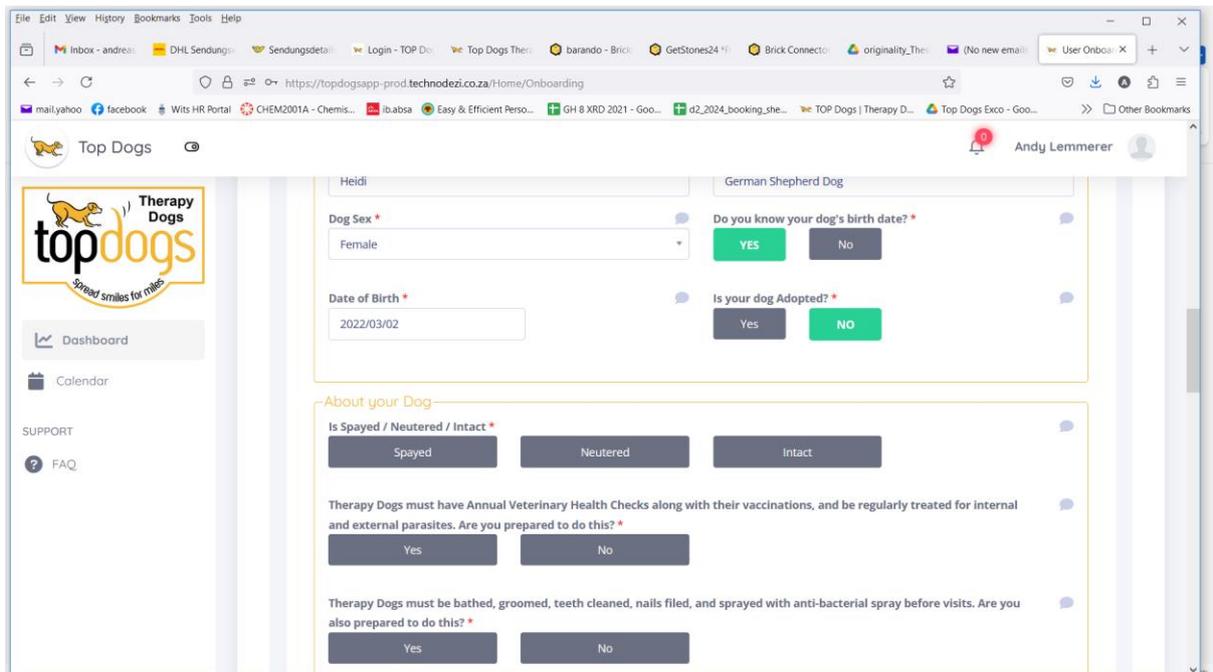
You then get to the section asking about your dog as you scroll down





Then comes a critical step where we ask you if you know your dog's birthday (known if you have your dog from a breeder) or if you don't know (also fine). Sometimes, if a dog is adopted or a rescue, this information might not be known. Not a problem.

If you do know your dogs birthdate, say Yes, a new field appears, and enter the date. Your dog must be at least one year old to become a TOP Dog.



If your dog is adopted, then it is key for you to have established a relationship with the dog. We judge this by mandating that you can only apply to Top Dogs after adopting the dog three months or longer.

If you click Yes, a new field comes up asking you for the adoption date.

The screenshot shows a web browser window with the URL <https://topdogsapp-prod.technodezi.co.za/Home/Onboarding>. The page is titled "Top Dogs" and features a sidebar with navigation options: Dashboard, Calendar, and SUPPORT (FAQ). The main content area is a form for a dog named "Heidi", a German Shepherd Dog. The form includes the following fields and questions:

- Dog Sex ***: Female (dropdown menu)
- Do you know your dog's birth date? ***: YES (green button), NO (green button)
- Is your dog Adopted? ***: YES (green button), No (grey button)
- Date of Adoption ***: 2024/03/01 (text input field)

Below these fields is a section titled "About your Dog" with the following questions and options:

- Is Spayed / Neutered / Intact ***: Spayed, Neutered, Intact (radio buttons)
- Therapy Dogs must have Annual Veterinary Health Checks along with their vaccinations, and be regularly treated for internal and external parasites. Are you prepared to do this? ***: Yes, No (radio buttons)
- Therapy Dogs must be bathed, groomed, teeth cleaned, nails filed, and sprayed with anti-bacterial spray before visits. Are you** (radio buttons)

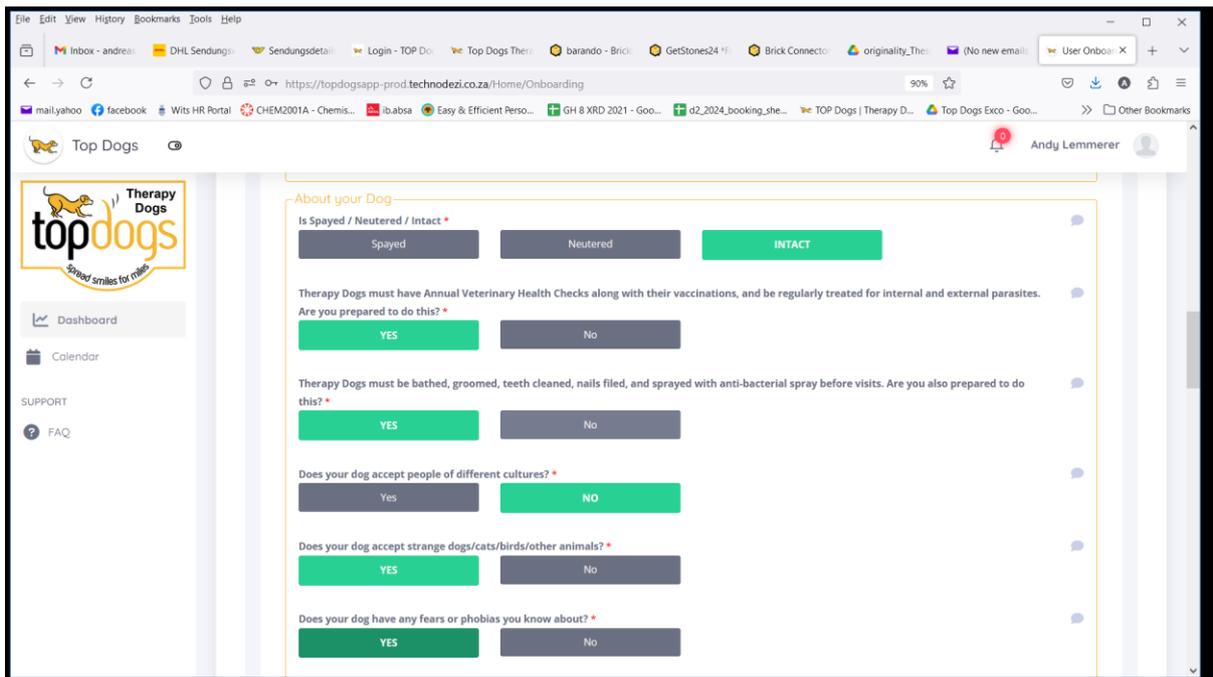
If you also know the adopted dog's birthdate, you can enter that.

This screenshot shows the same onboarding form as above, but with additional information entered:

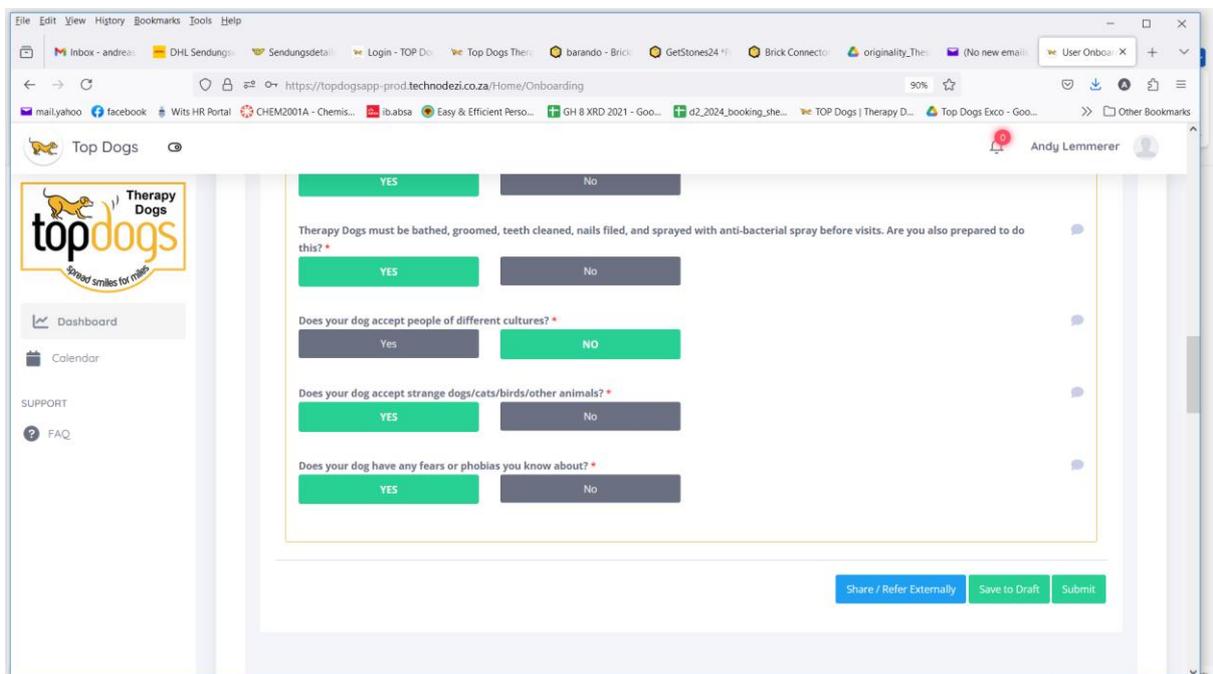
- Date of Birth ***: 2022/03/02 (text input field)
- Do you know your dog's birth date? ***: YES (green button), No (grey button)
- Is your dog Adopted? ***: YES (green button), No (grey button)
- Date of Adoption ***: 2024/03/01 (text input field)

The "About your Dog" section remains the same as in the previous screenshot.

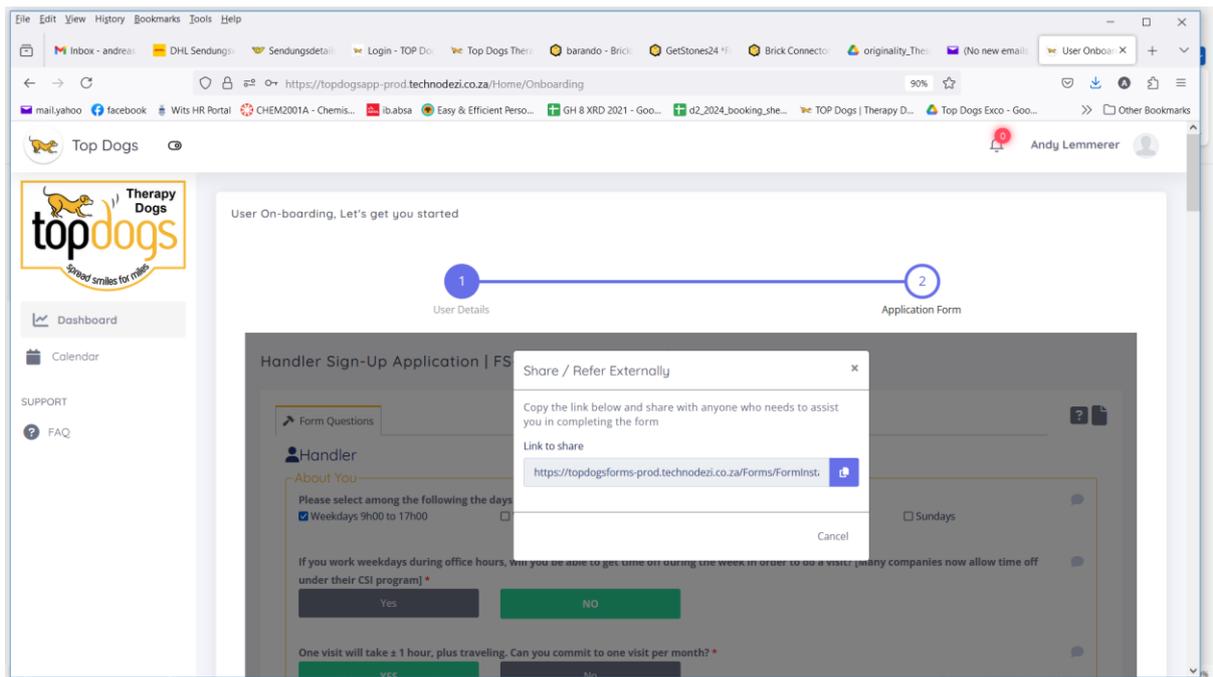
Then you answer some more questions, and please be honest for your dog's sake.



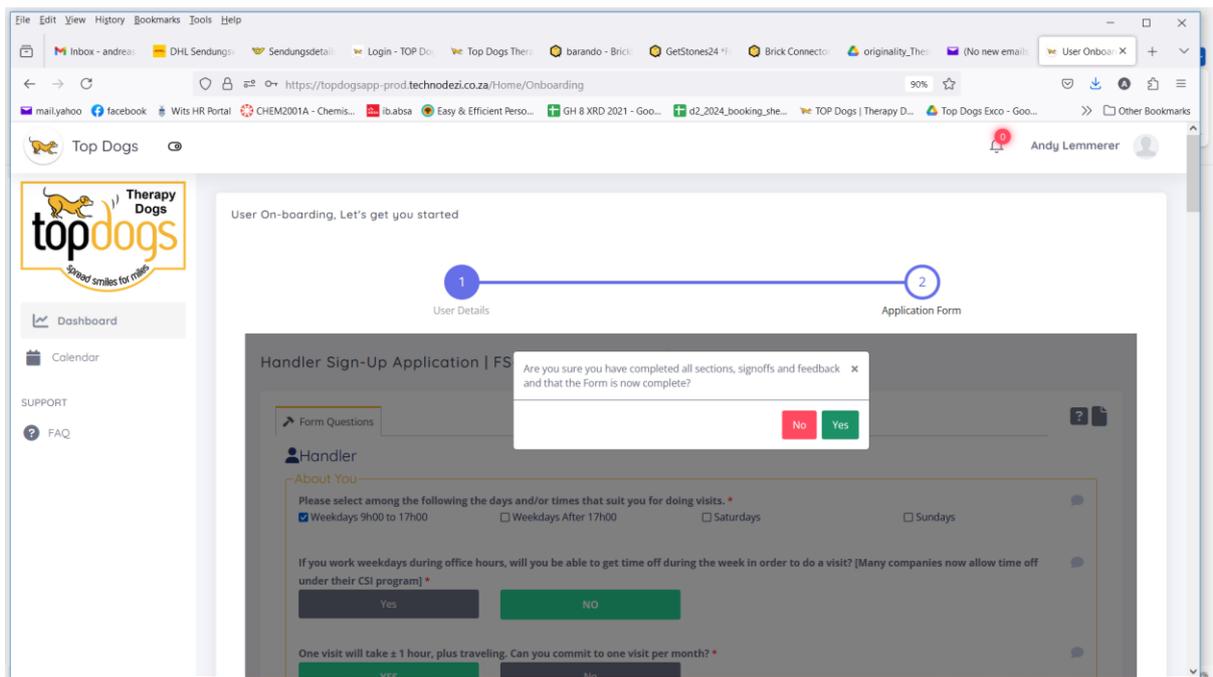
Then click on on save to draft if you want to complete more later on, or you can submit immediately, or you can get help. Once you are well into the organisation as a member, you can edit your dog's details or your answers.



If you are unsure about answering any questions, you can share your form to a known handler in the organisation. Copy the link and share.



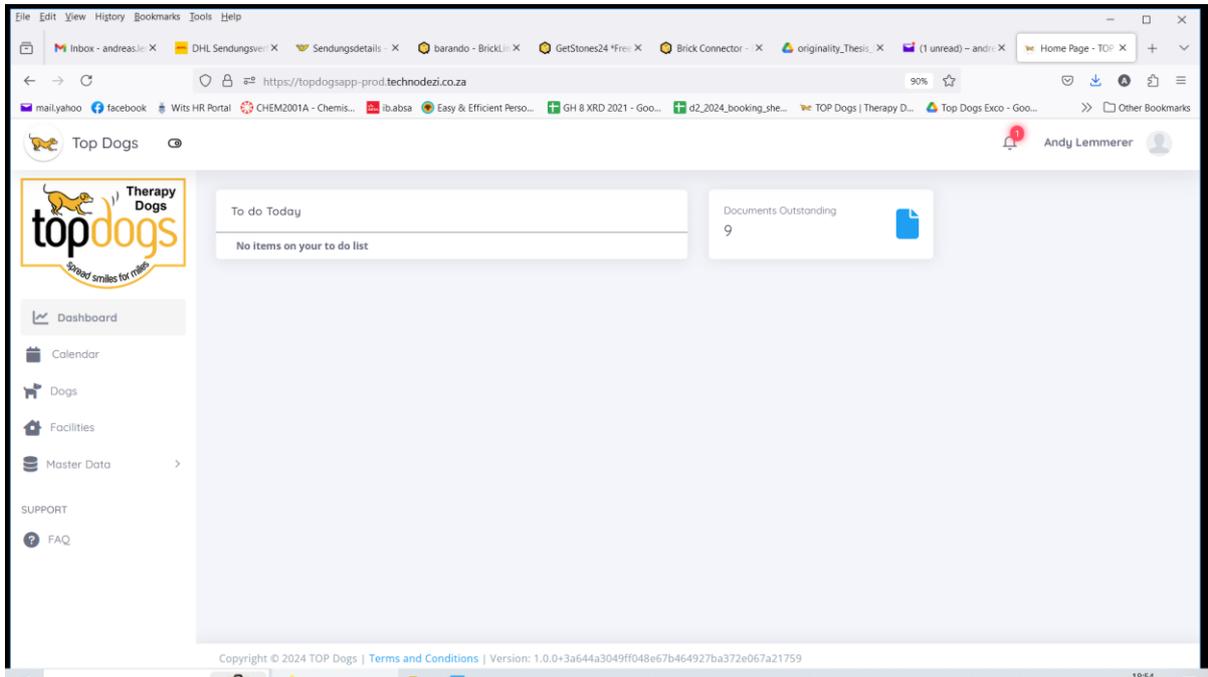
Eventually when you submit, the following appears.



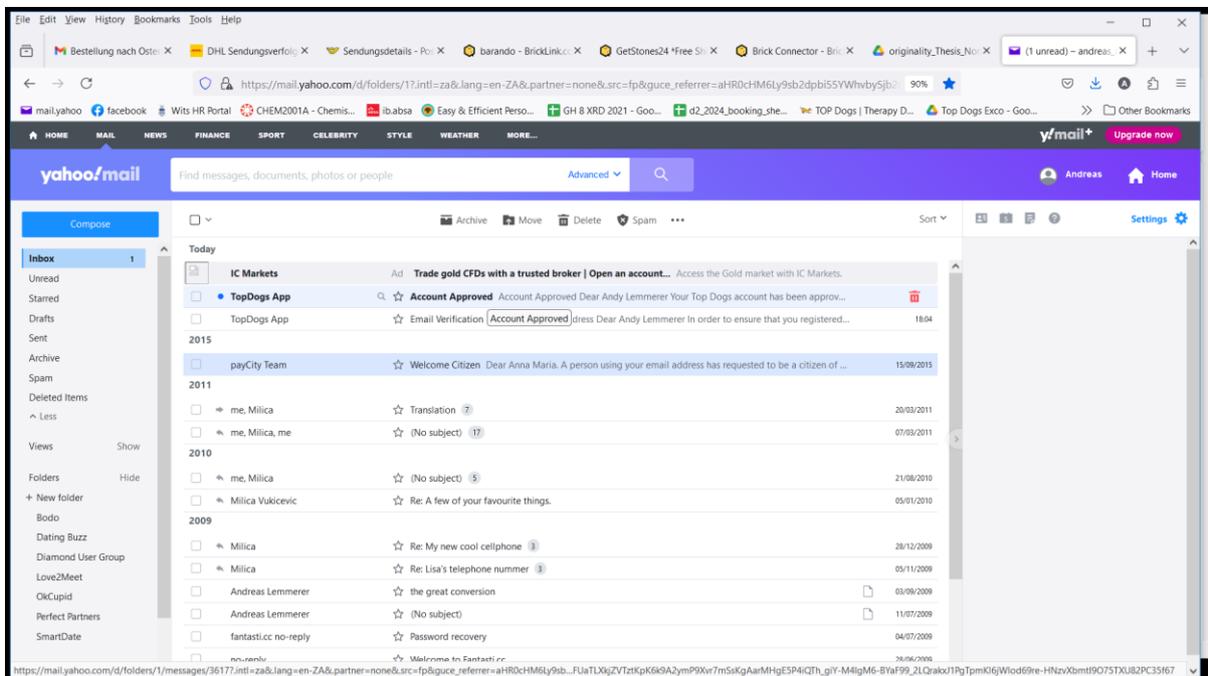
After you click Yes, you land on the DASHBOARD Tab which is your landing page whenever you login. This completes your onboarding.

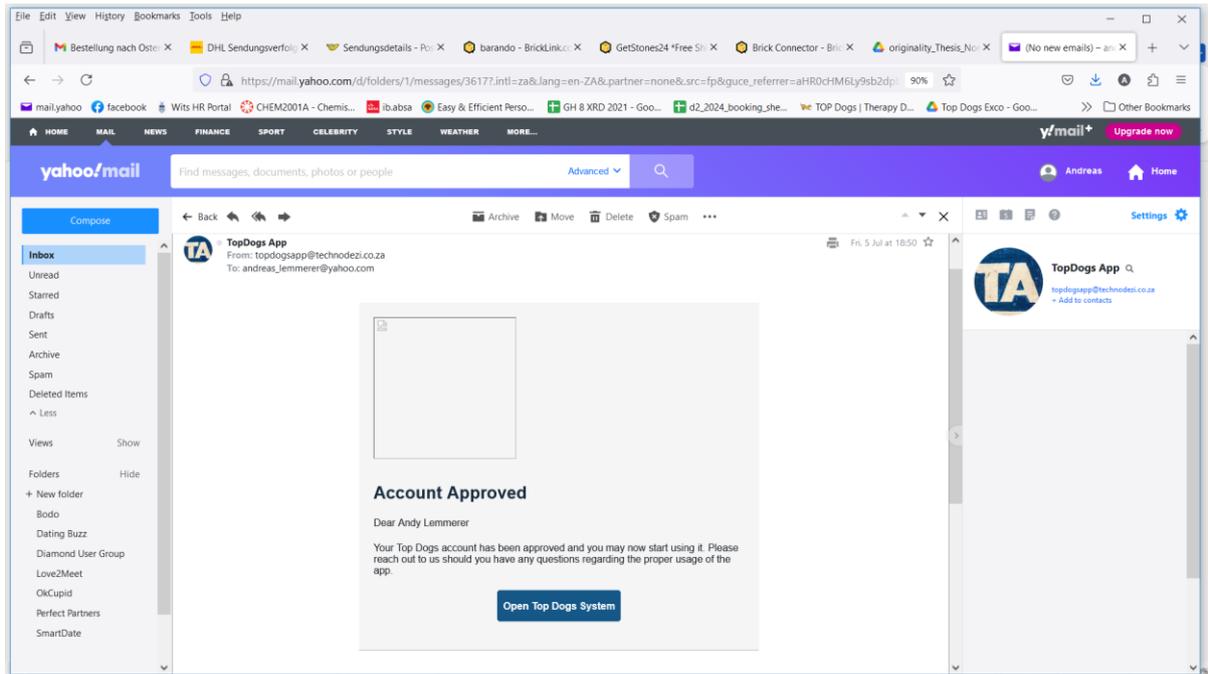
The next step will be done by TOP Dogs whereupon a person reviews your application and then approves or disapproves your application.

Once you have been emailed by the evaluation coordinator that your application is approved, you login again and see now that your left menu options have increased to those basic ones for you to join us on visits.



You should get an email notification:





See VIST SCHEDUUNG BY KAREN as the next important guide