New Handlers entirely

How to register and verify your email address.

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



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



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You will then get a successful message



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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.

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



How to Onboard Yourself

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

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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.

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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.

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	If you work weekdays during office hours, will you be able to get time off during the week in order to do a visit? [Many companies now allow time off under their CSI program] * Yes No	•		\$

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

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Calendar	How did you hear about TOP	Dogs?		What are your reasons for wa	anting to join TOP Dogs? *			
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	What training experience, if a present, or any other, dog? *	any, do you have with your		If you don't have dog training prepared to sign up at a dog t	g experience would you be training school if	9		
	My dog trained me.			recommended? * Yes No	N/A			
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You then get to the section asking about your dog as you scroll down

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Stead smiles for miles	present, or any other, dog? *		prepared to sign up at a dog training school if				
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Therapy	What training experience, if any, do you have with your present, or any other, dog? *	If you don't have dog training experience would you be prepared to sign up at a dog training school if	9
topoogs	My dog trained me.	recommended? * Yes No N/A	
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C Dashboard	Dog		
Calendar	Dog Details		
-	Dog Name *	Dog Breed *	
SUPPORT	Heidi	German Shepherd Dog	
FAQ	Dog Sex *	Do you know your dog's birth date? *	
	Female	• Yes No	
		Is your dog Adopted? *	
	-About your Dog-		
	Is Spaved / Neutered / Intact *		

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.

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topdogs	Female	*	YES NO			
Shear smiles for miles	Date of Birth *		Is your dog Adopted?*			
lef purchased	2022/03/02		Yes NO			
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SUPPORT	Is Spayed / Neutered / Intact *					
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6 FAQ						
	Therapy Dogs must have Annual Veter	inary Health Checks along wi	th their vaccinations, and be regula	arly treated for internal		
	and external parasites. Are you prepar	red to do this? *				
	TES	NO				
	Therapy Dogs must be bathed, groome	d, teeth cleaned, nails filed, a	nd sprayed with anti-bacterial spra	ay before visits. Are you		
	also prepared to do this? *					
	Yes	No				
				5-4 Ind		~

If your dog is adopted, then it is key for you to have stablished 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.

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SUPPORT			
7 FAQ	About your Dog		
	Is Spayed / Neutered / Intact *		9
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	Therapy Dogs must have Annual Veterinary Health Checks and external parasites. Are you prepared to do this? *	; along with their vaccinations, and be regularly treated for interna	al 🗩
	Yes No		
	Therapy Dogs must be bathed, groomed, teeth cleaned, na	ails filed, and sprayed with anti-bacterial spray before visits. Are ye	ou 🗩 🗸

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

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

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Calendar	Date of Adoption *				
SUPPORT	2024/03/01				
9 FAQ	About Jones Date				
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	and external parasites. Are you prepared to c	lo this? *			
	Yes	No			
	Therapy Dogs must be bathed, groomed, teet	h cleaned, nails filed, a	and sprayed with anti-bacterial spray before visits	. Are you 📁 🗩	

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.

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Dogs	YES No			
topoogs	Therapy Dogs must be bathed, groomed, teeth cleaned, nails filed, and sprayed with anti-bacterial spray before visits. Are you also prepared to do this? * YES No	9		
🗠 Dashboard	Does your dog accept people of different cultures? *			
Calendar	Yes NO			
SUDDUDT	Does your dog accept strange dogs/cats/birds/other animals? *			
FAQ	YES No			1
	Does your dog have any fears or phobias you know about? *			
	YES No			
	Share / Refer Externally Save to D	aft Submit		

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.

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SUPPORT FAQ FAQ Form Questions Ves	2	
Please select among the following the days and/or times that suit you for doing visits.* Weekdays 9h00 to 17h00 Weekdays After 17h00 Saturdays		
If you work weekdays during office hours, will you be able to get time off during the week in order to do a visit? [Many companies now allow time off under their CSI program] * Yes NO.		
One visit will take ± 1 hour, plus traveling. Can you commit to one visit per month? *		~ .

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.

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