

## **STEP 1**

### **REGISTRATION**

Open the link provided and click on "REGISTER AN ACCOUNT".

Complete the details in the form on this page and press "Register" to register a new account.

You will then be sent an email with a verification code, copy this code into the next page to complete your registration. (Check spam email box if not in normal inbox).

This is done so other people can't impersonate your email account and helps to maintain security.

After completing this step, you can login, complete your registration and make a booking request.

## **STEP 2**

### **LOGGING IN**

After logging in you will be taken to our DASHBOARD PAGE. Next to the Dashboard tab you will find the following tabs: Bookings, Invoices/Quotes, Pets, My Profile and Logout

## **STEP 3**

### **ADDING YOUR PET**

There are 2 easy ways you can add your dog:

On the bottom of the Dashboard page Click on "ADD PET" then add your dog's details.

Or click on the "Pets" tab.

Please complete all the details, including any allergies or medication your dog may need.

## **STEP 4**

### **ADDING A BOOKING**

Click on "ADD BOOKING". Choose the type of booking you request BOARDING, DAYCARE. Select the size of your dog (small or medium/large).

For DAYCARE bookings: You can add multiple dates. Select "SPECIFIC DATES" tab and click the specific days you want, or choose a DATE RANGE.

For BOARDING: you must enter drop off and pick up date and time.

You MUST read and accept out Terms and Conditions.

All 1st time customers must undergo an assessment. Call us to check our availability.

When you are ready to book an assessment please select the option DOG DAYCARE, and on the PEN TYPE field select DOG ASSESSMENT (last option). Dog assessments are only for your 1st booking.

New dogs must pass an assessment prior to any future booking confirmation.

You can also add additional extra services for your bookings (pick up and drop off services are only available on certain areas-please call us to check availability prior to booking it).

Please note: Your booking request will still require approval by staff, and you will be notified once your booking is approved.

Thank you,  
VIP DOG CLUB  
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