



Indiana Bulldog Rescue  
PO Box 1049  
Shelbyville, IN 46176  
[www.indianabulldogrescue.com](http://www.indianabulldogrescue.com)

## Website and Email Admin Instructions

### A. Purpose

This document provides a step-by-step overview of key administrative tasks which are needed to support IBR's website - <http://indianabulldogrescue.com> – and email.

**Trackabeast is also included in this document in a separate section.**

### B. Key Contacts

IBR's website was designed and was supported by Anderson Creative. Contact person was Arin Anderson. Anderson Creative, LLC. [arin@andersoncreative.works](mailto:arin@andersoncreative.works) 317-813-9597.

It is now hosted and supported with by Sapphire Strategy <https://sapphirestrategy.com/> They have full administrative access to our site, and we pay a monthly fee for hosting and support. So, if there are any, you can always reach out to Jordan Nommy and she will be happy to help. Her contact information is: [jordan@sapphirestrategy.com](mailto:jordan@sapphirestrategy.com) 317-643-2071.

### C. Website and Email Background

IBR's website was implemented in May 2016 by Anderson Creative and was hosted by a company called Flywheel (<https://getflywheel.com/>).

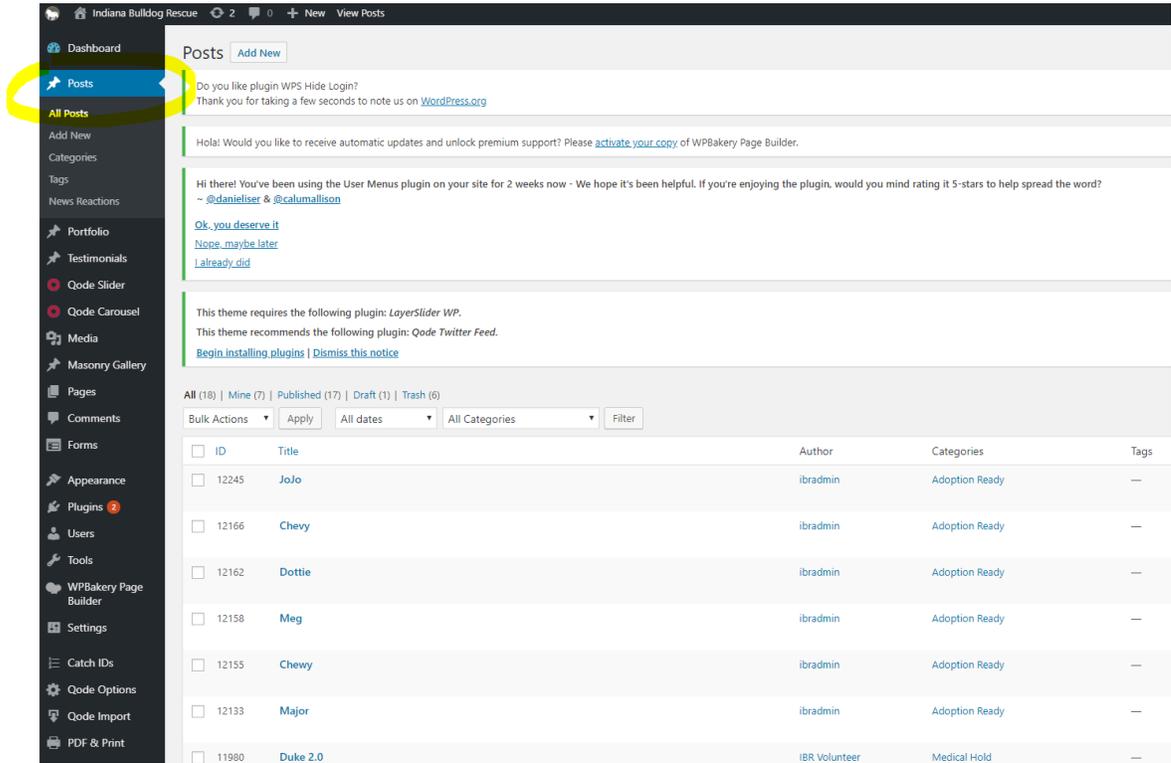
It has been moved to Sapphire Strategy.

It is a WordPress based site with several supported WordPress plug-ins are used to drive necessary functionality, the most notable of which is Ninja Forms (<https://ninjaforms.com/>) which is the back-end for all of the forms (applications, surrender, volunteer, etc.) on the website. The submissions are sent to specific email accounts, but also stored on WordPress. Find Ninja Forms support information later in this document.

The theme is Bridge and it uses Qode to design the site. WPBakery is a plugin page builder (that doesn't support the default WordPress block builder). It is needed as some features the site has (testimonial slider) are only available with the version of WPBakery that is installed. Without it, we would need to purchase Qode pro blocks and rebuild the website with the block editor.



- b. Collect as much information as you can about the dog to include in the initial bio – type of pull (shelter/owner surrender), intake date, age, weight, general temperament, etc. You can also collect this information from the Surrender Form. See Section I.
- 2) When you are ready to post the dog’s bio, you will need to access the admin login link - <https://indianabulldogrescue.com/wp-admin/>
- 3) Once in the Admin, access Posts on the left navigation.



- 4) Pick a bio that you know looks correct from the list, hover over it and select “Duplicate Post”
- 5) Hover over copied post (it might be a Draft) and select “Edit Post”

6) Update dog's name in title and permalink

Sample Dog

Permalink: <https://indianbulldogrescue.com/sampledog/> Edit

Classic Mode

WPBakery Page Builder

Specification List

Hi IBR Land,

My name is Pearl and, man, my life has char to a pretty scary place called a 'shelter' beca me to the vet. The people at the shelter might be there forever! But then this really r mom. She took me to really nice house it is

But, even with all of the nice stuff in my new I'm a 'Stage 5 Clinger', I'm not exactly sure v to my humans at all times .. so much so that don't want them to forget that I'm there! M companion you could ever ask for!

My foster mom is also working with on this house! I like the house! But, apparently, I'm family never told me that but I guess that's very hard to learn but I do forget sometime

- 7) Hover cursor over Specifications List box and a green command strip will appear. Select the pencil in the middle and the Specifications List will pop up. Edit all specifications to match new dog.

Image

Meet Pearl!

Title Tag

h3

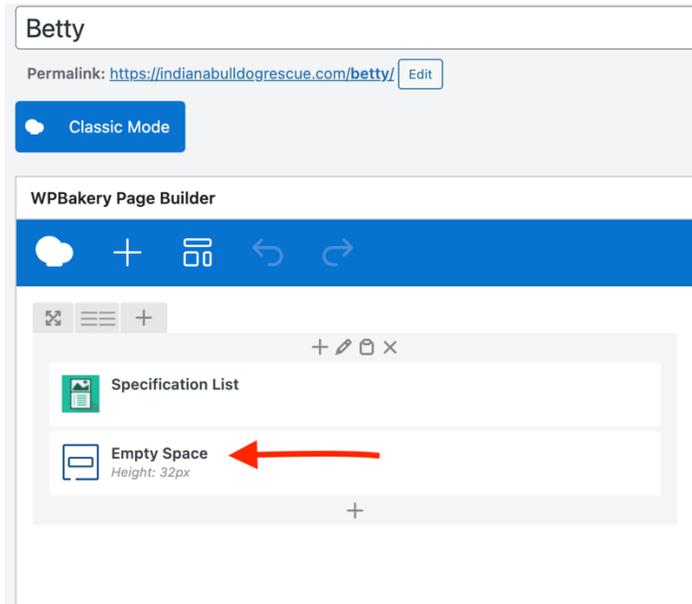
List Items

- Label: Status, Value: Medical Hold
- Label: Intake Type, Value: Owner Surrender
- Label: Intake Date, Value: 02/08/2019
- Label: Age, Value: 6 years
- Label: Gender, Value: Female
- Label: Weight, Value: 38 lbs
- Label: Energy Level, Value: Medium
- Label: Good w/ other dogs, Value: Yes
- Label: Good w/cats, Value: Unknown
- Label: Good w/kids, Value: Yes
- Label: Object aggression, Value: None noted
- Label: Special Needs, Value: Other (more info in bio)
- Label: Medications, Value: Monthly Heartworm and Flea/Tick Preventative
- Label: Crate trained, Value: No

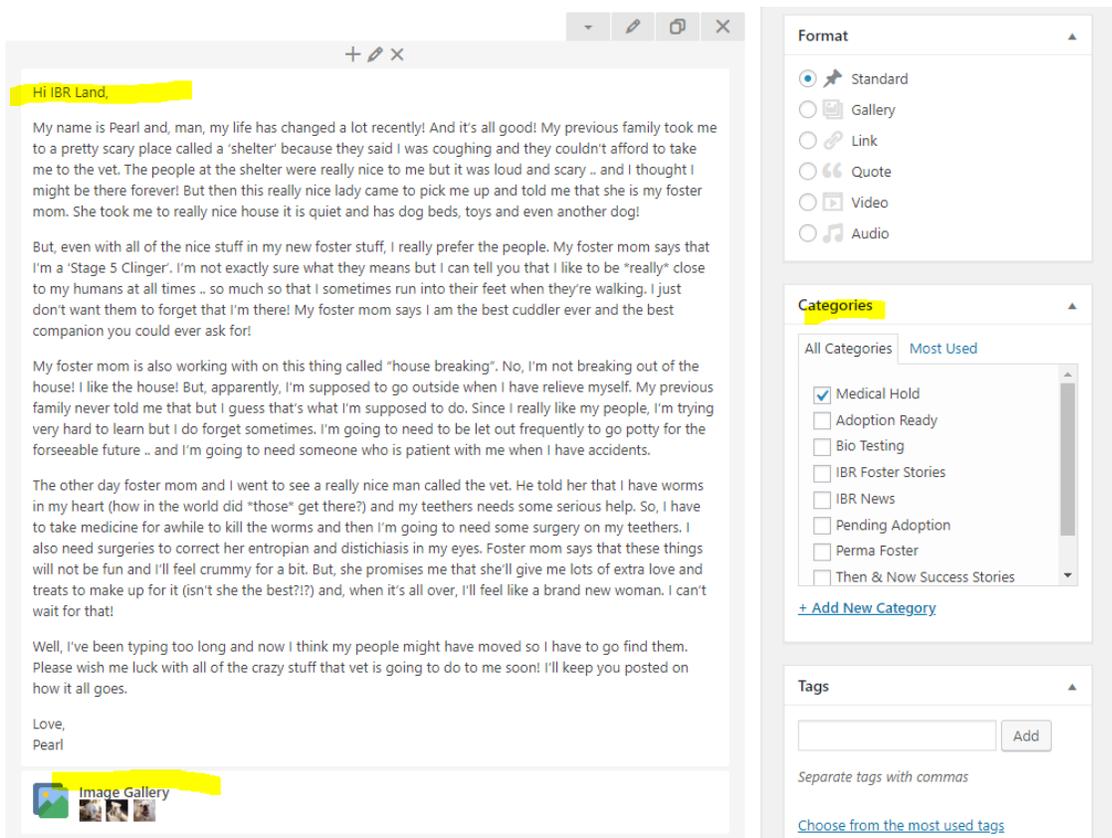
Close Save changes

- 8) Remove the photo at top. Select plus sign and follow prompts to upload photo(s) of the new dog. Note: I upload all photos of the dog in this step just to make things quicker.
- 9) Select the best photo to show here as main photo on the dog's bio.
- 10) When done with specification updates, click "Save Changes".

- 11) Under the Specification List, make sure there is an Empty Space element. This prevents the list and the bio from touching on mobile screens.



- 12) Update Bio, Image Gallery and Category. For Bio and Image Gallery, hover over section, select pencil, make edits and then select Save. For Categories, select the checkbox to match the appropriate status for the dog.



- 13) Update Excerpt and Featured Image. For Excerpt, just click in box and update all content. For Featured Image, just click on the image and you will be taken to the gallery where you can pick the best image (same image as you picked in specifications header).

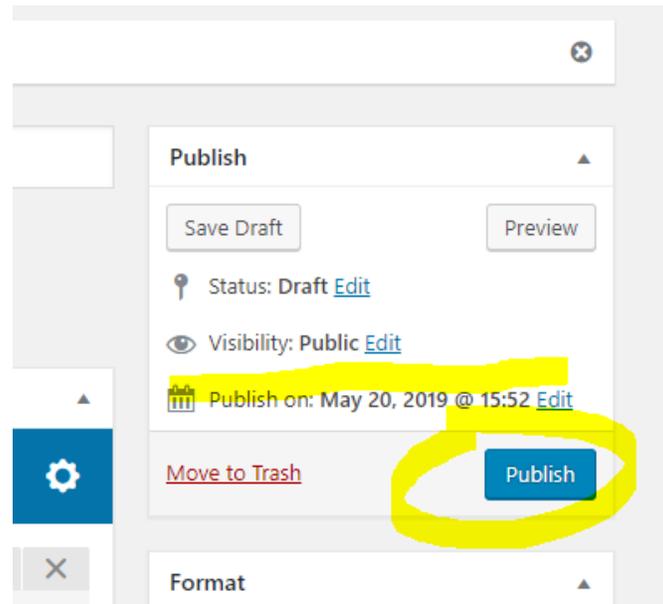
The screenshot shows a WordPress post editor interface. On the left, the 'Excerpt' section is expanded, showing a text area with the content: 'Meet Pearl! <br> Pearl is on Medical Hold'. Below this, there are sections for 'Code General', 'Author', 'Revolution Slider Options', and 'Code Post Layout'. The 'Code Post Layout' section includes a 'Hide Feature image' toggle set to 'Yes', and two dropdown menus for 'Dimensions of image for Blog Masonry' and 'Dimensions for Masonry Gallery', both set to 'Default'. On the right side, the 'Featured Image' section is expanded, showing a photo of a small dog. Below the image, there are links to 'Click the image to edit or update' and 'Remove featured image'. At the bottom right, there is a section for 'Append A Ninja Form'.

- 14) In Post Layout selection, review the following:
- Hide Feature Image should always be set to Yes
  - Posts on live site are ordered first by Featured Post and then by Public date. So, you can set the Featured Post to Yes if you want that post at the top of the list or no if you want it farther down. I typically set it to No for Medical Hold dogs and Yes for Adoption Ready.

The screenshot shows the 'Code Post Layout' section of the WordPress post editor. It contains several settings:

- Hide Feature image:** A toggle switch set to 'Yes'.
- Dimensions of image for Blog Masonry:** A dropdown menu set to 'Default'.
- Dimensions for Masonry Gallery:** A dropdown menu set to 'Default'.
- Single Post Type:** A dropdown menu.
- Post Layout:** A dropdown menu.
- Featured Post:** A toggle switch set to 'Yes'.
- Trending Post:** A toggle switch set to 'No'.
- Hot Post:** A toggle switch set to 'No'.

15) Once done, scroll to the top and click on the blue Publish button. You can also edit the Publish date manually here if needed to reorder posts on the live site.



#### **F. Performing Admin Updates to Bios**

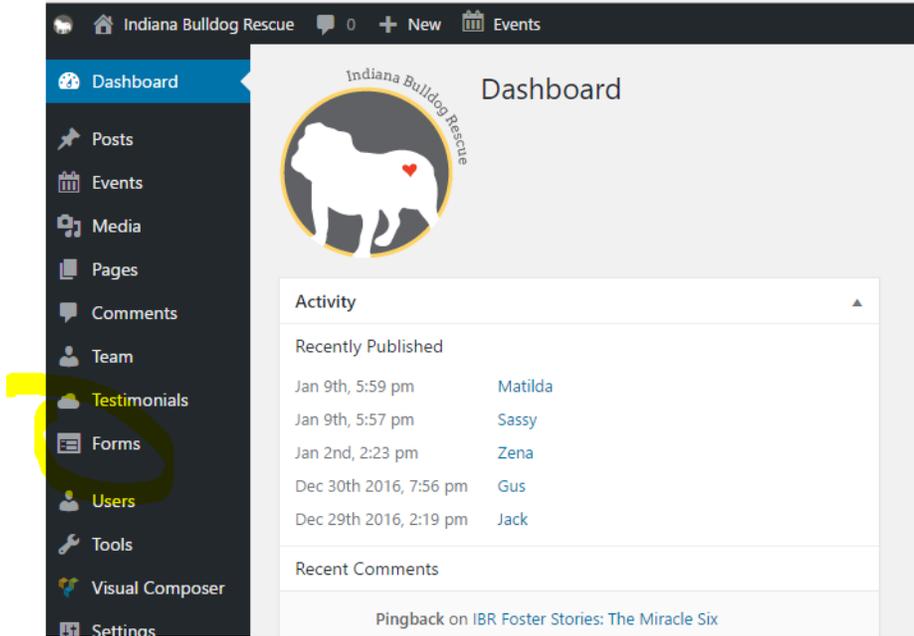
Foster parents will often forget to update bios when their foster dogs go on trials and/or are adopted. So, you will need to keep your eye out on the Volunteer FB page for these updates and then ensure they are posted on the website. Some examples:

- When a foster dog goes on a trial, the Category and adoption status in the Specification List, Bio Text Box and Excerpt sections change to Pending Adoption.
- When a foster dog is adopted, you can change the Post Status from Published to Draft and this will remove the bio from the website.

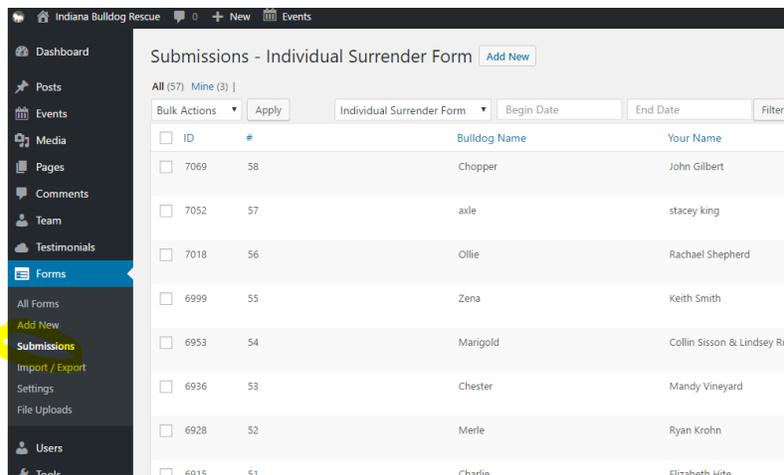
#### **G. View Form Submissions**

As noted in Section C, Ninja Forms drive a lot of the interactive content on IBR's website. This includes surrender forms, adoption applications, volunteer applications and volunteer forms. Occasionally, volunteers will report that forms were submitted but emails were not received.

- 1) Select "Forms" from the left-hand navigation.



- 2) Then click on Submissions and select the type of Form for which you want to view submissions and the list of submitted items will appear. You can scroll over any item and select "edit" to view the contents.



- 3) If the issue reported is a submitted form without an email receipt and you can't find any viable reason why the email didn't go through, you can do the following:
  - a. Print the submission to PDF from the back-end and send it to the volunteer so that they have it.
  - b. Submit a test form from the website to see if the email issue persists.
- 4) If you ever need to contact Ninja Forms for support, you can do so by logging in at <https://ninjaforms.com/your-account/> Login is morroje / !IBR2017

## **H. Edit Forms**

If you need to edit a form, then access Forms via left navigation (same as previous item), then select All Forms. Find the necessary form, hover over it and select edit. The "Build your Form" tab contains all of the form field. The "Email & Actions" tab contains all of the details of what occurs after the form is submitted.

## **I. Edit Website Pages**

If you need to edit a page on the website, just select Pages from the left navigation. Find the page you want to edit, hover over it and select edit. Once in the page, find the section to edit, hover and click pencil. Make changes, save and then select publish.

# Trackabeast Admin Details

## A. Key Contacts

Carrie Gerendasy created and supports Trackabeast. She can be reached at carriedasy@comcast.net.

## B. Maintaining Dogs in Trackabeast

Details on maintaining dogs in Trackabeast are contained in the IBR Foster Procedures document. This document focuses solely on admin updates.

## C. Adding New Foster Family or Vet to Trackabeast

When a new foster family or vet is approved, you will need to add them to Trackabeast. To do this, you will need to:

1. Login to TB with your admin credentials
2. Select People Tab and then Add New Person

The screenshot shows the Trackabeast Admin interface. At the top, there is a navigation bar with links: Start Page | Admin | Downloads | User's Manual | Quick Tips | Signout. Below this is a main menu with tabs: Animals, People (highlighted), Organizations, Placements, and Matches. Under the 'People' tab, there are buttons: Add New Person (highlighted), Printable Report, Full Download, Mailing List, Email + Names, and Email Only.

The 'Add New Person' form includes a search bar with the placeholder text 'Search Names, Company, Addresses, Email, Animal Desired, Comments'. To the left of the search bar are checkboxes for 'Show Inactive', 'Volunteers Only', and 'Fosters Only'. The form contains several input fields and dropdown menus: 'From (active date):', 'To (active date):', 'Volunteer Type: --Any--', 'County: --', 'Role: --Any--', 'Last Name Starts With:', 'Foster Type: --Any--', 'State: --', 'Country: --', and 'Adoption Stage: --Any--'. There are 'Search' and 'Reset' buttons at the bottom of the form.

Below the form is a 'Show/Hide Columns' button. The main content area displays a table with the following data:

Sort By:		Total Entries: 349						
Last Name		DNA	First	Last	Partner	Phone	Email	Street Address
Edit	Scott	Abderhalden	Victoria	Abderhalden	c - 413-717-0439	scott.abderhalden@indianabulldogrescue.com	1205 Sunset Blvd	
Edit	Victoria	Abderhalden	Scott	Abderhalden	c - 765-602-1751	victoria.abderhalden@indianabulldogrescue.com	1205 Sunset Blvd	
Edit	Ben	Abney			c - 502-314-2989			
Edit	Dr. Dwayne	Allen			w - (812) 923-8825		Hillside Animal Clinic	
Edit	Connie	Allen			h - 812-275-7510	jall12@ymail.com	1447 E. Oolitic Rd	
Edit	Jennifer	Allman			h - 574-343-4262	jallman21@yahoo.com	305 S. Indiana Ave	
Edit	Dr. Jo	Allrich			w - (317) 856-4000		Decatur Veterinary Clinic	

- Fill out pop up box. For a foster, select Foster **and** System User boxes. For Vet, only select Veterinarian box. Select submit.

Person Stub - Google Chrome  
 https://www.trackabeast.com/person.do

First Name:

Last Name:

Home Phone:

Work Phone:

Cell Phone:

Show this person in the following dropdown lists:

Foster (placement list)  Adopter (placement list)  System User (user list)

Veterinarian (medical entries)

Submit

- Fill key contact information. For a foster, you can obtain the PDF foster app from the Foster team and upload it via Manage Files at the top. Click Submit.

Animals | People | Organizations | Placements | Matches

Name: Test Test

Profile | Volunteer Info | Foster Info | Placements | Matches | Volunteer History | Donation History << Prev Next >> previous and next people correspond to the specific sort and filters currently set in the person browser

Submit Date Active: 05/20/2019 Manage Files Send mail?  Active  Inactive

(If special mailing instructions, please make note in comments section.)

First Name: Test Partner:

Last Name: Test Home Phone:

Street Address:  Work Phone:

(Also use field above for 2nd Name or Company Name) Cell Phone:

Address2:

Address3:

City:

State:  Zip:

County:  Country:

Fax:

Email:

Email2:

Type of animal desired:

Application Received:

Reviewed by:

Comments:

Application Stage: --Select--

Foster (foster dropdown)  Adopter (adopter, match dropdown)  System User (user dropdown)  Veterinarian (medical dropdown)  Match (match dropdown)  Volunteer  Donor  Do Not Adopt

Avail. Foster  Staff  Pet Wish  Board Member

Submit Delete This Person

Animals | People | Organizations | Placements | Volunteer

5. For Foster, you will now need to go to Admin via the top navigation and add them as a user by selecting them from the first drop down box.
  - a. User name is First.Last and password is IBRbulldogs2017.
  - b. Access for fosters is "Read-Write (Current Fosters Only)"

Start Page | [View History of Changes](#) | [Signout](#)

**Add User:** -- Select an Item --  (write, add to or edit a note to your users)

**Edit User:**   --no limit-- (number of records you see on each page of top-level brow

**Origins**

Delete: --Select--

**Placement Status**

Delete: --Select--

**User-defined Person Roles**

Delete: -- Select an Item --

**Counties**

Delete: --Select--

Add Petfinder Breed List to Dog Breed dropdown

## D. Adding New Foster Dog to Trackabeast

When adding a new Foster Dog to TB, you will want to ensure that their foster family is entered first. Once this is confirmed, then:

1. Go to Animals tab and select Add Dog

Start Page | Admin | Downloads | User's Manual | Quick Tips | Signout

Animals | People | Organizations | Placements | Matches

Medical: \$6091.83  
 Boarding: \$0.00  
 Supplies: \$0.00  
 Training: \$0.00  
 Total Costs: \$6091.83

Total Fees: \$34499.50

Search animal profile (names, comments, ids) From (Intake date): To (Intake date):  
 Placement Status Equals: --Any-- Origin Equals: --Any-- To (Plcmnt date):  
 Location Contains: Rescue Type Equals: --Any-- Breed Contains:

Show/Hide Columns

Sort By: Intake Date Total Entries: 134 (Some items may be truncated)

Animal Name	Rescue ID	Animal Type	Intake Date	Sex	Chip #	Chip Mfg	Reg-istered	Breed	Color	Birth Date	Approx. Age	Weight	Placement Status	Current Loc.	Plcmnt Date
<input type="button" value="Edit"/> Bucky		dog	05/14/19	F	985-119-000-027-357	Home Again		English Bulldog	Black and White	05/10/13	6 yrs	82 lbs	Fostered	Casper Scott	05/14/19
<input type="button" value="Edit"/> Piper		dog	05/02/19	F	985113000209211	HomeAgain		English Bulldog	Black and White	05/10/13	6 yrs	82 lbs	Fostered	Natalie Miller	05/02/19
<input type="button" value="Edit"/> Major		dog	04/20/19	H	95500004845007	AKC/Car		English Bulldog	Fawn	06/20/14	4 yrs		Fostered	Casper Scott	04/20/19
<input type="button" value="Edit"/> Chewy		dog	04/13/19	F	985112010904489	HomeAgain	<input checked="" type="checkbox"/>	English Bulldog	Brindle and White	04/17/13	6 yrs	46 lbs	Fostered	Jennifer Allman	04/13/19
<input type="button" value="Edit"/> Meg		dog	04/11/19	F	*602*329*983	Avid		English Bulldog	Fawn and White	04/12/18	1 yr	56 lbs	Fostered	James Brava	04/11/19
<input type="button" value="Edit"/> Chevy		dog	04/09/19	H	982126052806728	Mchip		English Bulldog	Fawn and White	12/01/12	6 yrs	80 lbs	Fostered	Jeff & Cynthia Dora	04/09/19
<input type="button" value="Edit"/> Dottie		dog	04/06/19	F	TR 0006AE0407	unknown		English Bulldog	White	04/12/13	6 yrs	53 lbs	Fostered	Casper Scott	04/20/19
<input type="button" value="Edit"/> JoJo		dog	04/05/19	F	985112003633065		<input checked="" type="checkbox"/>	English Bulldog	Fawn and White	04/12/12	7 yrs	50 lbs	Fostered	Jonathan Stevens	04/09/19
								Frostlich	Fawn and				Adopted	Tiffany &	

2. Fill out all information and add photo/
  - a. NOTE: Special need info appears on the printable medical record that is provided to adopters. Description/temperament does not.

Animals
People
Organizations
Placements
Ma

Name: Piper ?

Animal Profile
Check List
Medical Records
Placements
Matches
Photo Gallery

[<< Prev](#)
[Next >>](#)
previous and next animals correspond to the specific sort and filters currently set in the animal browser

[Medical Overview](#)

[Full Medical Report](#)

[Printer-friendly Overview](#)

[Manage Files](#)

TabID: 61037609

[Add to Website](#)

---

Name:

Microchip #:

Chip Mfg:

Impound #:

Alias:

Rabies Tag #:

Chip Registered?  Yes

Tattoo #:

Rescue Group Animal id:

Other id:

Date Registered:

Registration #:

**Dates & Vital Statistics**

Intake Date:

Where Did Animal Come From?

Initial Rescue Activity

Sex:

Birthdate:   Verified

(Changing birthdate or age will result in the other being recalculated.)

Current Age:

Yrs      Mns      Wks

Upload Photo  No file chosen

Mix

Breed:

Secondary Breed:

Size:

Weight:       Color:

Adoption Ready?  Yes    If not, when?

Special Needs or Behavior Issues

Explain Special Needs

Description/Temperament and Comments:

She was originally confiscated from a drug house and was almost starved to death. She was adopted by a very nice couple, about a year ago, and has (clearly) filled out. She is not a fan of the children who recently moved into the home, so they are making the difficult decision to surrender her, in hopes she will find her perfect forever home.

3. Upload PDF surrender form from Surrender Request email via Manage Files.
4. Then click Submit to save all information on the dog.
5. Next click Placements at the top and select Add New Placement. Select intake date. Placement Status (Fostered) and foster name from drop downs. Click submit to save changes.

Name: Piper



[Animal Profile](#)

[Check List](#)

[Medical Records](#)

[Placements](#)

[Matches](#)

[Photo Gallery](#)

[<< Prev](#) [Next >>](#)

previous and next animals correspond to the species and filters currently set in the animal browser

Boarding: \$0.00 Total Adoption Fees: \$0.00  
 Supplies: \$0.00  
 Training: \$0.00  
 Total Costs: \$0.00

[Add New Placement](#)

Location Contains: <input type="text"/> From (Date in): <input type="text"/> (Placement Date) To (Date in): <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	Comments Contain: <input type="text"/>	Placement Status Equals: <input type="text" value="--Any--"/> Origin Equals: <input type="text" value="--Any--"/> placement County: <input type="text" value="--"/> placement Country: <input type="text" value="--"/>
--	---	--

Sort By:  Total Entries: 1

	Date in	Location	County	Country	Placement Status	Comments	Ad Fee	Supplies	Boarding	Training
<a href="#">Edit</a>	05/02/2019	Natalie Miller			Fostered		0.0	0.0	0.0	0.0

[Animals](#) | [People](#) | [Organization](#)

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Webs