

INSTRUCTIONS – HOW TO REGISTER A CAT FOR SPAY/NEUTER CLINIC

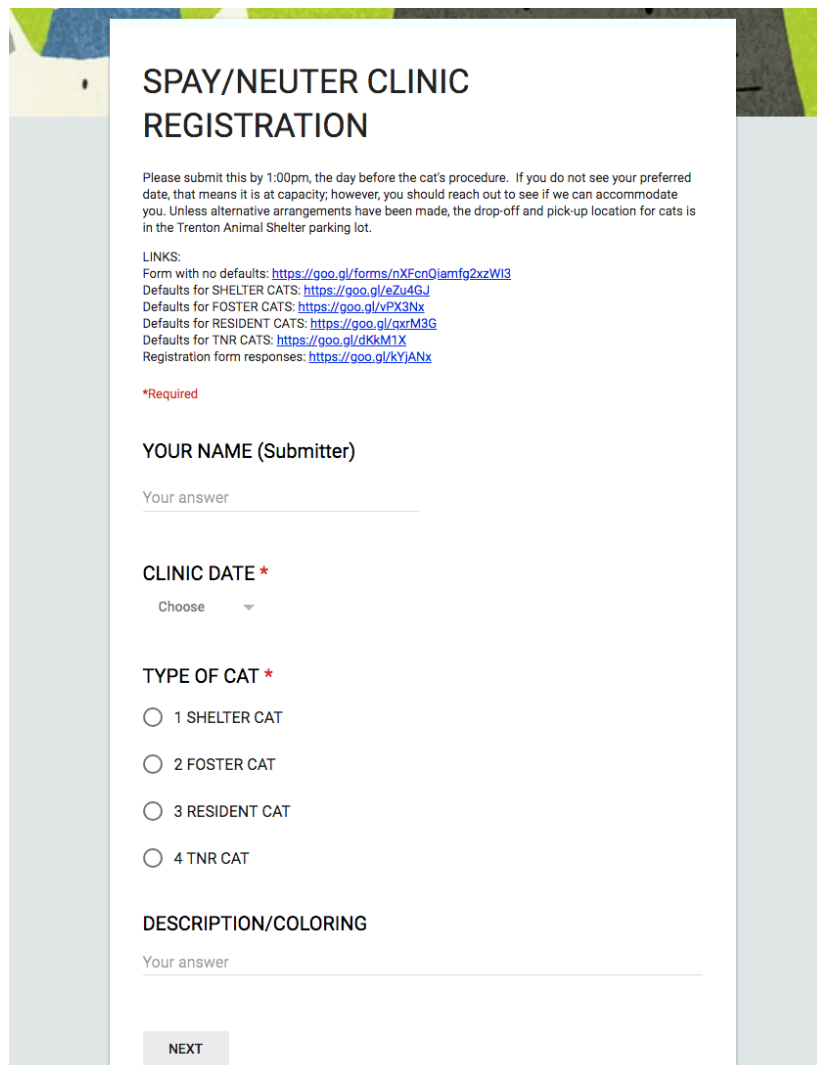
To register a cat for the spay/neuter clinic through Trenton Cat Rescue, use the form to submit information about the cat, their medical needs, and transportation/owner information, if applicable.

Here is the link to the form:

<https://goo.gl/forms/nXFcnQiamfg2xzWI3>

There are instructions at the top of the form and a list of links to versions of the same form with some answers pre-filled, based on the type of cat. You can either use the link based on the type of cat you want to register or use the generic form and fill in the answers yourself.

PAGE ONE – TYPE OF CAT and DESCRIPTION



SPAY/NEUTER CLINIC REGISTRATION

Please submit this by 1:00pm, the day before the cat's procedure. If you do not see your preferred date, that means it is at capacity; however, you should reach out to see if we can accommodate you. Unless alternative arrangements have been made, the drop-off and pick-up location for cats is in the Trenton Animal Shelter parking lot.

LINKS:
Form with no defaults: <https://goo.gl/forms/nXFcnQiamfg2xzWI3>
Defaults for SHELTER CATS: <https://goo.gl/eZu4GJ>
Defaults for FOSTER CATS: <https://goo.gl/vPX3Nx>
Defaults for RESIDENT CATS: <https://goo.gl/qxrM3G>
Defaults for TNR CATS: <https://goo.gl/dKkM1X>
Registration form responses: <https://goo.gl/KYJANx>

***Required**

YOUR NAME (Submitter)

Your answer

CLINIC DATE *

Choose ▼

TYPE OF CAT *

☐ 1 SHELTER CAT

☐ 2 FOSTER CAT

☐ 3 RESIDENT CAT

☐ 4 TNR CAT

DESCRIPTION/COLORING

Your answer

NEXT

Enter your name.

Choose the date the cat will go to the clinic.

Choose the type of cat. **This answer determines what information you will be asked on the following pages.**

Briefly describe the cat's coat coloring.

OWNER INFORMATION

If you select RESIDENT CAT on page 1, you will be directed to the OWNER INFORMATION page.

**SPAY/NEUTER CLINIC
REGISTRATION**

*Required

OWNER INFORMATION

FIRST NAME *

Your answer

LAST NAME *

Your answer

PHONE NUMBER *

Your answer

ADDRESS *

Your answer

EMAIL

Your answer

PAYMENT

Your answer

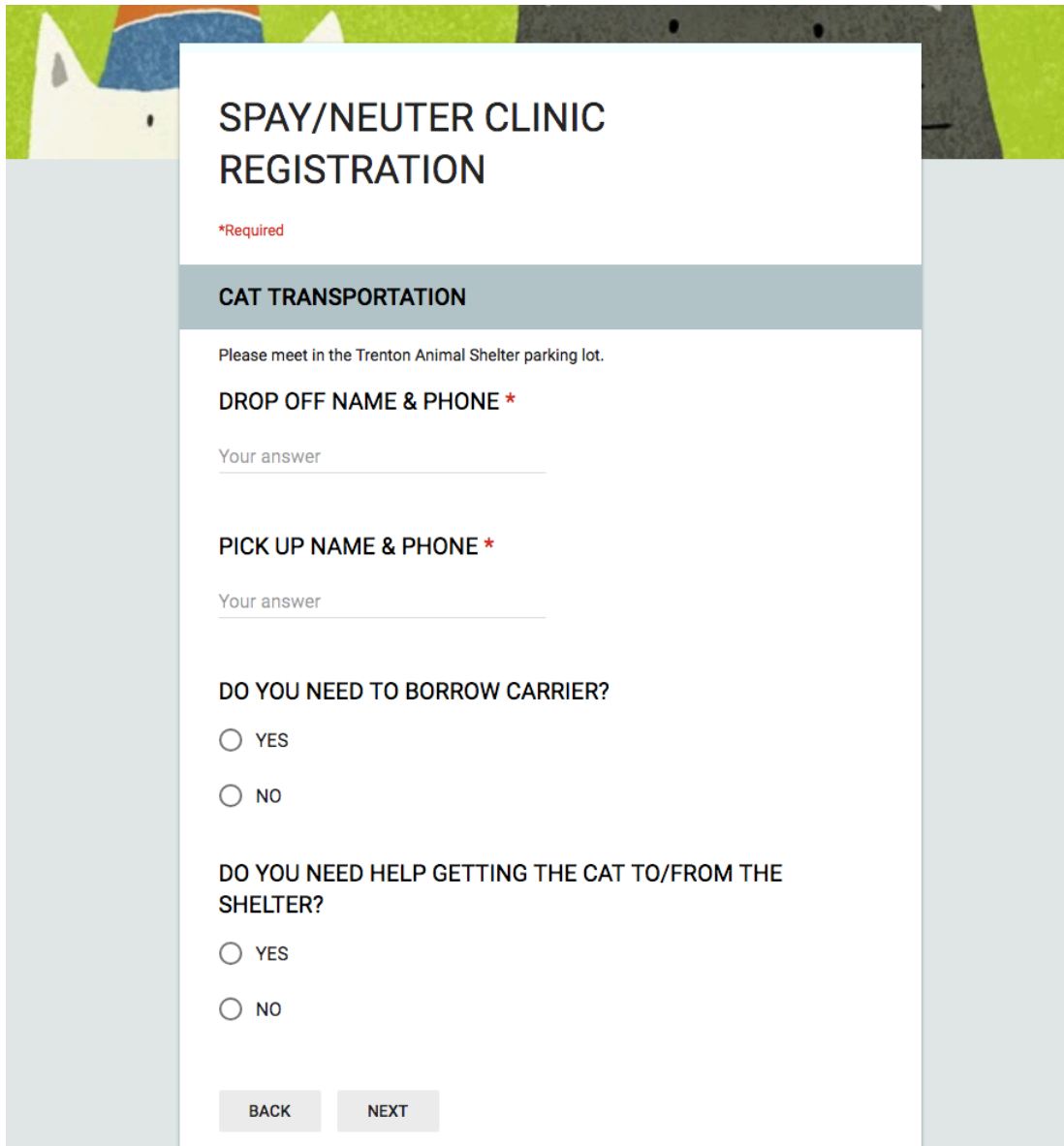
BACK **NEXT**

Enter payment amount. Enter \$0 if not paying.

The NEXT button will take you to CAT TRANSPORTATION. (see below)

CAT TRANSPORTATION

If you select FOSTER CAT on page one, you will be directed to the CAT TRANSPORTATION page. You will also be directed to this page if you are registering a RESIDENT CAT after you have completed the OWNER INFORMATION page.



The screenshot shows a web form titled "SPAY/NEUTER CLINIC REGISTRATION" with a sub-section "CAT TRANSPORTATION". The form includes instructions to meet at the Trenton Animal Shelter parking lot, followed by two required fields for "DROP OFF NAME & PHONE" and "PICK UP NAME & PHONE", each with a "Your answer" input line. Below these are two sets of radio button questions: "DO YOU NEED TO BORROW CARRIER?" and "DO YOU NEED HELP GETTING THE CAT TO/FROM THE SHELTER?", each with "YES" and "NO" options. At the bottom are "BACK" and "NEXT" buttons.

**SPAY/NEUTER CLINIC
REGISTRATION**

*Required

CAT TRANSPORTATION

Please meet in the Trenton Animal Shelter parking lot.

DROP OFF NAME & PHONE *

Your answer

PICK UP NAME & PHONE *

Your answer

DO YOU NEED TO BORROW CARRIER?

☐ YES

☐ NO

DO YOU NEED HELP GETTING THE CAT TO/FROM THE SHELTER?

☐ YES

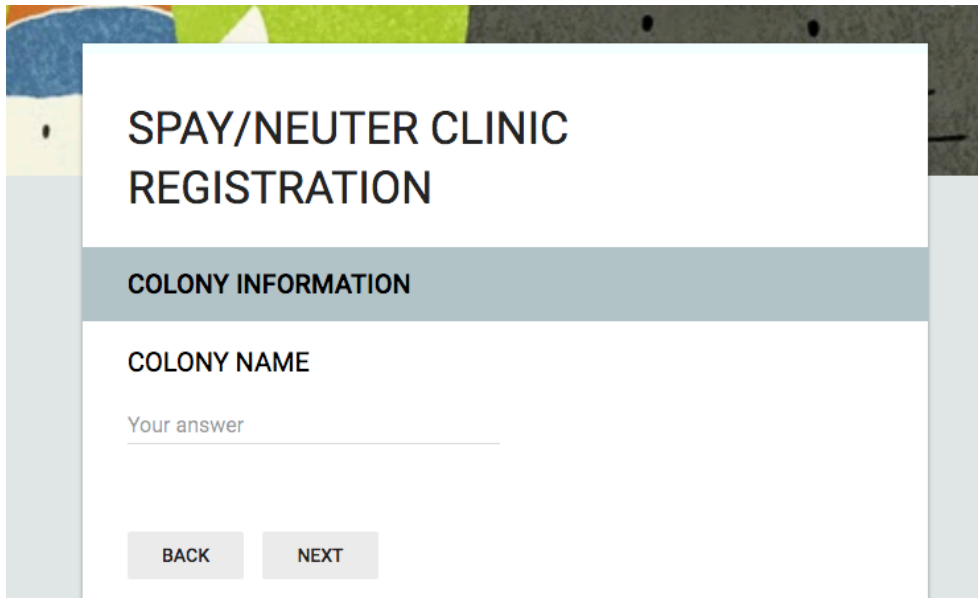
☐ NO

BACK **NEXT**

The NEXT button will take you to CAT INFORMATION.

COLONY INFORMATION

If you select TNR CAT on page one, you will be directed to the COLONY INFORMATION page.



The screenshot shows a web form titled "SPAY/NEUTER CLINIC REGISTRATION". Below the title is a section header "COLONY INFORMATION". Under this header, there is a label "COLONY NAME" followed by a text input field containing the placeholder text "Your answer". At the bottom of the form, there are two buttons: "BACK" and "NEXT".

Enter the colony name.

The NEXT button will take you to INTAKE NOTES. (see below)

CAT INFORMATION

Unless you are registering a TNR CAT, you will get to CAT INFORMATION at some point on the form. If you select SHELTER CAT on page one, you will be directed to the CAT INFORMATION. If you are registering a FOSTER CAT or RESIDENT CAT you will be directed to CAT INFORMATION after you complete the CAT TRANSPORTATION page.

The screenshot shows a web form titled "SPAY/NEUTER CLINIC REGISTRATION". Below the title is a red asterisk and the word "Required". A grey header bar contains the text "CAT INFORMATION". The form fields include: "CAT NAME *" with a text input field labeled "Your answer"; "CAT SEX *" with three radio button options: "MALE", "FEMALE", and "UNKNOWN"; "CAT AGE *" with a text input field labeled "Your answer"; a section titled "Check if the cat is 6 months or younger." with a checkbox labeled "KITTEN"; "LITTERMATES" with a text input field labeled "Your answer"; and two buttons at the bottom: "BACK" and "NEXT".

You can enter littermates for the first cat in the litter and then write “see <name of cat>” for the other littermates.

The NEXT button will take you to the INTAKE NOTES page.

INTAKE NOTES

For SHELTER, FOSTER, and RESIDENT CATS, you will arrive at this page after completing CAT INFORMATION. For TNR CATS, you will get to INTAKE NOTES after completing COLONY INFORMATION.

The screenshot shows a web form titled "SPAY/NEUTER CLINIC REGISTRATION". Below the title is a red asterisk and the word "Required". The form has a section header "INTAKE NOTES" in a grey bar. Below this, there are several questions, each with a red asterisk indicating they are required. Each question has two radio button options: "YES" and "NO". The questions are: "SPAY/NEUTER *", "EAR TIP *", "SNAP TEST *", "RABIES *", "FVRCP *", "FLEA TX *", and "MICROCHIP *". Below these is an "OTHER" section with a text input field labeled "Your answer". At the bottom of the form are two buttons: "BACK" and "NEXT".

SPAY/NEUTER CLINIC
REGISTRATION

*Required

INTAKE NOTES

SPAY/NEUTER *

☐ YES

☐ NO

EAR TIP *

☐ YES

☐ NO

SNAP TEST *

☐ YES

☐ NO

RABIES *

☐ YES

☐ NO

FVRCP *

☐ YES

☐ NO

FLEA TX *

☐ YES

☐ NO

MICROCHIP *

☐ YES

☐ NO

OTHER

Your answer

BACK NEXT

For SHELTER and FOSTER cats, these will default to

- **YES** for SPAY/NEUTER, SNAP TEST, RABIES, FLEA TX and MICROCHIP
- **NO** for EAR TIP and FVRCP.

Rabies must be YES unless the cat has a current Rabies certificate. The vet will decide if a kitten is too young.

For RESIDENT cats, these will default to

- **YES** for SPAY/NEUTER, RABIES, FVRCP, FLEA TX and MICROCHIP
- **NO** for EAR TIP and SNAP TEST.

For TNR cats, these will default to

- **YES** for SPAY/NEUTER, EAR TIP, RABIES, FVRCP and FLEA TX
- **NO** for SNAP TEST and MICROCHIP.

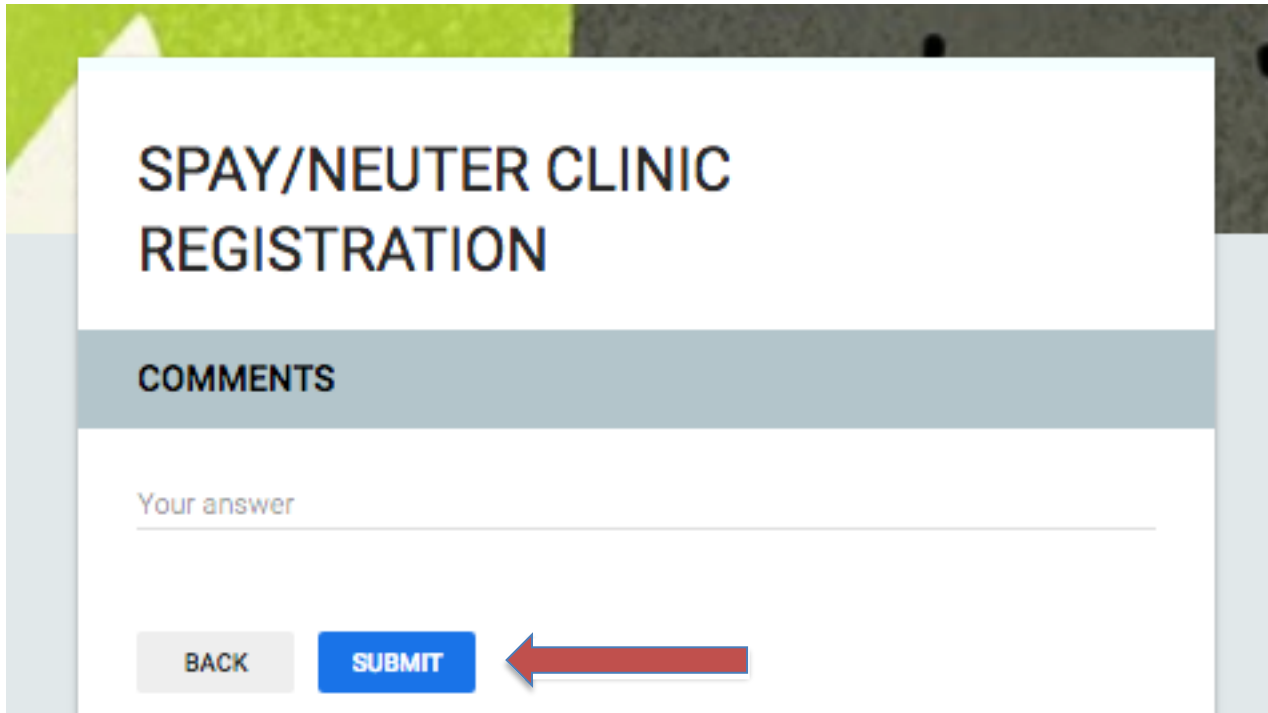
Make changes as needed.

Use this field to submit additional treatment information. E.g., check injury L front paw, hernia.

The NEXT button will take you to COMMENTS.

COMMENTS

This is the final page and provides an opportunity to submit any additional comments regarding the cat's appointment (e.g., drop off at EASEL, text the resident – don't call).



The screenshot shows a web form titled "SPAY/NEUTER CLINIC REGISTRATION". Below the title is a section labeled "COMMENTS". Inside this section, there is a text input field with the placeholder text "Your answer". At the bottom of the form, there are two buttons: a grey "BACK" button and a blue "SUBMIT" button. A red arrow points to the "SUBMIT" button.

Click SUBMIT to complete the registration.

REGISTRATION FORM RESPONSES

If you need to make a change or review entries, use the link to the Registration form responses

SPAY/NEUTER CLINIC REGISTRATION

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Defaults for RESIDENT CATS: <https://goo.gl/qxrM3G>
Defaults for TNR CATS: <https://goo.gl/dKkM1X>
Registration form responses: <https://goo.gl/kYjANx>

You can change any of the fields needing correction.

REGISTRATION FORM RESPONSES

CLINIC D	TYPE OF CAT	CAT SEX	COLC	FIR	LAST NAM	CAT NAME	DESCRIPTION/COLC	Check	CAT AGE	LITTERMATES	SPA	EAR	SN	RA	FVRC	FL
2020-06-25	2 FOSTER CAT	FEMALE				Miss Tache	Gray & White Tuxedo	KITTEN	12 weeks	Blaze, Cowgirl, Dwayne, King	YES	NO	YES	YES	NO	YES
2020-06-25	2 FOSTER CAT	FEMALE				Blaze	Gray & White Tuxedo	KITTEN	12 weeks	Cowgirl, Dwayne, King, Tashe	YES	NO	YES	YES	NO	YES
2020-06-25	2 FOSTER CAT	FEMALE				Cowgirl	White w/ Gray	KITTEN	12 weeks	Dwayne, King, Tache, Blaze	YES	NO	YES	YES	NO	YES
2020-06-25	2 FOSTER CAT	MALE				Dwayne the Rock	White & Gray	KITTEN	12 weeks	King, Tache, Blaze, Cowgirl	YES	NO	NO	YES	NO	YES
2020-06-25	2 FOSTER CAT	MALE				King Bandana	White w/ Gray	KITTEN	12 weeks	Tache, blaze, cowgirl, Dwayne	YES	NO	NO	YES	NO	YES
2020-06-30	2 FOSTER CAT	FEMALE				Lenore	Black	KITTEN	3 months	Astra	YES	NO	NO	YES	NO	YES
2020-06-30	2 FOSTER CAT	FEMALE				Astra	Black	KITTEN	3 months	Lenore	YES	NO	NO	YES	NO	YES
2020-06-30	2 FOSTER CAT	MALE				Ra	Orange Tabby Tuxedo	KITTEN	3 months	Helios, Vulcan, Brigit	YES	NO	YES	YES	NO	YES
2020-06-30	2 FOSTER CAT	MALE				Helios	Orange Tabby Tuxedo	KITTEN	3 months	Ra, Vulcan, Brigit	YES	NO	YES	YES	NO	YES
2020-06-30	2 FOSTER CAT	MALE				Vulcan	Orange Tabby	KITTEN	3 months	Brigit, Ra, Helios	YES	NO	YES	YES	NO	YES
2020-06-30	2 FOSTER CAT	MALE				Brigit	Dilute Calico	KITTEN	3 months	Ra, Helios, Vulcan	YES	NO	YES	YES	NO	YES
2020-06-30	2 FOSTER CAT	MALE				Eclipse	Black	KITTEN	2 months	Supernova	YES	NO	YES	YES	NO	YES
2020-06-30	2 FOSTER CAT	MALE				Supernova	Brown Tabby Tuxedo	KITTEN	2 months	Eclipse	YES	NO	YES	YES	NO	YES
2020-06-30	3 RESIDENT CAT	MALE		Noelle Hernandez		Papa	Buff Tabby	KITTEN	5 months		YES	NO	YES	YES	YES	YES
2020-06-30	3 RESIDENT CAT	FEMALE		Quiterc Sanchez		Gabana	White & Gray	8M			YES	NO	YES	YES	YES	YES
2020-07-07	2 FOSTER CAT	MALE				Hubba Bubba	Brown Tabby DMH	KITTEN	2.5 months	Bazooka, Gum Ball, Chiclet	YES	NO	YES	YES	NO	YES
2020-07-07	2 FOSTER CAT	MALE				Bazooka	Black	KITTEN	2.5 months	Hubba Bubba, Gum Ball, Chiclet	YES	NO	YES	YES	NO	YES
2020-07-07	2 FOSTER CAT	FEMALE				Gum Ball	Black DMH	KITTEN	2.5 months	Hubba Bubba, Bazooka, Chiclet	YES	NO	YES	YES	NO	YES
2020-07-07	2 FOSTER CAT	FEMALE				Chiclet	medium hair tabby	KITTEN	2.5 months	Hubba Bubba, Gum Ball, Bazooka	YES	NO	YES	YES	NO	YES
2020-07-07	2 FOSTER CAT	FEMALE				Inara	White Adult Mom	?		5 Kittens	YES	NO	YES	YES	NO	YES
2020-07-07	2 FOSTER CAT	MALE				Tony Bennet	All black	KITTEN	2 months old	Frankie Sinatra and Mario Lanza	YES	NO	YES	YES	YES	YES
2020-07-07	2 FOSTER CAT	MALE				Mario Lanza	All black	KITTEN	2 months	Tony Bennet and Frankie Sinatra	YES	NO	YES	YES	YES	YES