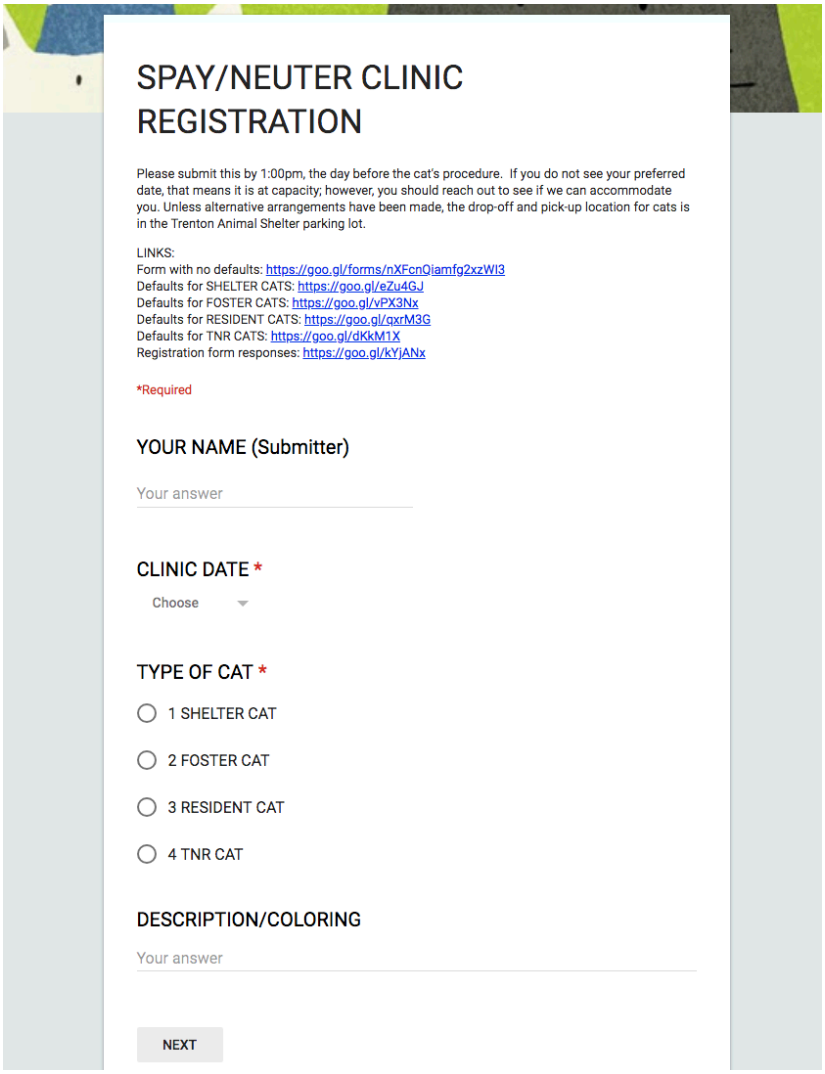
INSTRUCTIONS – HOW TO REGISTER A CAT FOR SPAY/NEUTER CLINIC

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



Enter your name.

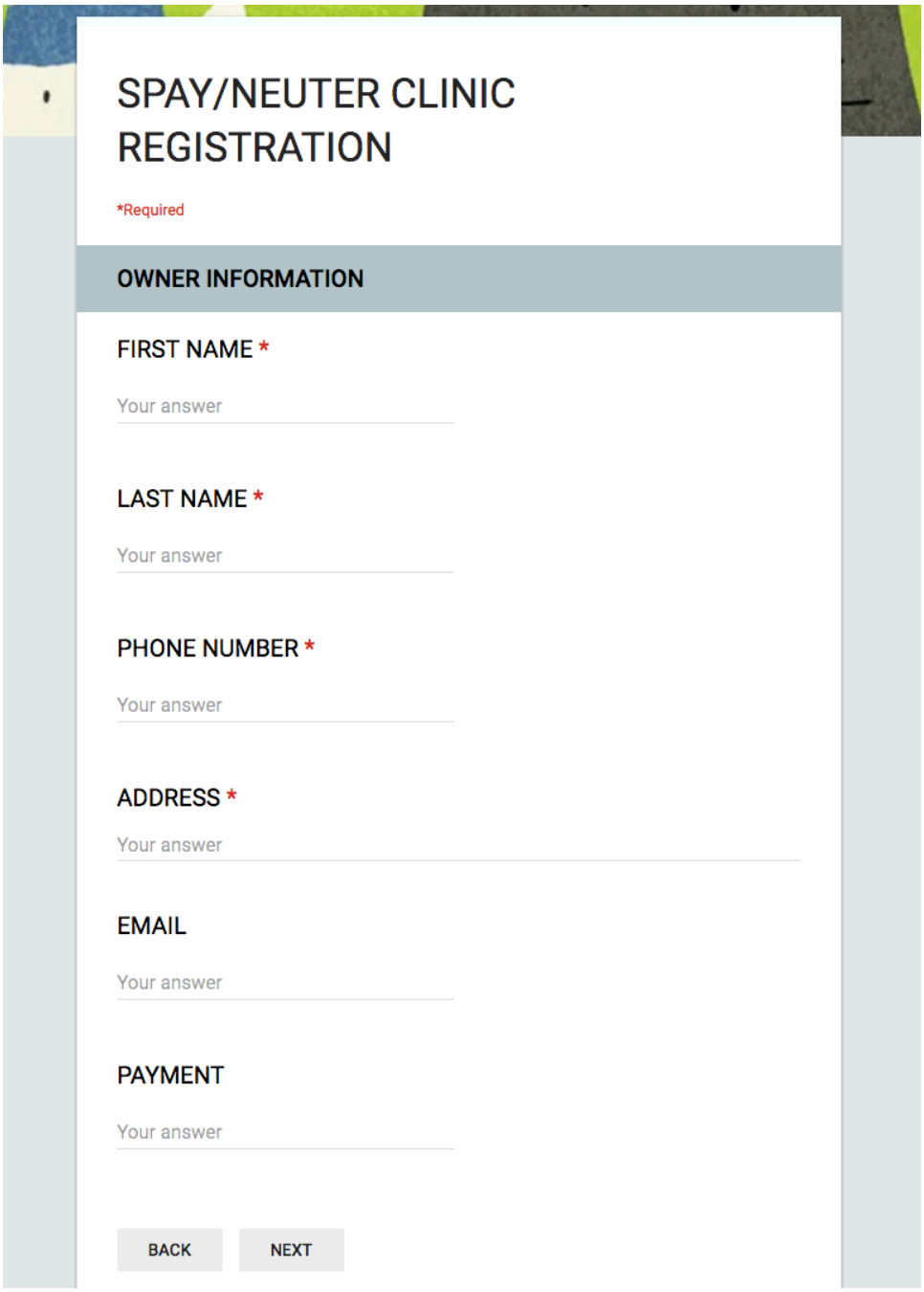
Choose the date the cat will go to the clinic.

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.

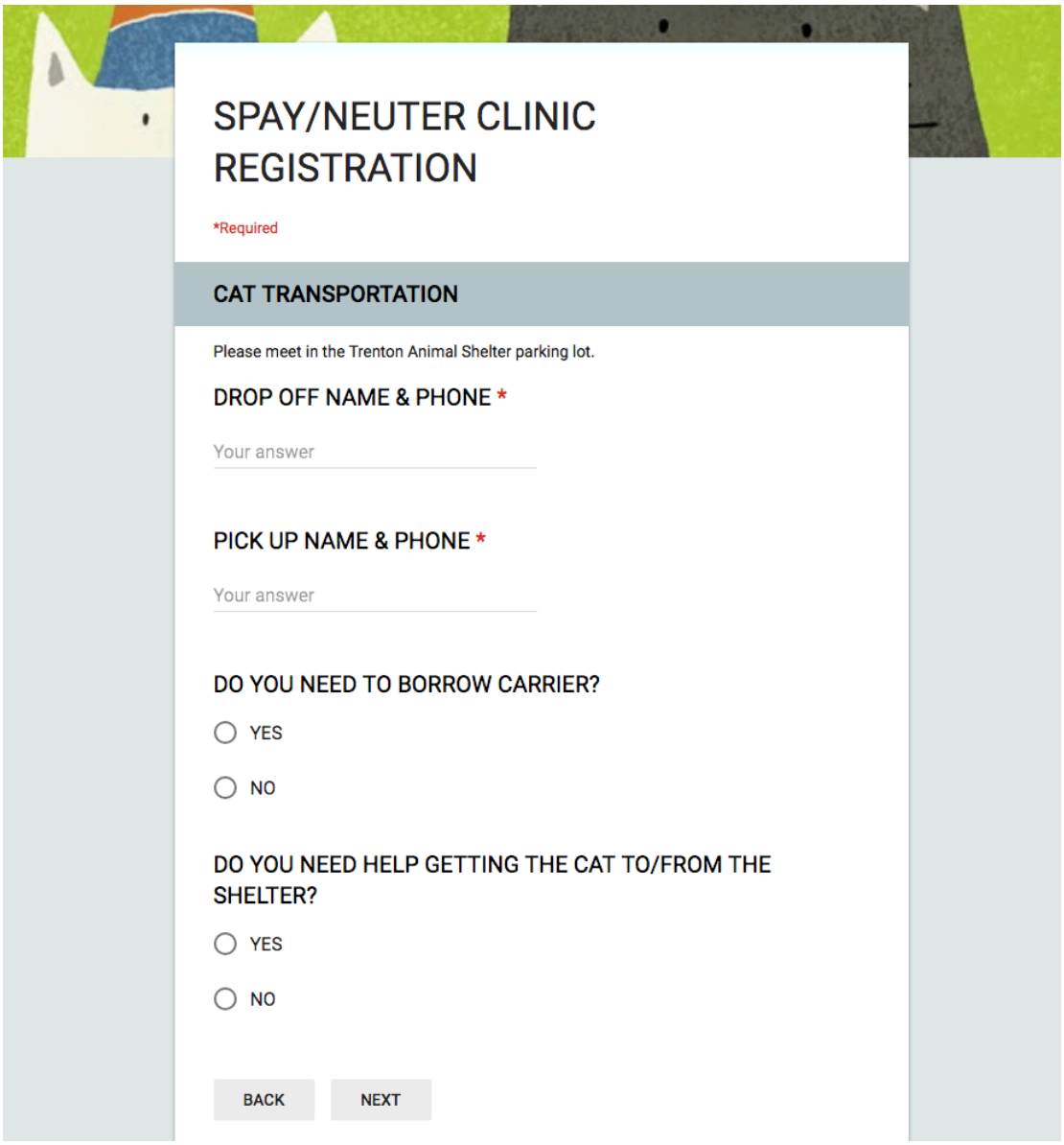


Enter payment amount. Enter $0 if not paying.

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

CAT TRANSPORTATION

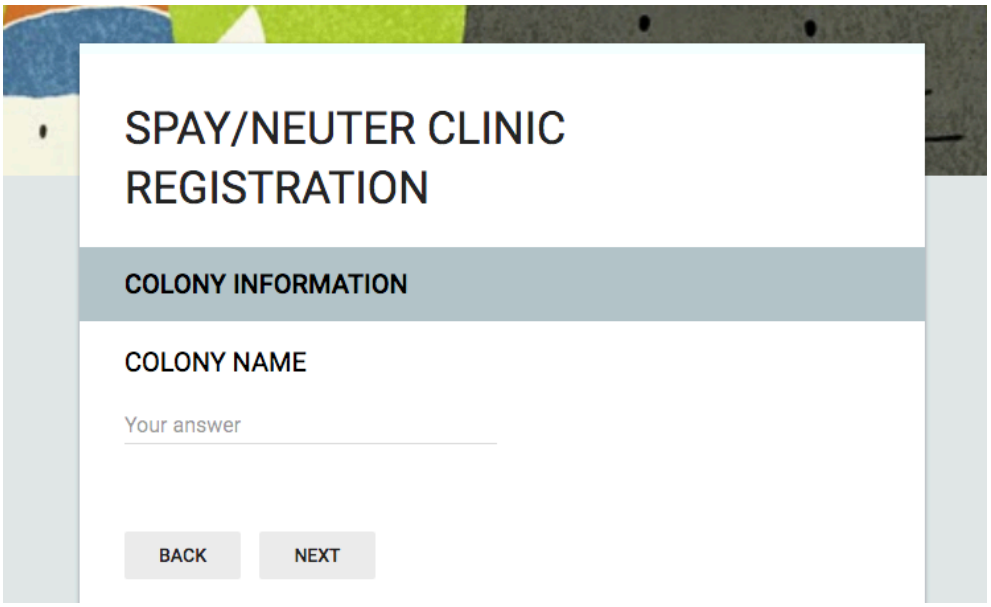
If you select FOSTER CAT on page one, you will be directed to the CAT TRANSPORTATION page. You will also be directed to this page if you are registering a RESIDENT CAT after you have completed the OWNER INFORMATION page.



The 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.

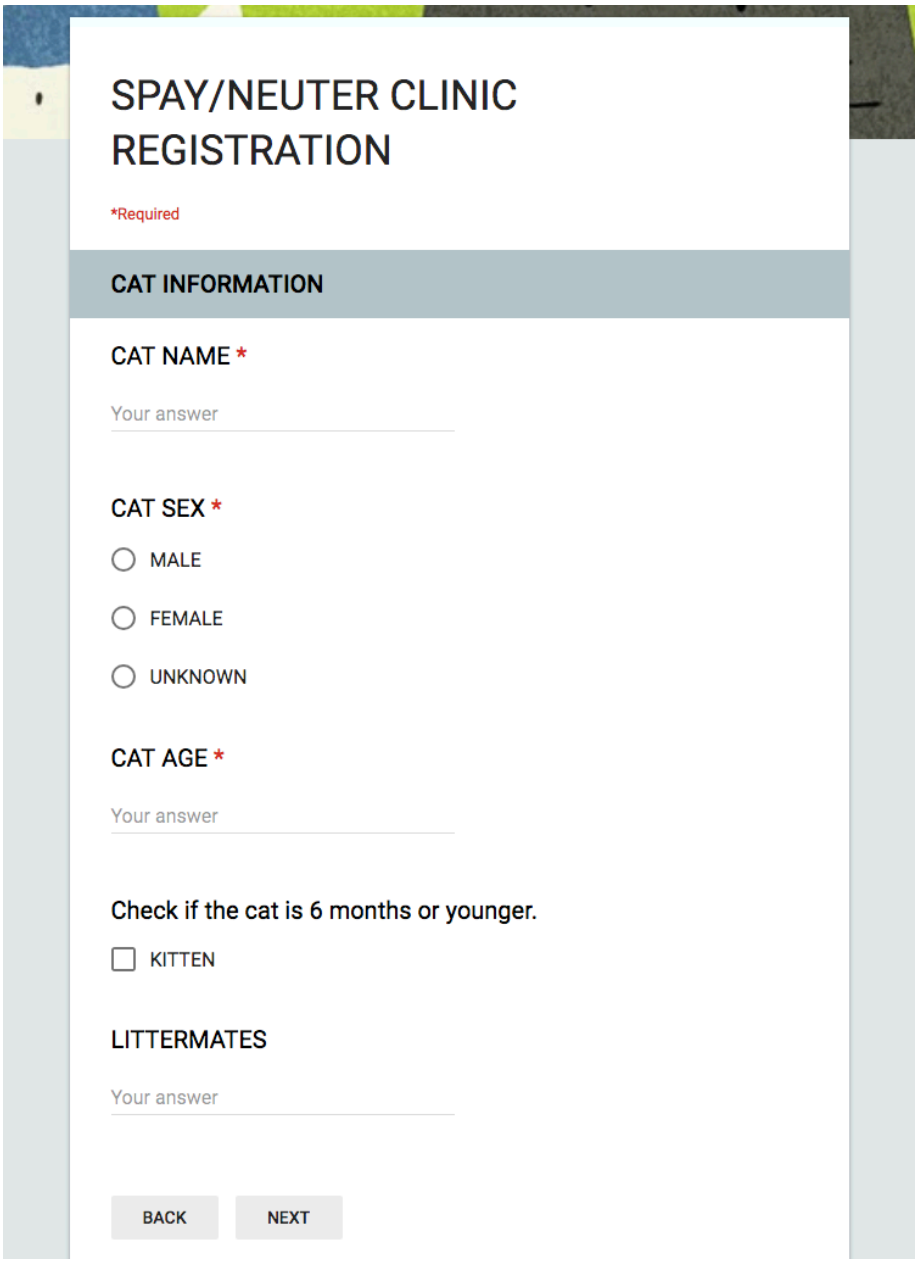


Enter the colony name.

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.

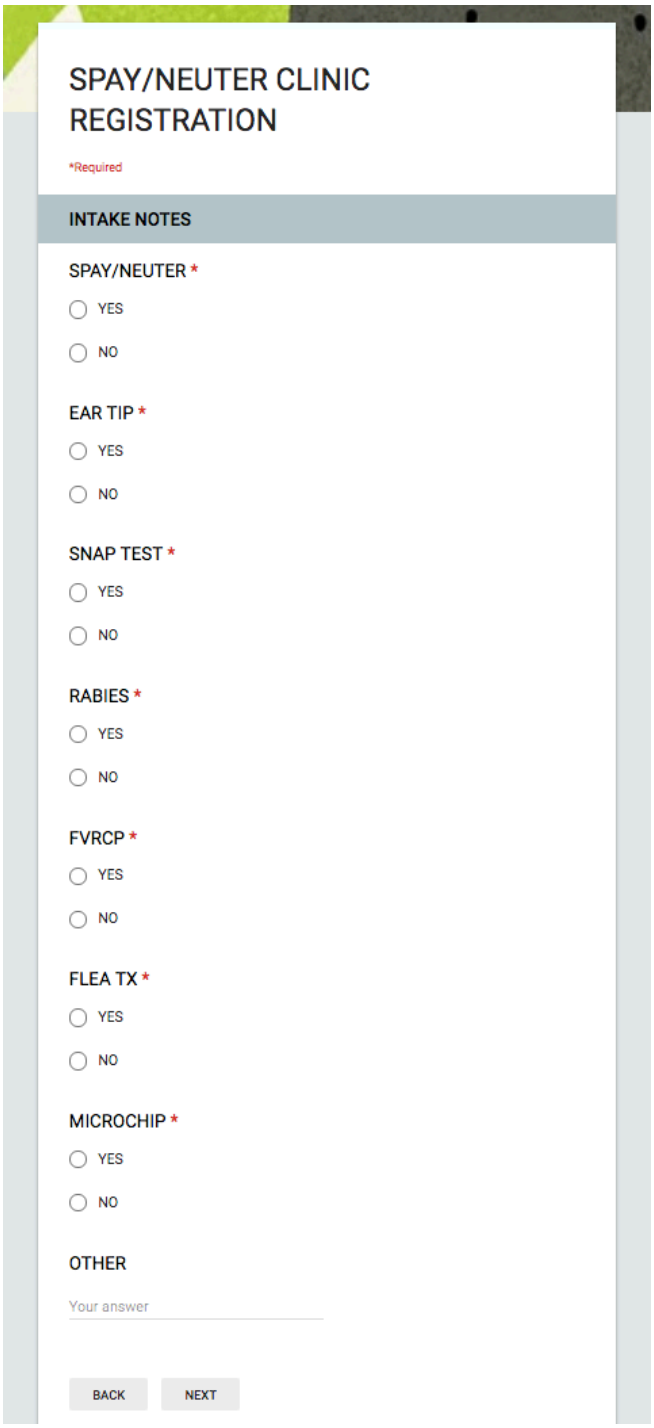


You can enter littermates for the first cat in the litter and then write “see <name of cat>” for the other littermates.

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.



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.

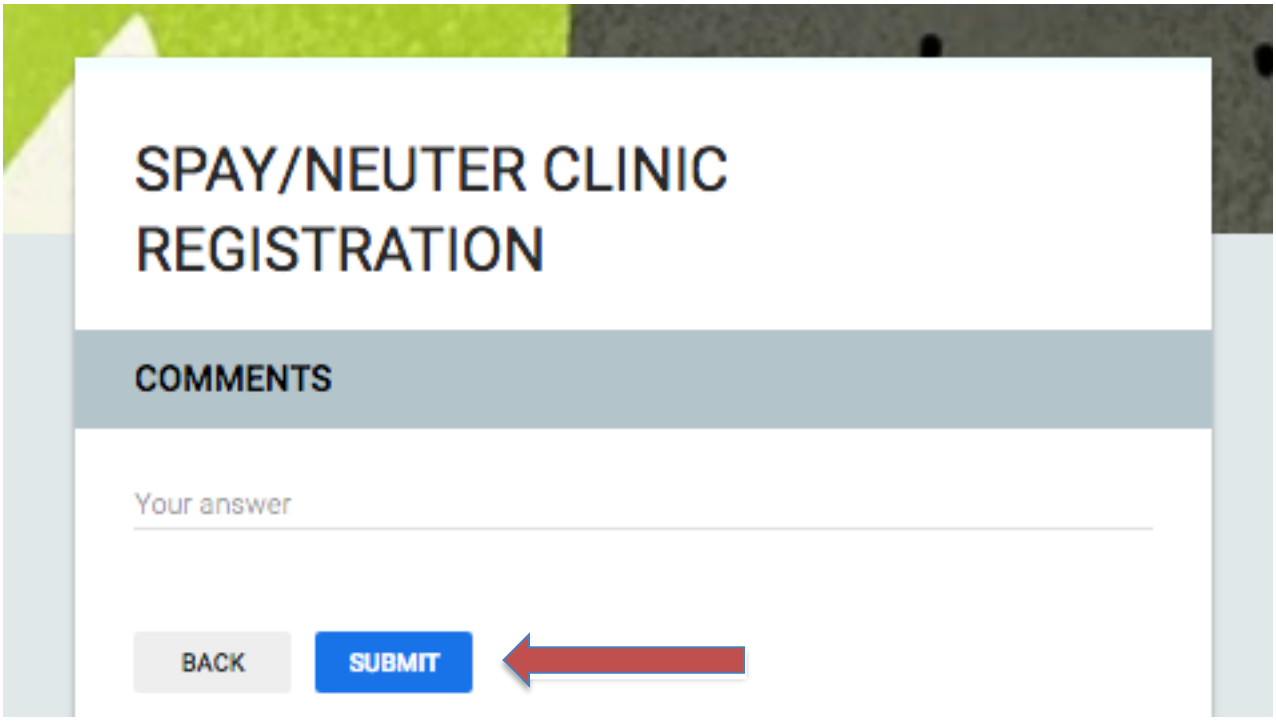
Make changes as needed.

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

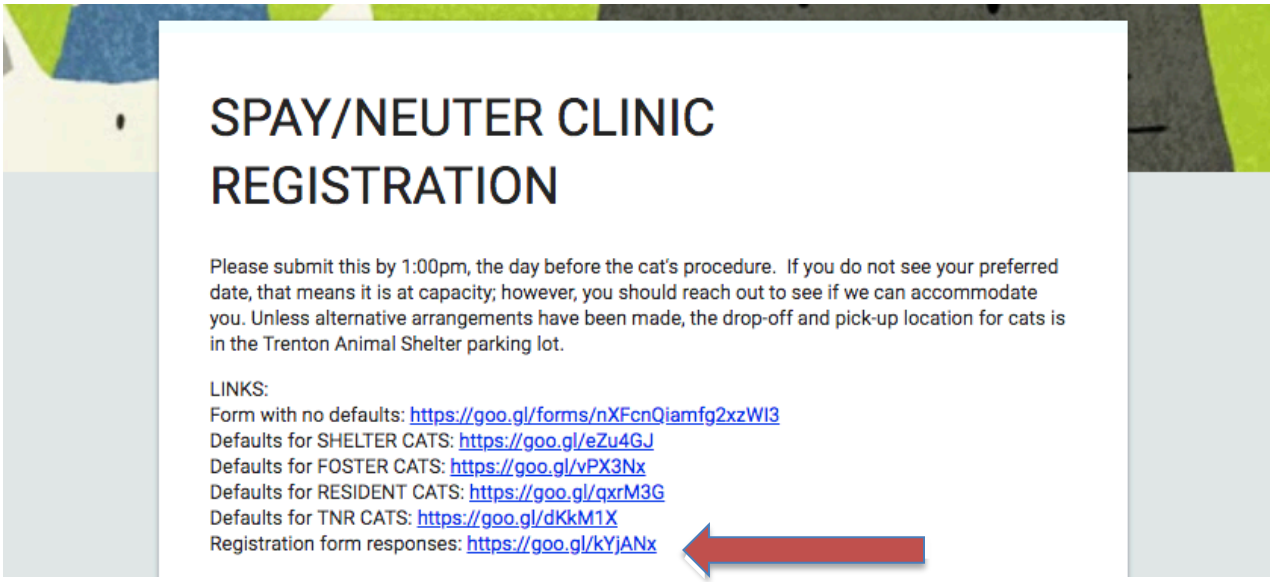
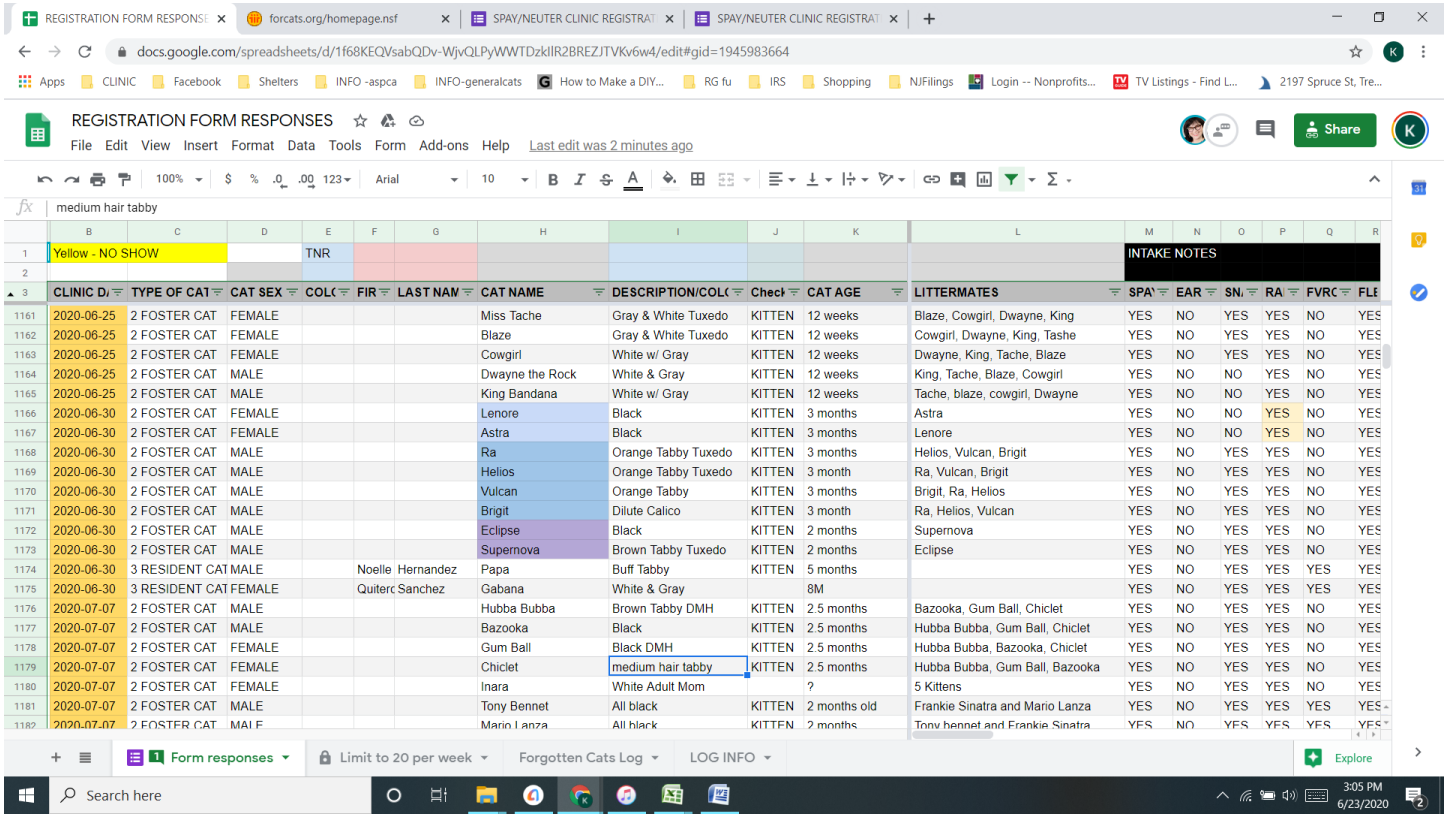
This is the final page and provides an opportunity to submit any additional comments regarding the cat's appointment (e.g., drop off at EASEL, text the resident – don't call).



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



You can change any of the fields needing correction.