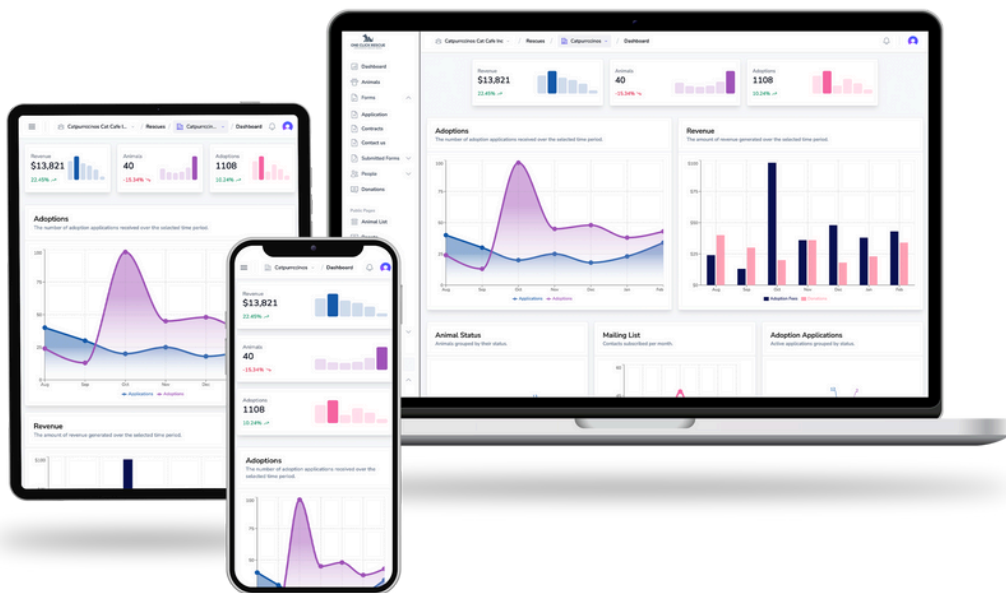




ONE CLICK RESCUE
EMPOWERING RESCUE HEROES

HOW TO CREATE & MANAGE YOUR ADOPTION APPLICATIONS



- Dashboard
- Animals
- Forms
- Application**
- Contracts
- Contact us
- Submitted Forms

Adoption Applications

On the top left of your dashboard you will find the menu navigation (☰ icon on mobile), and directly under Animals, click on **Forms** > **Application**.

1 Editing Existing Applications

If applications are already created, you can **only** make changes if the number of submitted forms is **zero**. Once a form has been submitted at least once, it can no longer be edited.

Adoption Application Last update · Apr 5, 2024	Cannot be edited.	33 Submitted Forms	7 37	⋮
Cat Adoption Application Last update · Apr 5, 2024	Can be edited.	0 Submitted Forms	7 46	⋮

If you need to make changes to an application that has submissions and can no longer be edited, duplicate the application, make the needed changes and then make the new application the default application (see step 6 for default application)

Click the 3 dots to the right of the application to duplicate.

- Edit
- Preview
- Submitted Forms
- Duplicate**

2 Editing the Application

To edit an application, either click on the three dots to the right and click Edit, as shown above, or simply click on the form. Enter the basic information for the adoption application:

- **Application Name:** This name is internal to make it easy to identify which is which if there are multiple applications.
- **Title:** What is visible to the public.
- **Minimum Age:** If you have an age requirement to adopt, enter that age here. When applicants enter their birthday, they will be met with a pop-up warning that they do not meet the age requirement. Applicants will still be able to submit applications even if they are under age.

3

Application Emails

Decide which email is automatically sent to the applicant after each of the following actions are met: Application Submitted, Application is Denied, Application is Approved, Application is marked Complete.

To edit emails or create new, go to **Configuration > Settings > Email Templates**, or visit our help guides.

4

Application Questions

Question 1

Choose if you want the question to be required

Required

Type

TextArea

Question

Why do you want to adopt?

Description

Description shows here

Placeholder

Placeholder shows here

Question Preview

This is what your question will look like

Why do you want to adopt?

Placeholder shows here

Description shows here

Is this question required?

What type of question is it? How is the answer collected? (Ex: Text Box, Yes or No, etc.)
See explanation of question types below.

Placeholder and Description are both optional fields and can be used to help further explain what you are looking for in your question.

Sample of what the question will look like with the placeholder and description, if any.

5

Question Types

Checkbox or Radio: Enter choices and applicant can only choose 1 answer.

Checkboxes: Enter choices and applicant can choose multiple answers.

Toggle: Enter a statement for the applicant to “toggle on” if they agree with that statement.

Select: Enter choices and applicant can only choose 1 answer in a dropdown form.

TextArea vs Text: Both free form answers, TextArea allows for longer answers.

Number: Only accepts numerical values.

YesNo: Applicant can only answer Yes or No.

Email: Applicant enters an email address.

Date: Applicant enters a date mm/dd/yyyy

Time: Applicant enters a time.

DateTime: Applicant enters a date and time.

File: Applicant uploads a file (ex: landlord approval)

Phone: Applicant enters a valid phone number.

Signature: Applicant signs the application.

6

Default Applications

The default application is the application that will be linked to the Adopt button under the animal's image. Each animal type can have different default applications if they require a different set of questions.

When you are on the **Forms > Application** page, click **Settings** on the top to set your default application.

Application Forms **Settings**

Default Applications for Animal Types
Select which application will be the default for each animal type.

Cat Application Form
Set the default application for cat.

Dog Application Form
Set the default application for dog.

Bird Application Form
Set the default application for bird.

Default Application

Cat Adoption Application (Copy) ✓

Adoption Application

Cat Adoption Application

Cat Adoption Application

Cat Adoption Application (Copy)

Cat Adoption Application (Copy) (Copy)

Cat Adoption Application Test

The options in the dropdown are all of the applications that were created. If different animal types use the same application, you can set the same application as the default application for each animal type.

7

Animals With Unique Applications

If an animal needs an application to be submitted for him/her that is different than the default application for that animal type, you can assign it to have a different application other than the default. Ex: application for senior animals or animal with medical needs may require separate questions to be answered from the potential adopter.

Go to that animal's profile. Scroll down until you find the section "Adoption Application."

If this is toggled **OFF**, then this animal uses the adoption application that is assigned as the Default Application for its animal type.

Adoption Application
Set the default application for this animal.

Application Form

Choose An Application

Toggle the Adoption Application to **ON** to allow this animal to use a different application. Once toggled on, you will be able to select from the dropdown of all applications that have been created.

Adoption Application
Set the default application for this animal.

Application Form

Cat Adoption Application