CABTC / BusyPaws Registration - User Guide

If you have any questions or difficulties booking a class, please contact registration@cabtc.org

This guide will walk you through CABTC's / BusyPaws registration process and the CABTC / BusyPaws Client Portal.

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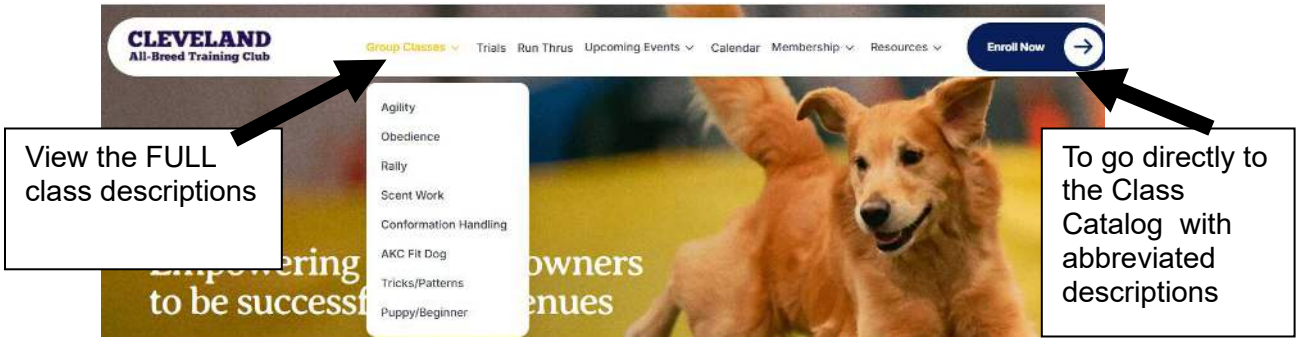
How to Book (register for) a CABTC Class

Step 0 – Before You Register

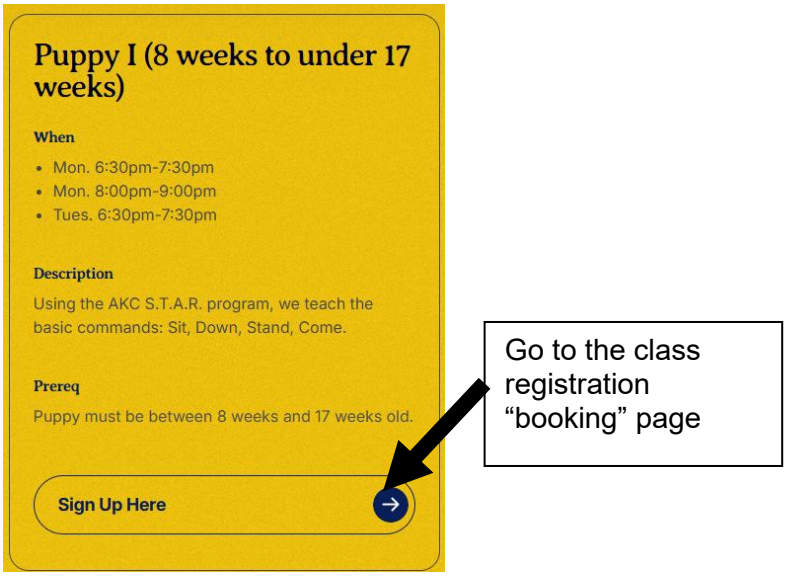
1. **If you are a CABTC member (member discount):** You MUST have your account set up with a password, AND you must be marked as a CABTC member.
    a. If you need to set up your account for the first time (before registering for a class), please contact registration@cabtc.org
    b. Verify that your account has you marked as being a Member. See "Using Your BusyPaws Account – Account Management – Memberships"
2. **If you believe you have credits**: You MUST have your account set up with a password.
    a. If you need to set up your account for the first time (before registering for a class), please contact registration@cabtc.org For more information, see "Using Your BusyPaws Account – Account Management – Credits"
3. **If your dog requires a "tag" (pre-requisite verification / approval to enter class):**
    a. Please ask your current instructor or contact registration@cabtc.org
    b. For more information, see "Prerequisitees ("Tags")"

Step 1 – Find and Select Your Class

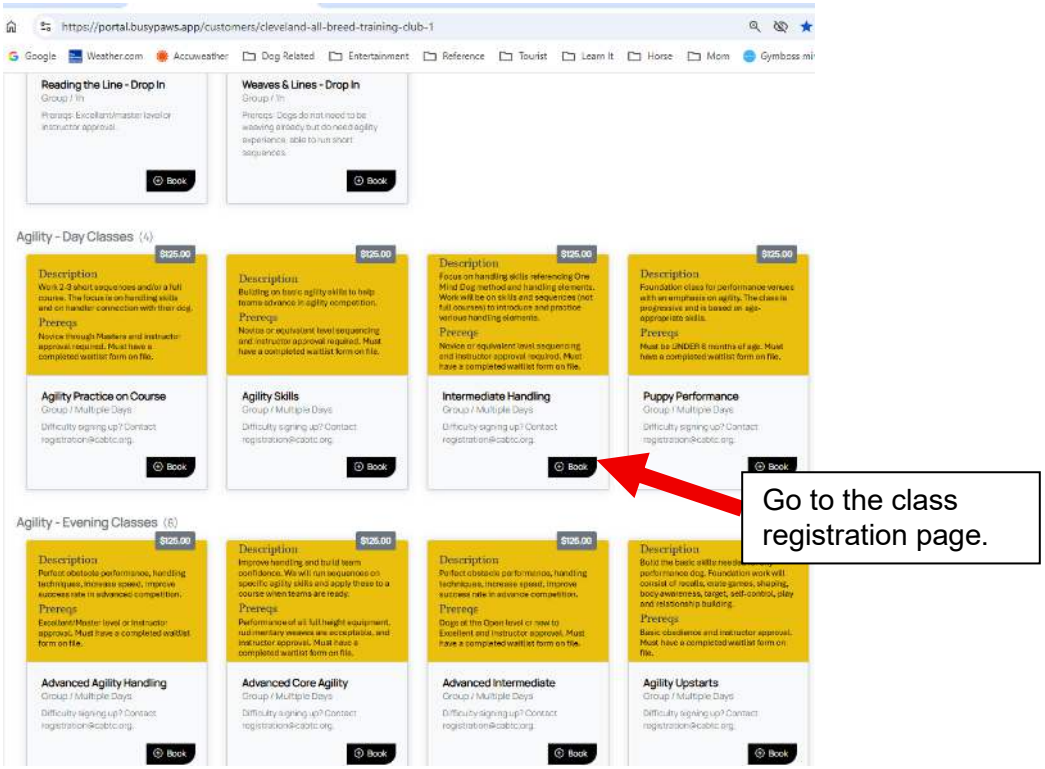
1. View CABTC's classes with FULL descriptions at https://www.cabtc.org/



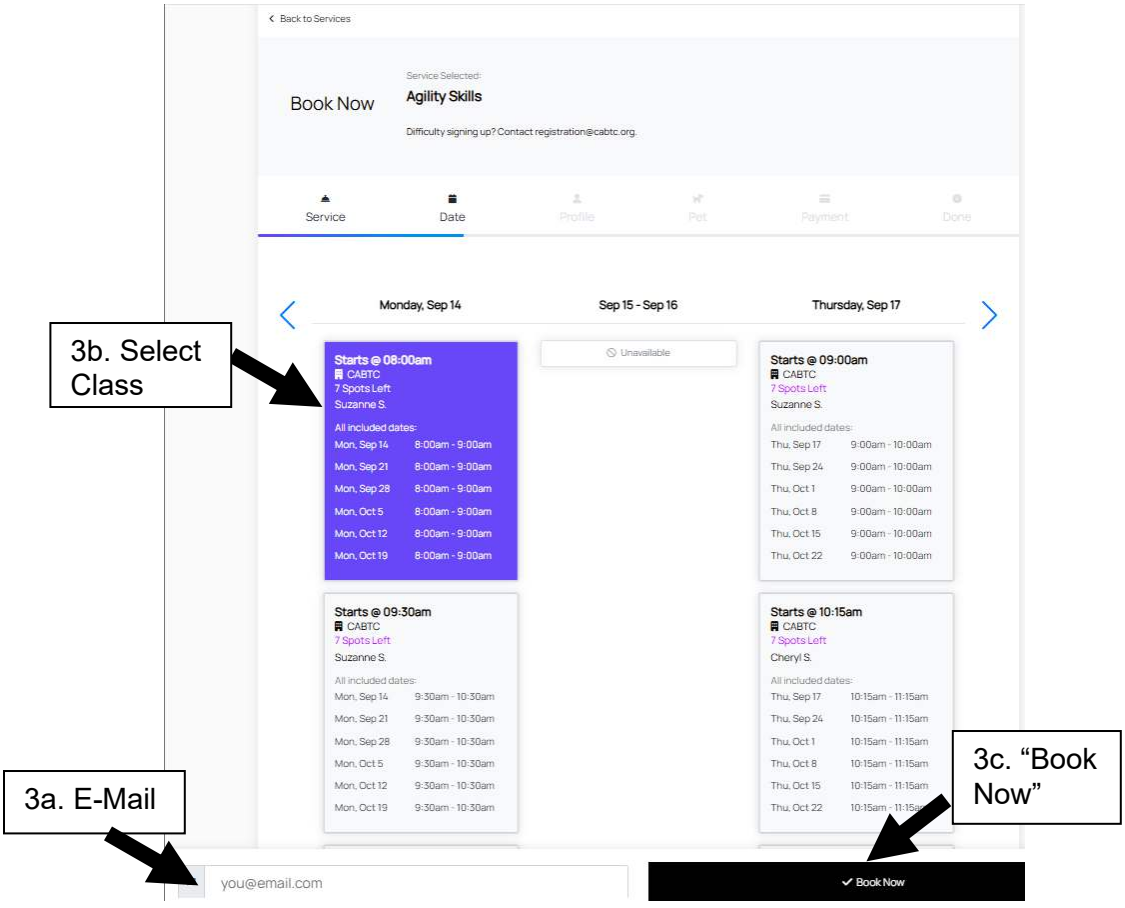
2. Go to the registration (“booking”) page
    a. Under the class description, the **“Sign Up Here”** button will take you to that class registration page (BusyPaws).
    b. **NOTE:** The prices will be displayed during the “Payment” step. If you wish to see the prices before that step, please use the “Optional Path” listed below.



c. OPTIONAL PATH: You may also directly access the class catalog (BusyPaws) through the CABTC website's "Enroll Now" button. (NOTE – This contains an abbreviated description of the classes. However, it DOES display the class price.)
   i. https://portal.busypaws.app/customers/cleveland-all-breed-training-club-1
   ii. **NOTE:** The class prices displayed are non-member prices. Prices are adjusted for CABTC members during the Payment step.
   iii. Click **"+Book"** button.

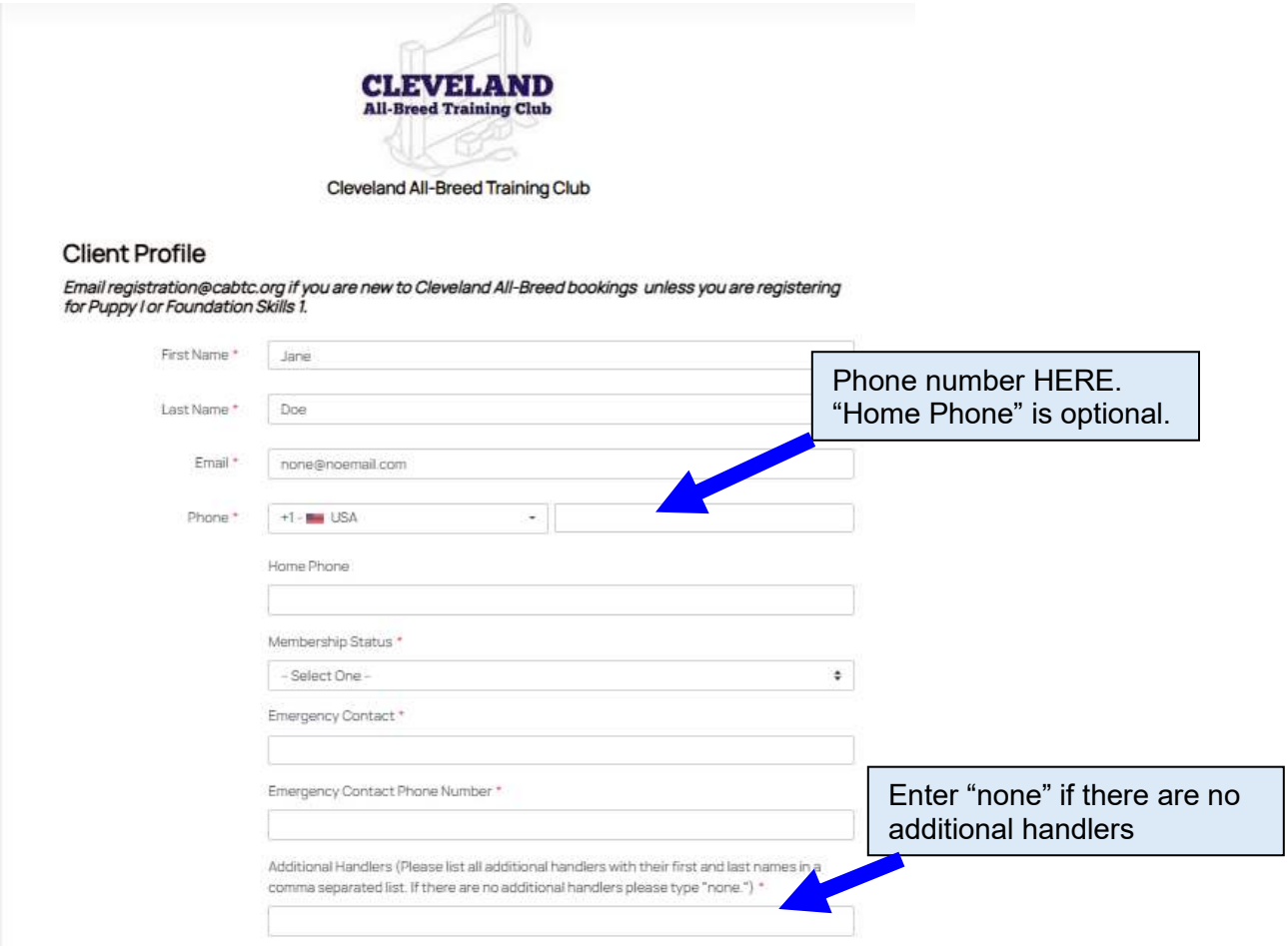


3. Booking Page will show all available dates and times, along with the lead instructor(s) for that class.
    a. Enter your e-mail.
        i. This will be your account "name." If you need to use a different e-mail address at a later time, contact registration@cabtc.org to make the transition seamless.
    b. Select the desired start date and time. **NOTE:** You may need to scroll down, or to the side to view all date and time offerings.
    c. Click "**Book Now**."
    d. If you see "Full" for the desired class:
        i. If displayed, click "Join Waitlist" – You will be notified if an opening occurs. NOTE: This waitlist is ONLY for that particular class and start date.
        ii. You will be prompted for your name and e-mail address.
        iii. See "FAQ - Waitlist" for more information.
    e. If you see "There are no available dates at this time": If displayed, click "Join Waitlist" – You will be notified when the class is scheduled.
        i. You will be prompted for your name and e-mail address.
        ii. See "FAQ - Waitlist" for more information.



Step 2 – Client Profile Form (1st Time)

1. "Client Profile Form": If this is the first time that you have used this e-mail in the CABTC BusyPaws booking system (i.e. you have not completed the client profile / waiver), you will be prompted to complete this form. ***You will not be able to proceed without completing this form.***
    a. Client Profile Form – Common Errors
        i. All red asterisked **(*)** items must be completed. (You will be told that the form is not complete.)
        ii. Missing phone number
        iii. Not entering an additional handler or "none".
        iv. Not clicking the "I have read and agree to the terms above" box below the "General Liability and Release of All Claims" waiver.
    b. **NOTE:** If you need to update this form at a later date (e.g. a new handler), please notify registration@cabtc.org and they will send you a new form.
    c. **NOTE:** If CABTC Registration Team enters you into a class "manually," you will receive a notification that this form must be completed. **You are NOT considered registered for a class until this form is completed.**



Step 3 - “Select Pet(s)”

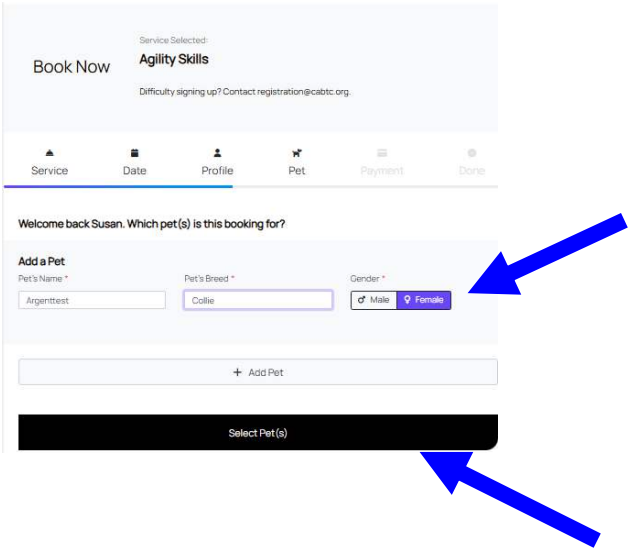
Prerequisites / Pre-Approval (“Tags”) – When Applicable

While some classes have no prerequisites (e.g. beginning classes like Puppy 1 or Foundation Skills 1), many classes do have them or require pre-approval before registering. For classes with prerequisites, CABTC’s registration system utilizes “tags” that are assigned to the dog. The “tag” in the system will allow you to register your dog for that level class, or lower.

- For classes that require tags: If your dog is new to CABTC, the Training Director must evaluate and approve your dog for a particular class. They will arrange for your dog to be assigned a “tag.” Contact registration@cabtc.org to arrange an evaluation.
- If your dog is currently in a class sequence (e.g. FSI => FSII => FSIII), towards the end of your session, your instructor will evaluate whether your dog is ready to move up to the next class level. Your instructor will update the dog’s “tag” when appropriate.

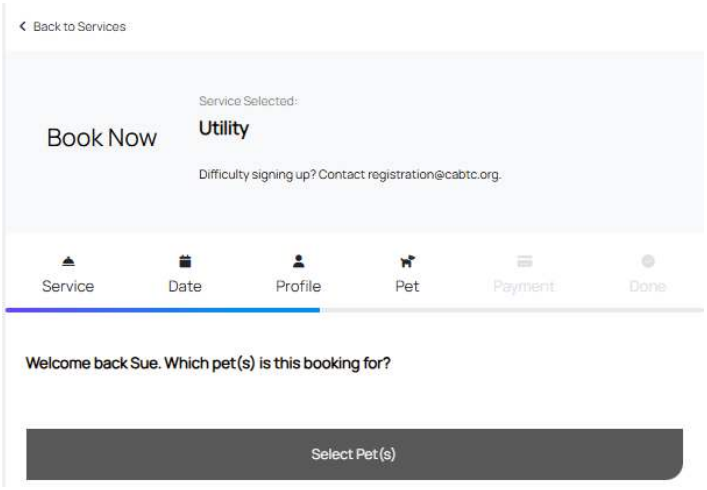
Case 3a – Your dog is not yet in the system, no “tag” needed

1. If your dog is not yet in the system, complete the “Add a Pet” information.
    a. **NOTE:** If you have another dog in the system, DE-SELECT it when completing the booking.
    b. **NOTE:** If you are adding a new dog, please contact registration@cabtc.org They will arrange for you to fill out an updated Pet Registration form to include your new dog.
2. Click **“Select Pet”**
    a. **NOTE:** Do NOT click “+ Add Pet” unless the dog you are registering is not already in the system (i.e. not shown as a selectable pet).
        i. If you are registering more than one dog per class, please proceed through the registration process twice. (Do not try to register both dogs simultaneously.)



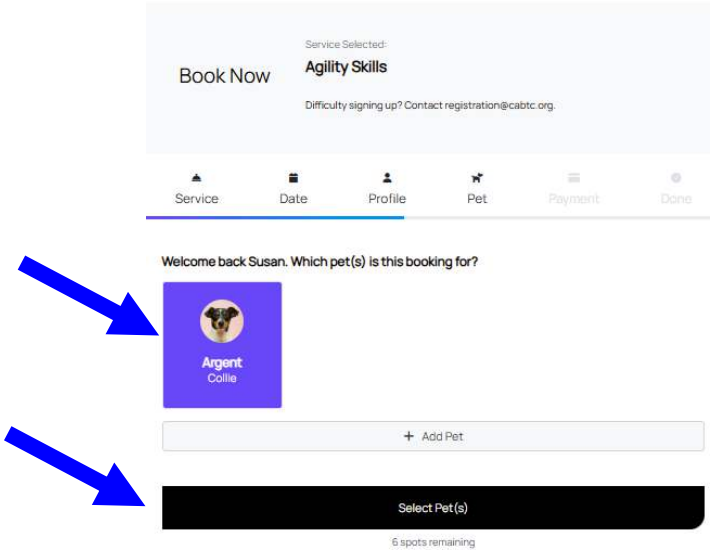
Case 3b – Your dog is not yet in the system, "tag" is needed

If you do not yet have a dog in the system AND the class requires pre-approval ("tag") to register, you will not see **"+ Add Pet."** Please contact registration@cabtc.org for more information.



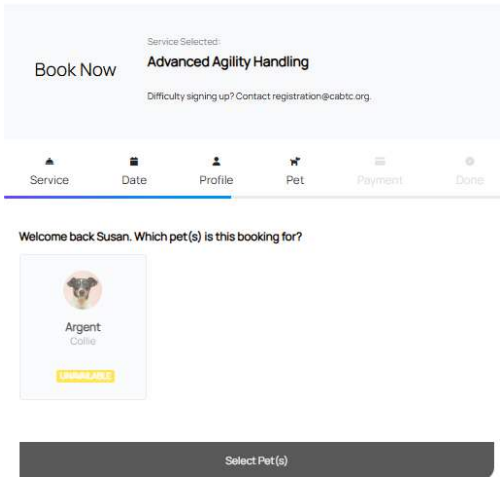
Case 3c – Your dog is in the system, no "tag" needed or dog already has "tag"

1. Select the dog you would like to register for this class.
2. Click **"Select Pet"**
   a. **NOTE:** Do NOT click "+ Add Pet." If you are registering more than one dog per class, please proceed through the registration process twice. (Do not try to register both dogs simultaneously.)
3. **NOTE:** If your dog has already been registered for that class, "Booked" will be listed under your dog's name.



Case 3d – Your dog is in the system, “tag” is needed

If you see a yellow “**Unavailable**”: Your dog has not yet been approved to sign up for that class. If the class you want to sign up for is part of the class sequence, please speak to your instructor. Otherwise, please contact registration@cabtc.org for more information.



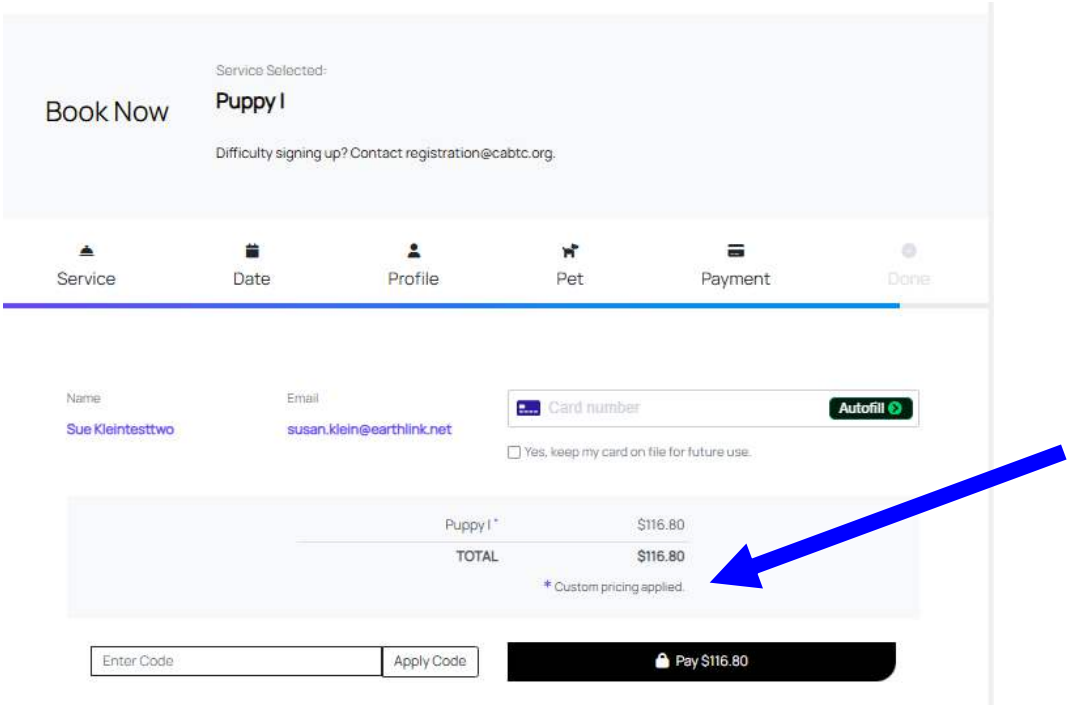
Step 4 – Payment

In order to complete your booking online, you MUST complete your payment at the time of registration.

If you do not see CABTC Member discount or credits applied, and you do expect to see them, please contact registration@cabtc.org **BEFORE** you book / pay.

CABTC Member Discount

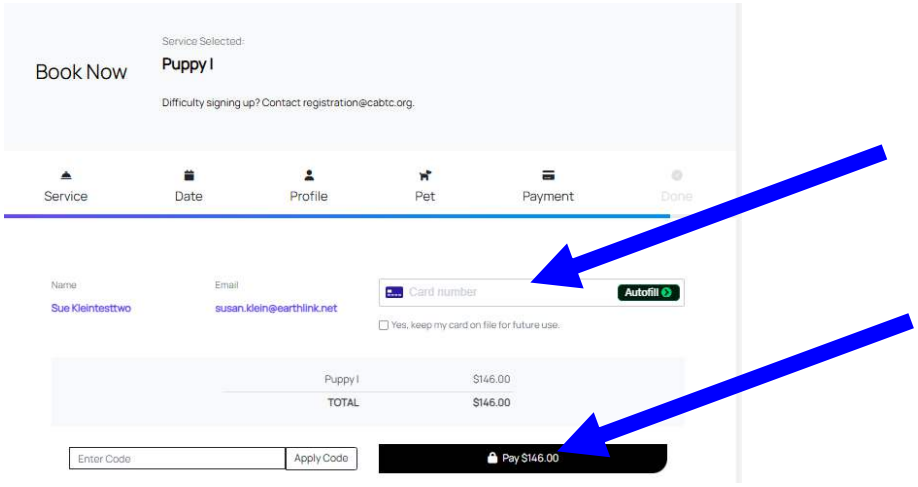
If you are a CABTC member and do not see "*Custom pricing applied," ***please contact registration@cabtc.org BEFORE registering***, to receive the discount. (Filling out the Client Profile does not automatically apply this discount.)

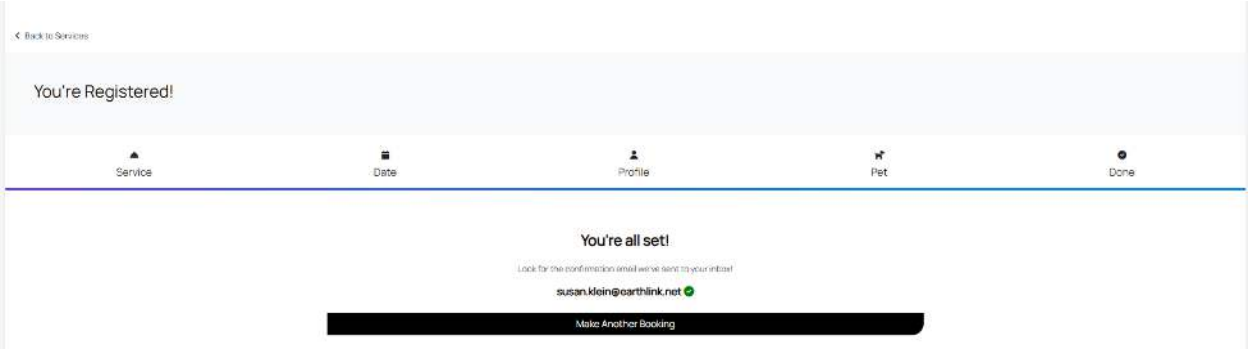


Case 4a – Paying with Credit Card (Stripe)

1. Enter your credit card number
2. Click "**Pay**"

Note: A receipt will be e-mailed to you. To view the invoice or receipt, log into your BusyPaws Client Account.



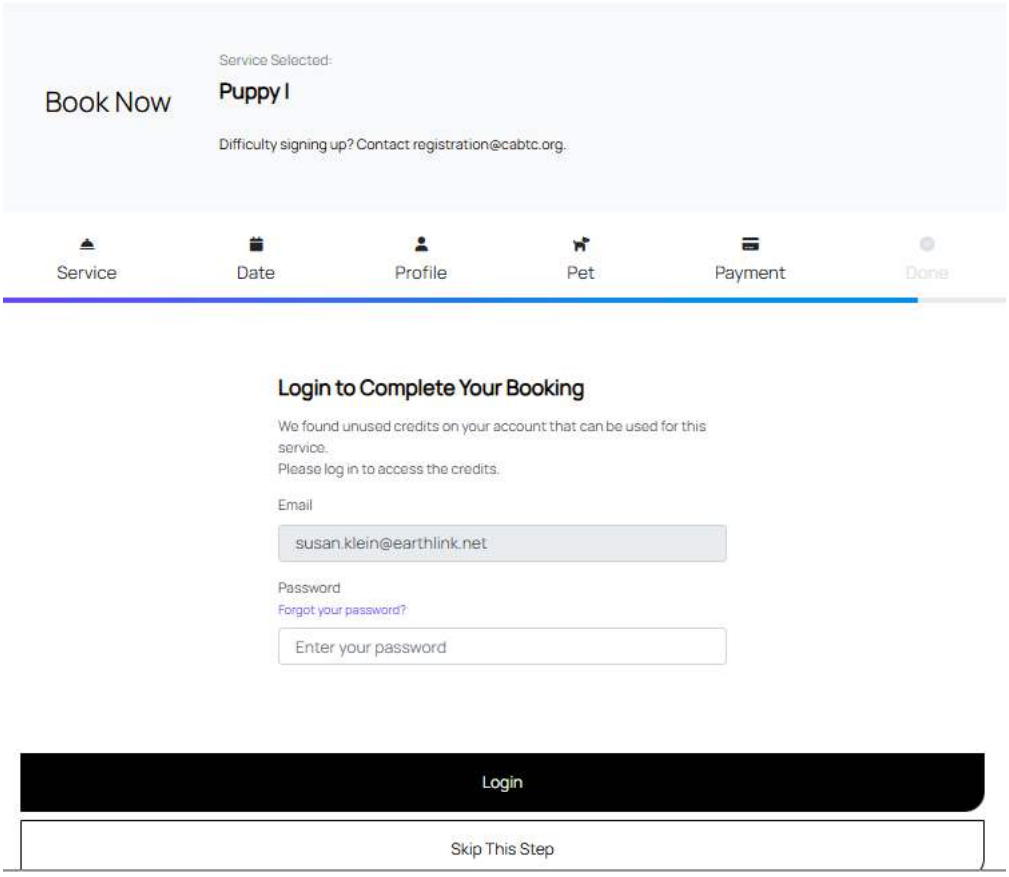


Case 4b – Paying with Cash Credits (or Service Credits)

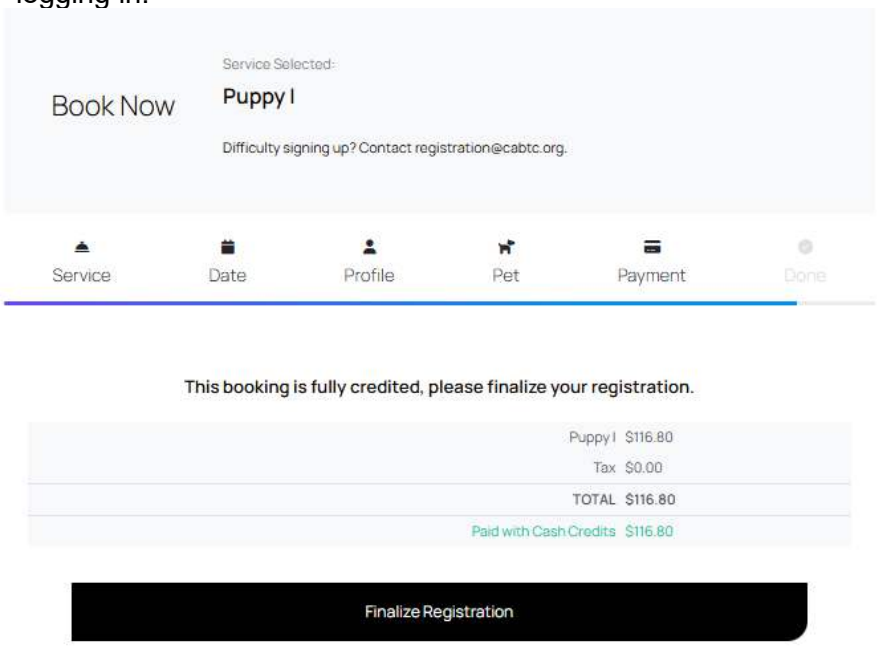
NOTE: In order for the system to recognize that cash credits are available for your account, you MUST have your account set up with a password. See "Creating a CABTC BusyPaws Client Account."

Assuming that you have set up your account with a password, and that you have cash credit (or applicable service credit):

1. You will be prompted to log-in to complete your booking.
   You can choose to "**Skip This Step"** if you would rather pay using another method.



2. Once logged in, the system will automatically apply your credits.
    a. If you do not have enough credits to cover the full class cost, you will be given the new price to be paid after the credit is applied.
    b. **NOTE:** If you do NOT wish to use your credits, log-out, then register without logging in.



3. Click **"Finalize Registration"** to complete the registration.

Note: A receipt will be e-mailed to you. To view the invoice or receipt, log into your BusyPaws Client Account.

Case 4c – Paying in Advance (Check)

If you wish to pay using a check, please contact registration@cabtc.org to arrange payment BEFORE you register. Your payment will be reflected as "cash credits" in the BusyPaws system.

Once the cash credits are in the system, you may register using the cash credits for payment.

Case 4d – CABTC Registration Team enters your dog "manually"

If the CABTC Registration Team enters you into a class "manually," you will be e-mailed an invoice with a link to make your payment. (**NOTE:** E-mailed invoices may NOT be paid for using Cash Credits. If you wish to use Cash Credits, please let the Registration Team know.) ***In order to complete your booking, you MUST complete your payment.***

Step 5 – Follow Up Actions

Messages with actions that you may receive.

Please add @cabtc.org to your contact list to ensure notices reach you.

1. Booking Confirmation
    a. Received from: Cleveland All-Breed Training Club confirmations@cabtc.org
    b. This is sent immediately upon booking.
    c. The dates for your class will be listed at the bottom of the message.
    d. **ACTION REQUIRED: Please create an account with BusyPaws**.
        i. A link will be provided in the message. (See "Creating a CABTC BusyPaws Client Account")
        ii. CABTC requests that you do the following at MINIMUM:
            1. My Profile – **Add your phone number**
            2. My Pets
                a. **Add a birthdate.** This makes it easier for the instructor to quickly identify age-specific training advice.
                b. **Add a photo.** This makes it easier for the instructor to quickly identify your dog in class.
    e. **ACTION REQUIRED: Complete forms.**
        i. Any forms yet to be completed will be listed with links at the bottom of the message.
            1. Client Profile – This is typically completed during online registration. If the CABTC Registration team manually registered you, this may need to be completed. Once completed, the system will not prompt you for this again. See "Client Profile Form (1st Time)" for more details on completing this form.
            2. Pet Profile / Registration Form – This will always be needed the first time you register a dog for a class. Once completed, the system will not prompt you for this again. See "Pet Registration Form" for more details on completing this form.
        ii. You are NOT considered registered for a class until these forms are completed.
        iii. If you need to update the information in these forms (e.g. a new handler or new dog), please contact registration@cabtc.org
2. Invoice
    a. Received from: Cleveland All-Breed Training Club <invoices@cabtc.org>
    b. This is usually only sent if Registration manually registers your dog. (Invoices may also be viewed by logging into your BusyPaws Client Account.)
    c. Includes a link to make payment. (See "Step 4 – Payment.")
    d. Invoices may also be viewed through the BusyPaws Client Portal.
    e. You are NOT registered for a class until payment is received.
3. Receipt
    a. Received from: Cleveland All-Breed Training Club <receipts@cabtc.org>
    b. This is sent immediately upon payment.
    c. Receipts may also be viewed through the BusyPaws Client Portal.

4. Booking Reminder
    a. Received from: Cleveland All-Breed Training Club reminders@cabtc.org
    b. This is typically sent 7 days before class starts. (2 days for Drop-In classes.)
    c. Includes information on parking, which door to enter, where to potty your dog, etc..
    d. The dates for your class will be listed at the bottom of the message.
    e. If you have not yet completed the Client Profile or Pet Profile forms, there will be a link at the bottom of the message.
    f. Text Message is also sent 24hrs before your class starts.

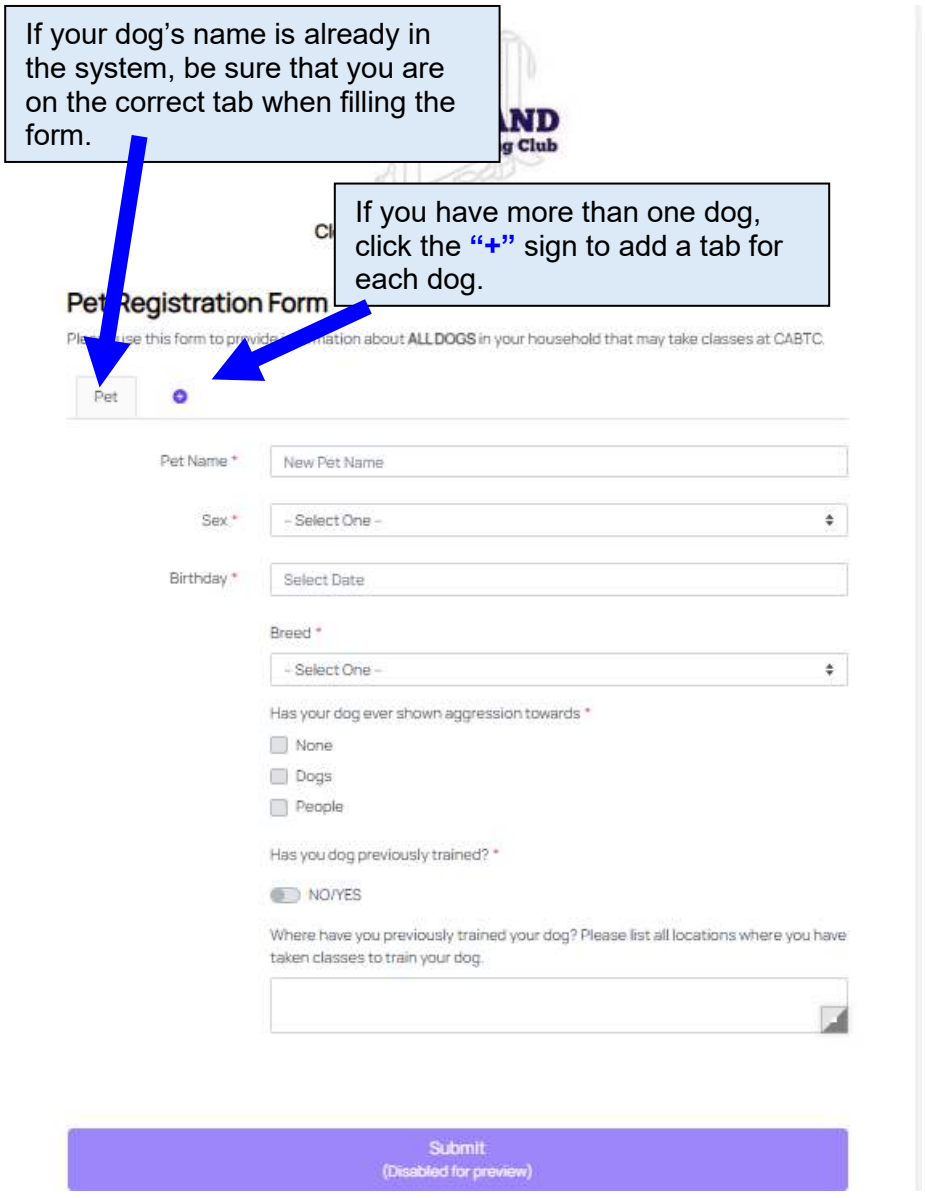
Pet Registration Form (1st Time)

The Pet Registration form is sent to you after you have booked your first class. **YOU MUST COMPLETE THIS FORM BEFORE COMING TO CLASS.**

NOTE: All red asterisked **(*)** items must be completed.

Most common issue: Adding another dog. See below.

NOTE: If you need to add a dog at a later date, please notify registration@cabtc.org and they will send you a new form.



Creating and Logging Into a CABTC BusyPaws Client Account

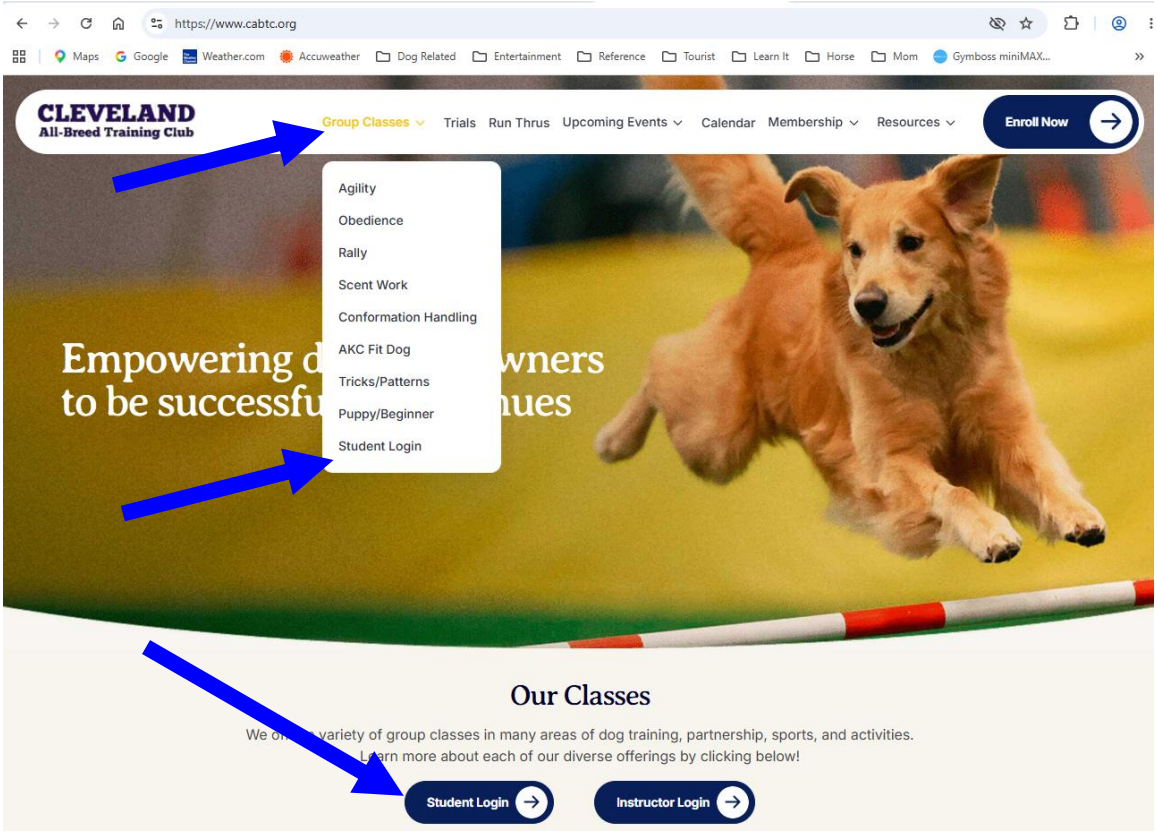
Please create an account (with password) with BusyPaws. This will allow you to update you and your dog's profiles. You may also view your class bookings.

NOTE: You may have a BusyPaws account at another provider (e.g. One Smart Dog). CABTC is a SEPARATE account, with a DIFFERENT client portal.

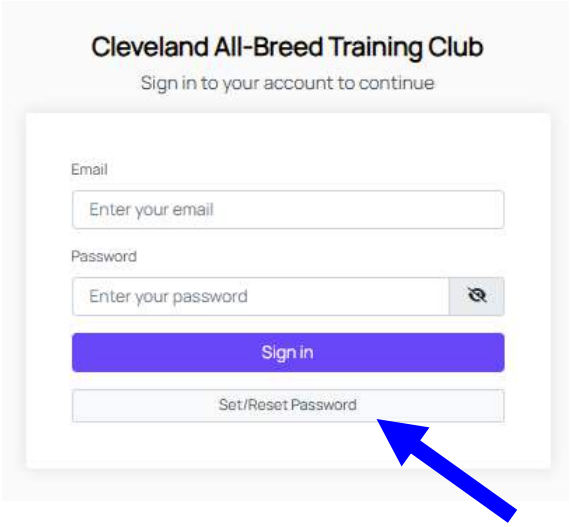
NOTE: In order to set up your account, you must FIRST have your e-mail address in the system.

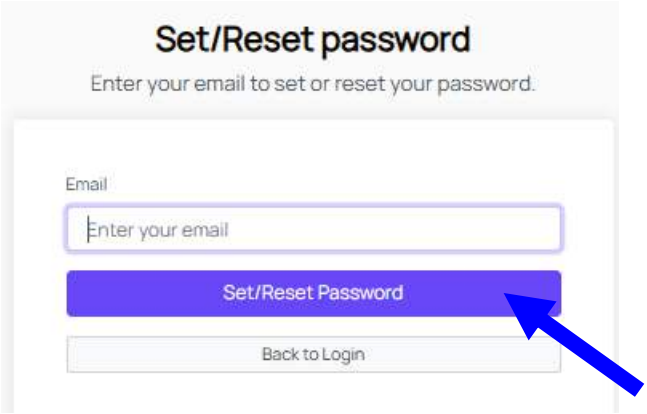
- When you register your dog online, your e-mail will be entered into the system then.
- If you need the account set up BEFORE you register your dog (e.g. you are a CABTC member, or you will have "cash credits" available), please contact registration@cabtc.org to get your e-mail into the BusyPaws system first.
- Your e-mail address is your account "name." If you need to use a different e-mail address at a later time, contact registration@cabtc.org to make the transition seamless.

1. CABTC / BusyPaws Client Portal - Log-In window
    a. The direct link to log into CABTC's BusyPaws client portal is: https://portal.busypaws.app/customers/cleveland-all-breed-training-club-1/login
    b. You may also access the client portal at CABTC's website : https://www.cabtc.org/
        i. **"Student Login"** on main page OR
        ii. **"Student Login"** on the drop-down menu for **"Group Classes"**

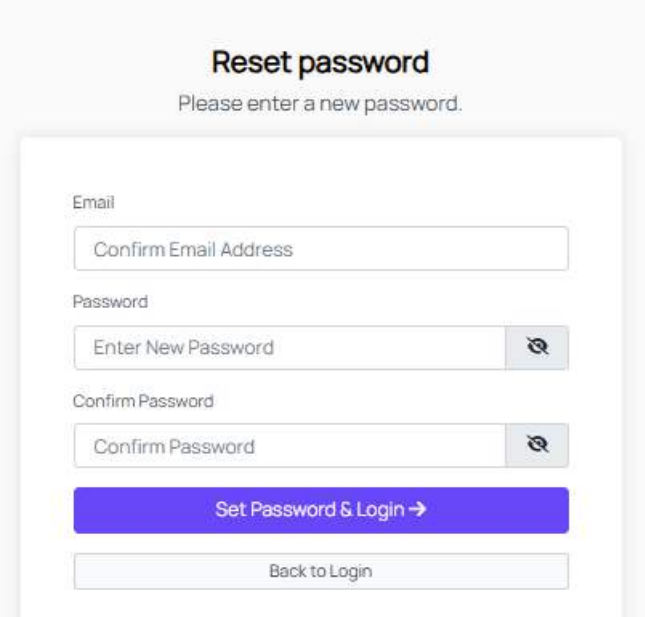


2. If this is your first time to access your account, you will need to set your password first.
    a. Click the **"Set / Reset Password"** button to set your password before attempting to log in.

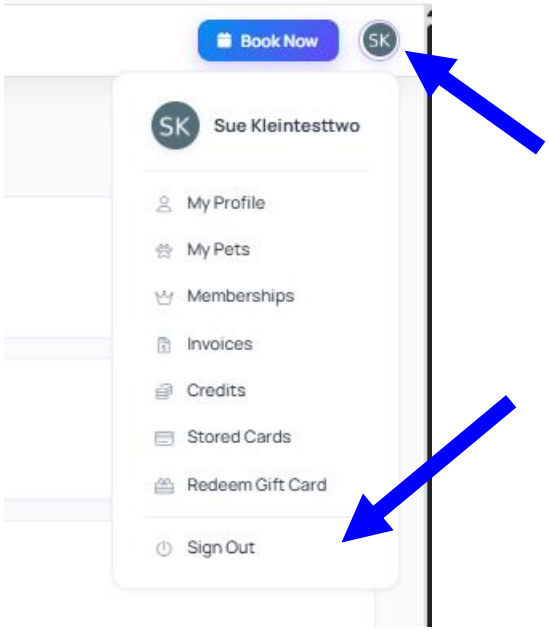




b. An e-mail will be sent to you from Cleveland All-Breed Training Club hello@cabtc.org with a link to set / reset your password.

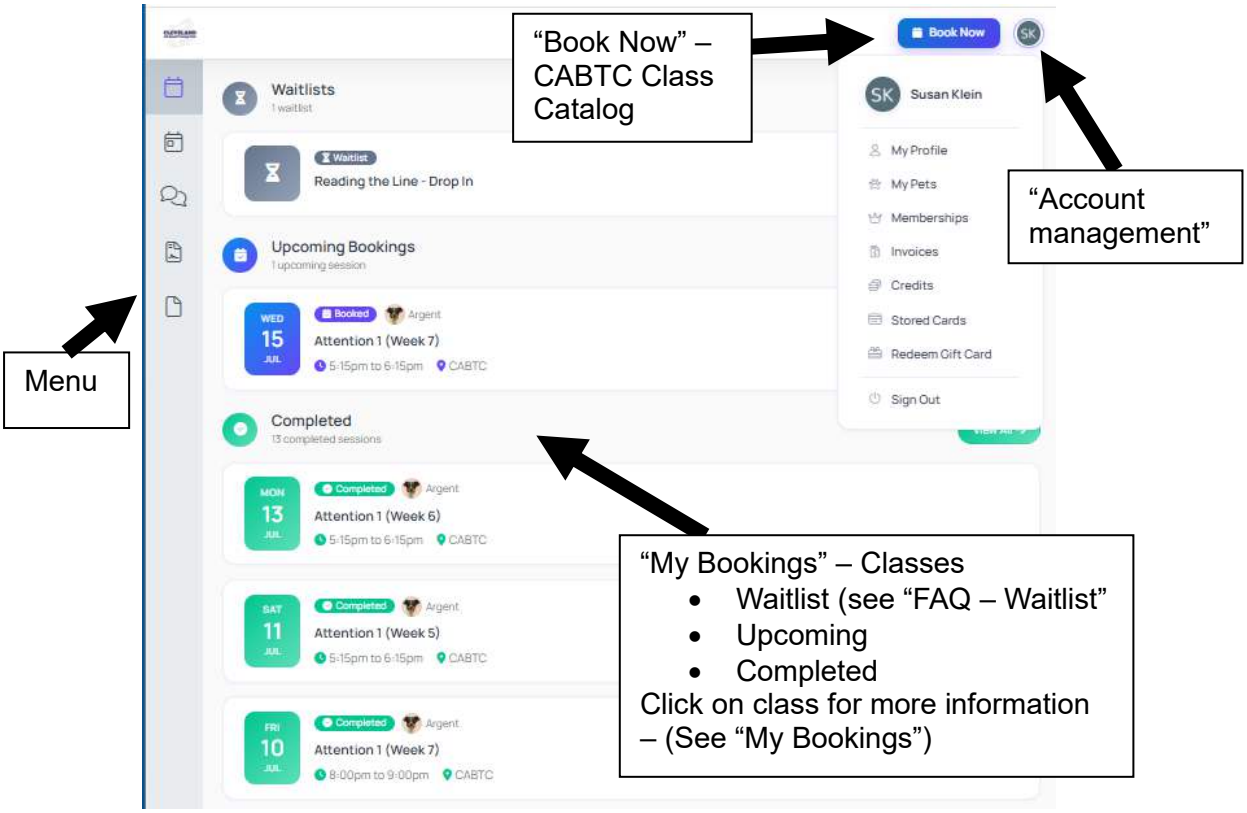


3. Logging Out
   a. In the upper right corner, click on the icon with your initials (account management). A drop-down menu will appear.
   b. Click **"Sign Out"**



Using Your BusyPaws Account

The default page is “My Bookings.” Your “Account Management” menu (and log out) can be accessed through the button with your initials at the upper right.



You can access the various pages using the menu on the left.

You can access the CABTC class catalog using the “Book Now” button on the upper right. (**NOTE:** The BusyPaws class catalog does not contain the full class description. The full class description may be viewed at https://www.cabtc.org/)

Account Management

To access and edit your and your dogs' profiles, click on your initials in the upper right corner of the screen.

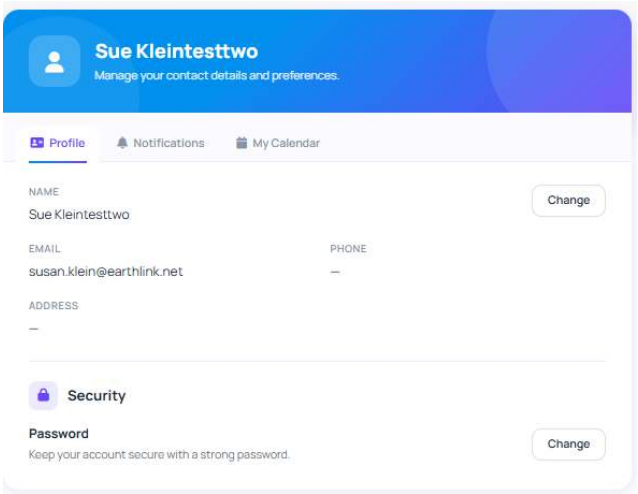
Minimum Updates

CABTC requests that you do the following at **MINIMUM**:

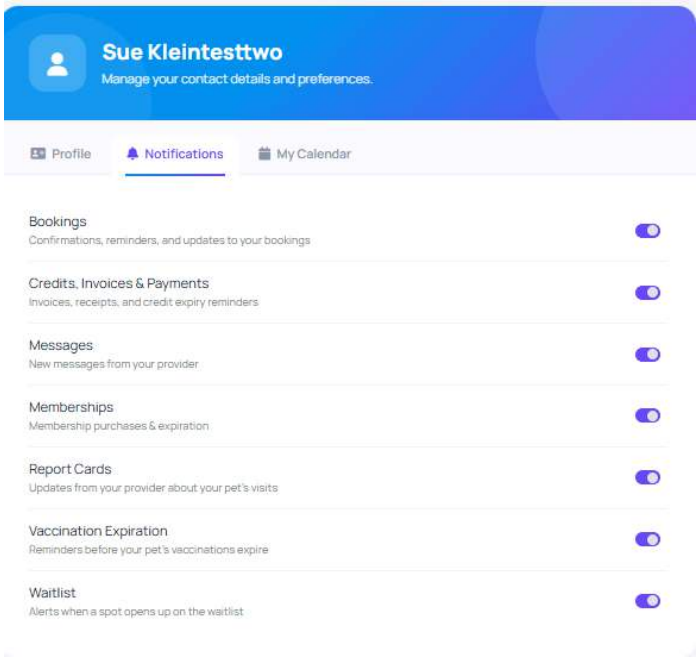
1. My Profile – **Add your phone number**
2. My Pets
    a. **Add a birthdate.** This makes it easier for the instructor to quickly identify age-specific training advice.
    b. **Add a photo.** This makes it easier for the instructor to quickly identify your dog in class.

My Profile

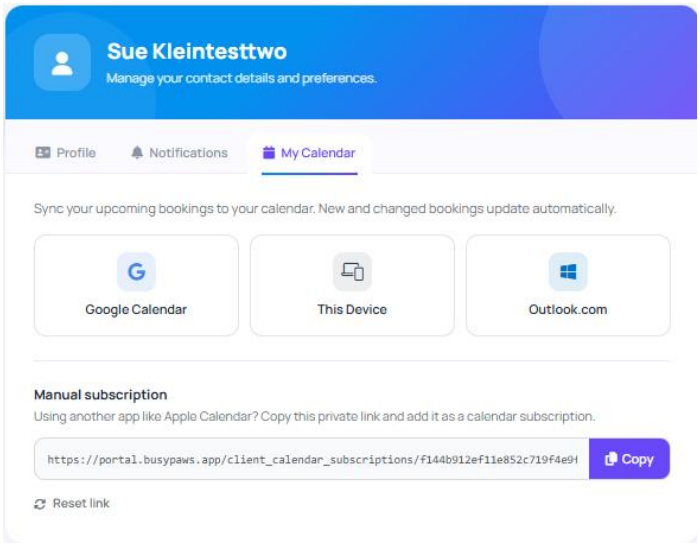
1. Tab - Profile
    a. Contact information, password
        i. **NOTE:** This is SEPARATE from the information included in the Client Profile Form.
        ii. **NOTE:** If you need to update the Client Profile form at a later date (e.g. a new handler), please notify registration@cabtc.org and they will send you a new form.
    b. **RECOMMENDED:** At a minimum, **please include your phone number.**
    c. Please keep your contact information current.



2. Tab - Notifications (communication preferences)
    a. **RECOMMENDED:** To prevent missing any critical notifications, keep all Notifications settings “on.”

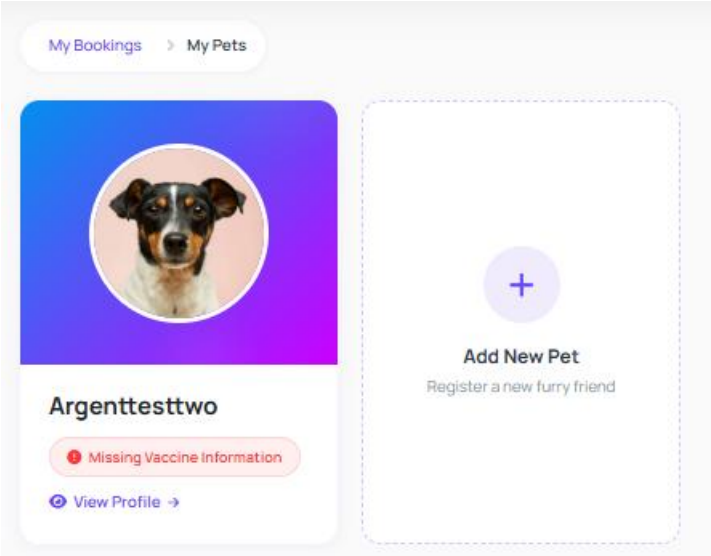


3. Tab - My Calendar (Syncing Calendars)
    a. This is entirely optional. If you like to have all of your calendars synced to one calendar app (e.g. Google Calendar), you may sync your BusyPaws calendar to your personal calendar.
    b. Follow the prompts for the calendar of your choice.

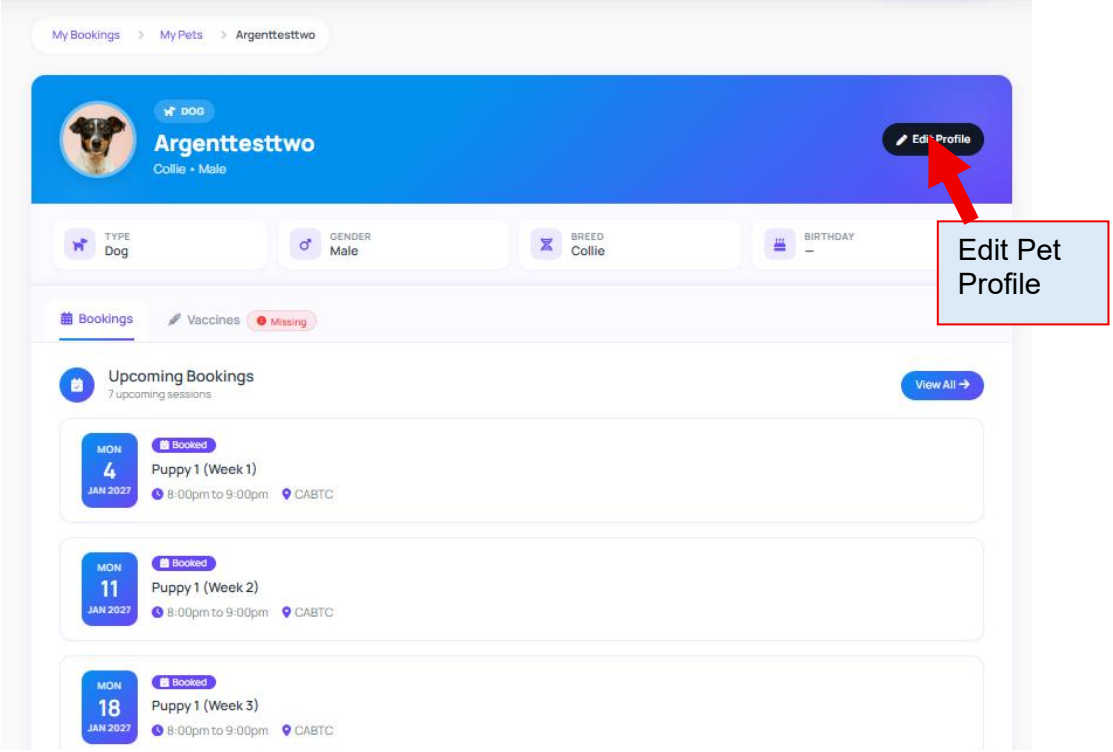


My Pets

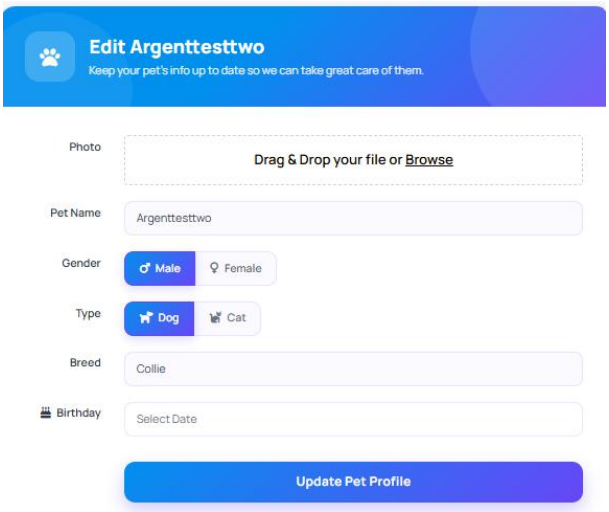
You can add a pet or edit your pet's profile. You may also view your dog's class schedule.



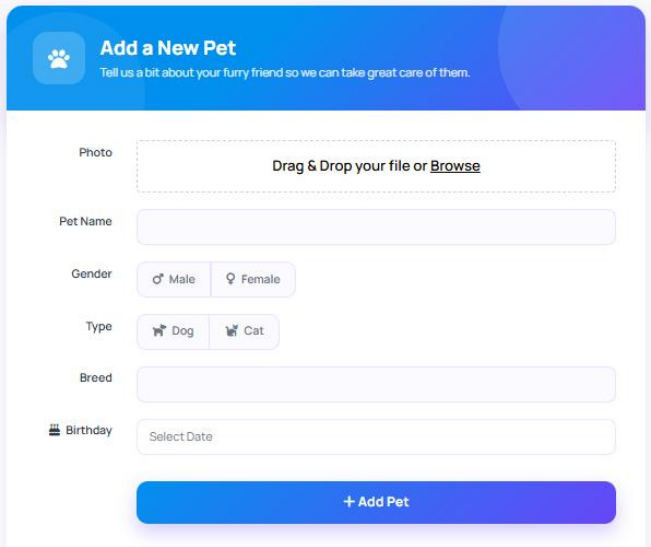
1. To edit an existing dog and view his upcoming bookings (class schedule)
    a. Select the dog
    b. Click **"Edit Profile"**
        i. **NOTE:** This is SEPARATE from the information included in the Pet Registration Form.



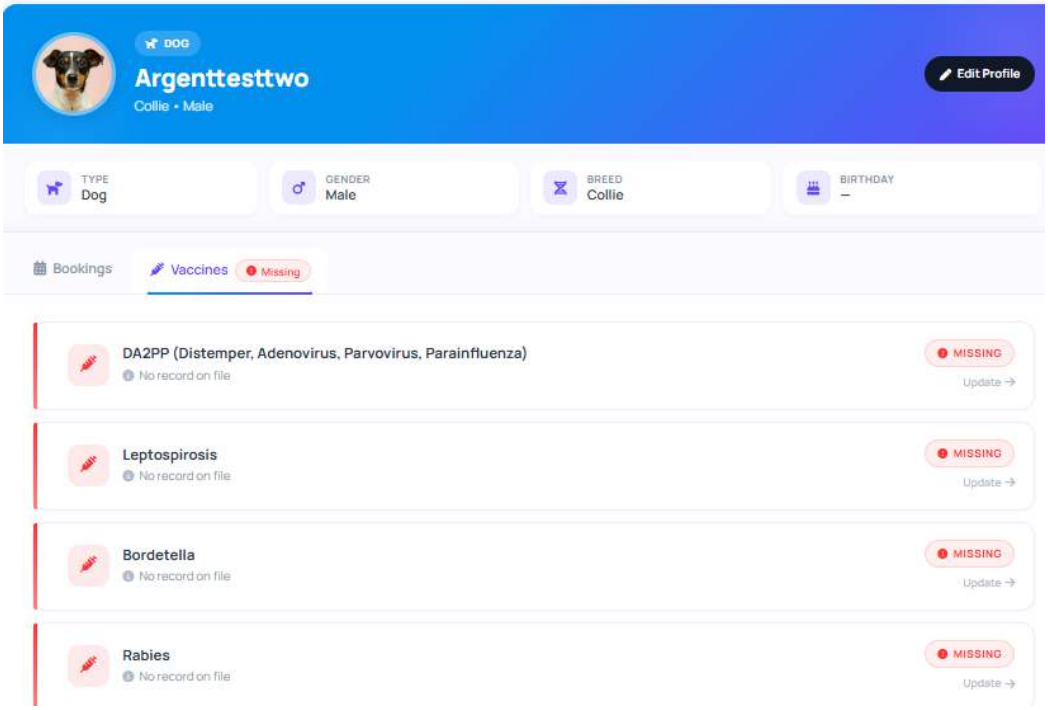
c. **REQUIRED:** Pet Name, Gender, Type, and Breed
d. CABTC requests that you do the following at MINIMUM:
    i. **Add a birthdate.** This makes it easier for the instructor to quickly identify age-specific training advice.
    ii. **Add a photo.** This makes it easier for the instructor to quickly identify your dog in class.



2. To add a new dog, click **"Add New Pet"**
    a. Comment: You may wish to do this if you will be adding a dog that is Waitlisted or will be receiving a "tag" before you first register your dog for a class.
    b. **NOTE:** This is SEPARATE from the information included in the Pet Registration Form. If you need to add a dog after you first completed the Pet Registration Form, please notify registration@cabtc.org and they will send you a new form.

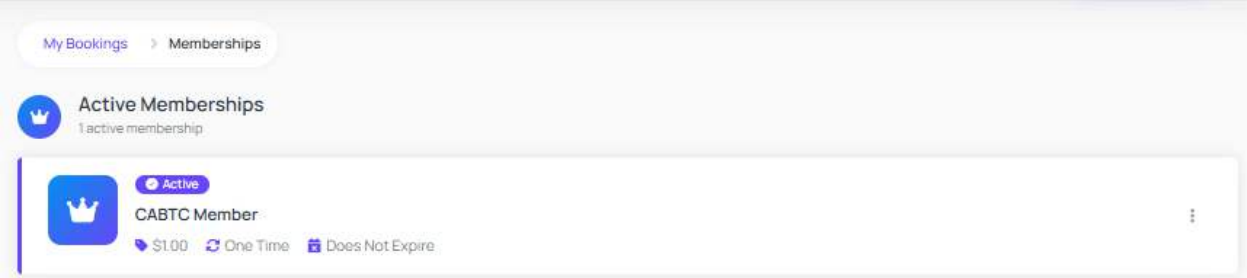


3. Under the dog's profile, the **"Bookings"** tab will include all of your dog's upcoming (and completed) classes.
4. Under the dog's profile, the **"Vaccines"** tab lists vaccines.
    a. This is optional. CABTC expects people to be responsible dog owners, and to work with their vet to determine the appropriate vaccines and schedule for their dog.
    b. For the Puppy 1 class, you will need to bring your shot records to class as part of the "AKC STAR Puppy" program. (You may also upload your shot records if you wish.)



Memberships (CABTC Member)

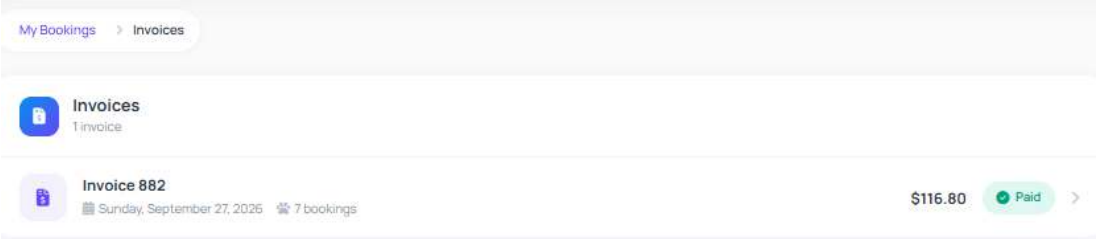
CABTC club members receive an automatic class discount.
If you are a CABTC member and this is not shown under “Memberships,” please contact registration@cabtc.org



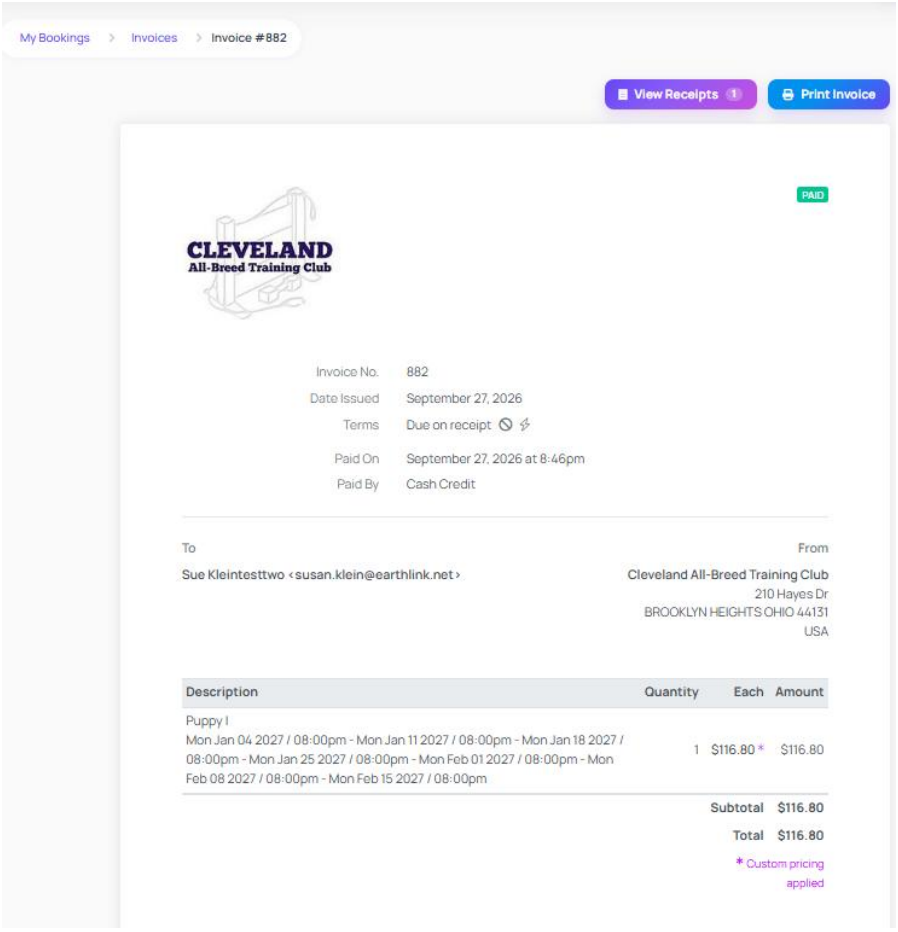
Invoices (and Receipts)

You may view, print, and pay invoices from here. You may also view and print receipts.

1. Click on the invoice to view and/or pay
2. If your invoice is not yet paid, selecting it will take you to the payment page.



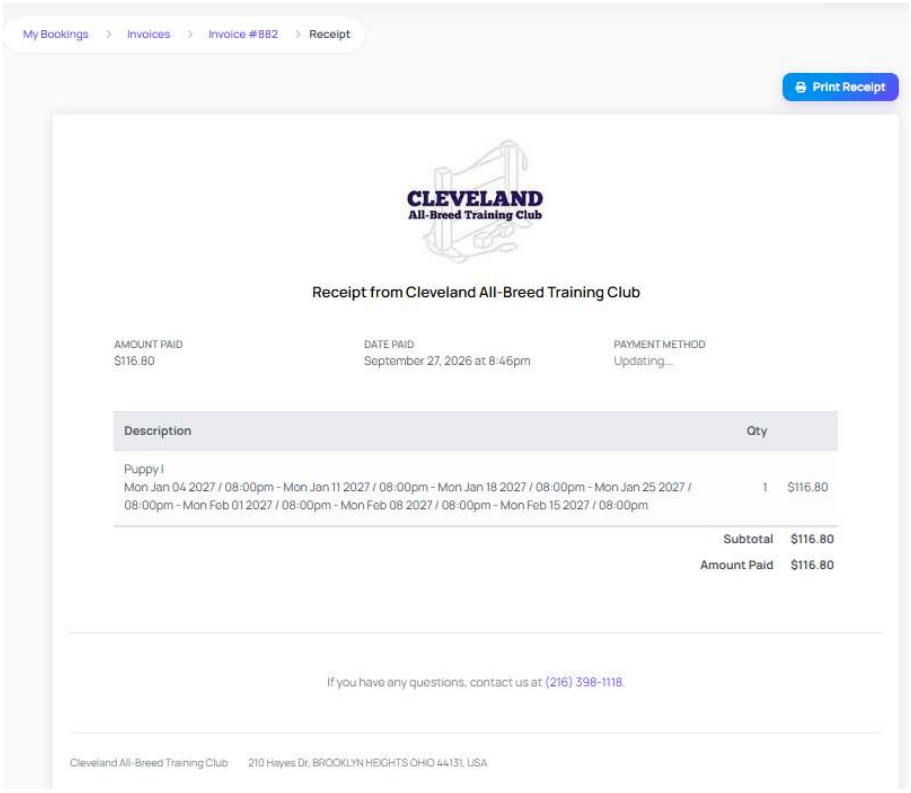
3. To Print - Click on **"Print Invoice"**
4. To view Receipt - Click on "**View Receipts"**



5. Click on receipt to view



6. To print Receipt - Click on "**Print Receipt"**

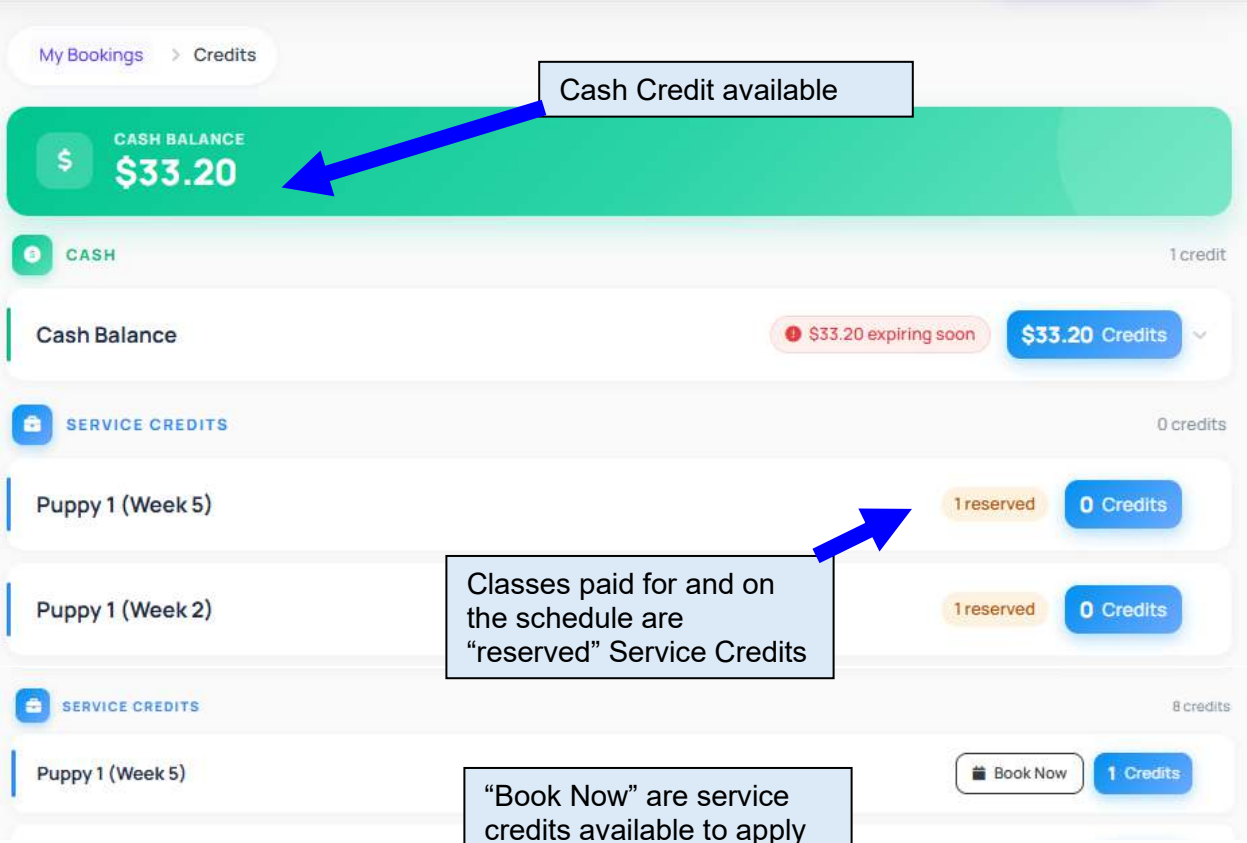


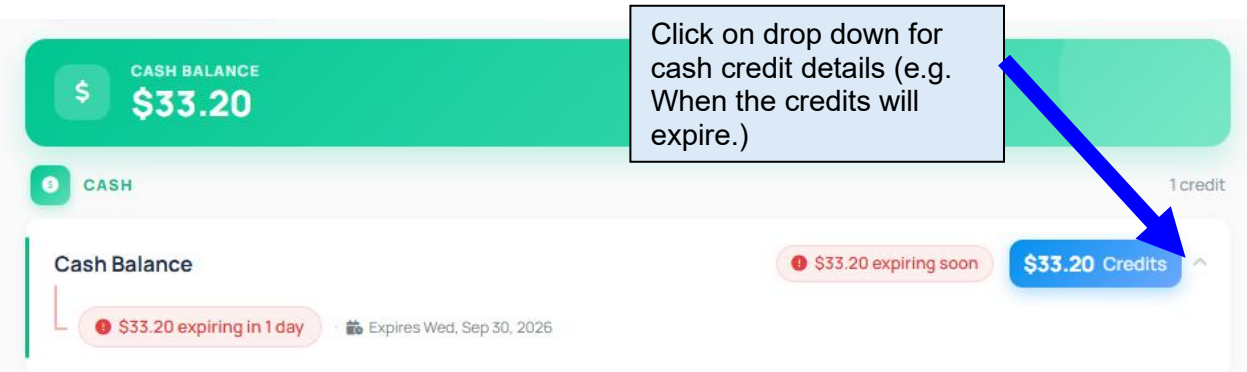
Credits

“Cash Credits” may be entered into your account by Registration because:

- You paid by check in advance.
- You have earned credits for service to CABTC (e.g. instructor).

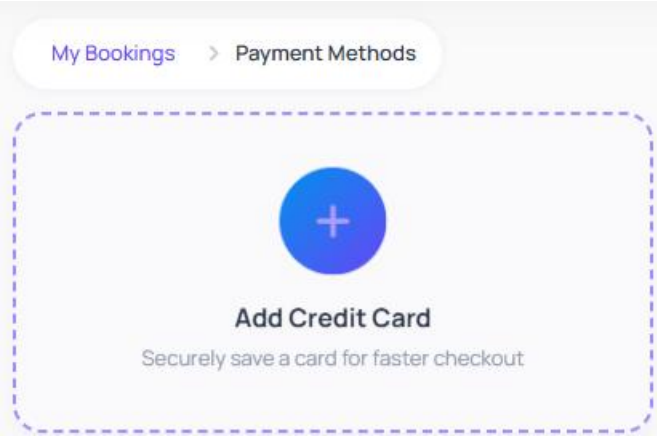
“Service Credits” apply ONLY to the class listed.

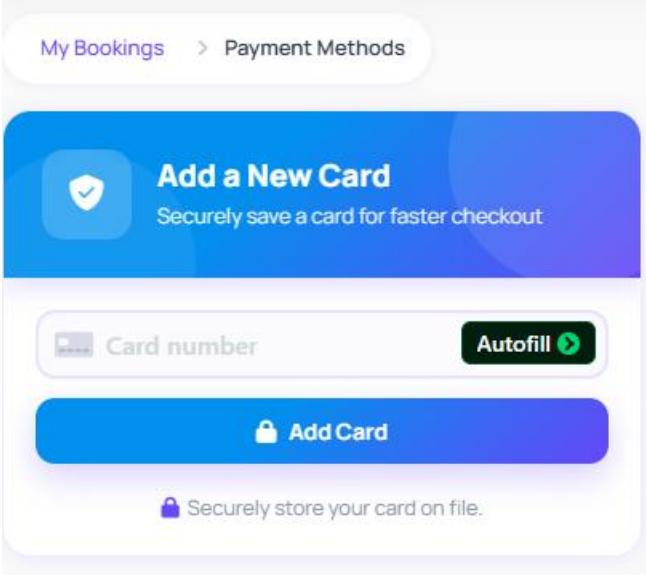




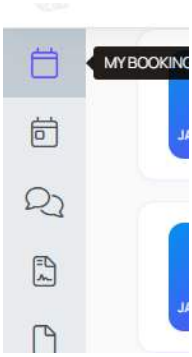
Stored Cards

This is optional. Add, edit, or remove credit cards saved in the system for faster checkout.



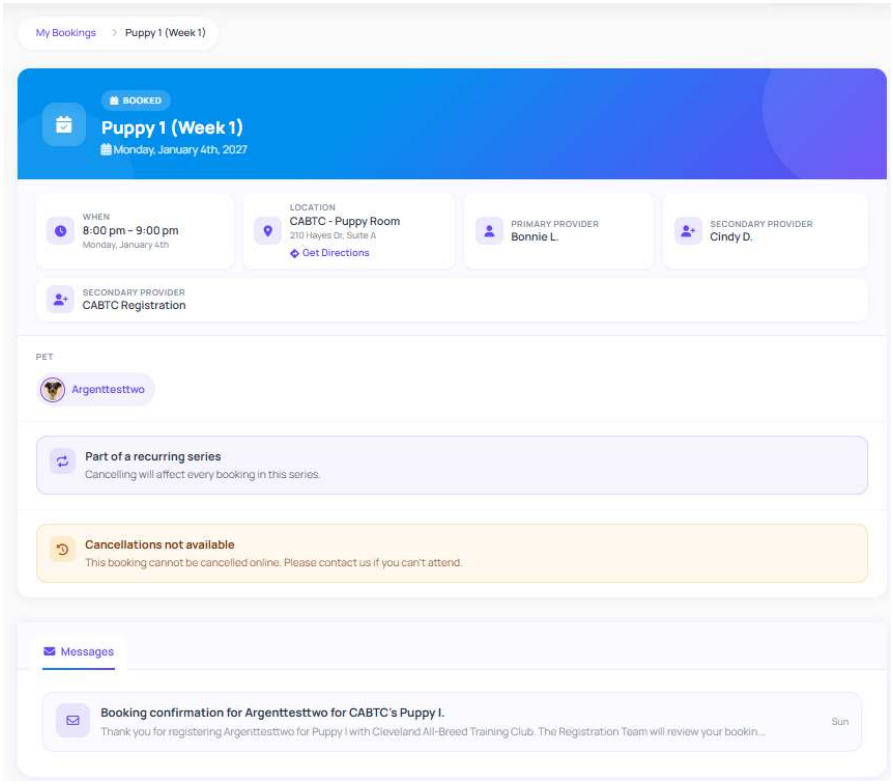


Side Menu - “My Bookings”



Your “home” page is the “My Bookings” page. This will show your personal calendar of classes that you have booked. (It will also show waitlisted and completed classes.)

1. Clicking “View All” will let you scroll through your entire calendar for that category (“Upcoming” or “Completed”).
2. Clicking on a booking will provide additional details, including when the class will occur. Also, messages that have been sent ***for this class date*** will be displayed.
3. For Waitlists, please see “FAQ – Waitlist” for more information.
4. For Cancellations, please see “Cancelling a Registration” for more information.

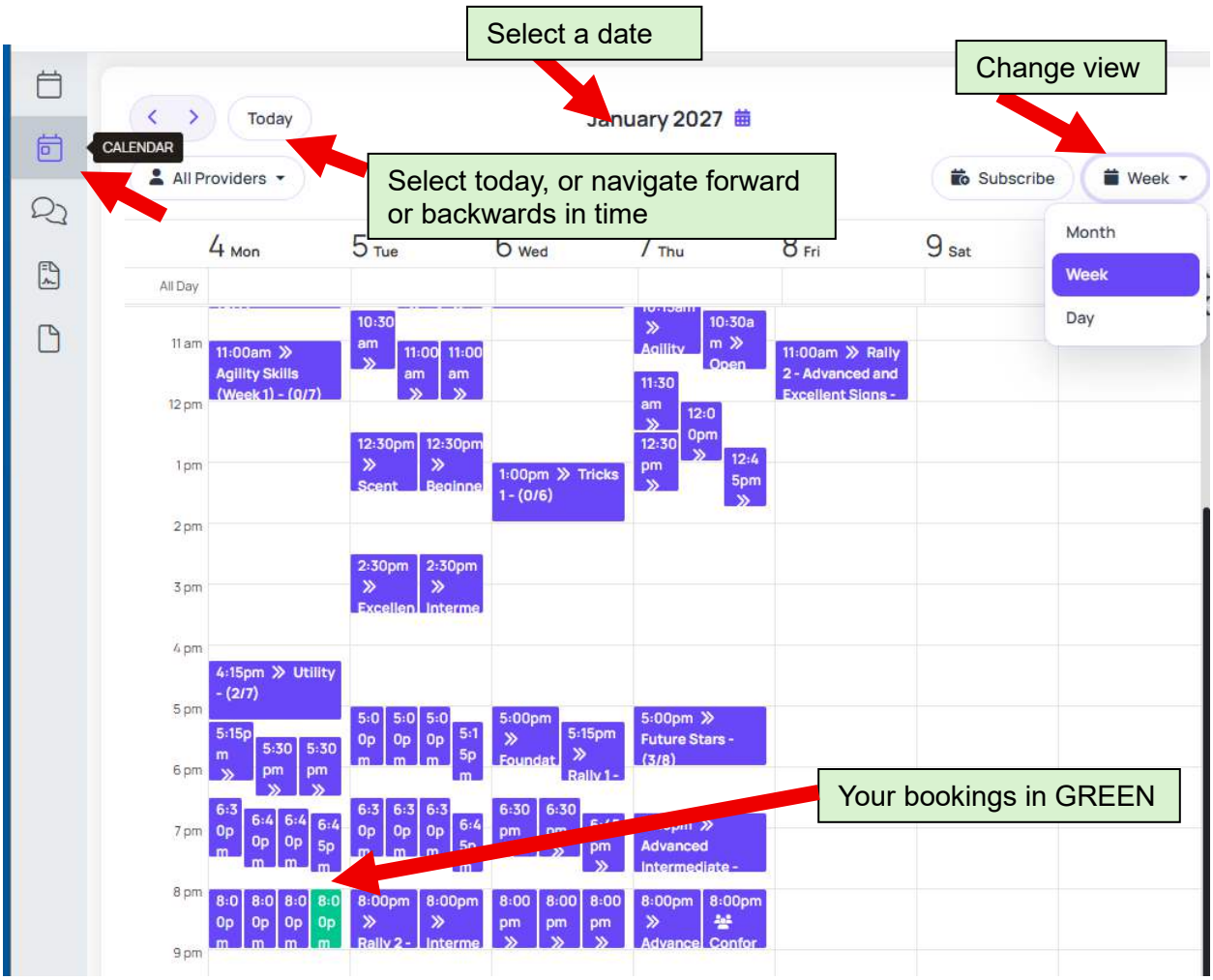


Side Menu - “Calendar”

Allows you to view CABTC’s class calendar.

- Grey – Class registration is closed (class has started or is full)
- Green – YOUR classes. (Clicking on this won’t give you any additional information.)
- Blue – CABTC classes. You may click on this to directly go to the booking page to register.

To view a filterable and color-coded calendar of all classes, please continue to use the Calendar page on the CABTC website https://www.cabtc.org/



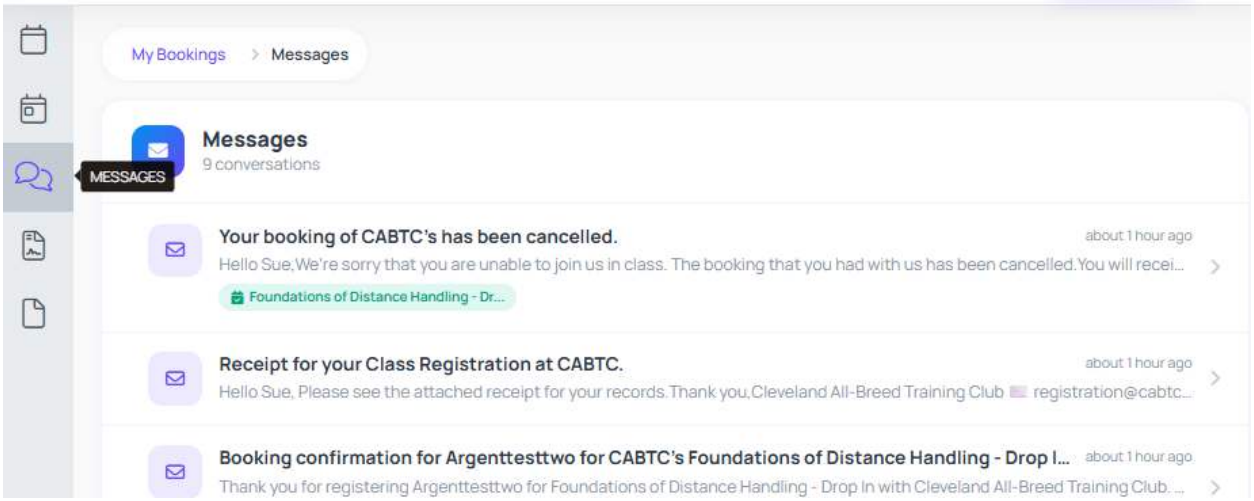
Side Menu - “Messages”

If you have a question, please directly contact the CABTC Registration team
registration@cabtc.org (Do not use the BusyPaws message system.)

Unless you have disabled Notifications in your account management profile, all messages will be e-mailed to you.

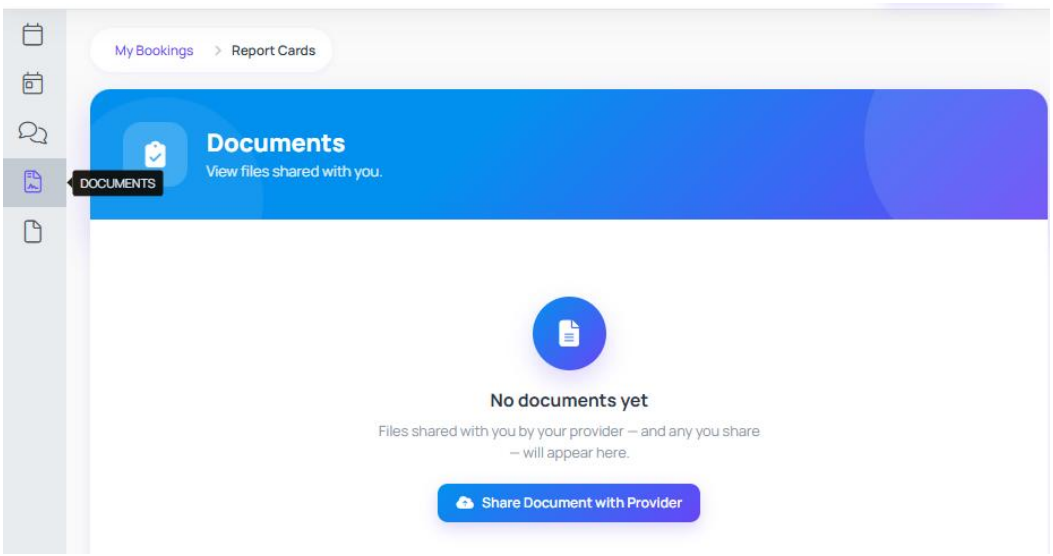
This page will display all of the messages you have received through the CABTC BusyPaws system. Messages will be organized into threads, with most recent threads at the top. The threads associated with a class will include the class name.

NOTE: Some links and attachments are not available when viewed through the client portal. In that case, you must access them through your e-mail.



Side Menu - “Documents”

You may upload documents for your instructor to view.
Your instructor may upload a document for you to view.

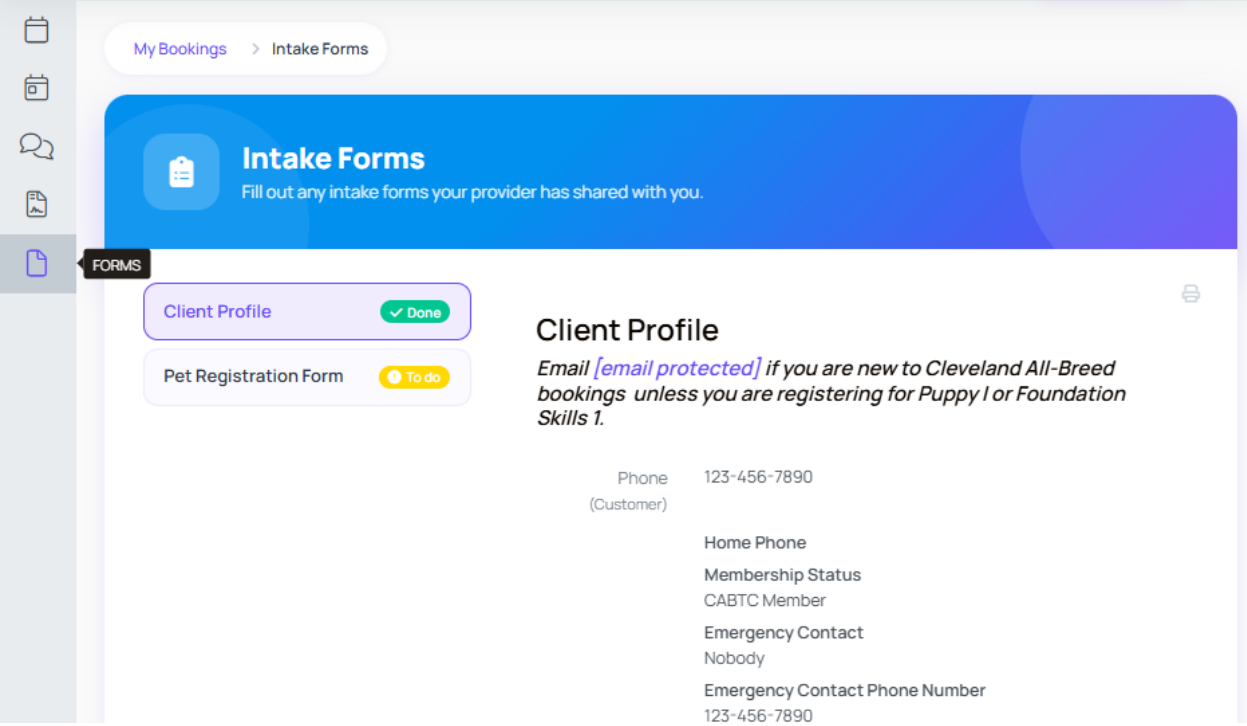


Side Menu - “Forms”

This contains all forms that you have been requested to complete. At this time (9/24/26), the following forms are mandatory:

- Client Profile Form
- Pet Registration Form

NOTE: If you need to update these forms at a later date (e.g. a new handler or dog), please notify registration@cabtc.org and they will send you a new form.



FAQs

Please see CABTC's Frequently Asked Questions web page for information on policies, parking, pottying your dog, second handler policies, absences, cancellations, and refunds.
https://www.cabtc.org/faqs/

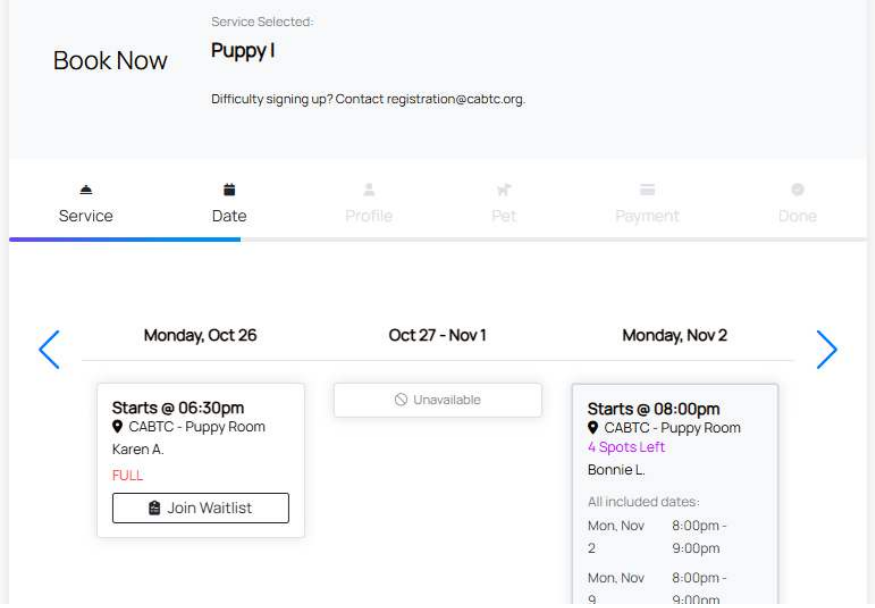
FAQ – Waitlist

CABTC classes often fill! Here's what you need to know about registration and waitlists.

If you have any questions, please contact registration@cabtc.org

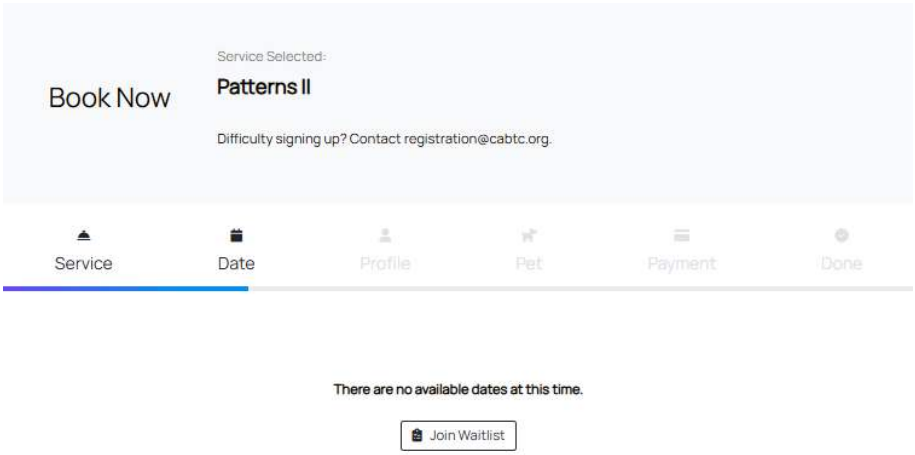
"FULL" or "No Available Dates" Class

On the Registration page (BusyPaws): If the class date / time lists "FULL," there are no openings for that class date and time. (But other dates and times may be available for that class.. Scroll down and/or sideways to see.)



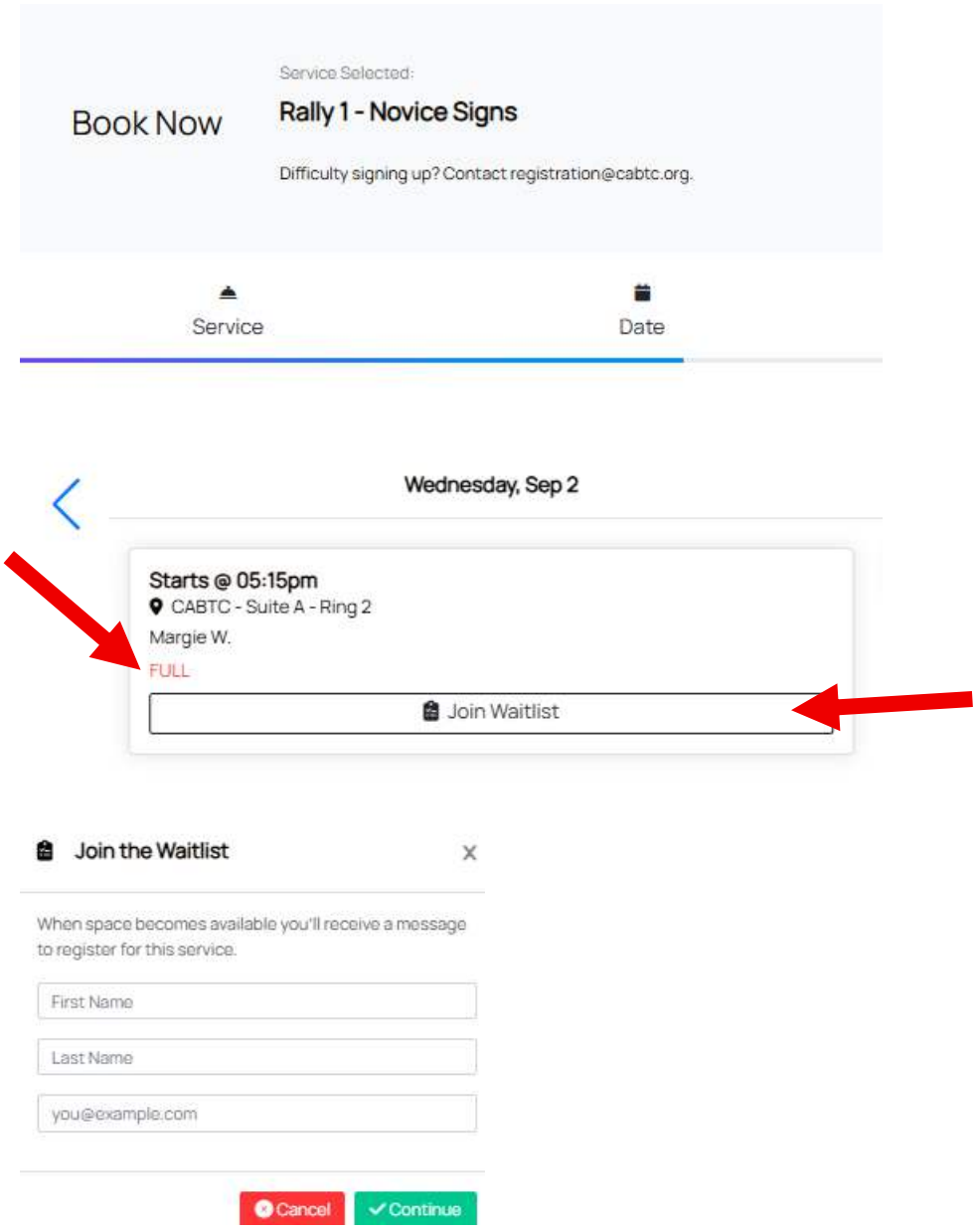
If the class states “There are no available dates at this time”:

- The class may not be open yet for registration.
- The class may not currently be on the schedule, but may be in the future. (Especially if enough interest is shown.)



“Join Waitlist” Button

1. To join the Waitlist, click “**Join Waitlist**” and fill the requested information.
    a. You do NOT need to submit the “Join Wailtist” for multiple times of the same class. The Registration Team will let you know if ANY times for that class open.
2. There will be a waitlist confirmation message displayed. However, you will NOT receive a confirmation e-mail.
    a. The Registration Team may reach out to you to collect additional information.
    b. You may view and manage your waitlisted classes through the BusyPaws account portal. (See “Managing Your Waitlist.”)
3. If an opening occurs (or the class is added to the schedule), you will be notified.
4. If no opening occurs:
    a. After the first day of class, your name will be removed from the BusyPaws registration system waitlist.
    b. You do have the option of registering for the next session of classes.


Book Now
Service Selected:
Rally 1 - Novice Signs
Difficulty signing up? Contact registration@cabtc.org.
Service
Date
Wednesday, Sep 2
Starts @ 05:15pm
CABTC - Suite A - Ring 2
Margie W.
FULL
Join Waitlist

Join the Waitlist
When space becomes available you'll receive a message to register for this service.
First Name
Last Name
you@example.com
Cancel
Continue

What If I Don't See the "Join Waitlist" Button?

If you do not see the "**Join Waitlist**" button, the reason may be:

- Most Drop-In classes do not maintain Waitlists. (You may wish to check back later, to see if someone has cancelled their registration.)
- Some classes require you to fill out and submit a Waitlist form from the CABTC website. See "Agility Waitlist" and/or "Obedience (Upper Level) Waitlist."

If you have any questions, please contact registration@cabtc.org

Agility Waitlist

Due to popularity, all agility classes are full and open for currently enrolled students only. Those teams interested in pursuing agility at CABTC must complete the waitlist application. (On the CABTC website.) We will get back with you concerning class availability. CABTC draws from our waitlist to fill all of our classes.

If you wish to be removed from the Agility Waitlist, please notify registration@cabtc.org

Obedience (Upper-Level) Waitlist

Due to popularity, many upper-level obedience classes are full and open for currently enrolled students only. Those teams interested in pursuing upper-level obedience classes at CABTC must complete the waitlist application. (10/20/26 – Soon to be on the CABTC website. Until then, please contact registration@cabtc.org) We will get back with you concerning class availability. CABTC draws from our waitlist to fill all of our upper-level obedience classes.

If you wish to be removed from the Upper-Level Obedience Waitlist, please notify registration@cabtc.org

What Happens When You Can Come Off of the Waitlist

The CABTC Registration team will contact you to let you know that there is a space available for you in the class. Once you confirm that you would still like to register for the class, the Registration team will:

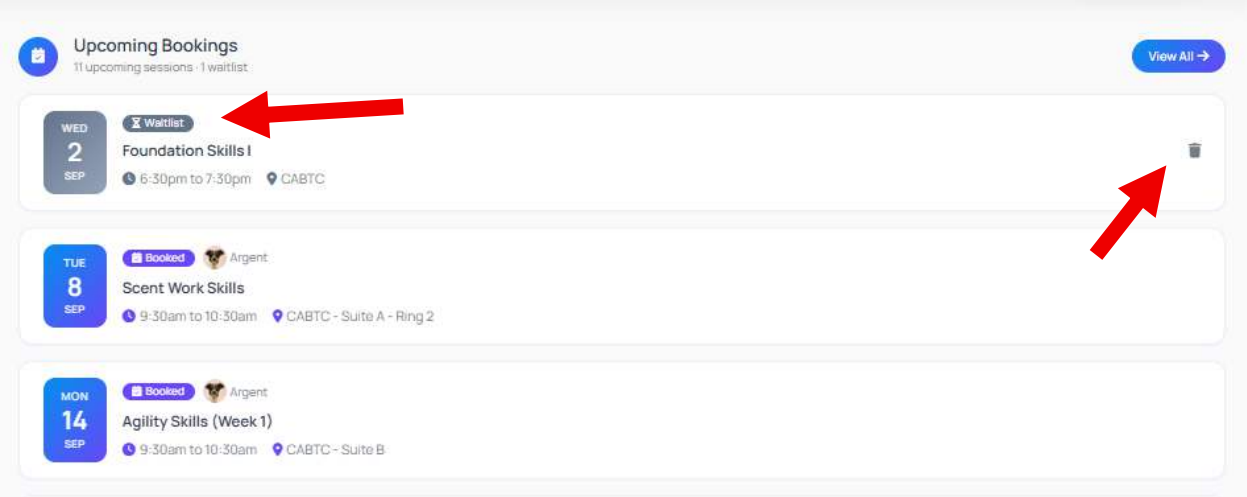
- Add the appropriate tag (if applicable)
- Move your dog into the class. **YOUR DOG IS NOT REGISTERED YET!**
- Send you an invoice (unless you already have cash credits).
- If you are new to the system, you may also be sent the Client Profile Form.
- If the dog is new to the system, you may also be sent the Pet Registration Form.
- **Payment must be completed and both forms must be on file for registration to be complete.**

Managing Your Waitlist (BusyPaws Account)

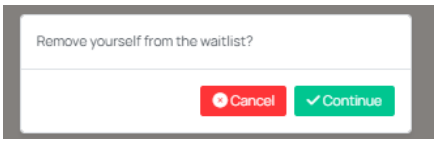
Log-in to your account at:
https://portal.busypaws.app/customers/cleveland-all-breed-training-club-1/login

Your waitlisted class (with a specified date) will be listed with your Upcoming Bookings.
(**NOTE:** After the first day of class, this listing will disappear)

If you are waitlisted for a class that is not currently scheduled, it will be listed under a separate "Waitlists" section.



If you wish to cancel your Waitlisted entry, click on the trashcan, then "Continue."



Cancelling a Registration

See CABTC's FAQ page for policies regarding refunds. https://www.cabtc.org/faqs/

You MUST contact registration@cabtc.org to cancel and receive a refund. Refunds will be made using the method originally used to pay for the class registration.

Why is my dog listed as "Unavailable" for a class?

Your dog has not yet been approved ("tagged") to sign up for that class. With a few exceptions (primarily beginner classes), most classes require pre-approval ("tags") to register.

Please see "Step 3 – Select Pet(s) - Prerequisites ("Tags")" for details..

Please contact registration@cabtc.org for additional information.

How do I add a second handler?

When you first complete the Client Profile Form, please list the 2nd handler.
If, after completing the Client Profile Form, you wish to add a second handler, please contact registration@cabtc.org to update the form.

How do I add a new dog to my account?

New dogs may be added by:

1. Logging into your CABTC – BusyPaws account and adding a new pet profile.
    a. **NOTE:** For classes that require tags, your new dog will be listed as "Unavailable" until the appropriate pre-approval tag is added by the Registration team.
2. For classes that do not require pre-approval "tags," you may "Add a Pet" during the booking process. (Remember to de-select your pre-existing dog!)
3. If, after completing the Pet Registration Form the first time, you wish to add a new dog, please contact registration@cabtc.org to update the form.

Where do I find my class homework?

The class homework is usually emailed out a few days before class that week.
The "attachment" is a link in the e-mail. Clicking on the link will automatically download the homework pdf to your computer. (Unfortunately, the homework document is NOT available through the client portal.)

If you have lost the e-mail with the link to download the homework, please contact registration@cabtc.org requesting that they resend that week's homework.