CABTC / BusyPaws Registration-User Guide

(QUICK START)

See the full guide for more details.
See CABTC's FAQ for answers to common questions https://www.cabtc.org/faqs/
If you have any difficulties booking a class, please contact registration@cabtc.org

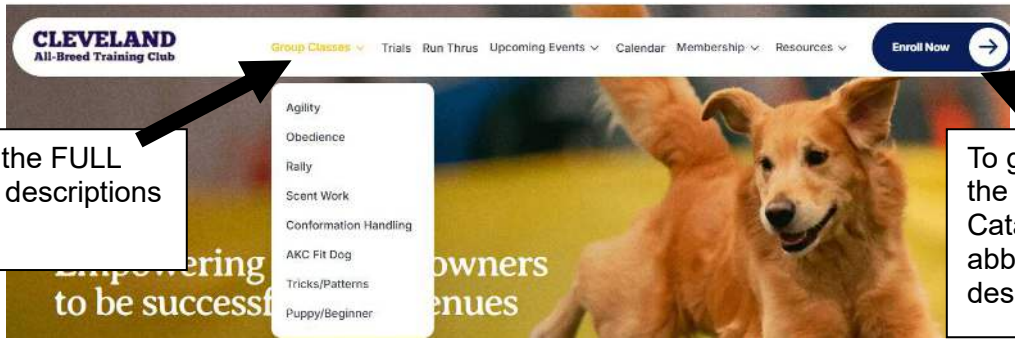
How to Book (register for) a CABTC Class

Step 0 – Before You Register

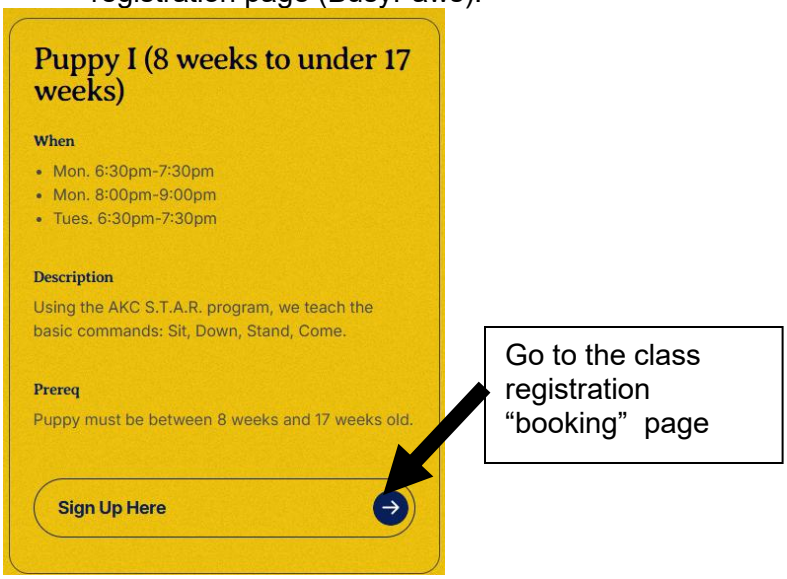
1. **If your dog requires a "tag" (pre-requisite verification / approval to enter class):** Please ask your current instructor or contact registration@cabtc.org
2. **If you are a CABTC member (member discount):** You MUST have your account set up with a password, AND you must be marked as a CABTC member. Verify that your account has you marked as being a Member.
3. **If you believe you have credits (and want to use them)**: You MUST have your account set up with a password.
4. See full guide for more details. If you need to set up your account for the first time (before you register), please contact registration@cabtc.org

Step 1 – Find and Select Your Class

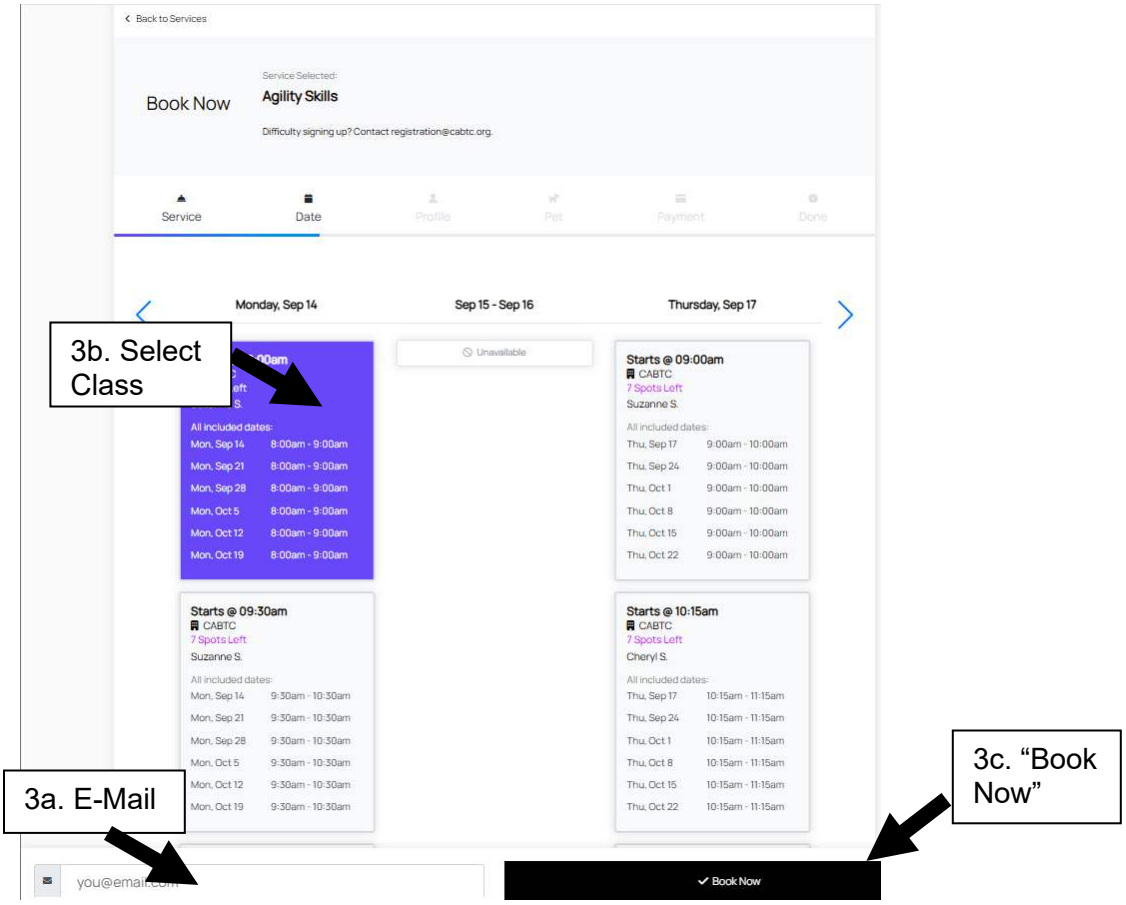
1. View CABTC's classes with FULL descriptions at https://www.cabtc.org/



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).



3. Booking Page will show all available dates and times, along with the lead instructor(s) for that class. Select your class, enter your e-mail, and click **“Book Now.”**



Step 2 – Client Profile Form (1st Time Registering)

Client Profile Form – Common Errors

1. All red asterisked **(*)** items must be completed. (You will be told that the form is not complete.)
2. Missing phone number
3. Not entering an additional handler or "none".
4. Not clicking the "I have read and agree to the terms above" box below the "General Liability and Release of All Claims" waiver.

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.

Case 4a – Paying with Credit Card (Stripe)

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 and be logged in..

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

1. 1st Time Registration: **Complete Pet Registration Form and Customer Profile** (link(s) at bottom of the Booking Confirmation e-mail). Once completed, you will not need to complete these for future bookings. ***You are not considered fully registered until these forms are complete.***
2. **Create an account (with password) with BusyPaws**. The link will be included in the Booking Confirmation e-mail.
    a. CABTC requests that you do the following at MINIMUM:
        i. My Profile – **Add your phone number**
        ii. My Pets
            1. **Add a birthdate.** This makes it easier for the instructor to quickly identify age-specific training advice.
            2. **Add a photo.** This makes it easier for the instructor to quickly identify your dog in class.