

HOW-TO INSTRUCTIONS

Version 1b

Horse Rescue Registry (HRR)

The present file contains a copy of the online HOW-TO section found on HorseRescueRegistry.org

For the latest version, please refer to the online version.

You will find here the step-by-step process to achieve the following:

- **REGISTER**
- **CLAIM** your listing
- **EDIT** your listing
- **ADD** a new listing

If you encounter any difficulty or have any question,
please do not hesitate to contact us at support@HorseRescueRegistry.org

How to REGISTER to the Official Horse Rescue Registry (HRR)

Registering on HRR is your first step to take direct control of your listing. If you would rather have us update your listing, whenever you want to make a change, you are still invited to register but it is not compulsory.

Please read this before moving forward:

Step 1: After clicking on the "REGISTER NOW" link at the bottom of this page, the Registration Form will appear (shown below). You need to fill out this portion, titled *User Registration*.

When done filling out this portion scroll down to the bottom of that page and click on

the  button you will find there.

User Registration



* Required field

Name *

Username *

Password *

Confirm Password *

Email Address *

Confirm email
Address *

Captcha *

I'm not a robot



reCAPTCHA
Privacy - Terms

NOTE: Depending on your browser, you **might** see a *User Profile* section - all information in that section is optional; you will have the opportunity to update your profile later on, as part of your listing.

User Profile

Address 1:
(optional)

Address 2:
(optional)

City:
(optional)

Region:

Step 2: The following screen will tell you a confirmation email was sent to you.

Message ✕

Your account has been created and an activation link has been sent to the email address you entered. Note that you must activate the account by selecting the activation link when you get the email before you can login.

Step 3: After opening the confirmation email and clicking on the activation link, you will be directed to this confirmation screen:

Message ✕

Your Account has been activated. You can now log in using the username and password you chose during the registration.

Username *

Password *

Remember me

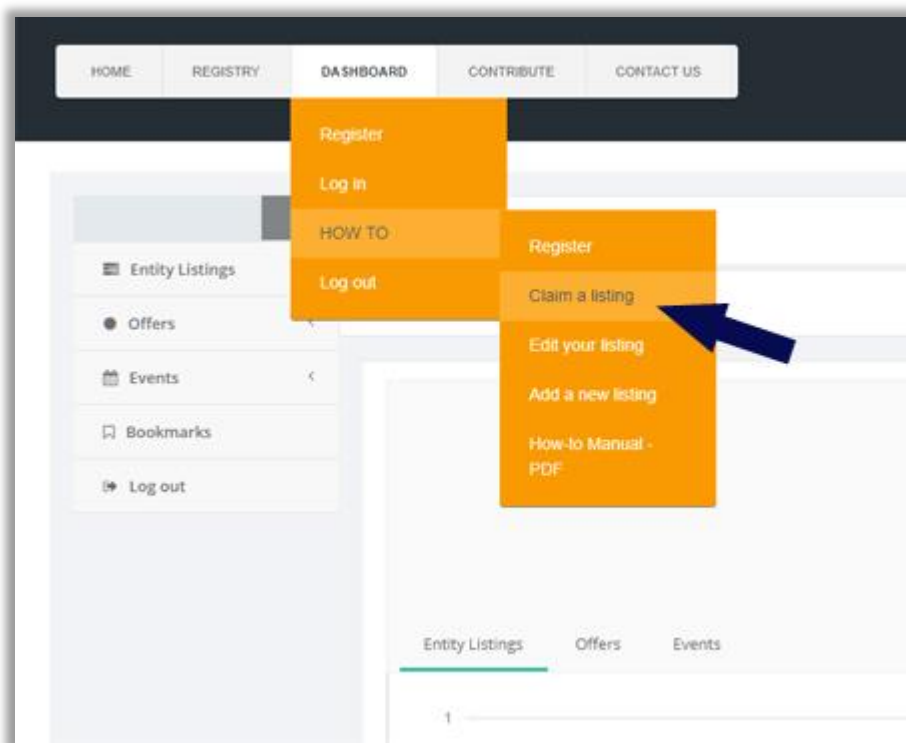
Log in

[? Forgot your password?](#)

[? Forgot your username?](#)

[? Don't have an account?](#)

Step 4: Now log in using the Username and Password you entered upon registration. The next page coming up should be your Dashboard. Whether at your Dashboard or not, and unless you do not already have a listing that needs to be claimed, **your next step is to Claim your Listing**, so please go back to the "Claim a Listing" tab on the navigation bar and continue with Step 2 (here's the [direct link](#)).



NOTE: Once you claimed your listing you can go back to your Dashboard to edit, add or even deactivate your listing if needed. There you can also add images, videos, special offers for your visitors and you can also list future events happening at your facilities.

PLEASE DO NOT HESITATE TO CONTACT US IF YOU ENCOUNTER ANY
DIFFICULTY: listings@HorseRescueRegistry.org

[REGISTER NOW](#)

REGISTER +

How to CLAIM A LISTING

In order for an individual or a owner/manager of an entity to be able to directly manage the information they want the general public to have access to, the listing must first be claimed by the authorized person.

The process is simple (you may want to print this page to follow along while doing it):

Step 1: Register. If not already done, please register before going any further. Click here: [Register](#)

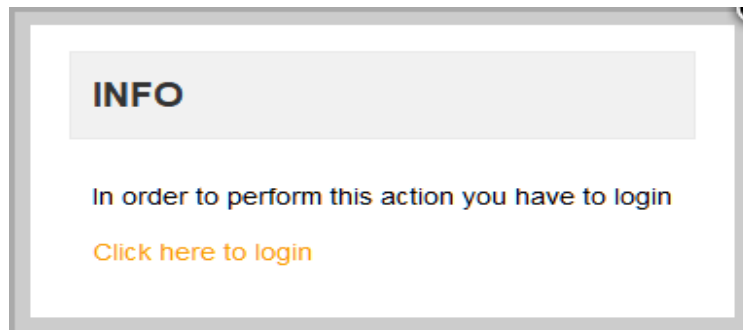
Step 2: Once registered, find your listing one of two ways, under the "Registry tab" on the navigation bar:

A: select "Search" and enter one or two words that are part of your business name, or

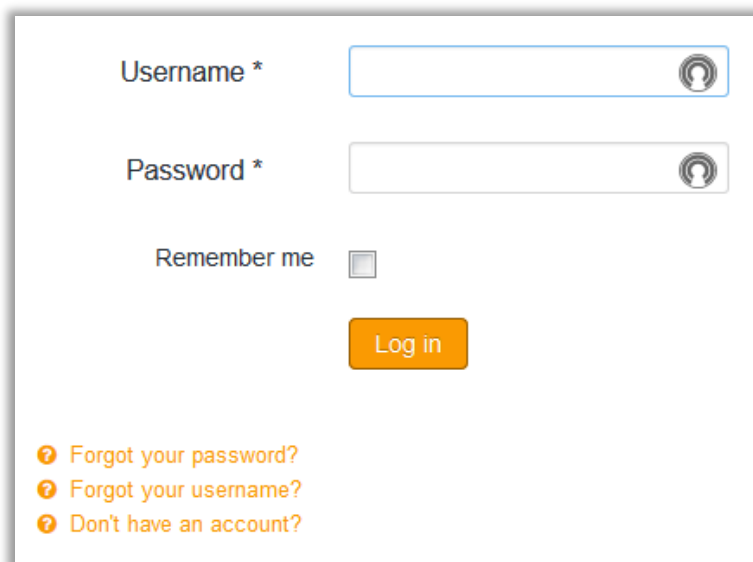
B: select "All Listings" and locate your business there. Click on the link [More Info](#) to access the information already gathered from public domain. You may be asked to log in if not already done.

Step 3: On the right bottom side of your listing you will see this button [Claim this Listing](#) - click on it! If that option does not appear it means that your listing has already been claimed. If it has already been claimed without authorization please [contact us](#) immediately so we can investigate.

Step 4: Depending on your registration, and when or from which computer you registered, you may now be seeing this screen:



Followed by this screen or the one in Step 5 below:

A screenshot of a login form. It features two input fields: "Username *" and "Password *", each with a blue border and a circular refresh icon on the right. Below the password field is a "Remember me" checkbox, which is currently unchecked. A prominent orange "Log in" button is centered below the checkbox. At the bottom left, there are three orange links: "Forgot your password?", "Forgot your username?", and "Don't have an account?".

Enter your UserName and Password you entered when you registered.

If you have not yet registered, you can do it from that screen by clicking on "Don't have an account?" at the bottom.

Step 5: On the "Claim Listing/Business" page enter the requested information to validate your claim. Note that you must enter text in all fields; in the "Function" field, if not sure enter "self", "Rep", or something else you will recognize. Once you have claimed your listing, the request is reviewed ASAP by the Registry Administrator; depending on the day and time, approval normally takes a few minutes, but it could several hours. Please realize that each claim is individually processed to ensure protection of the information. You will receive a confirmation email, and you can then return to your listing and edit any of the information you want. Make sure to save your changes. Remember that anything you enter in your profile will be viewed by visitors.

Claim this Listing

The listing can be claimed by one of the owners or a legal representative

First name

Last name

Function


Phone

E-mail address

Hereby I declare that I have the right / are entitled to represent the entity

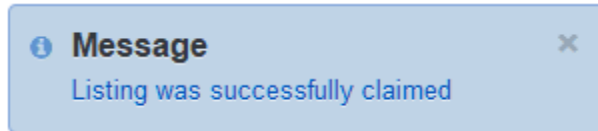
I agree to the terms and conditions

I'm not a robot



reCAPTCHA
Privacy - Terms

You should now see the image below.
If you do not see the following confirmation try your claim one more time. If still no confirmation, please contact us for support.



Once your listing is claimed and you received the **email confirmation** (as mentioned above), you can now go back to it anytime you want, through the "Dashboard" tab, to add or delete information, make improvements, or make any change you want.

Now ready to find and claim your listing?

Click here to find it: [Claim a Listing ▶](#)

If you encounter any difficulty please do not hesitate to [CONTACT US](#).

How to EDIT YOUR LISTING

In order to edit and make changes, you must be REGISTERED and CLAIMED YOUR LISTING.

If not done yet, please take a moment to: [REGISTER](#) and [CLAIM LISTING](#)

To make changes follow this simple process (you may want to print this page to follow along while doing it):

Step 1: Go to Dashboard and select "Log in" - this will redirect you to your own dashboard. If not already logged on, the following screen will come up - simply enter the UserName and Password you elected when you first registered.

Username *

Password *

Remember me

[Log in](#)

- [? Forgot your password?](#)
- [? Forgot your username?](#)
- [? Don't have an account?](#)

If you are not getting that screen, your registration probably did not go through. Try to [Register](#) again, or [contact us](#) for help.

Step 2: On your Dashboard page, select ENTITY LISTINGS.

The dashboard is titled "Dashboard" and includes a navigation sidebar on the left with options: Entity Listings, Offers, Events, Bookmarks, and Log out. The main content area features a line graph showing "Entity Listings" views from 02/04/2018 to 04/01/2018. The graph shows a steady increase from 0 to 5 views. To the right of the graph is a "Total views" summary section showing 5 total views, with 100% from Entity listing views, 0% from Offer views, and 0% from Event views. Below the graph are three summary cards: "ENTITY LISTINGS" (1 listing, 5 views), "SPECIAL OFFERS" (0 offers, 0 views), and "EVENTS" (0 events, 0 views). A "MANAGE BOOKMARKS" card is also visible. A red arrow points to the "ENTITY LISTINGS" card.

Dashboard

Dashboard / Dashboard

Manage your directory data

01/28/2018 To 04/08/2018

Entity Listings Offers Events

Entity listing views 100%

Offer views 0%

Event views 0%


Entity Listings: 1, View number: 5

SPECIAL OFFERS: 0, View number: 0

EVENTS: 0, View number: 0

MANAGE BOOKMARKS: Edit/Delete bookmarks

and then select **Edit**

Name	Progress	Website clicks	View number	# of Contacts	State
 Test-John2 View Edit Delete Deactivate	<div style="width: 25%;"><div style="background-color: #28a745; height: 10px;"></div></div> 25%	0	5	0	PUBLISHED

When on that page you can also select any of the other actions you may want to perform:



After clicking **Edit** the page with all your listing's information will come up and you can now edit at will.
Make sure to save your changes.

Please remember that anything you enter in your profile entity will be viewed by visitors.

Here's a sample of what you can make your listing look like: just upload your own images as instructed on the Edit page mentioned above.

Note: the GoogleMap images will be automatically created when you enter your address and zip/postal code.

BOTTOM OF PAGE

TOP OF PAGE

The screenshot shows the top section of a business listing. On the left, there is a small image of a person with a horse. To the right of the image, the business name 'Horse Rescue Registry' is displayed. Below the name, the address 'Honeysuckle Road, Largo, Florida 32778, United States' is listed. Further down, it says 'Non-profit entity' and provides two phone numbers: '855-529-2888' and '352-512-5812'. There is also a '1 Reviews' indicator and an 'Add bookmark' button. Below this information is a 'Gallery' section with a large image of a horse's eye and a smaller map of the location. To the right of the gallery, there is a 'Contact' button.

The screenshot shows the bottom section of a business listing. At the top, there is a 'Business Details' section with the heading 'Supporting the Equine Therapy environment'. Below this, a paragraph describes the registry as a not-for-profit independent interactive member-maintained directory. The 'Type' is listed as 'Other business type'. 'Keywords' include 'AOC, autism'. 'Activities' are 'Non-equine activities, Other equine-related activities'. 'Disabilities' are 'Other disabilities'. 'Membership' is 'ETR'. 'Support' includes 'Internship, Mentorship'. Below the details is a 'Map Location' section with a Google Map showing the business location on Honeysuckle Rd. At the bottom, there is a 'BUSINESS REVIEWS' section with a checkmark icon.

If you registered and Claimed your listing,
so you are **now ready** to make changes to your listing,
please [click here](#) go to your **Dashboard**

If you encounter any difficulty please do not hesitate to [CONTACT US](#).

How to ADD A NEW LISTING

PLEASE DO NOT ADD A DUPLICATE LISTING

Before adding a listing please make sure it is not already there.

Search the registry and if you find your entity there please select **Claim Listing** on the navigation bar.

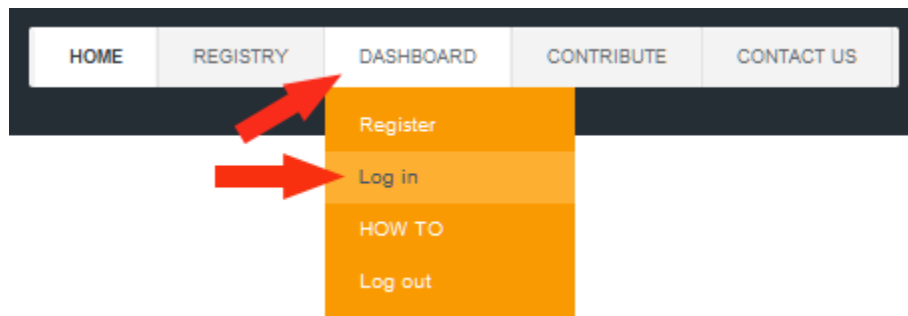
To add a new listing, please follow these steps (you may want to print this page to follow along).

PRICING: The entire cost of a listing by a qualifying individual or entity is covered by a sponsorship from Equestrian Spirit and the Foundation for Equestrian Athletes.

See "Step 5" below for the criteria.

Step 1: If not already registered, please [REGISTER](#) now and then come back here to continue.

Step 2: Log in to the platform. The quickest way is to go to the DASHBOARD tab and select "Log in"



Step 3: After logging in, you should now be on your Dashboard. This is where you control your listing(s). Select "Entity Listings"...

Dashboard

Manage your directory data

Dashboard / Dashboard

Entity Listings <

Offers <

Events <

Bookmarks

Log out

01/28/2018 To

04/08/2018 To

Total views

5

5

Entity listing views 100%

0

Offer views 0%

0

Event views 0%

Entity Listings Offers Events

8

6

4

2

0

02/04/2018 02/18/2018 03/04/2018 03/18/2018 04/01/2018

ENTITY LISTINGS
Manage your entity listings.

Entity Listings View number
1 **5**


SPECIAL OFFERS
Add or modify your special offers.

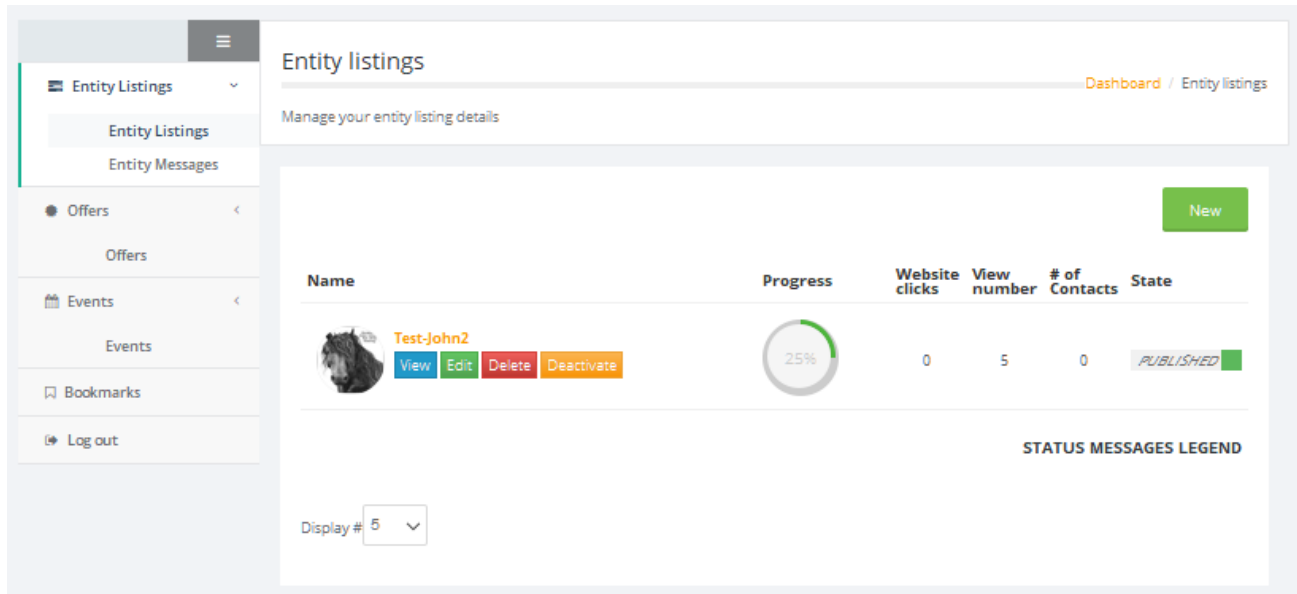
Offers View number
0 **0**

EVENTS
Add/Edit/Delete events

Events View number
0 **0**

MANAGE BOOKMARKS
Edit/Delete bookmarks

...and on the next page select the  button.



Step 4: Fill out the form to the best of your knowledge. The fields with a green asterisk * must be filled in, otherwise you will keep getting an error message when trying to save your info.

If you don't yet have a website, enter the web address where visitors could get information, like your Facebook page for example.

If you have absolutely no web address to enter, then enter www.HorseRescueRegistry.com for now. You can change this at any time.

You will see the option of adding a tab: this relates to the tabs on your listing (we suggest you view your listing and then decide if you want to add a tab).

There might be fields that are not relevant to your entity: leave them blank.

(Please note that the "Bookmarks" section might not in operation at the present time)

Make sure to click **SAVE** before leaving that page or before taking a break from your computer/tablet/phone to avoid the Form to time out.

Step 5: All your information is saved on the database the moment you click the "Save" button.

Now your new listing will be reviewed to ensure it meets certain basic criteria:

- authorized and true information
- legal and moral equine-assisted therapy related activities
- no criminal records
- no unresolved complaints
- you do what you claim you do

Your listing will be automatically updated to the proper status once reviewed.

After receiving a confirmation email, you can then go back to your Dashboard any time and edit your listing at will, add future events you would like visitors to see, etc.

Disclaimer: Any and all listings appearing on this platform/database is to the sole discretion of HorseRescueRegistry.org, with all rights for publication. EquineTherapyRegistry.org reserves the right to refuse or discontinue any listing for any reason, without warning and without recourse. *HorseRescueRegistry.org, Equestrian Spirit, and/or FEA cannot be held responsible and/or liable, directly or indirectly, for any information and/or use of information found on this website, platform or database.*

Please [contact us](#) if you encounter any difficulty.