



Shelter Pet Data Alliance™

powered by

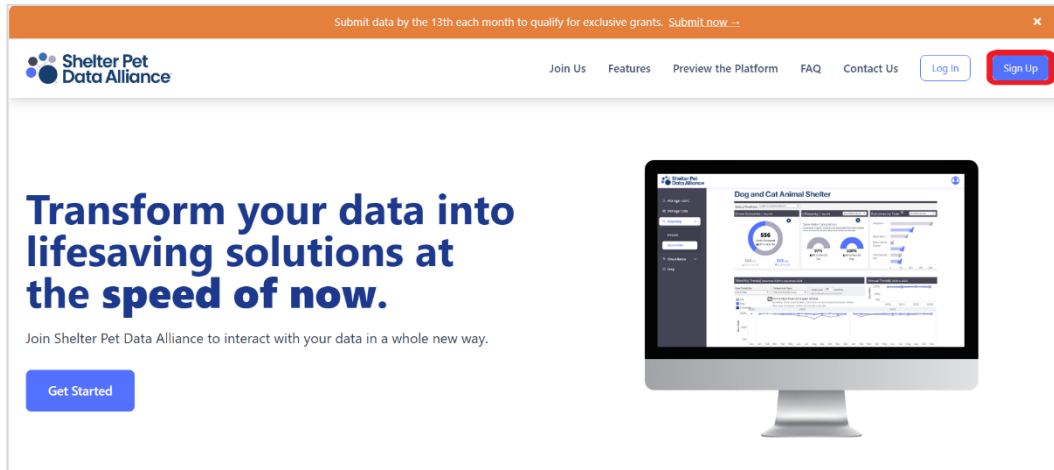


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Creating a User Account and Organization Profile

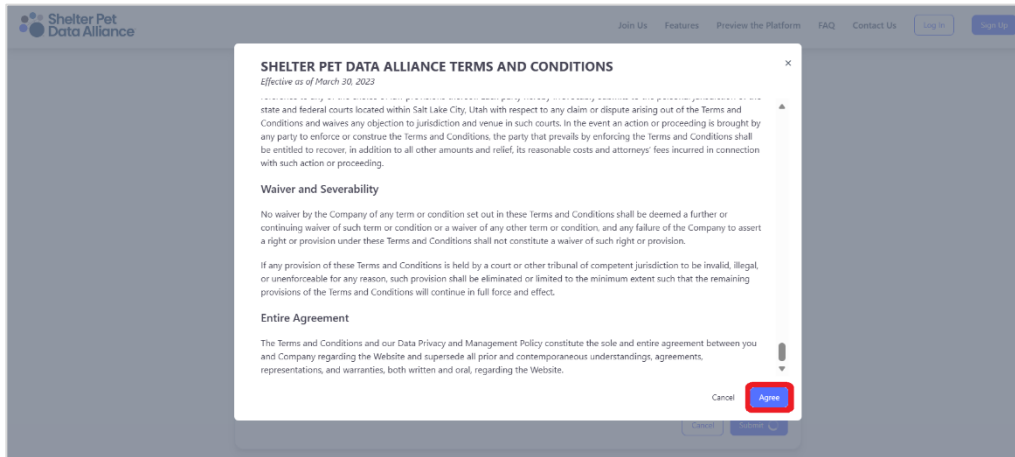
1. In your internet browser, type shelterpetdata.org in the address bar.
2. Click **Sign Up** on the upper right corner of the page.



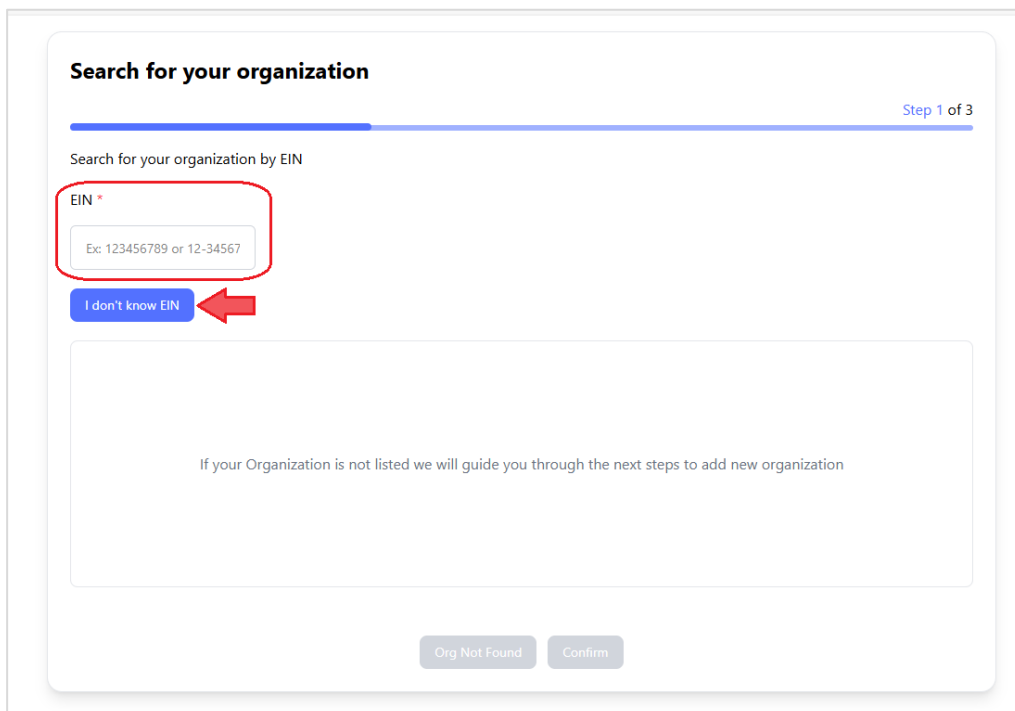
3. Enter your first name, last name, phone number, job title, and email.
4. Create a password and confirm password.
5. Click the **Submit** button.

The screenshot shows the 'Create Your Shelter Pet Data Alliance Account' form. The form is titled 'Create Your Shelter Pet Data Alliance Account' and includes a link for 'Already have an account? Sign In'. The form fields are: 'First Name *', 'Last Name *', 'Phone Number *' (with a placeholder '0000 XXX-XXXX ext XXXXX'), 'Job Title *', 'Email *', 'Password *', and 'Confirm Password *'. Below the password fields, there is a note: 'Password must contain at least 9 characters, 1 uppercase, 1 lowercase, 1 number, and 1 special character'. At the bottom right of the form, there are 'Cancel' and 'Submit' buttons.

6. Review and agree to the Shelter Pet Data Alliance Terms and Conditions of Use. You must scroll to the bottom of the agreement to see the **Agree** button.



7. Check your email inbox for the verification email and click **Verify Email Address**.
8. You will be automatically directed back to the website. **DO NOT STOP HERE**.
9. Click **Log In** and input your username (email address) and the password you created in step 4, then click **Log In**.
10. The *Search for your organization* section will be used to determine if your organization already has an account in Shelter Pet Data Alliance.
 - a. The preferred way to search for your organization is by using the EIN.
 - b. If you don't know the EIN for your organization, click the **I don't know EIN** button to search by state and/or zip code.



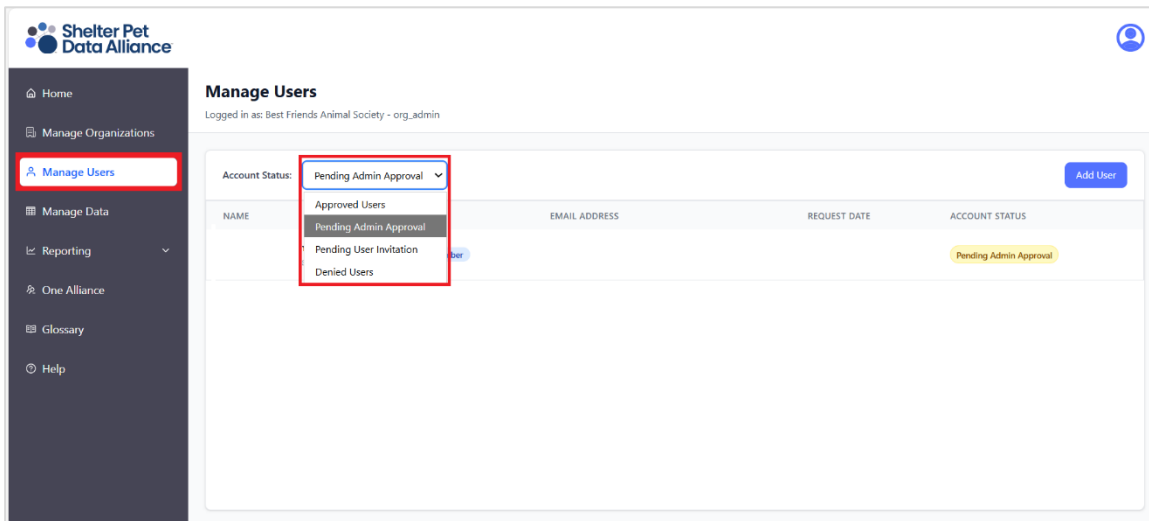
11. Find your organization in the search box or complete the steps to create a new org profile.
 - a. Your organization may be in our system and have an account in SPDA. If this is the case, it will appear in the search box. Click the box to the left of the EIN to select it then click **Confirm**. An email will be sent to all administrators of the account, and they will be able to accept or deny your request to join the organization. *Note: If the current administrators are no longer with the organization, please submit a Help ticket requesting access. For instructions on submitting a Help ticket, go to the *Submitting a Help Ticket* section on page 28.
 - b. Your organization may be in our system and not have an account in SPDA. If this is the case, it will appear in the search box. Click the circle to the left of the EIN to select it then click **Confirm**. Complete step 2 to create your org profile, then click **Next**. Complete step 3, then click **Complete Registration**.
 - c. Your organization may not be in our system. If you've conducted a thorough search for your org and it does not appear in the list, click the **Org Not Found** button. Complete step 2 to create your org profile, then click **Next**. Complete step 3, then click **Complete Registration**. *Note: If your organization is not in our system, and you register, the SPDA support team will need to verify your EIN and organization information. Please allow up to 3 business days for the verification to be completed. In the meantime, you can enter data, but it won't be processed until you receive the notification that your organization has been verified.

Approving/Denying New Users and Adding New Users

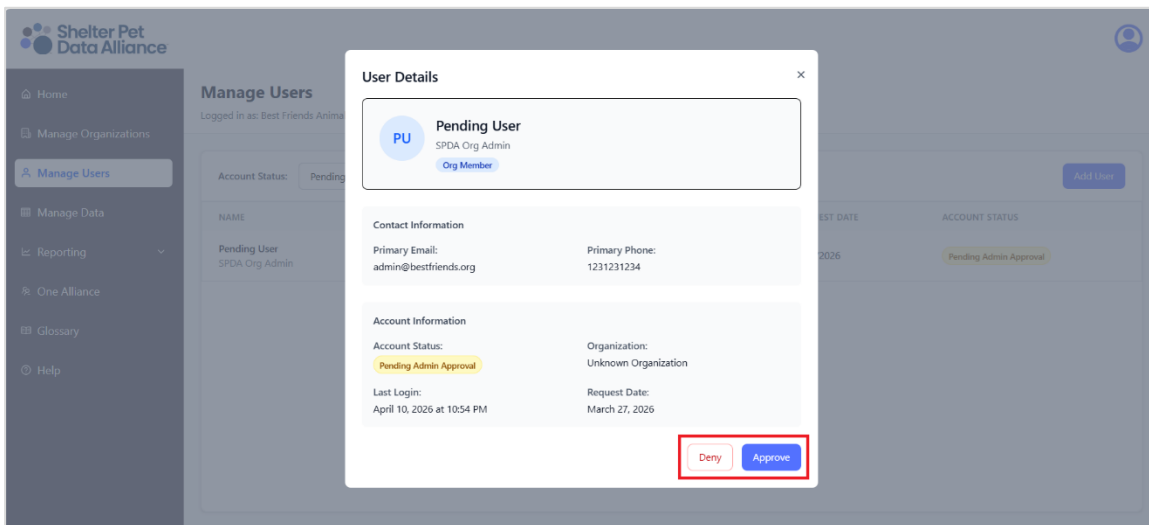
If you have Org Admin level access, you will be able to accept or deny requests for new users to join your organization's SPDA account. You will be notified of any new requests via email. The Home page will also display a notification if there are pending users.

Follow these instructions to approve or deny the new user access request.

1. Click **Manage Users** from the left menu.
2. Select *Pending Admin Approval* from the account status.



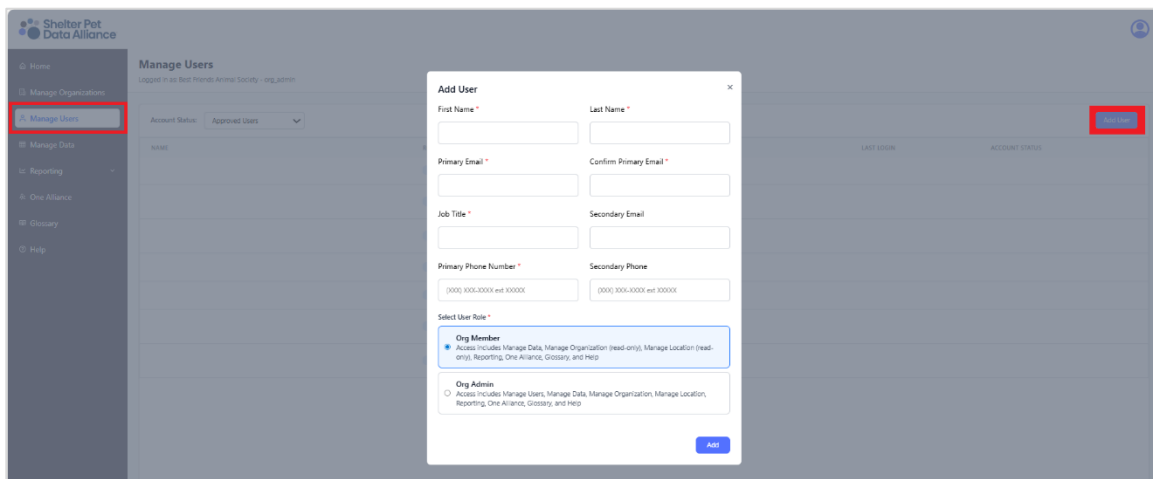
3. Click on the user's name from the list.
4. Click the **Approve** or **Deny** button.



If you have Org Admin level access, you will also be able to add new users by inviting them to join your organization's SPDA account.

Follow these instructions to add new users.

1. Click **Manage Users** from the left menu.
2. Click the **Add User** button on the right side of the screen.
3. In the Add User popup, complete all required fields.
4. **Select User Role** of Org Member or Org Admin.
5. Click the **Add** button.
6. The invited user will receive an email invitation with their temporary password.



Opting-In to Automatic Data Sharing

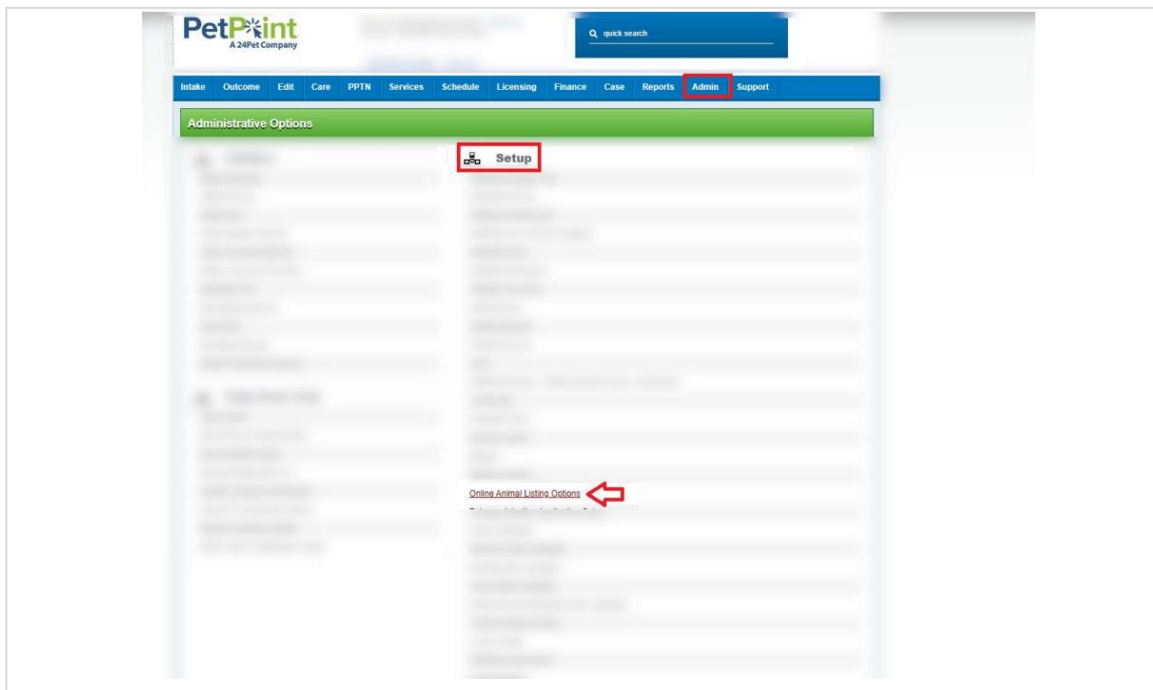
These instructions only apply to users of PetPoint, ShelterBuddy, and Shelterluv.

Please note there may be slight data discrepancies between your shelter management system reports and totals in Shelter Pet Data Alliance.

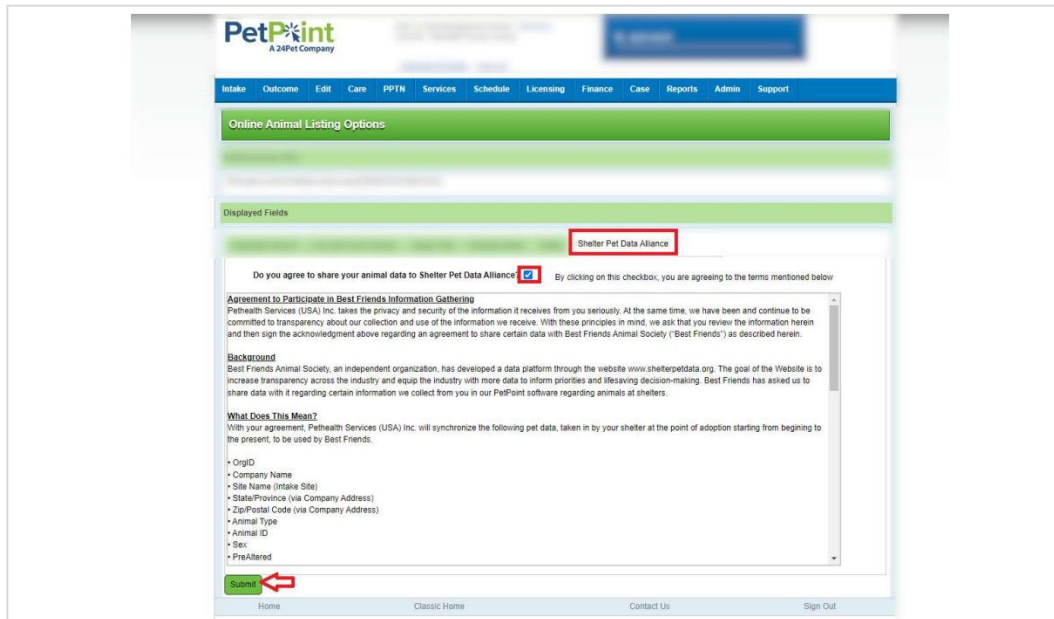
PetPoint Steps:

Complete the following steps in PetPoint to begin the opt-in process for data sharing. If you have any questions or run into any issues, please [contact PetPoint support](#) directly for assistance.

1. Go to the **Admin** options in your PetPoint account.
2. In the Setup column, select **Online Animal Listing Options**.

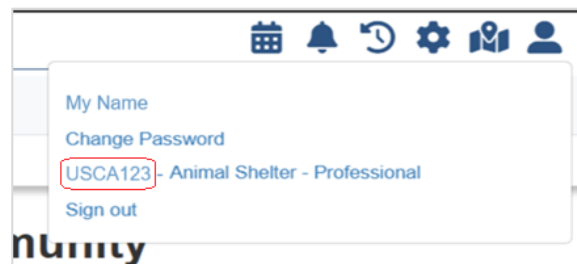


3. Click on the Shelter Pet Data Alliance tab, agree to the terms by clicking on the checkbox, and then click submit to enable data sharing. **DO NOT STOP HERE.**



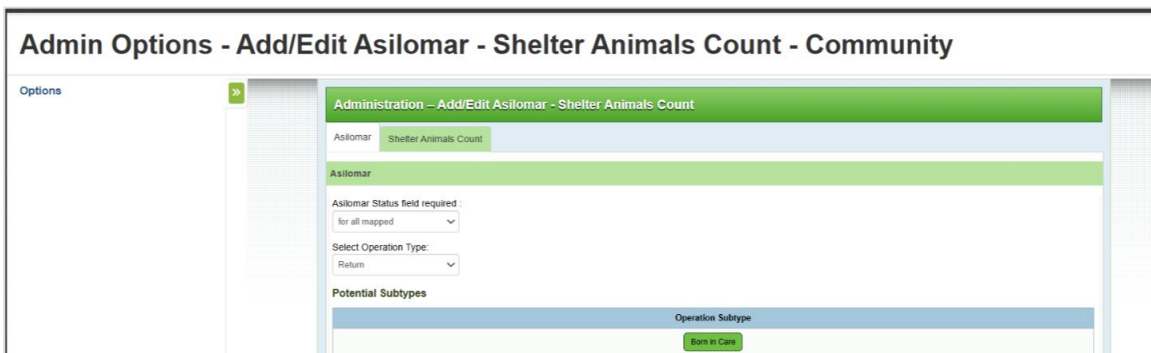
4. **IMPORTANT STEP** – It is important to complete the mapping updates in your PetPoint account before entering your PetPoint **orgID** in Shelter Pet Data Alliance. To update your mappings, you can view this [video](#) or follow the steps below:
 - a. Navigate to Admin > Admin Options.
 - b. Select Add/Edit Asilomar – Shelter Animals Count.
 - c. Select the Shelter Animals Count tab.
 - d. Within the ‘Operation Type’ dropdown, go through each value.
 - e. For each operation type value, ensure that all subtypes your organization utilizes are properly added to each mapping value. Mapping outdated or deleted values has no negative effect and mapping those can reduce potential reporting discrepancies.
5. Complete the Shelter Pet Data Alliance steps starting on page 10.

Your PetPoint **orgID** typically matches the Shelter ID used to login. It can be found by clicking on your profile. The format is: “US” + your state abbreviation + a 2–3-digit number (e.g., USCA123).

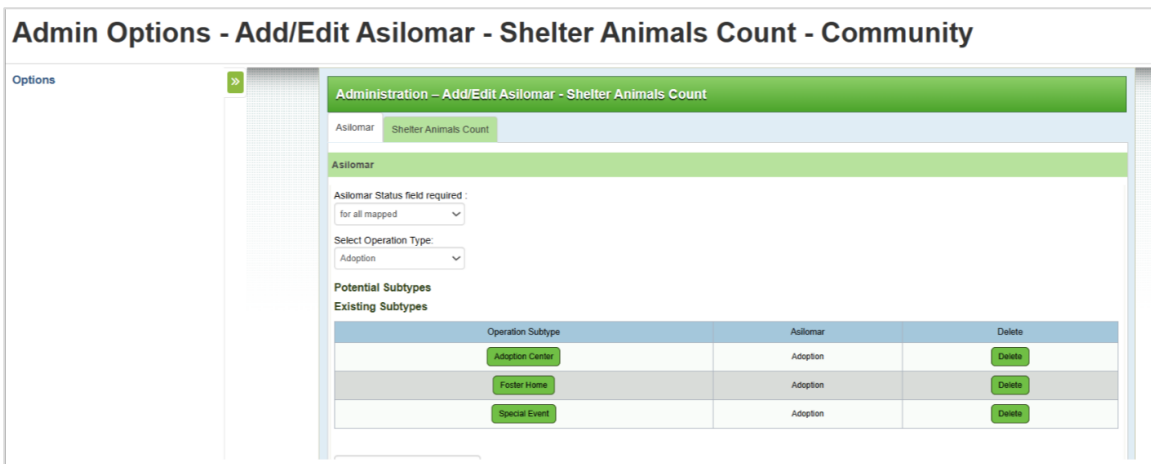


If automatic data sharing is already turned on in your Shelter Pet Data Alliance account and you've noticed discrepancies in your data, it's likely you need to update your mappings. If this is the case, follow Step 4 above then submit a [Help ticket](#) to let the SPDA team know you've adjusted your mappings. Due to the complexity of work behind the scenes, we'll need to take some time to validate the changes and make sure your data is up-to-date and accurate. This process will take 2-3 days before the corrected data is in your account.

Example of Unmapped Operation Subtype:



Example of Mapped Operation Subtype:



ShelterBuddy Steps:

To enable the data feed from your ShelterBuddy database to the Shelter Pet Data Alliance (SPDA) database, you must first ensure the API is enabled on your ShelterBuddy account. If you are unsure whether the API is enabled, please email support@shelterbuddy.com, and their team will be happy to check for you.

Once the API is enabled for your ShelterBuddy site, follow these steps.

1. Email support@shelterbuddy.com to request a new set of API credentials for the Best Friends SPDA feed. Be sure to include in your request that the credentials are for the “Best Friends SPDA feed”.
2. The ShelterBuddy team will send credentials back to you securely.
3. Complete the Shelter Pet Data Alliance steps starting on page 10.

Shelterluv Steps:

To enable the data feed from Shelterluv to the Shelter Pet Data Alliance (SPDA) database, you must first generate an API Key that will be used as your credentials in SPDA.

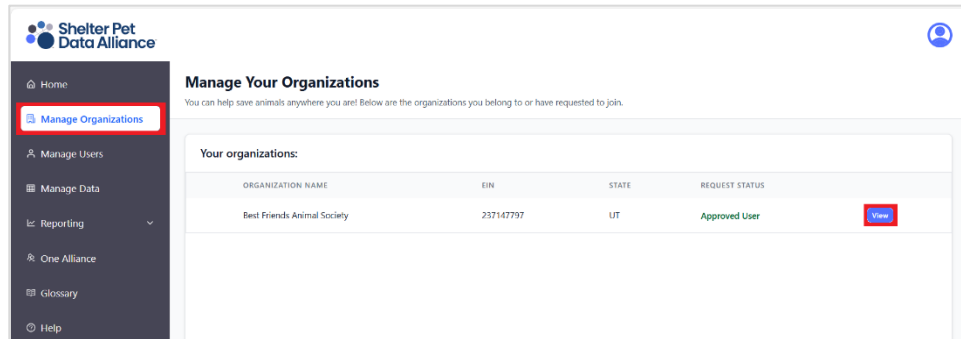
Here are the steps that need to be taken to generate the API Key for SPDA.

1. Log in to your Shelterluv account.
2. Select *Configuration* from your top-right dropdown menu.
3. Select *Integrations* then click on the notification to access the [form](#).
4. You should receive an email from Shelterluv when this is completed.
5. Return to *Configuration > Integrations* and locate your new API key.
6. Complete the Shelter Pet Data Alliance steps starting on page 10.

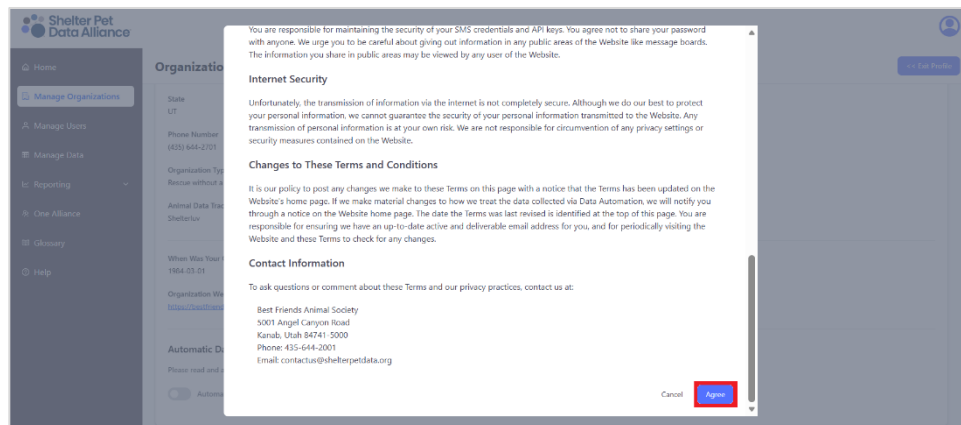
Shelter Pet Data Alliance Steps:

Complete the following steps in Shelter Pet Data Alliance to finish setting up automatic data sharing. *Note: Your user role must be Org Admin to follow these steps.

1. Click **Manage Organizations** from the left menu.
2. Click **View** to open your organization's profile.



3. Scroll down to the **Automatic Data Updates Opt-in** section.
4. Click on the link for **Terms and Conditions**.
5. Scroll to the bottom and accept the terms by clicking the **Agree** button.



6. Select your **Shelter Management System** from the dropdown menu.
7. Complete the required fields then click **Save**.
 - a. If you do not know the values for the required fields, you will need to contact your shelter management software company for support.
 - b. If your credentials are entered correctly, you will receive a Success message.
 - c. If you receive an error message, verify the information you provided is correct then click **Save** again.


Credentials for PetPoint include your PetPoint **orgID**.


Automatic Data Updates Opt-in
You have agreed to the [Terms and Conditions](#).

Automatic Data Updates

Note: You must turn on Data Sharing and update the mappings in your PetPoint account before toggling on the Automatic Data Updates Opt-in.

[Instructions for turning on Data Sharing in your PetPoint account](#)
[Instructions for updating your PetPoint mappings](#)

Shelter Management System 

PetPoint 

orgID


Credentials for ShelterBuddy include **endpointUrl**, **username**, and **password**.


Automatic Data Updates Opt-in
You have agreed to the [Terms and Conditions](#).

Automatic Data Updates

Note: You must turn on Data Sharing in your ShelterBuddy account.

[Instructions for turning on Data Sharing in your ShelterBuddy account](#)

Shelter Management System 

ShelterBuddy 

endpointUrl

ShelterBuddy endpoint URL should be in the format: https://xxxxx.shelterbuddy.com

userName

password

Credentials for Shelterluv include **API key**.

Automatic Data Updates Opt-in
You have agreed to the [Terms and Conditions](#).

Automatic Data Updates

[Instructions for generating ShelterLuv API Key](#)

Shelter Management System 

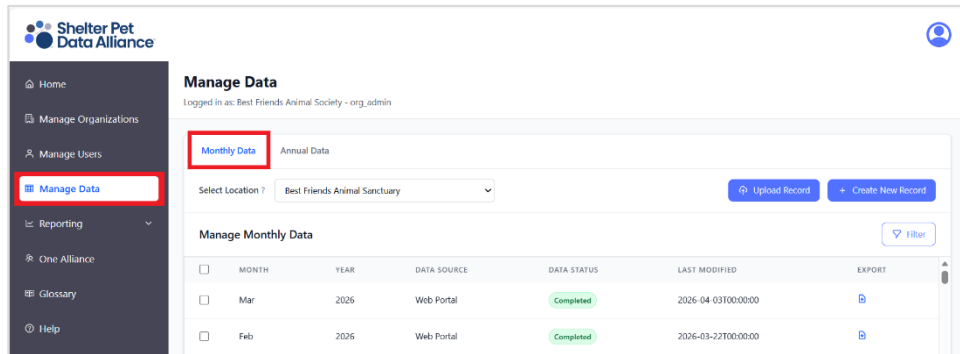
Shelterluv 

api_key

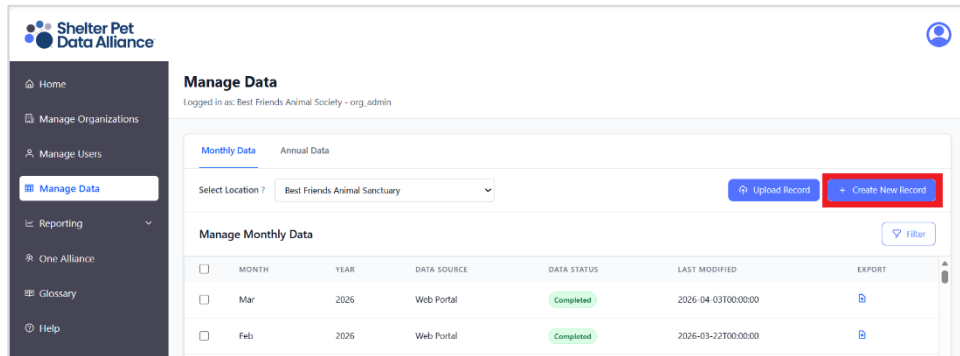
Creating New Records – Manual Reporting

Manually enter Monthly Data:

1. Click **Manage Data** from the left menu.
2. Manage Data will open on the **Monthly Data** tab first.



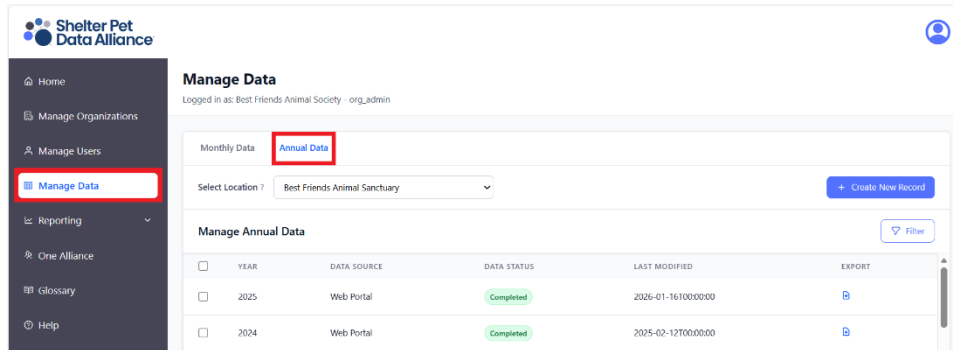
3. Click the **Create New Record** button located on the right side of the screen.



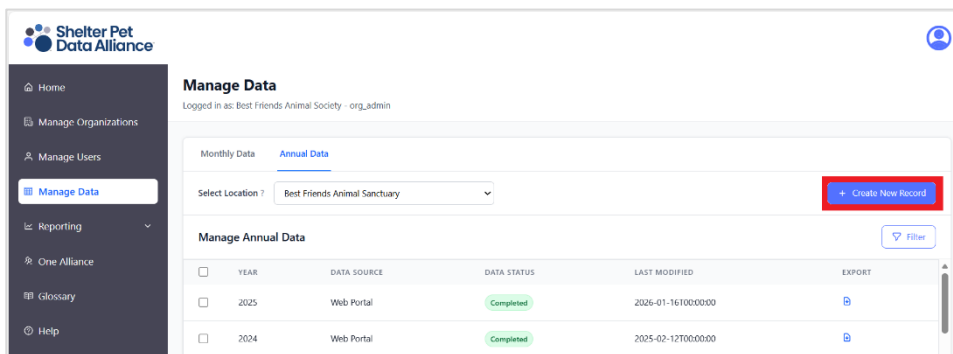
4. Select the *Month* and *Year* then click **Create**.
5. Populate all relevant fields with data for the month you selected.
6. Click the **Submit Record** button at the bottom of the screen.
7. The record will appear on the Manage Monthly Data list with a data status of Pending.
 - a. If your EIN has been verified, the data status will change to Completed within four hours of submitting it.
 - b. If you've created a new record before the EIN verification process is complete, the record will remain in Pending status until you receive the email notification that your EIN is verified. Any data you have submitted will change to Completed within four hours of receiving the EIN verification email and any future data you submit will change to Completed within four hours of submitting it.
8. If you manually enter or upload data for all 12 months in a calendar year, the system will automatically generate your annual file after the monthly records are in Completed status.

Manually enter Annual Data:

1. Click **Manage Data** from the left menu.
2. Click the **Annual Data** tab.



3. Click **Create New Record** on the right side of the screen.

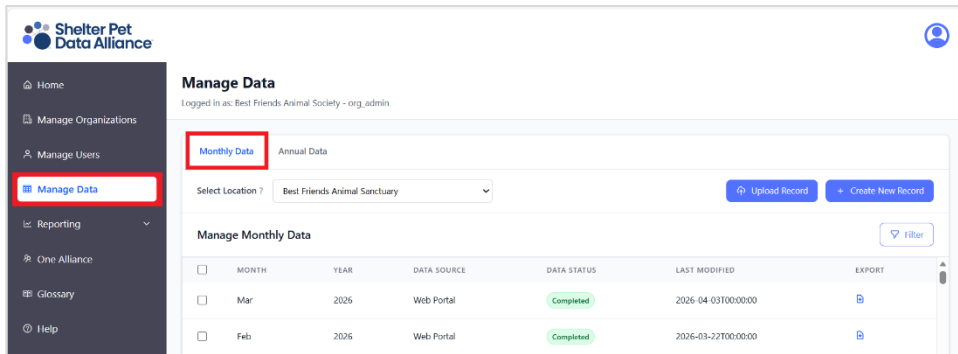


4. Select the *Year* then click **Create**.
5. Populate all relevant fields with data for the year you selected.
6. Click the **Submit Record** button at the bottom of the screen.
7. The record will appear on the Manage Annual Data list with a data status of Pending.
 - a. If your EIN has been verified, the data status will change to Completed within four hours of submitting it.
 - b. If you've created a new record before the EIN verification process is complete, the record will remain in Pending status until you receive the email notification that your EIN is verified. Any data you have submitted will change to Completed within four hours of receiving the EIN verification email and any future data you submit will change to Completed within four hours of submitting it.
8. If you manually enter or upload data for all 12 months in a calendar year, the system will automatically generate your annual file after the monthly records are in Completed status.

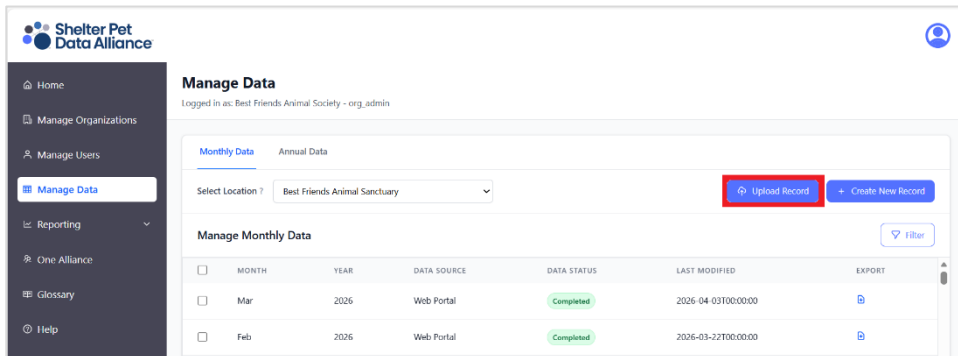
Creating New Records – Uploading CSV Files

If your shelter management software has a Shelter Animals Count (SAC) report, please follow these steps for uploading CSV files.

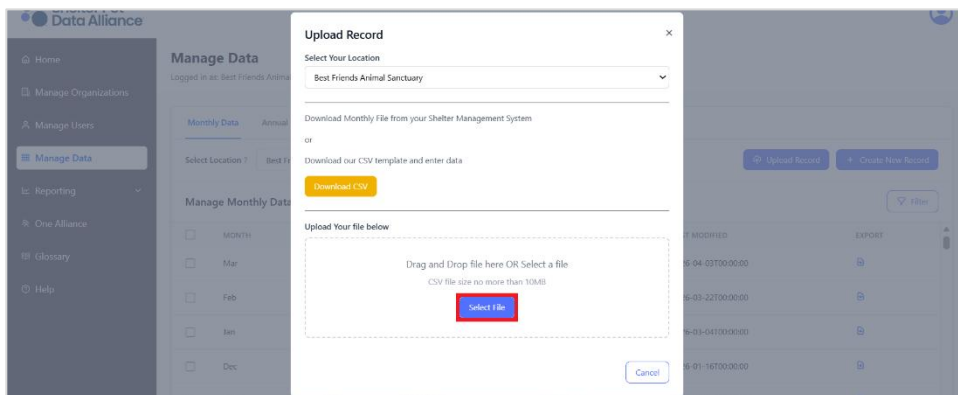
1. Using your SAC report, export monthly CSV files from your shelter management software.
2. Click **Manage Data** from the left menu.
3. Select the **Monthly Data** tab.



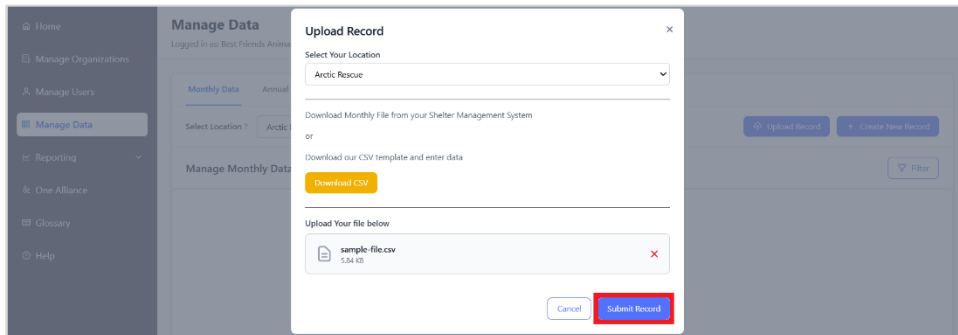
4. Click the **Upload Record** button.



5. Click **Select File** on the Upload Record popup.



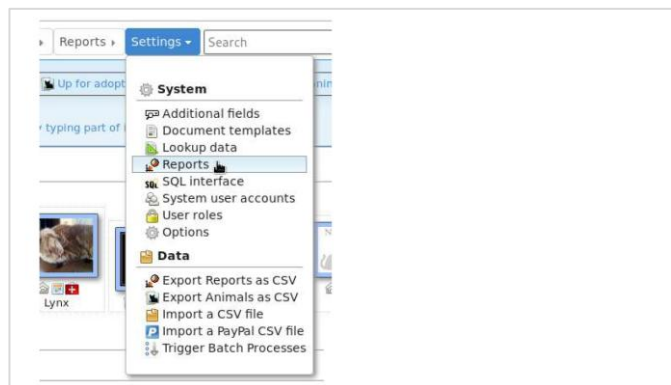
6. Locate and select the CSV file you saved to your computer during step 1.
7. Click **Submit Record** at the bottom of the Upload Record popup.



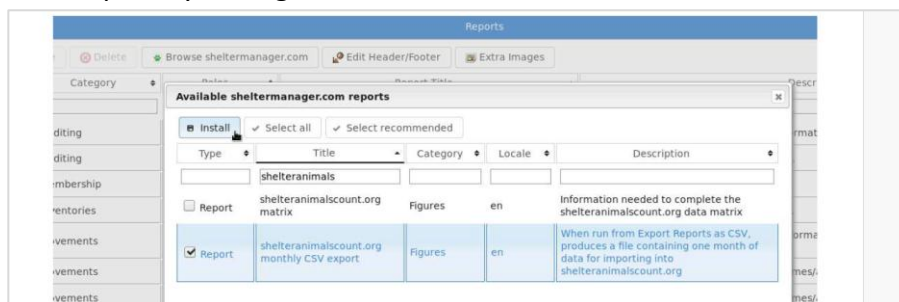
8. The record(s) will appear on the Manage Monthly Data list with a data status of Pending.
9. If you upload or manually enter data for all 12 months in a calendar year, the system will automatically generate your annual file after the monthly records are in Completed status.

Create the CSV file in Animal Shelter Manager:

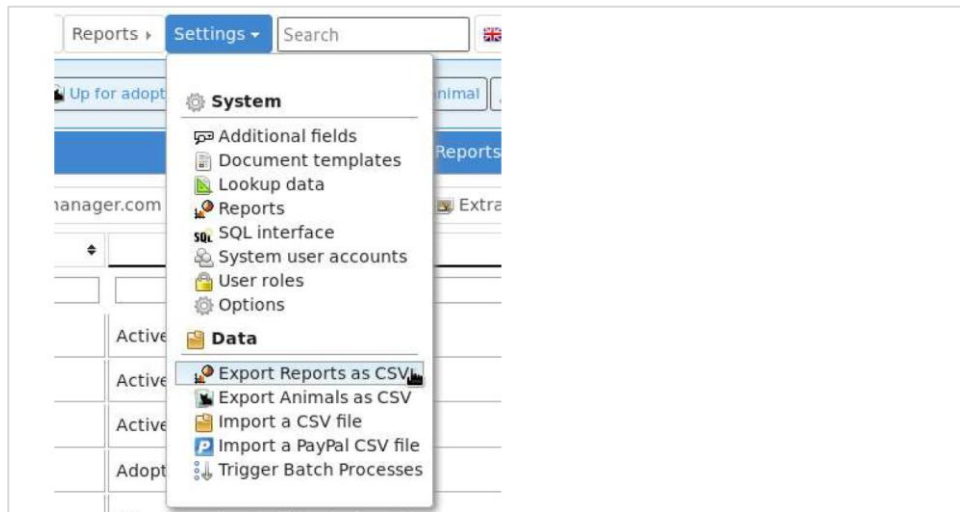
1. In Animal Shelter Manager, open the **Reports** menu.



2. Use the **Browse sheltermanager.com** button to install new reports.
3. Enter part of the name in the search box at the top of the title column.
4. Select the report by ticking the box to the left of it then click the **Install** button.



- Once installed, select the **Export Reports as CSV** option to run the report.



- Click the report name in the list – **shelteranimalscount.org monthly CSV export**.

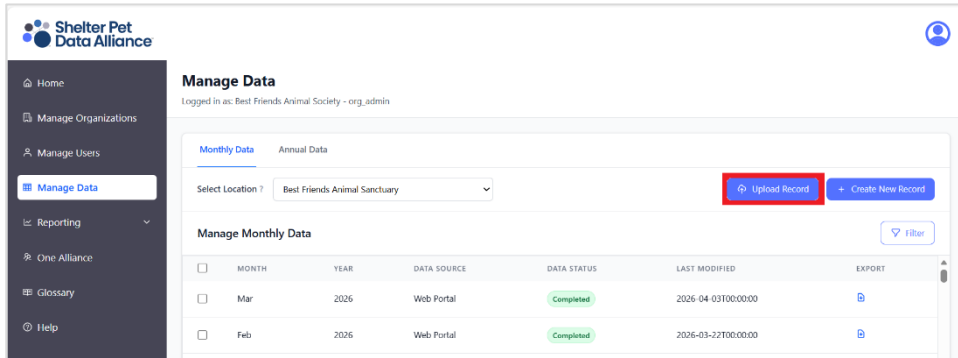
Quickbooks Export (Accounts)	Accounts	Financial accounts, exportable to CSV for QU
Quickbooks Export (Payments)	Accounts	Incoming financial payments between two d
Reserved Animal Report	Movements	Displays all animals with reservations and th
Reserves without Homechecks	Auditing	All owners with active reservations on anim
Reserves without Homechecks Map	Maps	Map of owners with active reservations on a
Rota between Two Dates by Person and Type	Rota	All rota items between two dates by person
shelteranimalscount.org monthly CSV export	Figures	When run from Export Reports as CSV, prodi
Stock Usage by Location and Date	Stock Control	Stock usage between two dates broken dow
Stock Usage by Name and Date	Stock Control	Stock usage between two dates broken dow
Stock Usage by Type and Date	Stock Control	Stock usage between two dates broken dow

- Enter the Month **Start** and **End** dates of the calendar month.
 - The report will only work correctly for one calendar month.
 - Run the report multiple times for multiple months.

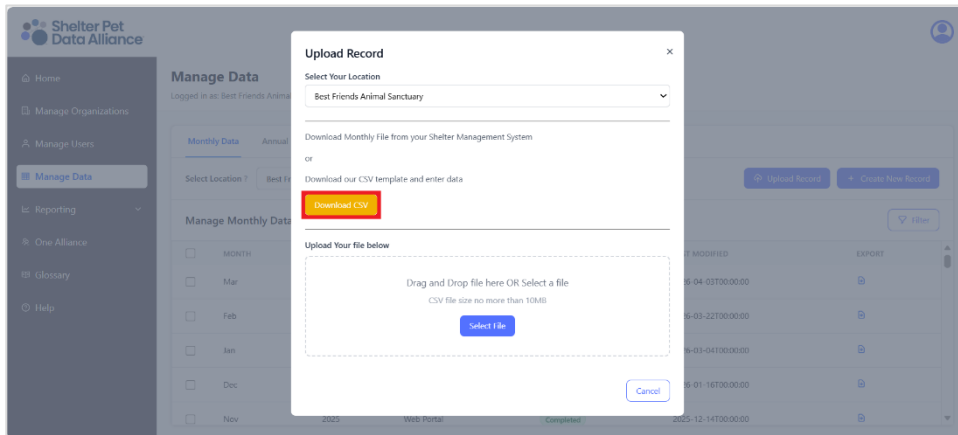
The screenshot shows a form for generating a report. The title is 'shelteranimalscount.org monthly CSV export'. There are two date input fields: 'Month starting on' with the value '01/01/2019' and 'ending on' with the value '31/01/2019'. Below these fields is a 'Generate' button.

If your organization does not have shelter management software or your shelter management software does not have the option to export CSV files, follow these steps to upload your data via CSV file or return to the Manual Reporting section of this document for manual entry instructions.

1. Click **Manage Data** from the left menu.
2. Select the **Monthly Data** tab.
3. Click the **Upload Record** button.



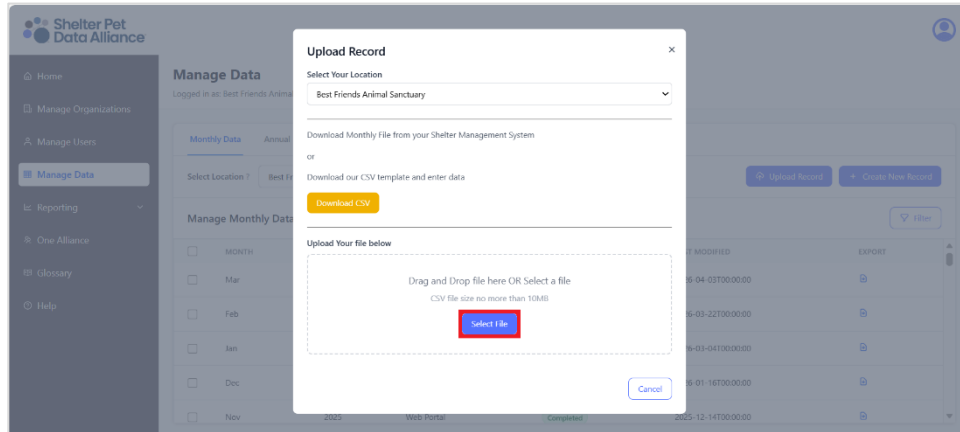
4. Click **Download CSV** on the Upload Record popup.



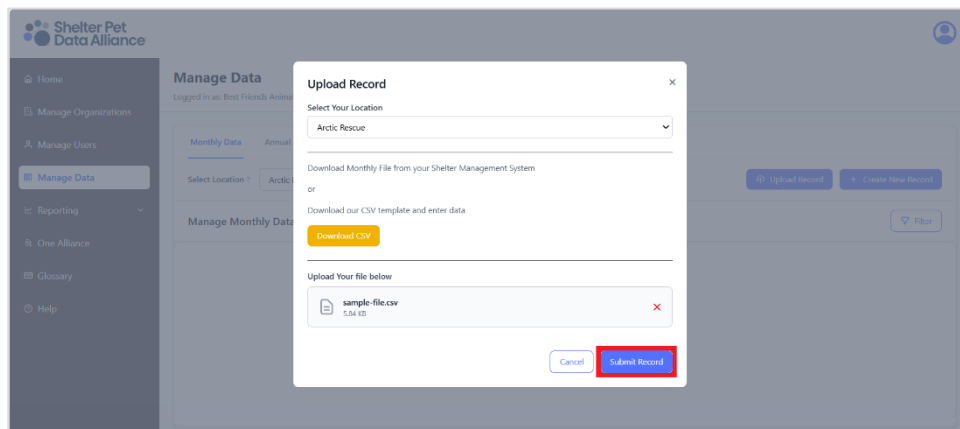
5. In the template, update the Record Year (column A) and Record Month (column B) to the year and month that corresponds with the data you are reporting. The Beginning Count Date (column BK) and the Ending Count Date (column BN) should be updated to the beginning and end dates of each month you are reporting for that year. Example: Here is what you would need to enter for January 2025. Column A: 2025; Column B: 1; Column BK: 1/1/2025; Column BN: 1/31/2025.

	A	B	C	D	E	F	G	H	I	BK	BL	BM	BN
1	Record Year	Record Month	Species	Stray At Large	Stray At Large	Stray At Large	Relinquished	Relinquished	Relinquished	Beginning Count Date	Ending Count	Ending Foster Animal Count	Ending Count Date
2	2025	1	canine	0	0	0	0	0	0	1/1/2025	0	0	1/31/2025
3	2025	1	feline	0	0	0	0	0	0	1/1/2025	0	0	1/31/2025
4	2025	2	canine	0	0	0	0	0	0	2/1/2025	0	0	2/28/2025
5	2025	2	feline	0	0	0	0	0	0	2/1/2025	0	0	2/28/2025
6	2025	3	canine	0	0	0	0	0	0	3/1/2025	0	0	3/31/2025
7	2025	3	feline	0	0	0	0	0	0	3/1/2025	0	0	3/31/2025

6. Populate all applicable fields.
7. Save file to your computer.
8. Click **Select File** on the Upload Record popup.



9. Locate and select the CSV file you saved to your computer during step 7.
10. Click **Submit Record** at the bottom of the Upload Record window.



11. The record(s) will appear on the Manage Monthly Data list with a data status of Pending.
12. If you upload or manually enter data for all 12 months in a calendar year, the system will automatically generate your annual file after the monthly records are in Completed status.

Updating Incorrect Records

These instructions will help you update an incorrect record. You can either use a compatible CSV file or do a manual correction to update the incorrect month.

Upload CSV File to Update Incorrect Records:

Follow the instructions under the *Creating New Records – Uploading CSV Files* section of this document starting on page 14.

Manually Update Incorrect Records:

*Note: The record must be in Completed status before you can make any changes. The process to change from Pending to Completed usually takes around 4 hours after the data is submitted.

1. On the left side menu, select **Manage Data**.
 - a. Select the **Monthly Data** tab to update a monthly record.
 - b. Select the **Annual Data** tab to update a monthly record.

The screenshot shows the 'Manage Data' interface. On the left, a dark sidebar menu has 'Manage Data' highlighted with a red box. The main content area is titled 'Manage Data' and shows 'Logged in as: Best Friends Animal Society - org_admin'. There are two tabs: 'Monthly Data' and 'Annual Data', with 'Annual Data' highlighted by a red box. Below the tabs is a 'Select Location?' dropdown menu set to 'Best Friends Animal Sanctuary' and a 'Create New Record' button. A 'Manage Annual Data' section contains a table with the following data:

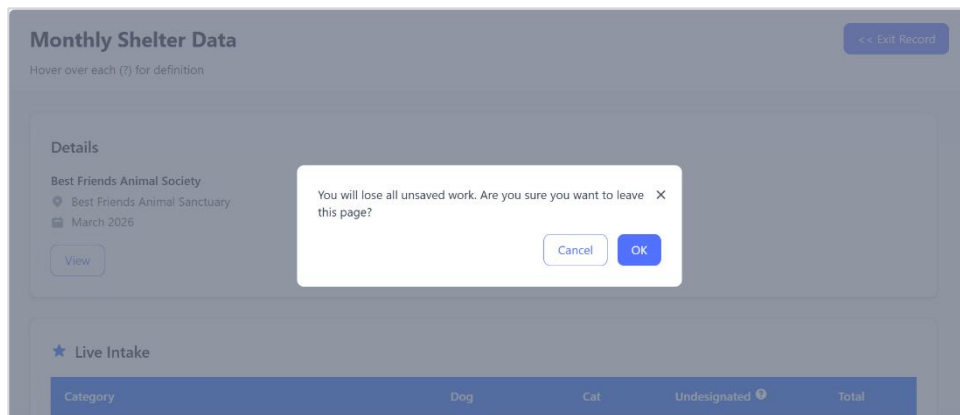
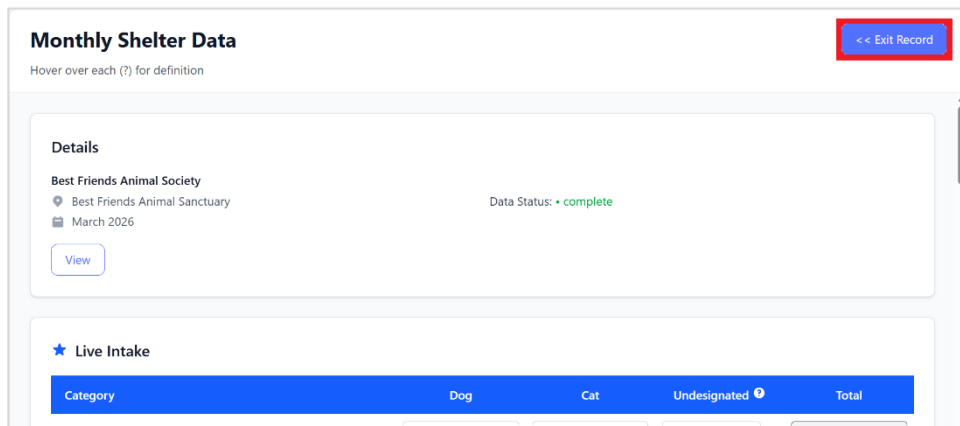
<input type="checkbox"/>	YEAR	DATA SOURCE	DATA STATUS	LAST MODIFIED	EXPORT
<input type="checkbox"/>	2025	Web Portal	Completed	2026-01-16T00:00:00	
<input type="checkbox"/>	2024	Web Portal	Completed	2025-02-12T00:00:00	

2. Find the record in the list then click on the record to open it.
3. Click the blue **Edit** button and make any necessary changes.

The screenshot shows the 'Annual Shelter Data' record view. At the top right is an '<< Exit Record' button. Below the title is a note: 'Hover over each (?) for definition'. The 'Details' section shows 'Best Friends Animal Society', 'Best Friends Animal Sanctuary', and '2025'. The 'Data Status' is 'complete'. The 'Edit' button is highlighted with a red box. Below is a 'Live Intake' section with a table showing categories: Dog, Cat, Undesignated, and Total.

Category	Dog	Cat	Undesignated	Total

4. When finished with editing, click the **Submit Record** button at the bottom of the screen.
5. To exit the record without making changes, click the **Exit Record** button. A pop-up will appear stating “You will lose all unsaved work. Are you sure you want to leave this page?”
 - a. Click **OK** to leave without saving changes.
 - b. Click **Cancel** to stay on the page.



6. The updated record will appear on the list with a data status of Pending. The process to change from Pending to Completed usually takes around 4 hours after the data is submitted.

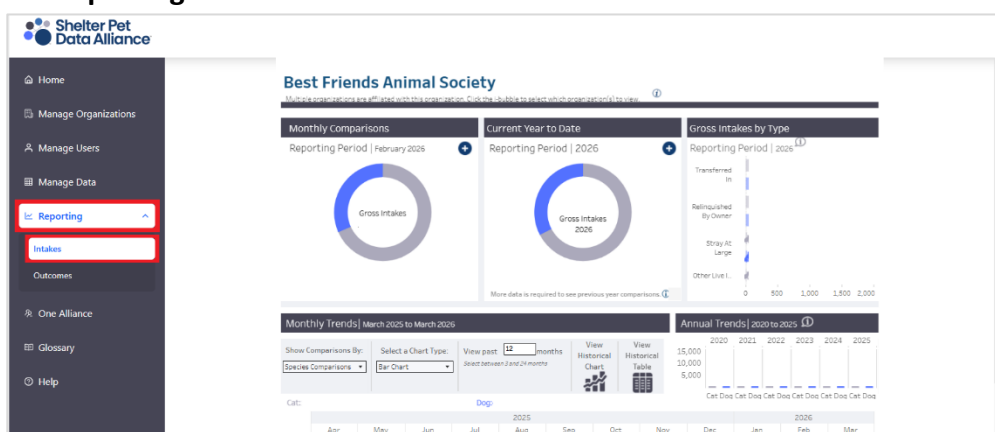
Reporting

The *Intakes and Outcomes* reports include monthly and annual records with a data status of *Completed*. After a record is submitted, the data will be visible the next day in the reporting tab.

**Note: Best Friends Network Partners can request one-on-one time with our data analysts to review your organization's data and provide a better understanding of your reports.*

Intakes:

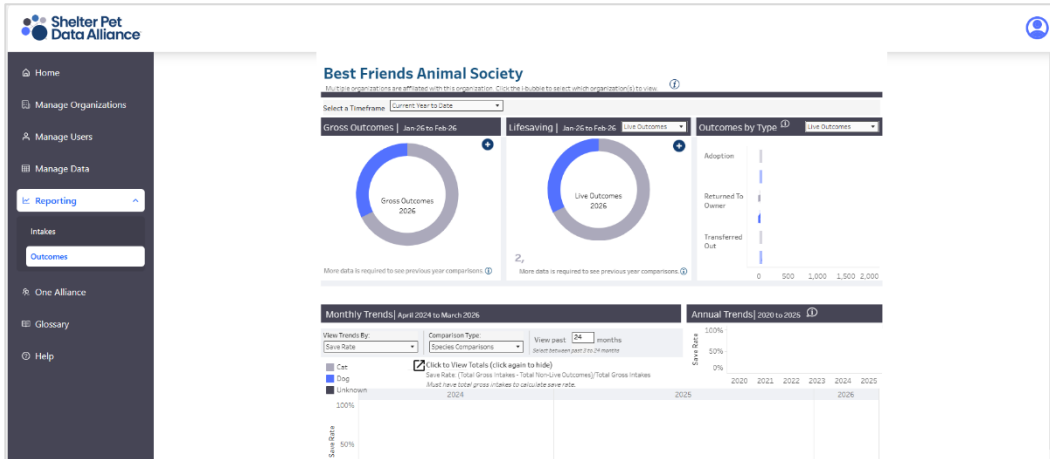
1. Click **Reporting** from the left menu then click **Intakes**.



2. *Monthly Comparisons* displays the total intakes from the last month that your organization submitted data. If your organization submitted data for that same month of the prior year, then the comparisons will show the differences by numbers and percentages. If your organization did not submit data for that same month of the prior year, then comparisons will not be presented.
3. *Current Year to Date* displays the total intakes between January 1 of the current year to the last month that your organization submitted data. If your organization submitted data for the same months of the prior year, then the comparisons will show the differences by numbers and percentages. If your organization did not submit data for the same months of the prior year, then comparisons will not be presented.
4. *Gross Intakes by Type* displays the total number of intakes for each species type (cat, dog, and undesignated). The species totals reflect the annual totals for the year associated with the last month that your organization submitted data.
5. *Monthly Trends* displays trends from the last 3 to 24 months that your organization submitted monthly data. The bottom chart shows your organization's gross intakes month over month for the selected timeframe.
6. *Annual Trends* displays trends from the last 1 to 5 years that your organization submitted annual data, excluding the current year.

Outcomes:

1. On the left side menu, click **Reporting** then click **Outcomes**.



2. *Gross Outcomes* displays the total number of outcomes for the selected timeframe (current year to date or last completed month). If your organization submitted data for the prior year of the selected timeframe, then the comparisons will show the differences by numbers and percentages. If your organization did not submit data for the prior year of the selected timeframe, then comparisons will not be presented.
3. *Lifesaving* displays live outcomes, non-live outcomes, adoptions, save rate (by species), and save rate (total) for the selected timeframe (current year to date or last completed month). If your organization submitted data for the prior year of the selected timeframe, then the comparisons will show the differences by numbers and percentages. If your organization did not submit data for the prior year of the selected timeframe, then comparisons will not be presented.
4. *Outcomes by Type* displays the total number of live and non-live outcomes for each species type (cat, dog, and undesignated). The species totals reflect the totals for the selected timeframe (current year to date or last completed month).
5. *Monthly Trends* displays trends from the last 3 to 24 months that your organization submitted monthly data. The bottom chart shows your organization's trends month over month for the selected timeframe. Select an option to view trends by save rate, live v. non-live outcomes, and intakes v. outcomes.
6. *Annual Trends* displays trends from the last 1 to 5 years that your organization submitted annual data, excluding the current year. Select an option to view trends by save rate, live v. non-live outcomes, and intakes v. outcomes.

Reporting Notices:

Notices are displayed when an organization does not have data needed to populate certain aspects of the reporting visual or visual at its entirety.



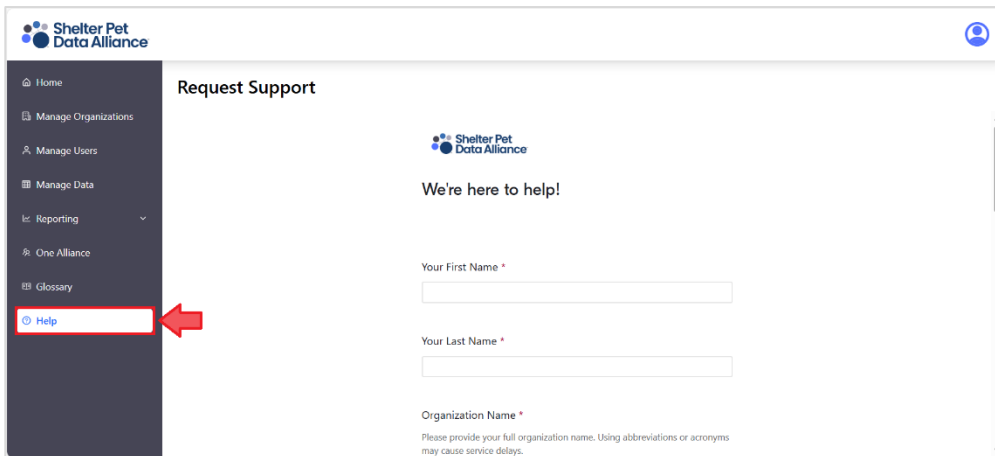
- *No Monthly Data* notice is displayed when an organization submits annual data only. This notification advises the organization to submit monthly data.
- *No Year-to-Date Data* notice is displayed when an organization does not have intakes and outcomes for the current year. This notification advises the organization to submit current year data.
- *No Intakes but Outcomes* notice is displayed when an organization is missing intake data but has outcome totals greater than zero. This notification advises the organization to update intake data.
- *No Outcomes but Intakes* notice is displayed when an organization is missing outcome data but has intake totals greater than zero. This notification advises the organization to update outcome data.
- *No Comparisons* notice is displayed when comparisons cannot be made to the same timeframe, a year prior. This notification informs the organization to update data records to view comparisons.
- *Missing Data* notice is displayed when an organization is missing intake and/or outcome data respective to the monthly or annual trends section. This notification advises the organization to update records.

Submitting a Help Ticket

*Note: The question **Who is your internet service provider?** is important to help the SPDA support team with researching tickets, especially login or connectivity issues. If you do not know your organization's Internet Service Provider (ISP), third party websites are available to determine your ISP and can be found through a Google search.

If you are logged into your Shelter Pet Data Alliance account:

1. Click **Help** from the left menu.
2. Populate all required fields.
3. Click **Submit**.



Shelter Pet Data Alliance

Request Support

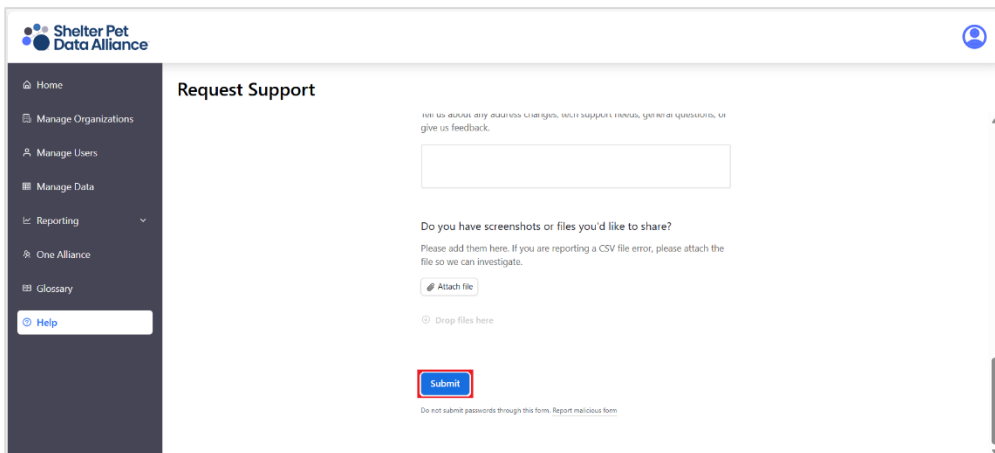
We're here to help!

Your First Name *

Your Last Name *

Organization Name *

Please provide your full organization name. Using abbreviations or acronyms may cause service delays.



Shelter Pet Data Alliance

Request Support

Let us about any data issues, charges, tech support needs, general questions, or give us feedback.

Do you have screenshots or files you'd like to share?

Please add them here. If you are reporting a CSV file error, please attach the file so we can investigate.

Attach file

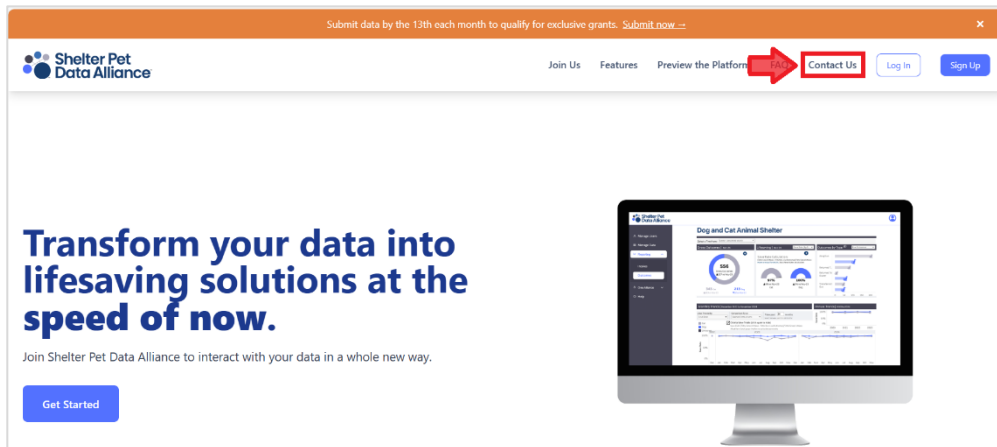
Drop files here

Submit

Do not submit passwords through this form. Report malicious form

If you are not logged into your Shelter Pet Data Alliance account:

1. In your internet browser, type shelterpetdata.org in the address bar.
2. On the top right of the page, click **Contact Us**.
3. Click the **Contact Us** button at the bottom of the page.
4. Populate all required fields.
5. Click **Submit**.

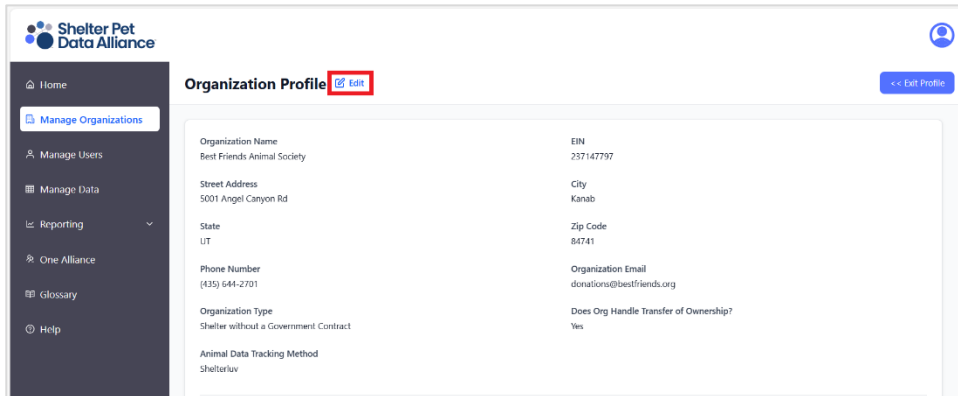
A screenshot of the 'Contact Us' form on the Shelter Pet Data Alliance website. The form is titled 'Contact Us' and includes the following fields:

- 'Your First Name *' with a red asterisk and a text input field.
- 'Your Last Name *' with a red asterisk and a text input field.
- 'Organization Name' with a text input field and a note: 'Please provide your full organization name.'
- 'Organization State' with a text input field and a note: 'In which state are you located?'

Updating Your Organization's Information

If your role is Org Admin:

1. Click **Manage Organizations** from the left menu.
2. Click **View** to open your org's profile.
3. Click **Edit** at the top next to Organization Profile.

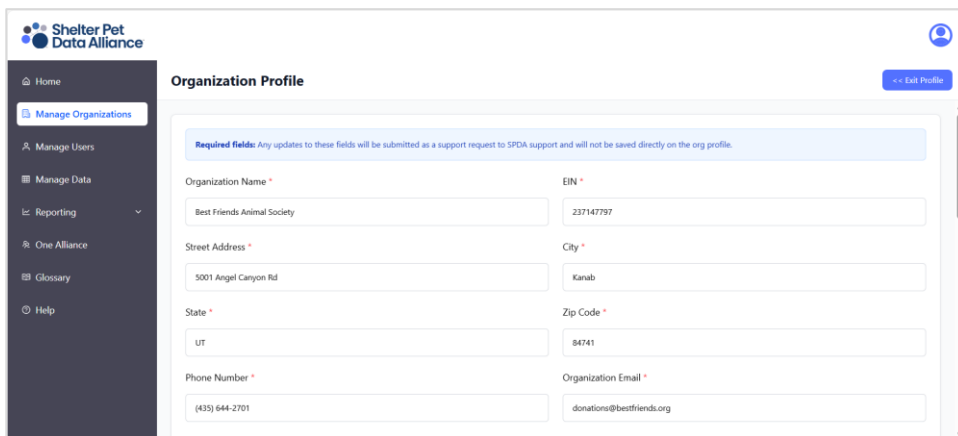


The screenshot shows the 'Organization Profile' page for 'Best Friends Animal Society'. The left sidebar contains navigation options: Home, Manage Organizations (selected), Manage Users, Manage Data, Reporting, One Alliance, Glossary, and Help. The main content area displays the following information:

Organization Name Best Friends Animal Society	EIN 237147797
Street Address 5001 Angel Canyon Rd	City Kanab
State UT	Zip Code 84741
Phone Number (435) 644-2701	Organization Email donations@bestfriends.org
Organization Type Shelter without a Government Contract	Does Org Handle Transfer of Ownership? Yes
Animal Data Tracking Method Shelterluv	

An 'Edit' button is visible at the top right of the profile section.

4. Update the appropriate fields on the org profile. Any updates to the *Required Fields* section will be submitted as a support request to SPDA support and will not be saved directly on the org profile.



The screenshot shows the 'Organization Profile' page in edit mode. A blue banner at the top reads: "Required fields: Any updates to these fields will be submitted as a support request to SPDA support and will not be saved directly on the org profile." Below this, the form fields are as follows:

Organization Name *	EIN *
Best Friends Animal Society	237147797
Street Address *	City *
5001 Angel Canyon Rd	Kanab
State *	Zip Code *
UT	84741
Phone Number *	Organization Email *
(435) 644-2701	donations@bestfriends.org

A 'Save' button is visible at the top right of the form.

5. Scroll down and click **Save**.

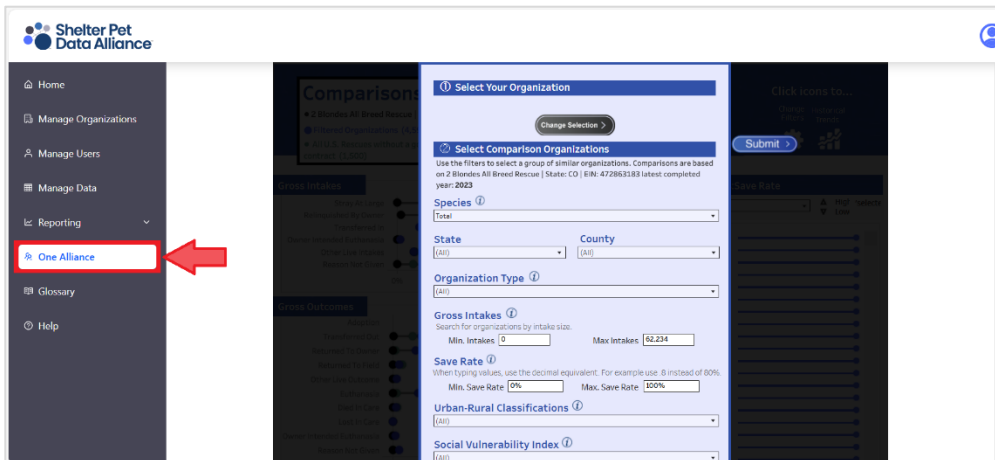
If your role is User:

Follow the instructions under the *Submitting a Help Ticket* section of this document starting on page 28. Please include all details of the organization updates in the **How can we help?** field.

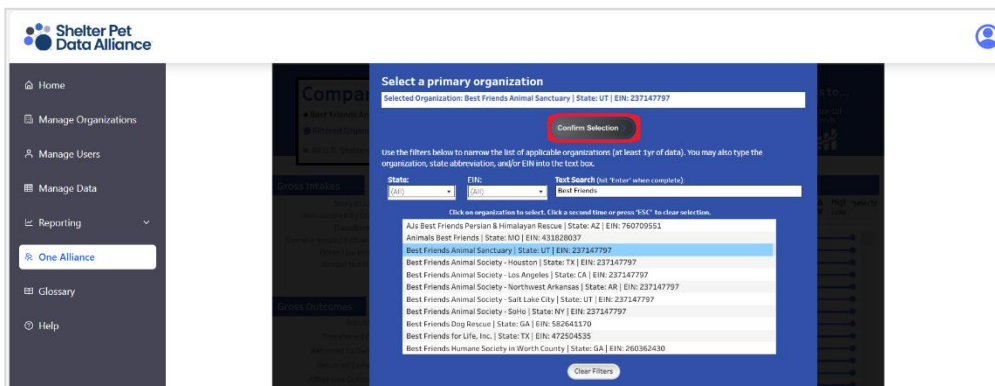
Using the One Alliance Comparisons Dashboard

One Alliance enables you to compare your organization's data directly to other organizations. Learn how you measure up by seeing and comparing your data side-by-side with 10,000 other shelters and rescues around the country.

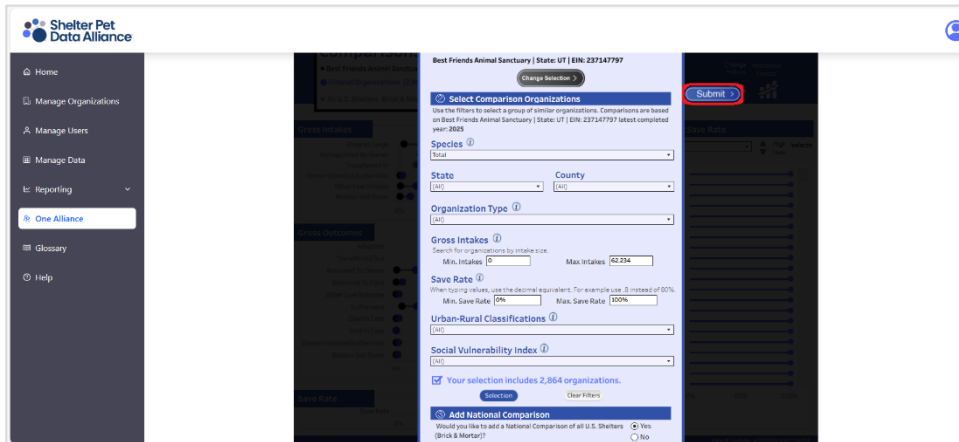
1. On the left side menu, click **One Alliance**.



2. Click **Change Selection** to select your organization.
3. Use the filters to find your organization by State, EIN, and/or Text Search.
4. Select your organization from the search box then click **Confirm Selection**.



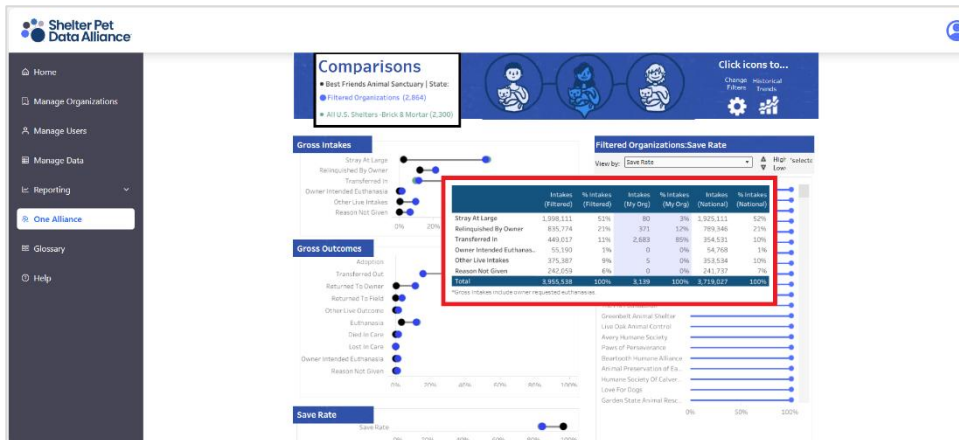
5. Use the filters to select a group of comparison organizations. Filter options include Species, State, County, Organization Type, Gross Intakes, Save Rate, Urban-Rural Classifications, Social Vulnerability Index, and Selected Organizations.
6. Click No to exclude a national comparison. Otherwise, the default selection is Yes.
7. Click **Submit**.



- One Alliance dashboard is displayed with the comparisons for your organization, your filtered organizations, and if selected, the national comparison.



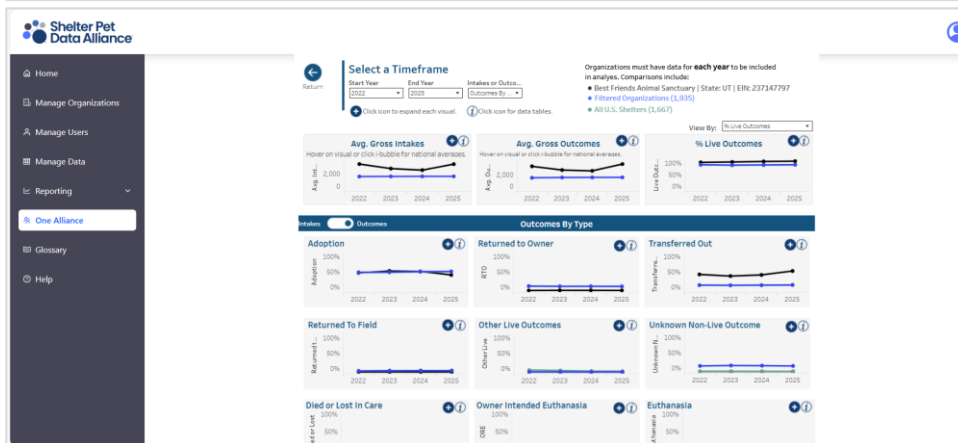
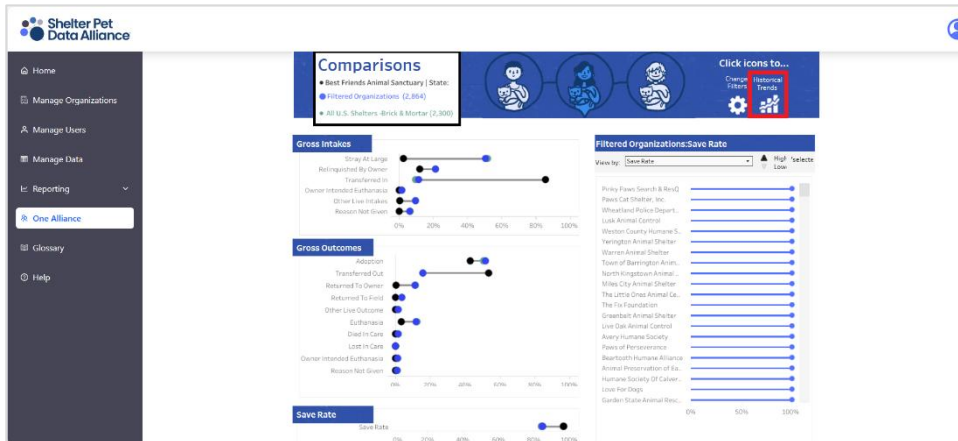
- Hover your mouse over any data points to view the details for your organization, your filtered organizations, and if selected, the national comparison.



10. Each filtered organization is listed under *Filter Organizations* on the right.
 - a. Select an option from the **View by** drop-down to view a different metric.
 - b. Click **Highest** to sort in descending order. Click **Lowest** to sort in ascending order.



11. Click the **Historical Trends** icon to open historical tables dashboard. This view allows you to see if your organization consistently trends with comparison groups over time.



12. Click the **Change Filters** icon to change the filters for your comparison organizations.

The image displays two screenshots of the Shelter Pet Data Alliance web application interface.

Top Screenshot: Comparisons Dashboard

- Header:** Shelter Pet Data Alliance logo and user profile icon.
- Left Sidebar:** Navigation menu with options: Home, Manage Organizations, Manage Users, Manage Data, Reporting, One Alliance (selected), Glossary, and Help.
- Main Content Area:**
 - Comparisons Section:**
 - Organization: Best Friends Animal Sanctuary | State: UT
 - Filtered Organizations: (2,854)
 - All U.S. Shelters - Brick & Mortar (2,300)
 - Gross Intakes:** Horizontal dot plot comparing categories like Stray At Large, Relinquished By Owner, etc., across various organizations.
 - Gross Outcomes:** Horizontal dot plot comparing categories like Adoption, Transferred Out, Returned To Owner, etc.
 - Save Rate:** A single horizontal dot plot.
 - Filtered Organizations: Save Rate:** A list of organizations with a 'Save Rate' bar chart for each. A 'Change Filters' icon (a gear) is highlighted with a red box.

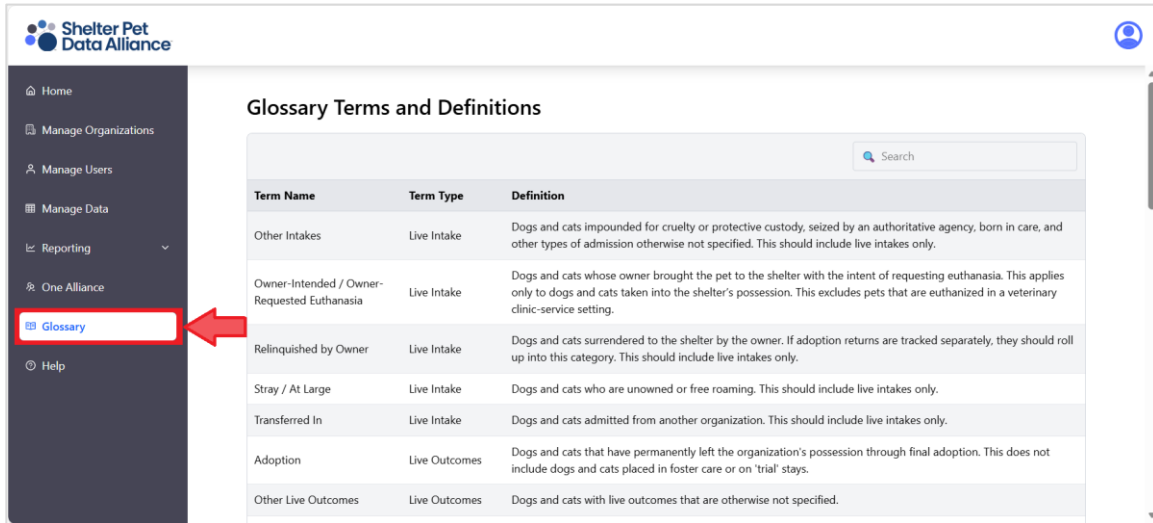
Bottom Screenshot: Selection Modal

- Select Your Organization:**
 - Organization: Best Friends Animal Sanctuary | State: UT | EIN: 237147797
 - Change Selection icon
- Select Comparison Organizations:**
 - Use the filters to select a group of similar organizations. Comparisons are based on Best Friends Animal Sanctuary | State: UT | EIN: 237147797 latest completed year: 2025
 - Species: Total
 - State: Utah (dropdown)
 - County: (All) (dropdown)
 - Max Intakes: 62,234
 - Max. Save Rate: 100%
 - Submit button

Using the Glossary

The Glossary lists terms and definitions referenced in Shelter Pet Data Alliance.

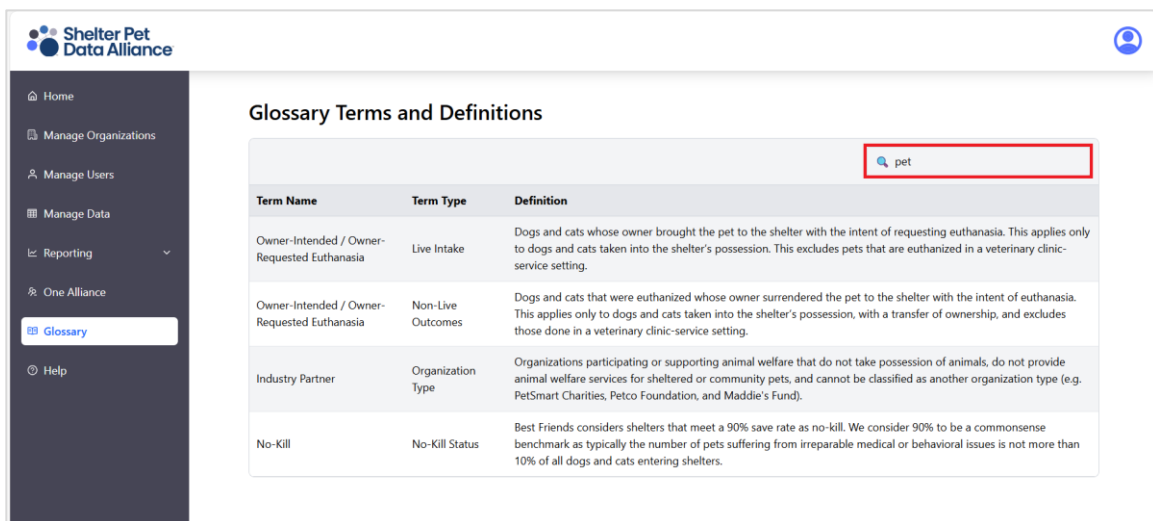
Each **Term Name** is grouped by **Term Type** then sorted alphabetically. The term types include Live Intake, Live Outcomes, Non-Live Outcomes, Organization Type, No-Kill Status, and Calculation.



Glossary Terms and Definitions

Term Name	Term Type	Definition
Other Intakes	Live Intake	Dogs and cats impounded for cruelty or protective custody, seized by an authoritative agency, born in care, and other types of admission otherwise not specified. This should include live intakes only.
Owner-Intended / Owner-Requested Euthanasia	Live Intake	Dogs and cats whose owner brought the pet to the shelter with the intent of requesting euthanasia. This applies only to dogs and cats taken into the shelter's possession. This excludes pets that are euthanized in a veterinary clinic-service setting.
Relinquished by Owner	Live Intake	Dogs and cats surrendered to the shelter by the owner. If adoption returns are tracked separately, they should roll up into this category. This should include live intakes only.
Stray / At Large	Live Intake	Dogs and cats who are unowned or free roaming. This should include live intakes only.
Transferred In	Live Intake	Dogs and cats admitted from another organization. This should include live intakes only.
Adoption	Live Outcomes	Dogs and cats that have permanently left the organization's possession through final adoption. This does not include dogs and cats placed in foster care or on 'trial' stays.
Other Live Outcomes	Live Outcomes	Dogs and cats with live outcomes that are otherwise not specified.

Use the **Search** box to search and filter by any key word.



Glossary Terms and Definitions

Search: pet

Term Name	Term Type	Definition
Owner-Intended / Owner-Requested Euthanasia	Live Intake	Dogs and cats whose owner brought the pet to the shelter with the intent of requesting euthanasia. This applies only to dogs and cats taken into the shelter's possession. This excludes pets that are euthanized in a veterinary clinic-service setting.
Owner-Intended / Owner-Requested Euthanasia	Non-Live Outcomes	Dogs and cats that were euthanized whose owner surrendered the pet to the shelter with the intent of euthanasia. This applies only to dogs and cats taken into the shelter's possession, with a transfer of ownership, and excludes those done in a veterinary clinic-service setting.
Industry Partner	Organization Type	Organizations participating or supporting animal welfare that do not take possession of animals, do not provide animal welfare services for sheltered or community pets, and cannot be classified as another organization type (e.g. PetSmart Charities, Petco Foundation, and Maddie's Fund).
No-Kill	No-Kill Status	Best Friends considers shelters that meet a 90% save rate as no-kill. We consider 90% to be a commonsense benchmark as typically the number of pets suffering from irreparable medical or behavioral issues is not more than 10% of all dogs and cats entering shelters.