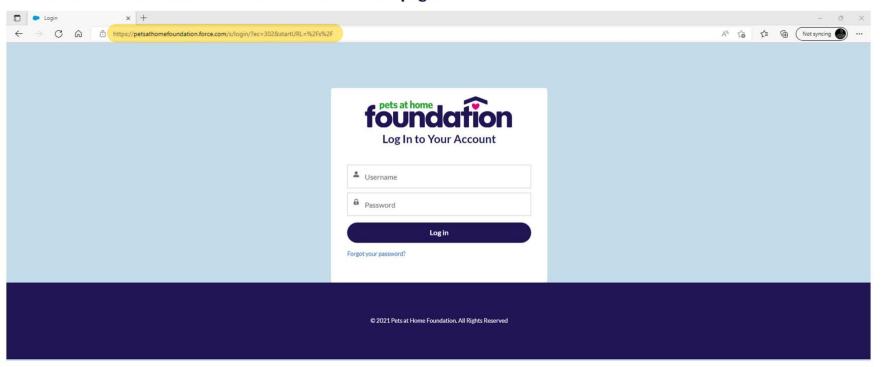


With Santa Paws due to start on 21st November, there will be an expectation for you to log all fundraising done in store. This will no longer be done by paper in store awareness forms and will need to be logged via the Pets At Home Foundation Portal. All money raised or collected must be banked through the till in store.

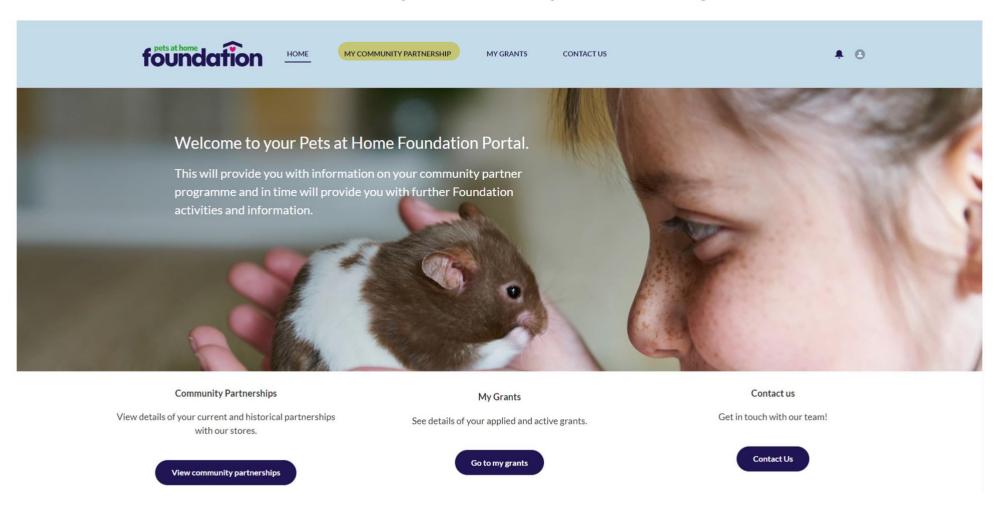
Below is a visual guide how to log everytime you have been in store. If you do not have a log in and password for doing this, it is extremely important you make us aware of this so we can get this reset for you.

- 1. Log into the Portal at https://petsathomefoundation.force.com
- 2. When you're in the Portal home screen, click on the My Community Partnership Link at the top of the page
- 3. Select the store you have been in from the drop down list and click next on the bottom of the page.
- 4. When the page refreshes, click on the link saying "Click Here to access the In Store Awareness Form"
- 5. Fill in the form and click submit at the bottom of the page.





# Click on the My Community Partnership Link







MY COMMUNITY PARTNERSHIP

MY GRANTS

CONTACTUS

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### **Community Partnerships**

This page shows the local Pets at Home store that wishes to support your organisation through the Community Partner Programme. Please click into any actions to ensure that your community partnership is up to date and accurate! Please note that in time this will also show any historical relationships for your reference. If you have any questions please get in touch - info@petsathomefoundation.co.uk

### PARTNERSHIPS WITH PETS AT HOME STORES

Pets At Home Store	Status	Term Start Date	Term End Date
Stockport	Active	09/02/2022	31/12/2022

### View All

If you need to complete an In Store Awareness Form please choose the relevant store from the list below and click next.

Next

## Select the store you have been in, and click Next

#### PARTNERSHIPS WITH PETS AT HOME STORES Pets At Home Store Term Start Date Term End Date Status Stockport Active 09/02/2022 31/12/2022 View All

If you need to complete an In Store Awareness Form please choose the relevant store from the list below and click next. Stockport Next



Please note that in time this will also show any historical relationships for your reference.

If you have any questions please get in touch - info@petsathomefoundation.co.uk

### PARTNERSHIPS WITH PETS AT HOME STORES

Pets At Home Store	Status	Term Start Date	Term End Date
Stockport	Active	09/02/2022	31/12/2022

View All

Click Here to access the In Store Awareness Form

The page will refresh. Click on the link highlighted above and it will take you to the below form. Then just fill in the form and click submit at the bottom of the page.



### In Store Awareness Details

Please complete the following form to le Awareness visit went.	t us know how your recent In Store
This Form is in relation to the following S navigate back to Community Portal and I	and the second s
Stockport	
Date of Attendance *	
Fime Signed into Store *	
Please enter time in HH:MM format	
Fime Signed out of Store	
Please enter time in HH:MM format	
Name of Volunteer who attended Store	