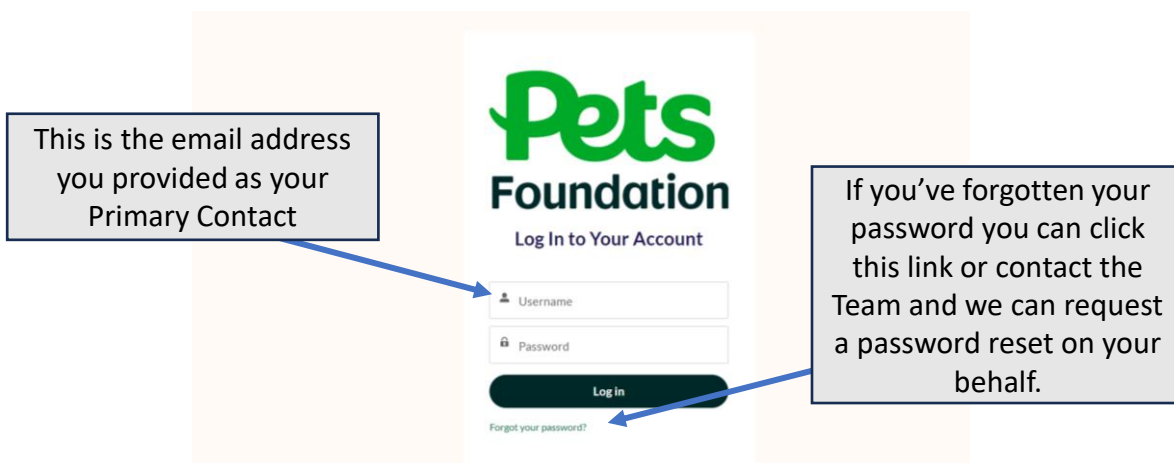


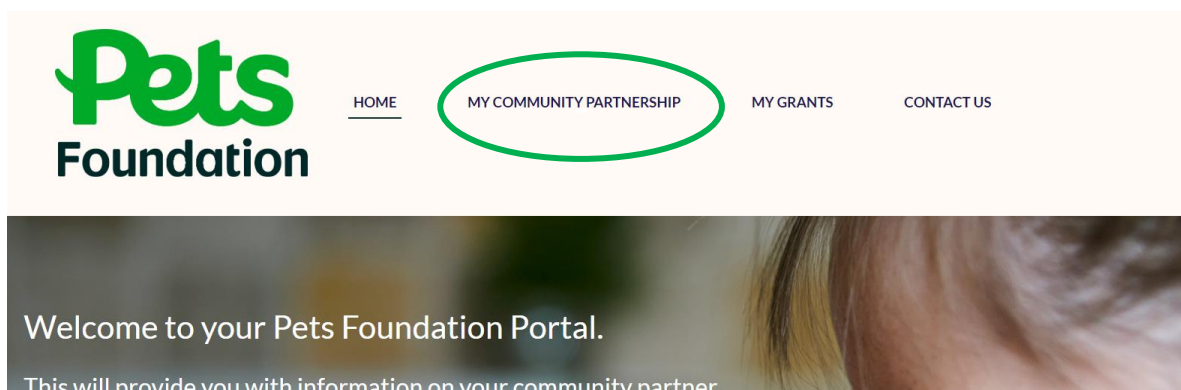
## Uploading instore awareness forms

Every time a charity is in store to fundraise or hold an awareness event, you must complete an Instore Awareness form via the Portal.

<https://petsfoundation.my.site.com/s/login>



1. Once you are logged in, click 'My Community Partnership' at the top of the page.



2. The Community Partnership page will show you the name(s) of the store(s) you are partnered with. Any with 'Active' status are your current partnerships. Click on the name of the store.

**Community Partnerships**

This page shows the local Pets Foundation 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@petsfoundation.co.uk](mailto:info@petsfoundation.co.uk)

PARTNERSHIPS WITH PETS FOUNDATION STORES			
Pets Foundation Store	Status	Term Start Date	Term End Date
Strensall	Active	14/04/2022	28/04/2023

[View All](#)

### 3. The next page will show you details about your charity.

Partnership Details   In-Store Awareness   Payments

**Partnership Details**

Organisation: Sally Strawberry's Cat Rescue  
 Pets at Home Store: Sheffield

Phone: 0123 444 1111  
 Email: sheffield@petsathome.com  
 Address:  
 Drakehouse Retail Park  
 Drake House Way  
 Sheffield S20 7JJ

Partnership Start Date: 14 April 2022

Applying Contact Name: Sally Strawberry  
 Applying Contact Email: Sally.Strawberry@email.com  
 Applying Contact Telephone: 0777 111 2222

Fundraising Volunteer Name: Anna Apple  
 Fundraising Volunteer Email: Anna.Apple@email.com  
 Fundraising Volunteer Telephone: 0777 111 2222

Click on 'In-Store Awareness'.



### 4. This screen provides a link to the instore awareness form. You can also see details of previous forms you have submitted.

Partnership Details   **In-Store Awareness**   Payments

**In Store Awareness Activity**

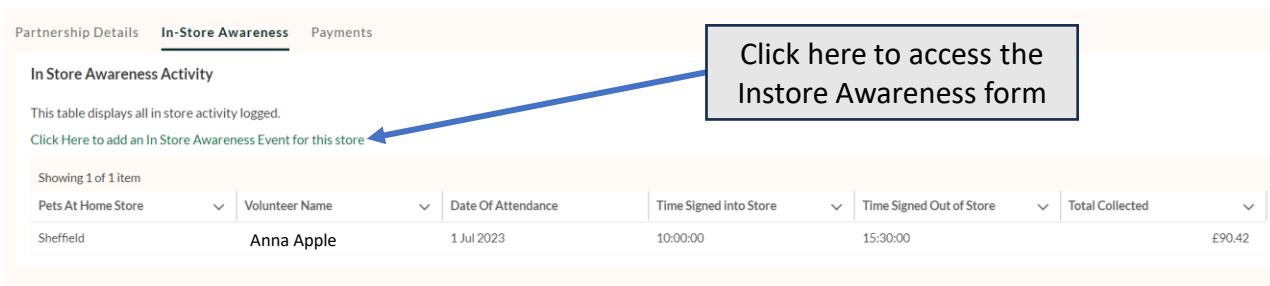
This table displays all in store activity logged.

[Click Here to add an In Store Awareness Event for this store](#)

Showing 1 of 1 item

Pets At Home Store	Volunteer Name	Date Of Attendance	Time Signed into Store	Time Signed Out of Store	Total Collected
Sheffield	Anna Apple	1 Jul 2023	10:00:00	15:30:00	£90.42

Click here to access the Instore Awareness form



### 5. A new page will open, displaying the Instore Awareness form. Simply fill out the form and click 'Submit.' You can then close this page.

#### In Store Awareness Details

Please complete the following form to let us know how your recent In Store Awareness visit went.

This Form is in relation to the following Store. If this is incorrect please navigate back to Community Portal and begin the process again. Thank you

[Redacted Store Name]

Date of Attendance \*

Time Signed into Store \*

Please enter time in HH:MM format

Time Signed out of Store \*

## FAQs

If two volunteers attended, do I complete a form for both of them?

**No. Complete one form per event**

I want multiple staff/volunteers to be able to upload Instore Awareness Forms. Is this possible?

*The account can only be linked to one email address. If you want multiple people to be able to access the Portal you will need to share your log-in details with them.*

*Do I need to complete an Instore Awareness form if the event was part of a National Appeal Event, e.g. Santa Paws?*

*Yes. This is so we can track the number of hours that partners are spending in store during the event.*

*I understand that during National Appeal Events my organisation must give all the money raised to the store team to bank through the till. What do I put on the Instore Awareness form under amount raised?*

*During National Appeal Events it is essential that all funds raised are banked through the till. During these events we recommend counting the money and including this total on the Instore Awareness Form; however you must give the money to the store team.*

*I've looked at the details of past Instore Awareness forms and I believe there is an error. What do I do?*

**Contact the Partnerships Team. We can correct any errors for you.**