

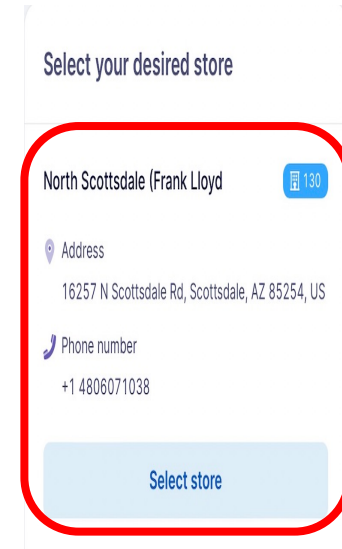
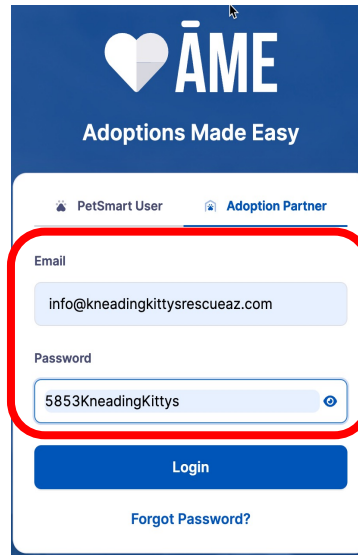
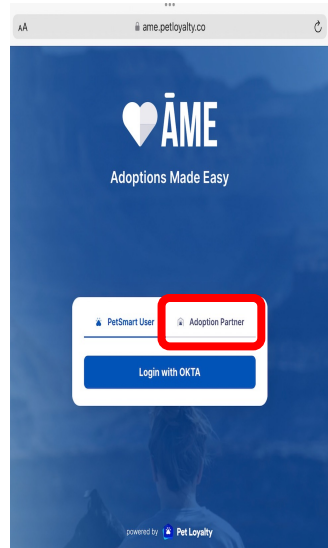


Kneading Kitty's Rescue

Processing Adoptions using Adoptions Made Easy (AME)



Log Into AME Using The PetSmart Store Device



1. Unlock the device with the Store Code **0130**
2. Navigate to the AME link (if not available, the website is <https://ame.petloyalty.co/login>)
3. Select **Adoption Partner**
4. Type in the Email - **info@kneadingkittysrescueaz.com**
5. And Password- **5853KneadingKittys**
6. Click **Login**
7. Find our Store Location: North Scottsdale, 16257 N. Scottsdale
8. Click **Select store**

Note – AME does not log users out and you may not need to log in if someone has already processed an adoption on that device

Start The Adoption Process By: (A) Selecting or (B) Adding a Pet

The screenshot shows the AME Pets interface. At the top, the 'Pets' tab is selected. Below it, there are two main paths:

- Path A:** Selecting an available pet. The 'Available' filter is selected, and a pet named 'Test Cat' is shown. The 'Process adoption' button is highlighted.
- Path B:** Adding a new pet. The 'Add new pet' button is highlighted, leading to a confirmation screen where the user selects the partner (Kneading Kitty's Rescue) and confirms the addition.

Labels A and B are used to identify the two paths. Red boxes highlight the key buttons and filters. A red arrow points from the 'Add new pet' button to the confirmation screen.

Select **Pets** at the top of the screen

- A. If the Pet information is preloaded, scroll through the **Available** pets until you find the correct kitty and Select **Process adoption**
- B. If the Pet information is not preloaded, Select **+ Add new pet**, then Select **Confirm**

Important: If you're processing more than one adoption to the same Adopter, make sure you've added both kitties before clicking **Process adoption**

Note – Kneading Kitty's Rescue already utilizes Rescue Groups to manage our kitties. We have requested a feed from Rescue Groups into AME. Until that functionality is available, the Pet information will not be automatically pre-loaded into AME.

Add A Pet - Copy The Information From The KKR Kennel Card

< **Add a pet** Pets / Add a pet

Pet information

Kneading Kitty's Rescue

Pet ID
C230239

Pet Name *
Blacky

Type *
Cat

Breed *
Domestic Short Hair

Estimated date of birth *
04/01/2023

Sex *
MALE

Spayed / Neutered *
☒

Adoption fee
\$ 200.00

Mixed breed
☐

Save and process adoption **Save pet**

KKR Kennel Card

RescueID C230239

Status Pending

Foster Laura

Location 16257 N. Scottsdale Rd. Scottsdale AZ 85260

Adoption Fee 200

Species Cat

Breed Domestic Short Hair (short coat)

Color Black

Sex Male (neutered)

Current Age 3 Months 9 Days (best estimate)

Good with Cats Yes


Microchip nanoCHIP #992000001688902

Description Hi, I'm Blacky. I'm so fun! I was born April of 2023 and lived outside for the first few weeks of my life. A really nice lady from a rescue took me and my siblings in and we found out that not all humans are bad. It's nice not having to search for food and water. I love to have fun and play with my toys. I enjoy people as well and don't mind being held, but i would rather play. I am up to date on my shots, tested negative for FFLV/FIV, rabies vaccine and neutered. My adoption fee is \$200.00

1. Complete all fields on the **Pet Information** form using the associated fields from the kitty's Kennel Card (in the white binder). Note: Pet ID = RescueID
2. Select **Save and process adoption** if the adopter is just adopting one kitty
3. If they are adopting two kitties, click **Save pet**, click **+Add Pet** to enter the second kitty, then click **Save and process adoption**

Process The Adoption – KKR Volunteer Starts The Adoption





[← Process adoption](#) [Pets / Process adoption](#) [+ Add pet to adoption](#)





Confirm adoption information

Confirm all pet information and fees before sharing the adoption inquiry. After the adoption has been processed, only the adoption fee can be modified.

Test Cat 2


 CAT  4 months  FEMALE  Spayed/Neutered

\$ 200.00

 Adoption Fee [Edit adoption fee](#) 



Total Amount

This is the total amount in adoption fees **\$ 200.00**

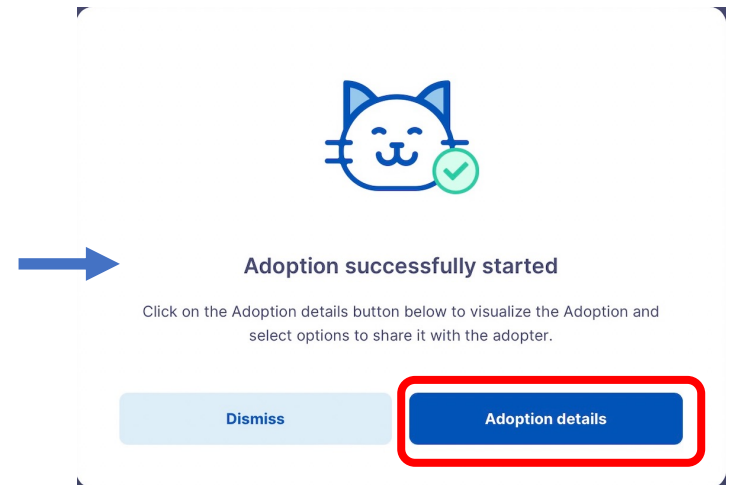


Payment method

Confirm the adopter's desired payment method.

 ☐ Digital Payment  ☒ Cash or Payment outside AME

[Confirm](#)



1. Confirm the right kitty is selected and the adoption fee is correct
2. Select the Payment Method **Cash or Payment outside AME**
3. Click **Confirm**
4. Click **Adoption Details**


Note – We will not use the AME Digital Payment option as the associated fees are higher than our existing PayPal process.


We will continue to collect adoption fees via Cash or using the PayPal QR code as we do today. That step is outside of the AME process.


Process The Adoption – KKR Volunteer Selects the Device


Adoption details

Status

 Pending
Jul 29, 2023





 Signed
-


 Paid
-


 Adopted
-


#9H5Z0
Adoption sent 7/29/2023 - 14:52




Test Cat 2

 CAT  4 months  FEMALE  Spayed/Neutered

\$ 200.00
 Adoption Fee



 Edit adoption fee

Actions 


 Share adoption checkout link
 Process adoption on this device
 Cancel adoption

Payment


⌚ Not captured

 Paid by adopter  Partner income

Payment method







 Cash or Payment outside AME


Timeline

 Test Cat 2 's Adoption Fee: \$200.00
Payment not captured yet.

Total \$200.00

Contract Details

 Signed by: -
 Date: -
 Time: -
 Signed on: -
 Staff / AWO: -
 Partner: Kneading Kitty s Rescue

 **Waiting for contract signature**
Contract details information will become available after the adopter's signature is complete.

5. Click the drop down on **Actions**
6. Click **Process adoption on this device**. This will open a new browser window for the Adopter to input their information and sign the PetSmart contract
7. Click on the new browser window and hand the device to the Adopter

Process The Adoption – Adopter Provides Their Information

AME - PetSmart

AME - PetSmart

PETSMART Charities

TC2

You have been approved to adopt Test Cat 2! 🐾

Start by filling out some information about you.

Responsible: Tracy Yasz

Personal Info Contract Payment

Pet(s)

Test Cat 2 #9H5Z0 130 - North Scottsdale (Frank Lloyd)

CAT 4 months ♀ FEMALE Spayed/Neutered Adoption fee \$ 200.00

Add your personal information

First name Last name

First name Last name

Your primary email Mobile number

Your primary email +1 Mobile number

Terms and Conditions

Your email will be used to provide you with a confirmation of your adoption.

☒ Inform me of future updates, offers, and deals that I can opt out of at any time.

☒ I am 18 years old (or older)

Save & Continue

1. Adopter validates the *Pet(s)* information is correct
2. They input their *Personal information*
3. They click *I am 18 years old (or older)*
4. They click *Save & Continue*

Process The Adoption – Adopter Signs The Release Form

Personal Info — Contract — Payment

Adoption information

Pet(s)
Test Cat 2 #9H5Z0
130 - North Scottsdale (Frank Lloyd)

Adopter
A Adopter First Name Adopter Last Name

Add your home address

Address line 1: 5000
Address line 2: Scottsdale Rd
City: Scottsdale
State / Province: AZ
Zipcode: 85331

Save & Continue



Your Electronic Signature
Please use your finger to draw an electronic signature below.

Sign Agreement

Personal Info — Contract — Payment

Adoption information

Adopter
A Adopter First Name Adopter Last Name
adopter@gmail.com +14802834109 5000 Scottsdale AZ, 85331

Pet(s)
Test Cat 2 #9H5Z0
130 - North Scottsdale (Frank Lloyd)
CAT 4 months FEMALE Spayed/Neutered
Adoption fee \$200.00

Payment
Payment and adoption completion instructions
Please contact the shelter staff or PetSmart employee to finalize payment and the adoption process.

5. Adopter inputs their *Home address*
6. They click *Save & Continue*
7. They review and sign the *Adoption Release Form*
8. They click *Sign Agreement*
9. Adopter hands the device back to the Volunteer
10. Volunteer assists Adopter with processing the Payment

Process The Adoption – Sample Release Form



ADOPTION RELEASE FORM

Adoption Program

Congratulations on adopting your new family member! When you choose to adopt, you are changing the life of a pet in need. PetSmart and PetSmart Charities support the adoption process by donating in-store space for use by pre-approved animal welfare organizations ("Adoption Agency"). **These Adoption Agencies are not affiliated with PetSmart or PetSmart Charities in any way. We cannot, and do not, guarantee the health of any of the pets available for adoption.**

Your Pet's History

The animals available for adoption through the PetSmart Charities Adoption Program often come from a variety of environments and little is known about their past. Please direct any questions regarding your pet's past, health or behavior to the Adoption Agency.

Follow-Up Health Care

Consider making an appointment for your new pet with a veterinarian. The veterinarian can check your pet's health and give you valuable information regarding warning signs of illness. With any new pet, it's possible they may have been exposed to diseases that may not show symptoms for several weeks. Some of these diseases may be transmittable to other pets in your household and even to people. **Veterinary fees incurred (such as diagnostics, vaccines, and/or medications) are the responsibility of the pet owner.**

Privacy Policy

The information you provide during the adoption process is subject to PetSmart's and PetSmart Charities privacy policies, which you can find on the PetSmart and PetSmart Charities websites.

I hereby release PetSmart LLC and its **parent entities, affiliates, and subsidiaries (collectively, "PetSmart")** and PetSmart Charities, Inc. and PetSmart Charities of Canada (together, "PetSmart Charities"), and their respective employees, agents, representatives, officers and directors from any and all claims, demands, damages, causes of action and liabilities of any kind, regardless of whether they are known or unknown, related to the adoption of this pet. I agree that all costs and expenses incurred related to the adoption of this pet, including medical and adoption fees, are my responsibility and that I will not be reimbursed by PetSmart or PetSmart Charities. Your electronic signature below has the same effect as an original signature and will constitute your acceptance of the terms hereof.

Your Electronic Signature

Please use your finger to draw an electronic signature below.

Adopter should read the Release Form prior to signing at the bottom.

Process The Adoption – KKR Volunteer Confirms Payment

The screenshot shows the 'Adoptions' dashboard. At the top, there is a navigation bar with 'Adoptions' (highlighted with a red box), 'Pets', and 'Users'. Below the navigation bar, there is a header '130 - North Scottsdale (Frank Lloyd)' and a user icon 'K'. The main content area is titled 'Adoptions' and contains four summary cards: 'Valid Adoptions' (3), 'Adoptions Fees' (\$600), '% of Donations' (0%), and 'Total Donations' (\$0). Below these cards, there is a progress bar with two segments: 'In Process' (highlighted with a red box) and 'Complete'.







The screenshot shows the 'Adoption details' page. At the top, there is a 'Status' section with a progress bar showing 'Pending' (Jul 29, 2023), 'Signed' (Jul 29, 2023), 'Paid' (Jul 29, 2023), and 'Adopted'. Below this, there is a section for 'Adopter First Name' and 'Adopter Last Name' (#9H5Z0), with a note 'Adoption sent 7/29/2023 - 14:52' and an 'Actions' dropdown. The next section is 'Test Cat 2', showing 'CAT', '4 months', 'FEMALE', and 'Spayed/Neutered'. Below this, there is a section for 'Payment' with a 'Not captured' status and a 'Payment method' of 'Cash or Payment outside AME'. The 'Timeline' section shows 'Test Cat 2's Adoption Fee: \$200.00' and 'Payment not captured yet.'. The 'Total' is \$200.00. To the right, there is a 'Contract Details' section with a 'View contract' link, showing 'Signed by: Adopter First Name Adopter Last Name', 'Date: 07/29/2023', 'Time: 2:57:43 PM', 'Signed on: Petsmart/Partner Device', 'Staff / AWO: Tracy Yasz', and 'Partner: Kneading Kitty's Rescue'. At the bottom, there is a blue bar with a 'Confirm payment' button (highlighted with a red box).

1. Volunteer navigates back to the original browser window
2. Select **Adoptions**
3. Select **In Process**
4. Select the Adoption (there should typically only be one In Process adoption at a time)
5. Validate the Adoption details and confirm the PayPal transaction was successful or Cash was received
6. Select **Confirm payment**
7. Select **Confirm**





The screenshot shows the 'Confirm payment' dialog. At the top, there is a title 'Confirm payment' and a question 'Are you sure to confirm this adoption's payment?'. Below this, there is a 'Payment Details' section showing 'Adoption Fee: \$200.00' and 'This is the adoption fee'. The next section is 'Payment Method' showing 'Cash, AWO Card Reader'. At the bottom, there are two buttons: 'Cancel' and 'Confirm' (highlighted with a red box).


Process The Adoption – KKR Volunteer Completes The Adoption








Adoption details








Status
 Pending Jul 29, 2023  Signed Jul 29, 2023  Paid Jul 29, 2023  Adopted -


Adopter First Name Adopter Last Name #9H5Z0
Adoption sent 7/29/2023 - 14:52

Test Cat 2
 CAT  4 months  FEMALE  Spayed/Neutered





\$ 200.00
 Adoption Fee


Payment  Success
 Paid by adopter  Partner income
Payment method
 Cash or Payment outside AME
Payment confirmed by:
 Tracy Yasz
[Partner] Kneading Kitty s Rescue
Timeline
 Jul 29, 2023
 Test Cat 2 's Adoption Fee: \$200.00
This is an adoption fee
Total \$200.00



Contract Details 
 Signed by: Adopter First Name Adopter Last Name
 Date: 07/29/2023
 Time: 2:57:43 PM
 Signed on: Petsmart/Partner Device
 Staff / AWO: Tracy Yasz
 Partner: Kneading Kitty s Rescue



Are you sure to confirm this adoption?
When your action is complete, the animal(s) status will be updated to adopted, and the pet(s) will be removed from the Pets menu.


Pet Information:
Test Cat 2
 CAT  4 months  FEMALE  Spayed/Neutered

\$ 200.00
 Adoption Fee

 Cancel 

The adoption process is NOT done until you get this screen


Adoption complete
Great news! The adoption process is complete and you can now find it listed in the Adoptions menu under the Complete tab.



8. Validate the Adoption details
9. Select **Confirm adoption**
10. Select **Confirm**
11. Select **Dismiss**

Process The Adoption – Adopting Two Cats

< Process adoption Pets / Process adoption

[Add pet to adoption](#)

Confirm adoption information
Confirm all pet information and fees before sharing the adoption inquiry. After the adoption has been processed, only the adoption fee can be modified.

Test Cat 2
CAT 4 months FEMALE Spayed/Neutered
\$ 200.00
Adoption Fee [Edit adoption fee](#)

Total Amount
This is the total amount in adoption fees \$ 200.00

Confirm adoption information
Confirm all pet information and fees before sharing the adoption inquiry. After the adoption has been processed, only the adoption fee can be modified.

Test Cat 2
CAT 4 months FEMALE Spayed/Neutered
\$ 200.00
Adoption Fee [Edit adoption fee](#)

Test Cat
CAT 7 months FEMALE Spayed/Neutered
\$ 200.00
Adoption Fee [Edit adoption fee](#)

Total Amount
This is the total amount in adoption fees \$ 400.00

We no longer need to process separate entries for each kitty. Both can now be included in the same adoption transaction.

1. Before selecting the payment method, select **+Add pet to adoption**
2. Select the other Pet to add.
REMEMBER – The 2nd cat needs to be added via the Add a Pet process BEFORE you process the Adoption.
3. Once both pets are added, proceed to **Select the Payment Method** and continue with the Adoption Process.

Completed Adoption & Adopter Receipt

Adoption details

Status



Adopter First Name Adopter Last Name #9H5Z0

Adoption sent 7/29/2023 - 14:52

Actions ▾

Test Cat 2

CAT 4 months FEMALE Spayed/Neutered

\$ 200.00

Adoption Fee

Adoption Validated ⓘ

Payment

Success

Paid by adopter Partner income

Payment method

Cash or Payment outside AME

View receipt

Payment confirmed by:

Tracy Yasz
[Partner] Kneading Kitty s Rescue

Timeline

Jul 29, 2023

Test Cat 2 's Adoption \$200.00
Fee:
This is an adoption fee

Total \$200.00

Contract Details

View contract

Signed by: Adopter First Name Adopter Last Name

Date: 07/29/2023

Time: 2:57:43 PM

Signed on: Petsmart/Partner Device

Staff / AWO: Tracy Yasz

Partner: Kneading Kitty s Rescue



Jul 29, 2023 | 21:59:00 UTC

Transaction Code
9H5Z0

Amount Paid
\$200.00

Payment Information
Cash or Payment outside AME

Bill From
Kneading Kitty s Rescue
4633 W LANE AVE, GLENDALE
AZ 85301-1642

Bill To
Adopter First Name Adopter Last Name
5000Scottsdale Rd, Scottsdale
AZ 85331

Payment confirmed by
Tracy Yasz

Kneading Kitty s Rescue

Store: 130 - North Scottsdale (Frank Lloyd)

Payment Details

Jul 29, 2023

Test Cat 2's Adoption Fee

\$200.00

View Previously Completed Adoptions

Adoptions Pets Users 130 - North Scottsdale (Frank Lloyd)

Adoptions

Valid Adoptions 3	Adoptions Fees \$600	% of Donations 0%	Total Donations \$0
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☐ In Process ☒ Complete

Adopter First Name Adopter Last Name #9H5Z0 Adopted

Test Cat 2 CAT 4 months FEMALE Spayed/Neutered

\$ 200.00
Adoption fee

Details

1. Select **Adoptions**
2. Select **Complete**
3. Scroll down to find the completed adoption you want to review
4. Select **Details**

Return A Cat – Only For Returns The Same Day As The Adoption

Per PetSmart's direction, this option is only used when the Adopter returns the kitty on the same day as the adoption. **No action will be taken in AME if the Return is after the adoption day.**

Adoption details

Status

Pending — Signed — Paid — Adopted

Jul 29, 2023 Jul 29, 2023 Jul 29, 2023 Jul 29, 2023

Adopter First Name Adopter Last Name #9H5Z0

Adoption sent 7/29/2023 - 14:52

Test Cat 2

CAT 4 months FEMALE Spayed/Neutered

\$ 200.00

Adoption Fee

Adoption Validated

Actions

- Process refund
- Return animal

1. Select **Adoptions**
2. Select **Complete**
3. Scroll to find the competed Adoption
4. Select **Details**
5. Select **Actions**
6. Select **Return animal**
7. Type in a **Reason**
8. Select **Return**
9. Select **Confirm**
10. Select **Dismiss**

Return Animal(s)

Please select the animal(s) you want to return.

Test Cat 2

CAT 4 months FEMALE Spayed/Neutered

\$ 200.00

Adoption Fee

Please, input a reason for pet return in the text field below.

Testing AME process

Cancel Return

Are you sure to process the pet(s) return?

Once the pet return is done, they will be available for adoption again.


Test Cat 2

CAT 4 months FEMALE Spayed/Neutered

\$ 200.00

Adoption Fee

Cancel Confirm



Test Cat 2 was successfully returned to the system.

Dismiss

Note – We do not process Refunds for Returns as all adoption fees are considered Donations. We will consider exchanging the pet for another more suitable kitty. Please contact the KKR Board for guidance on all returns.



Completed Return

Adopter First Name Adopter Last Name #9H5Z0


Adoption sent 7/29/2023 - 14:52

Actions 

Test Cat 2


 CAT  4 months  FEMALE  Spayed/Neutered

\$ 200.00

 Adoption Fee

 Returned 

Payment

 Success

 **Paid by adopter**  Partner income

Payment method

 Cash or Payment outside AME

 [View receipt](#)

Payment confirmed by:

 Tracy Yasz
[Partner] Kneading Kitty s Rescue


Timeline


 Jul 29, 2023

Contract Details

 [View contract](#)


 Signed by: Adopter First Name Adopter Last Name

 Date: 07/29/2023

 Time: 2:57:43 PM

 Signed on: Petsmart/Partner Device

 Staff / AWO: Tracy Yasz

 Partner: Kneading Kitty s Rescue