

New to our software? Here are some directions to help you set up your account.

Link to our registration software: <https://dooverdogtraining.pike13.com/offerings>

Click on **Sign In** or **Sign Up** in the upper right-hand corner of the page

If you have ever signed up for something with us in the past (class, workshop, event, etc.), your email may be in the system from our previous registration software. If you get a warning that there is already an account associated with that email, that means you're in our system. Scroll down and click on [Send confirmation email](#) to get started.

You will have to "claim" your account if this is the first time using it. An email should be sent to you. If not, check your SPAM folder and let me know (info@dooverdogtraining.com) if you still did not receive it.

Once you're in, you will then update your account. You will need to add your contact information and a birthdate. The system only needs to know you are over 18, so you can use any DOB you wish, as long as you're over 18 😊

Now you will add your dog's information.

- Scroll down and on the right-hand side you will see "**People**" [you manage](#). (Sorry – this software wasn't made for dogs!)
- If this is a new account, you will click on [+ Manage Another Person](#)
- Fill in all of your dog's info and you're all set!
- If you would like to add a picture, scroll down the menu on the right-hand side and click on [Photos](#).

These are the directions to follow if you had a previous account with us and need to update your dog's information:

- Scroll down and on the right-hand side you will see "**People**" [you manage](#). (Sorry – this software wasn't made for dogs!)
- Click on the dog you would like to update. This will take you to their dashboard where you can see what classes they are signed up for, passes/credits on their account, etc.
- Click on their name in [blue](#) and that will take you to their profile page where you can edit your dog's info.
- Scroll down to **Custom Fields** and that is where you can fill in their info.
- If you would like to add a picture, scroll down the menu on the right-hand side and click on [Photos](#).

When you are ready to register for a class, go to **Schedule** at the top of the page. You can click on Month or the calendar icon to see the whole month. Click on the class you would like to register for and then **Enroll**. Be sure you are registering your **DOG** for the class and not yourself.

We know this can be a complicated process, please contact our office if you need any help at all.