In-Hospital Volunteers
Tutorial

Adding a Therapy Animal to Your Profile

go to your volunteer Dashboard…

pch.samaritan.com

Login

Your Dashboard should look similar –

if you're an active in-hospital animal-assisted therapy team volunteer…

Click

then Click *New Member*

Therapy Animal Information

*= required information

*First Name

DAISY

* Last Name

Jones

* Date of Birth

📅

This field is required

Gender

⌄

To upload animal records click
Upload

* Annual Exam

Not uploaded   ⬆ Upload

* Animal Annual Exam Expiration

📅

This field is required

* Leptospirosis

Not uploaded   ⬆ Upload

* Lepto Vaccination Expiration

📅

This field is required

After clicking Upload you'll
see the following…

Choose File   No file chosen
Allowed File Types: doc, docx, jpg, jpeg, png, gif, otf, pdf   Max Size: 3mb

Cancel   Upload File

* DHPP

Not uploaded   ⬆ Upload

* DHPP Vaccination Expiration

📅

This field is required

* Rabies

Not uploaded   ⬆ Upload

* Rabies Vaccination Expiration

📅

This field is required

Click **Choose File**, navigate to the document
(or picture, pdf, etc.) on your computer and
click **Upload File**.

* Registration

Not uploaded   ⬆ Upload

* Registration Expiration

📅

This field is required

Save Member

PHOENIX CHILDREN'S

100% FOR CHILDREN

Therapy Animal Information

* First Name

* Last Name

* Date of Birth

Gender

This field is required

* Annual Exam

Not uploaded   ⬆ Upload

* Animal Annual Exam Expiration

This field is required

- You must upload a supporting document for each Upload field.

* Leptospirosis

Not uploaded   ⬆ Upload

* Lepto Vaccination Expiration

This field is required

Be sure to add the expiration dates for each

* DHPP

Not uploaded   ⬆ Upload

* DHPP Vaccination Expiration

This field is required

- If all required information is on the same supporting document you can upload that document to each Upload field.

* Rabies

Not uploaded   ⬆ Upload

* Rabies Vaccination Expiration

This field is required

* Registration

Not uploaded   ⬆ Upload

* Registration Expiration

This field is required

then Click Save

Save Member

PHOENIX CHILDREN'S

100% FOR CHILDREN

You can edit/update your animal's profile at any time by returning to **Therapy Animal Information** and clicking **Edit**

Therapy Animal Information

CRICKET Jennings   Edit   Assignments ▶

Pet ID: 19501

For learning!