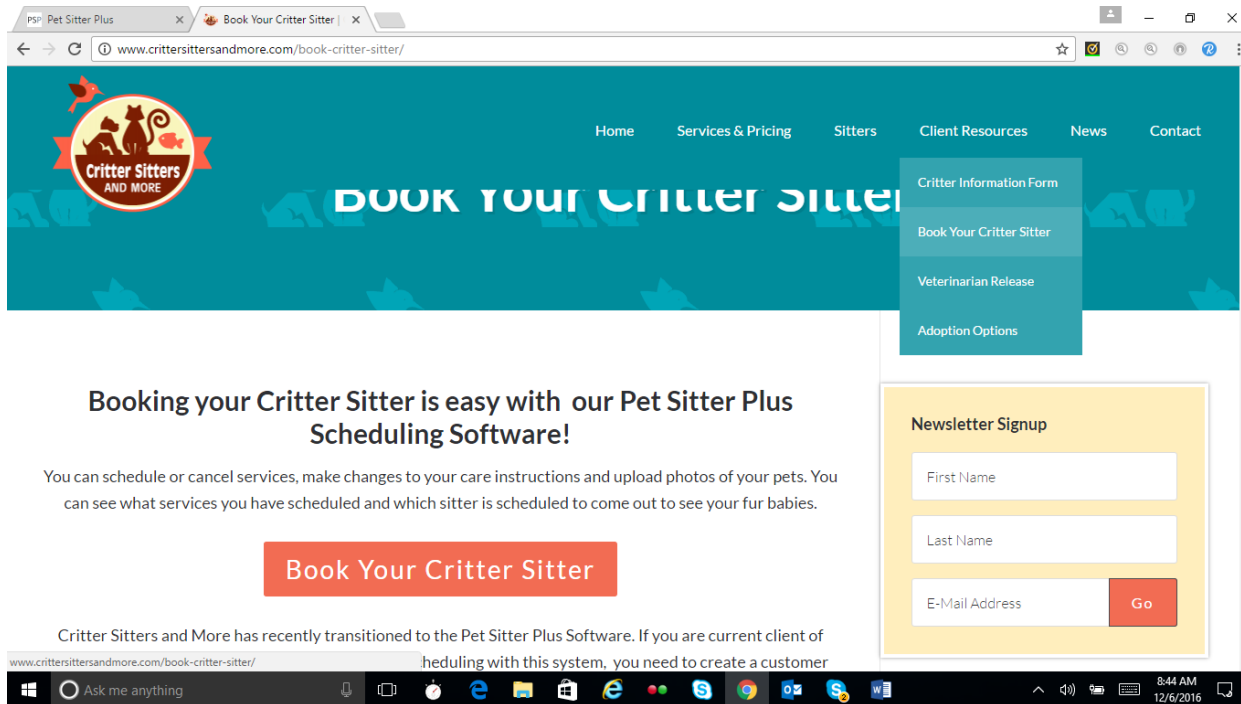


How to Submit your Booking request using the New Pet Sitter Plus Software

**If you have not yet Created and Account in our New Pet Sitter Plus Scheduling System, you will need to do that prior to booking your first appointment with us. You can do that by going to the Critter Information Form page under Client Resources*

To request your appointments, go to the Critter Sitters and More Website www.crittersittersandmore.com

From the Drop down menu under the **Client Resources Tab**, select **Book Your Critter Sitter Menu** option and then click the **Book your Critter Sitter Button** on the page



This will take you to the Client Portal Login where you will be prompted to enter your User Name and Password. If you have not yet created a password, you may do so here.

Critter Sitters and More



Log in

Account Number or Email

info@crittersittersandmore

Password

.....


Login

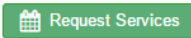
[Create Password](#)

[Forgotten password?](#)

You will want to click the GREEN Request Services Button at the upper right hand of the Screen

Critter Sitters and More name
Jennifer Morrone
Account Number
8163523906



 **Request Services**

Account Summary Schedule Invoices Payments Your Data Settings Log out

Account Summary

Thank you for choosing Critter Sitters and More. Please find below your latest summary of payments due which you can save or print for your records.
We appreciate your business and value your comments.

Payments Due Now					
Invoice Date	Item	Total	Credits	Outstanding	Due Date
		0.00	0.00	0.00	
Total outstanding USD 0.00					
You have nothing to pay. Make a payment					

If you have any questions about your account please email us at info@crittersittersandmore.com or phone us on 757-268-9644.

Select the dates you need services on by clicking in the calendar. All of the dates you select will populate on the screen for you.

You will also need to select the service item from the drop down menu. Once you have selected a service you will also need to select the Time of day you need the service. There will be several options to choose from based on the type of pet care you need. If you have special instructions about the requested service, you can add that in the notes box and then Click Add Service

Add services to the list above using the form below. You can add services as many times as you need, but you must remember to Submit Requests.

← earlier **Select Dates** later →

December 2016							January 2017							February 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	31	1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31	1	2	3	4	26	27	28	1	2	3	4

Dates Selected [clear all dates](#)

Sun Jan 15 2017 ✘ Mon Jan 16 2017 ✘ Tue Jan 17 2017 ✘

Service Item

Time of Day Notes

All of the services you have selected will populate at the top of the page for you to review. You will be able to add more service requests or delete out ones you don't need based on your travel plans once you have reviewed and corrected

everything you will need to click the **Green Submit Services Button** Critter Sitters and more will receive an email about your request and it will show on the home system the next time they log in. you will also receive a request email and your request will show up in the calendar on your portal.

Request Service

5 Service(s) Awaiting Submission

🗑️ Clear All / Start Again
Submit Request

Date	Item	✖
01/15/2017 7:00am-9:00am	Dog Visit 30 Min Visit	✖
01/15/2017 All Day	Additional Pets Cats and Sm. Animals	✖
01/16/2017 7:00am-9:00am	Dog Visit 30 Min Visit	✖
01/17/2017 7:00am-9:00am	Dog Visit 30 Min Visit	✖
01/17/2017 All Day	Additional Pets Cats and Sm. Animals	✖

i Add services to the list above using the form below. You can add services as many times as you need, but you must remember to Submit Requests.

[< earlier](#)
Select Dates
[later >](#)

Once we have review our schedules and confirmed that we are available to accept the assignment, you will receive an email confirmation email and the booking will show up in the schedule section of your client portal

Account Summary
Schedule
Invoices
Payments
Your Data
Settings
Log out

Schedule

Day
Month

[Go to Today](#) [<](#) **January 2017** [>](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 <small>(2 services) Dog Visit 30 ... 8:00am-9:00am Additional Pe... 12:00am-1:00am</small>	16 <small>(1 service) Dog Visit 30 ... 8:00am-9:00am</small>	17 <small>(2 services) Dog Visit 30 ... 8:00am-9:00am Additional Pe... 12:00am-1:00am</small>	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

By Clicking on the Day you will be able to See the time the Visits are scheduled for and The Sitter Assigned to the visit.

Schedule

Day Month

January 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

< Tuesday 17 January 2017 >

Description	Time	Action
Dog Visit 30 Min Visit Jennifer Morrone	7:00am-9:00am	<input type="button" value="cancel"/>
Additional Pets Cats and Sm. Animals Jennifer Morrone	All Day	<input type="button" value="cancel"/>

NEED HELP? Email us at info@cittersitersandmore.com to set up phone support.