

RinTin

Animal Shelter Scheduling

Design Comps: Task 1—Complete the Set-up Interview

RinTin

Animal Shelter Scheduling

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RinTin

What is it? What does it do?

Schedule



A scheduling system designed specifically for animal shelter volunteers & administrators.

Sign Up



Volunteers can create an account, view the schedule & sign up for shifts on a self serve basis.

Connect



Stay up to date on all shelter matters & communicate with other volunteers using the online forums.



Thank you for your Interest in RinTin!

Qualifying Question 1 of 2

Before we begin, there are two qualifying questions to determine how to proceed with your new account.

Are you an authorized administrator of your shelter organization?

Administrator status is typically reserved for shelter managers, shelter staff, directors, or IT personnel.

Yes

No

Continue

Cancel



**Thank you for your
Interest in RinTin!**

Qualifying Question 2 of 2

Before we begin, there are two qualifying questions to determine how to proceed with your new account.

Is your organization already have an established RinTin account?

- Yes
 No

Continue

Cancel

A scheduling system designed specifically for animal shelter volunteers & administrators.

Volunteers can create an account, view the schedule & sign up for shifts on a self serve basis.

Stay up to date on all shelter matters & communicate with other volunteers using the online forums.



RinTin Set-up Interview

Step #1 – Organization Information

Step 1
Organization

Step 2
Primary Admin

Step 3
Add. Admin

Step 4
Invite Users

Step 5
Add Shifts

Step 6
System Settings

Step 7
Review

Attention:

This set-up interview will take approximately 30 minutes. After Step 1 and 2 are completed you can save your progress and come back to finish it later. There are 7 steps in this interview. All information can be changed anytime in the system.

* Denotes a required field

Organization Information

Organization Name *

Name Abbreviation

Date Established *

Address *

City *

State *

Zip *

Organization Phone *

Organization Fax *

Owner/Director *

Director/Owner Phone *

Legal Structure of Organization *

Add Another Owner/Director



Hours of Operation

Day *

Open *

Close *

Size of Organization (Optional)

Number of employees

Number of volunteers

Avg. # of dogs per month

Avg. # of cats per month

Avg. # of other per month

Avg. # dog adoptions per month

Avg. # cat adoptions per month



Add More Shifts



RinTin Set-up Interview

Step #2 – Primary Administrator

Step 1
Organization

Step 2
Primary Admin

Step 3
Add. Admin

Step 4
Invite Users

Step 5
Add Shifts

Step 6
System Settings

Step 7
Review

Attention:

In this step you will complete the primary admin personal information. This is your information. You will be able to add additional administrators in the next step

* Denotes a required field

Primary Administrator Information

First Name *

Last Name *

Cell/Home Phone*

Work Phone

Physical Address *

City *

State *

Zip *

Mailing Address

City

State

Zip

Emergency Contact Name *

Contact Relationship *

Email * (Your email address is your user name)

Confirm Email *

Password *

Confirm Password *

Position at Organization *

Type of User *

You can now save your progress in the set-up interview. After you click the 'Continue' button, you can quit and pick up where you left off at a later time. To come back to the interview, enter your email and password to log into the system from the home page.



RinTin Set-up Interview

Step #3 – Additional Administrators

| | | | | | | |
|-------------------------------|--------------------------------|-----------------------------|-------------------------------|-----------------------------|----------------------------------|-------------------------|
| Step 1 Organization | Step 2 Primary Admin | Step 3 Add. Admin | Step 4 Invite Users | Step 5 Add Shifts | Step 6 System Settings | Step 7 Review |
|-------------------------------|--------------------------------|-----------------------------|-------------------------------|-----------------------------|----------------------------------|-------------------------|

Attention:

In this step you will designate additional admin users. There needs to be a minimum of 3 admin users in order to safe guard against an admin lock out. You can add up to 5 admin users.

You will set up a temporary password for each additional admin user. The admin user will be emailed notifying them of their new account login credentials. You can add, edit, or disable admin accounts at any time.

* Denotes a required field

Additional Administrator Information

First Name *

Last Name *

Email * (Your email address is your user name)

Confirm Email *

Password *

Confirm Password *

Position at Organization *

Type of User *

Additional Administrator Information

First Name *

Last Name *

Email * (Your email address is your user name)

Confirm Email *

Password *

Confirm Password *

Position at Organization *

Type of User *



RinTin Set-up Interview

Step #4 – Invite User to the System

Step 1
Organization

Step 2
Primary Admin

Step 3
Add. Admin

Step 4
Invite Users

Step 5
Add Shifts

Step 6
System Settings

Step 7
Review

Attention:

In this step you will invite user. Users will be sent a link via email to register for their account. Once a user registers for an account their account will be placed into a status of 'pending'. An admin user will need to approve all new user accounts in order to safe-guard against users who are not associated with your organization accessing your information shared within the system.

This step is NOT required. You can invite users at anytime withing the system

Invite Users to the System

User

First Name

Last Name

Email

Type of User

User

First Name

Last Name

Email

Type of User

User

First Name

Last Name

Email

Type of User



Add More Users to Invite

Save & Quit

Continue



RinTin Set-up Interview

Step #5 – Add Shifts

| | | | | | | |
|-------------------------------|--------------------------------|-----------------------------|-------------------------------|-----------------------------|----------------------------------|-------------------------|
| Step 1 Organization | Step 2 Primary Admin | Step 3 Add. Admin | Step 4 Invite Users | Step 5 Add Shifts | Step 6 System Settings | Step 7 Review |
|-------------------------------|--------------------------------|-----------------------------|-------------------------------|-----------------------------|----------------------------------|-------------------------|

Attention:

In this step you will add and set up shifts for the schedule. You can always edit, add or delete shifts later in the system.

* Denotes a required field

New Shift

Name of Shift *

Type of Shift *

Start Time *

End Time *

Type of User *

Date to Start *

Days to apply shift (Check all that apply) *

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Does this shift reoccur weekly? *

Yes

No. Only apply to one week.

Does this shift have a flexible start time? *

It is typical to allow flexible start times for daily shelter volunteer shift

Yes

No. Start time is firm.



Add Another Shift

Save & Quit

Continue



RinTin Set-up Interview

Step #6 – System Settings

| | | | | | | |
|-------------------------------|--------------------------------|-----------------------------|-------------------------------|-----------------------------|----------------------------------|-------------------------|
| Step 1 Organization | Step 2 Primary Admin | Step 3 Add. Admin | Step 4 Invite Users | Step 5 Add Shifts | Step 6 System Settings | Step 7 Review |
|-------------------------------|--------------------------------|-----------------------------|-------------------------------|-----------------------------|----------------------------------|-------------------------|

Attention:

In this step you will choose the system settings. These settings will determine system functionality. These settings can be changed at any time within the system. NOTE: Each user will have user preferences. These settings are universal and will enable or disable certain system features.

* Denotes a required field

System Settings

Schedule Settings

1. Notify user automatically via email of their shift approval/denial? *

- Yes (*Recommended*)
- No. Only apply to one week.

2. Allow users to cancel shift they are scheduled for? *

- No, users must contact an administrator to cancel shift
- Yes, must be at least **2 weeks prior** (14 calendar days) to shift
- Yes, must be at least **1 weeks prior** (7 calendar days) to shift (*Recommended*)
- Yes, must be at least **3 days prior** to shift
- Yes, must be at least **24 hours prior** to shift
- Yes, no time stipulation (**Not recommended**)

3. Notify administrator users—via email and dashboard notification—of empty upcoming shifts? *

(Check all that apply)

- No, do not notify admin user of an empty shift (**Not recommended**)
- Yes, must be at least **2 weeks prior** to an empty shift
- Yes, must be at least **1 week prior** to an empty shift (*Recommended*)
- Yes, must be at least **3 days prior** to an empty shift
- Yes, must be at least **24 hours prior** to an empty shift (*Recommended*)

4. Notify volunteer users—via email and dashboard notification—of empty upcoming shifts? *

(Check all that apply)

- No, do not notify admin user of an empty shift (**Not recommended**)
- Yes, must be at least **2 weeks prior** to an empty shift (*Recommended*)
- Yes, must be at least **1 week prior** to an empty shift
- Yes, must be at least **3 days prior** to an empty shift
- Yes, must be at least **24 hours prior** to an empty shift (*Recommended*)

Forum Settings



RinTin Set-up Interview

Step #7 – Review

| | | | | | | |
|-------------------------------|--------------------------------|-----------------------------|-------------------------------|-----------------------------|----------------------------------|-------------------------|
| Step 1 Organization | Step 2 Primary Admin | Step 3 Add. Admin | Step 4 Invite Users | Step 5 Add Shifts | Step 6 System Settings | Step 7 Review |
|-------------------------------|--------------------------------|-----------------------------|-------------------------------|-----------------------------|----------------------------------|-------------------------|

Attention:

In this final step you will review all of the data you entered in all of the 6 previous steps. Each section has its own 'edit' link that can be clicked if information within that section needs to be corrected. You can adjust any of the information entered within this set-up interview at any time within the system.

Organization Information

[Edit](#)


Details

| | |
|--------------------------|----------------------------------------------------------------------|
| Org. Name: | Alger County Animal Shelter |
| Name ABRV: | ACAS |
| Date Established: | 05/1984 |
| Address: | 510 E. Munising Ave |
| City: | Munising |
| State: | MI |
| Zip: | 49862 |
| Phone: | (906)387-4131 |
| Fax: | (906)387-4132 |
| Legal Structure: | 501c Non-Profit |
| Owner/Director: | Kristine Kolbus Leanne Nedeau Lisa Holcomb Patrick Hugenard |

Hours

| | |
|-------------------|----------|
| Monday: | 9AM—12PM |
| Tuesday: | 9AM—3PM |
| Wednesday: | 9AM—12PM |
| Thursday: | 9AM—3PM |
| Friday: | 9AM—12PM |
| Saturday: | 9AM—12PM |
| Sunday: | 9AM—12PM |

Size of Organization

| | |
|-------------------------|----|
| Employees (#): | 2 |
| Volunteers (#) | 19 |
| Avg Dogs In/Mon | 11 |
| Avg Cats In/Mon | 17 |
| Avg Dogs Out/Mon | 8 |
| Avg Cats Out/Mon | 13 |

Primary Administrator Information

[Edit](#)


Details

| | | | |
|--------------------------|--------------------|--------------------------|---------------------|
| First Name: | Linda | Emergency: | 9AM—12PM |
| Last Name: | Johnson | Relationship: | 9AM—3PM |
| Cell/Home Phone: | (906)123-4567 | Contact Phone: | 9AM—12PM |
| Work Phone: | | Email: | 9AM—3PM |
| Physical Address: | 123 W Superior St. | Confirm Email: | 9AM—12PM |
| City: | Munising | Password: | @lgercounty@nim@ls1 |
| State: | MI | Confirm Password: | @lgercounty@nim@ls1 |
| Zip | 49862 | Position: | Shelter Manager |
| Mailing Address: | | Type of User: | Administrator |

RinTin

[Schedule](#)[Users](#)[Shifts](#)[Settings](#)[Forums](#)

Administrator Dashboard

Schedule

HELP



Empty Shifts

There are no upcoming empty shifts within the next [1 week].

Pending Shifts

There are no pending shifts that need approval.

[Go to Schedule](#)

Users

HELP



Pending Users

There are currently no pending users that need to be reviewed

Active Users

1. Linda Johnson

[Go to Users](#)

Invite a New User

First Name

Last Name

Email

Forums

HELP



Shelter Manager Updates

There are no new posts in this forum.

Volunteer Log

There are no new posts in this forum.