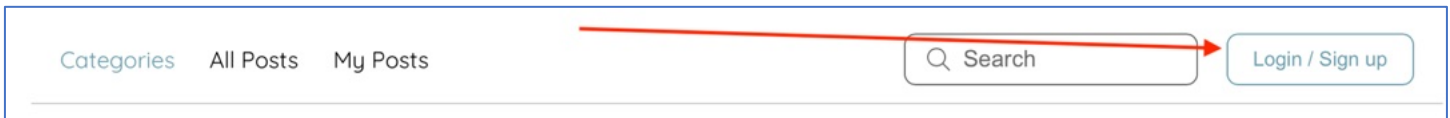


WELCOME TO TRAINER TALK

Here is everything you need to know to get started on our new discussion forum. This instructional document has opened in a separate browser window. You can also download it as PDF file to your computer. In either case, keep these instructions open and follow the steps on the **TrainerTalk** page. There is also an instructional video you can watch showcasing the below written instructions.

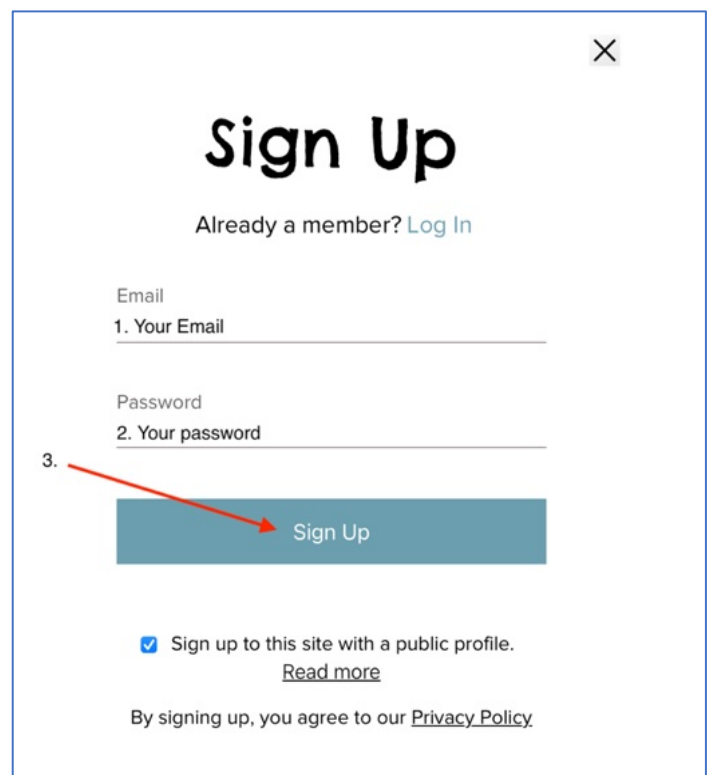
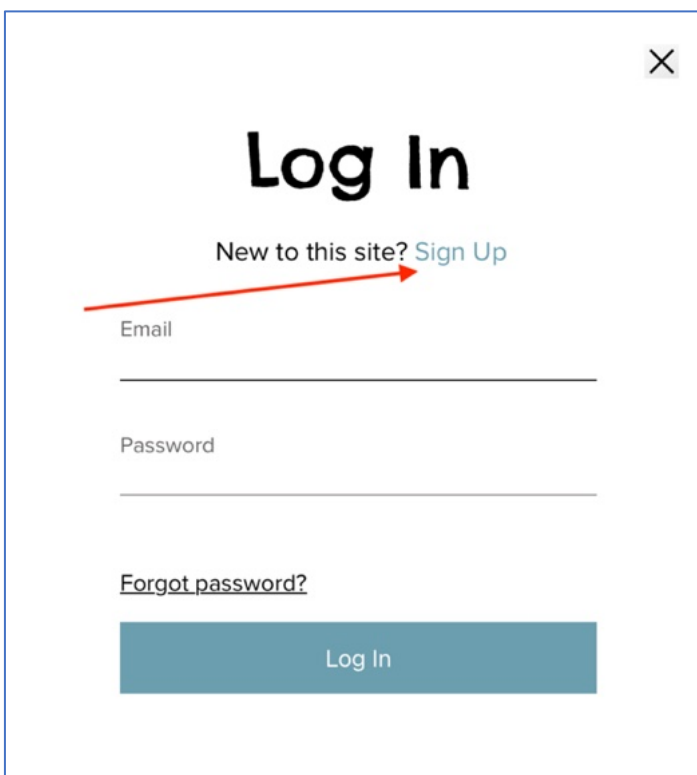
CREATING YOUR FORUM LOG-IN & COMPLETING YOUR PROFILE

Step 1: Click on the “Login / Sign up” icon to the right of the search bar on the **TrainerTalk** page, below the instructional video as seen on the below image.



Step 2: In the pop-up window switch over from “Log In” to “Sign Up”, by clicking on “Sign Up” next to the line that reads “New to this site” (figure 1 below).

The pop-up window now displays the Sign Up and you can enter your email and any password you choose and confirm your information by clicking the big green “Sign-Up” icon (figure 2 below).

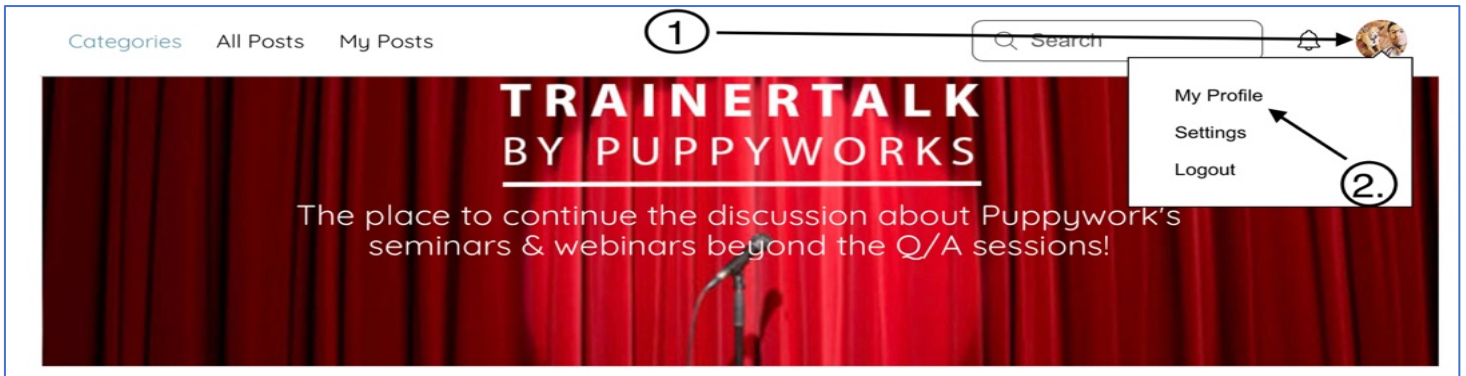


You just created your log-in and have been logged into **TrainerTalk automatically**....but you're not quiet done yet! To start posting, please **complete your forum profile** by following the instructions on the next page.

Step 3: Complete your Profile

To keep the forum professional, we do not allow anonymous posts. Completing your profile is quick & simple following the steps on the next page.

Because you were already logged into Trainer Talk following steps 1 & 2, the “Login / Sign Up” icon on the **TrainerTalk** page has been replaced with your circular profile icon. Click on the profile icon and select “My Profile” from the drop down menu as shown in the image below (next page).



You will now be re-directed to your profile page as shown in the image below. Click on the **“My Account”** tab, select a display name (a nickname or your actual name), complete the mandatory information: First Name, Last Name and Role in the K9 World (Trainer, Shelter/Rescue worker etc) and any of the optional fields. Then click the **“Update Info”** icon to save your profile entries. You have completed all the steps and are now ready to post and reply.

A screenshot of the "My Account" profile page. At the top, there is a navigation bar with several tabs: "Profile", "My Orders", "My Addresses", "My Wallet", "Forum Comments", "Forum Posts", "My Account" (which is circled in red), and "Settings". Below the navigation bar, the page title is "My Account". To the right of the title are two buttons: "Discard" and "Update Info". Below the title, there is a paragraph of text: "View and edit your personal info below. Required fields are your name, type of K 9 Pro (Trainer, Behaviorist, Shelter Worker, Dog Walker etc) and the professional organizations you belong to, if any (CCPDT, IAABC etc).". Below this text is a section titled "Display Info". Under "Display Info", there is a paragraph: "The below added profile information is visible to other K9 Pro forum members. Your display name can be your actual name or any nickname you choose." Below this paragraph are two input fields: "Display Name *" with the value "Holger L." and "Title" with the value "Puppyworks Staff". Below the "Display Info" section is another section titled "Account". Under "Account", there is a paragraph: "View and edit your personal info below. Required fields are your name, type of K 9 Pro (Trainer, Behaviorist, Shelter Worker, Dog Walker etc) and the professional organizations you belong to, if any (CCPDT, IAABC etc).". Below this paragraph, there is a section for "Login Email:" with the value "holgerlaufenberg@icloud.com" and a note: "Your Login email can't be changed". Below the "Login Email" section are two columns of input fields. The left column has "First Name" with the value "Holger" and a red "Mandatory Field!" label. The right column has "Last Name" with the value "Laufenberg" and a red "Mandatory Field!" label. Below the "First Name" field is "Profession (Trainer etc)" with the value "Event Planner" and a red "Mandatory Field!" label. Below the "Last Name" field is "Company" with the value "Petworkshops, LLC" and a green "Optional Field" label. Below the "Profession" field is "Credentials (IAABC, CCPDT etc)" with a green "Optional Field" label. Below the "Company" field is "HomePage" with the value "https://www.puppyworks.com" and a green "Optional Field" label. At the bottom of the page, there is a red arrow pointing from the text "Click the 'Update Info' icon to save your profile information" to the "Update Info" button.