

## Manually Adding a “Found” Animal to Petfinder Pro

Last Updated January 25, 2022

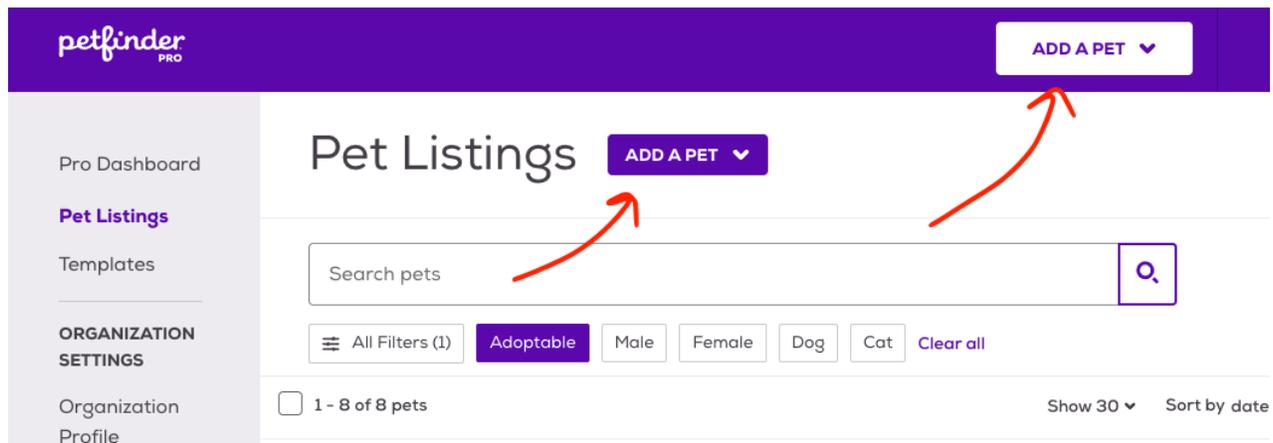
This document provides instructions on how to add a stray animal that has been found by your organization to your existing Petfinder Pro account by leveraging the “Found” status.

### Step 1:

Sign into your Petfinder Pro account by navigating to <https://pro.petfinder.com/pro/user/login/>

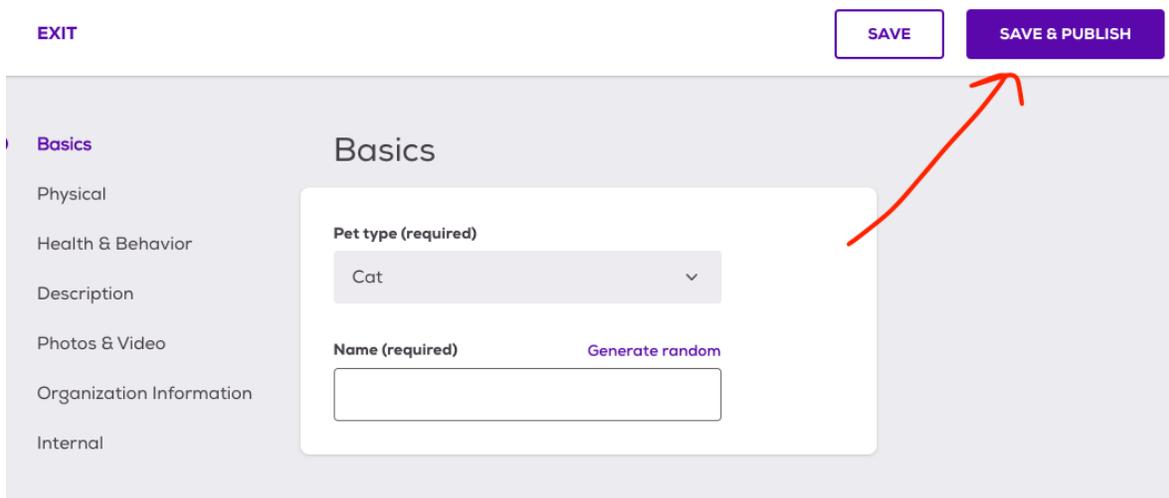
### Step 2:

Click the “ADD A PET” button which can be found at the top of your dashboard or on your pet listings page by navigating to “Pet Listings” using the menu on the left (or hamburger menu on a Mobile view). Be sure to then select an appropriate species e.g., cat or dog to continue.



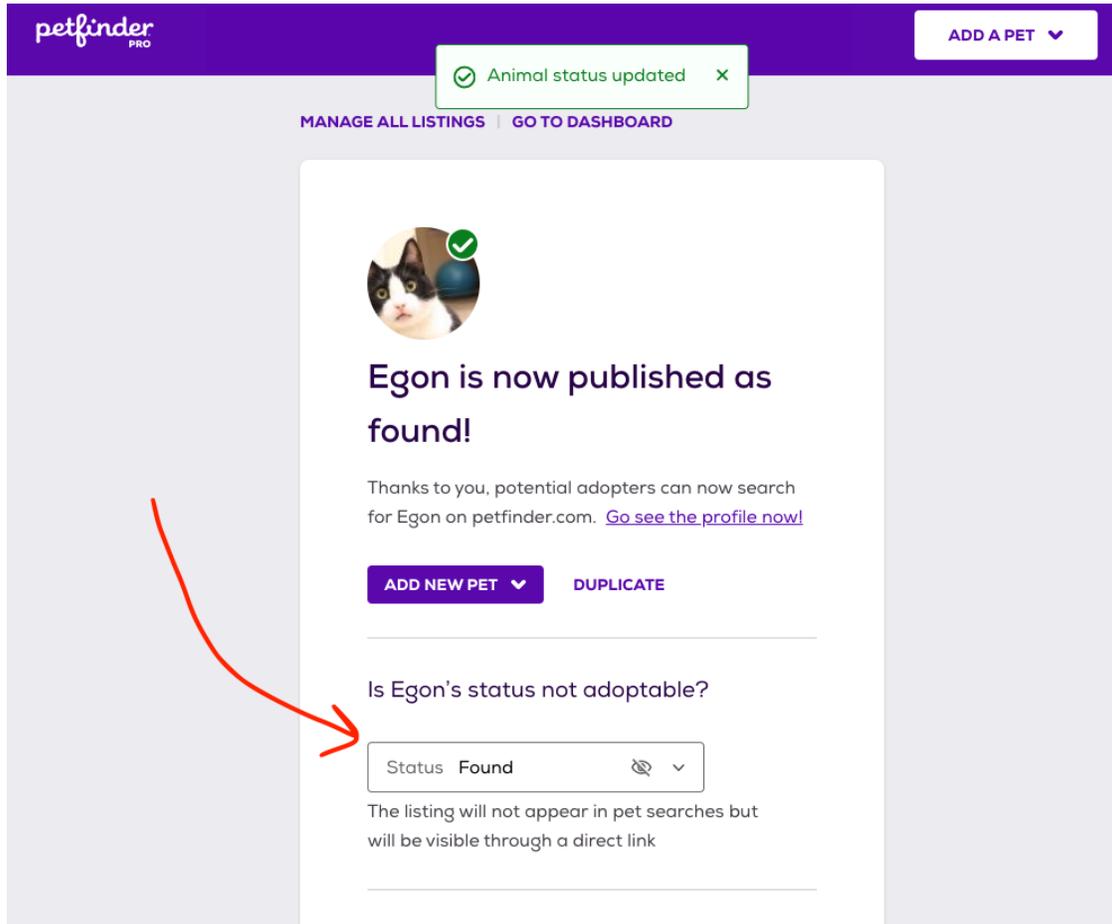
### Step 3:

Fill in the required information for each section and click “SAVE & PUBLISH” when complete.



**Step 4:**

On the next page, click the drop-down under “Is [pet name]’s status not adoptable?” and change the status to “Found”. You may receive a pop-up notification at the top of the page indicating that the status has been updated. The listing will not appear in searches but is still visible through a direct link. The “Found” animal will then sync via the Petfinder feed to Petco Love Lost on its next update.



The screenshot shows the Petfinder Pro dashboard interface. At the top, there is a purple header with the 'petfinder PRO' logo on the left and an 'ADD A PET' button with a dropdown arrow on the right. A green notification box at the top center displays a checkmark icon and the text 'Animal status updated' with a close 'x' button. Below the header, there are two links: 'MANAGE ALL LISTINGS' and 'GO TO DASHBOARD'. The main content area features a white card for a pet listing. At the top of the card is a circular profile picture of a black and white cat with a green checkmark icon. Below the image, the text reads 'Egon is now published as found!'. A message follows: 'Thanks to you, potential adopters can now search for Egon on petfinder.com. [Go see the profile now!](#)'. There are two buttons: 'ADD NEW PET' with a dropdown arrow and 'DUPLICATE'. Below this, the question 'Is Egon's status not adoptable?' is followed by a dropdown menu. The dropdown menu is open, showing 'Status Found' and a close icon. A red arrow points from the left towards the dropdown menu. Below the dropdown, a note states: 'The listing will not appear in pet searches but will be visible through a direct link'.