

Using the Header and Footer fields

The Animal Description Header & Footer feature allows you to automatically add basic information into the description of every animal in your organization. For instance, you might want to add a note saying that you are a foster organization, with no physical shelter, or you may want to edit the header or footer weekly to promote adoption events. Once saved, the information is populated into every animal description, and, if you have the **Website Service**, into the web page of every animal.

Think about what you want every potential adopter to know, then add it to one of these fields in a template. You only write it once.

Where do I find it?

You can find the [Animal Header & Footer](#) page by going to **Animals > Animal Description Header & Footer**.

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To view the **Animal Description Header & Footer** fields, volunteers need either the role of Animal Add or Animal Admin. However, to edit the fields, they need the Site Admin role.

The following actions are available for **Animal Header/Footer** with the specified service and user roles:

Action	Description	Services	User Roles
View	View and edit the animal header and footer	Data Management	Site Admin
Edit		Pet Adoption Portal Web Site	

The animal header and footer are automatically added to the top and bottom of the animal's description respectively. These areas can easily be used to automatically update all animal descriptions on the adoption listings websites without editing each animal.

The header and footer are also used on each animal's web page with the **Website Service**.

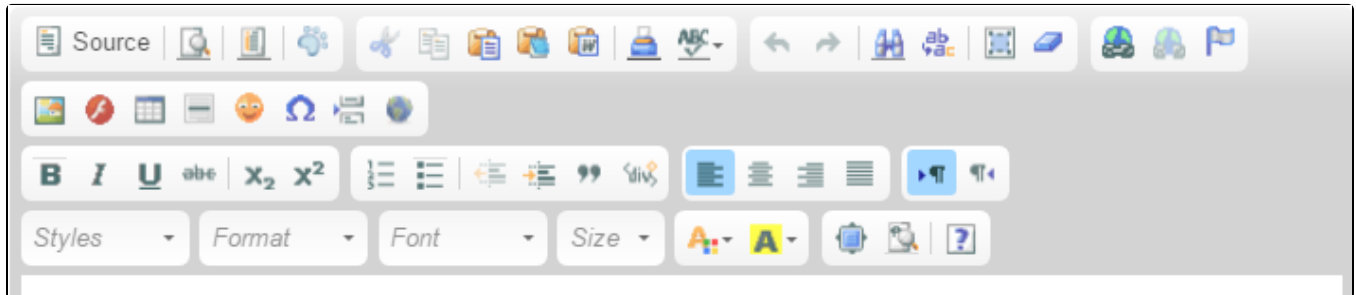


IMPORTANT

Before using a header, check out how the animal descriptions look on some of your favorite animal adoption sites. If your favorite site uses only the first sentence for instance, you don't want to use a header. You want to use a sentence unique to that animal. Put any information you want to populate every description into the footer.

Adding information to the header and footer

Adding information to the header or the footer is easy. There is a familiar WYSIWYG editor so that you can adjust the color, size, font type, and more to enhance the text.



The header or footer is also a great place to put basic information about your adoption process, special programs or about your next event. Below is an example of a footer from one of our organizations.

, Good with Adults, Quiet, Likes to be in your lap, Affectionate, Gentle

100% of every adoption fee is used to rescue or maintain homeless animals. Please consider donating to help rescue more animals.

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