


# About animal adoptions

The [RescueGroups.org Adoptions](#) feature helps you track your adoptions and brings all of the relevant information concerning an adoption together in one place. The list of adoptions for your organization is a data table, as is all of the data in your account, and the list can be managed like other data tables. For more information about how information is organized in your account, see the [Getting started with RescueGroups.org](#) guide.

**Service Note:**

This feature is available with the **Data Management Service** and **Website Service**.

**Where do I find it?**

You can find the [Adoptions](#) page by going to **Animals > Adoptions**.

### Adoptions

Add an Adoption

Adoptions Not Tracked

Settings

Current View: Default

Views: 

Default



Adoption

Animal

Date

Adopter

**On this page:**

- [Adoptions Not Tracked](#)

**Related pages:**

- [Adding an adoption](#)
- [Deleting an adoption](#)

The following actions are available for Adoptions with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view adoptions	Data Management Web Site	Animal Add Animal Admin
Add	Able to add an adoption	Data Management Web Site	Animal Add Animal Admin
Edit	Able to change the properties of an adoption	Data Management Web Site	Animal Add Animal Admin
Delete	Able to delete an adoption	Data Management Web Site	Animal Add Animal Admin
Manage Adoptions Settings	Able to change settings related to adoptions	Data Management Web Site	Site Admin

An **Adoption** captures the information below for your records, and you can sort the list and export it for your use, for instance, when writing a report for the Board of Directors or applying for a grant. Notice that some of the information is required when entering an adoption, which means that you will always have that information: animal's name, date of adoption, the new owner. The rest of the information is optional.

- The name of the adopted animal (required)
- The adopter/ new owner (required)
- A link to the adoption application (if applicable)
- The date of the adoption (required)
- Adoption lead (if applicable)
- The amount of the adoption fee
- Any additional donation made
- The status of a thank you letter (sent/not sent)
- The status of the adoption (success/returned)
- Option to add contact to adopters group

When adding an adoption, the following tasks will be completed automatically:

- The adopter/new owner contact is added to the **Adopter** contact group (if you elected to do so)
- The animal's status is updated to **Adopted**
- On the animal record:
  - The animal's new owner is set
  - The animal's adoption lead is set
  - The adoption application is set (if provided)
- The status of the adoption application is set to adopted (if provided)
- A donation record is added (if provided)
- A journal entry for the adoption is added
- Any microchip number and vendor information entered during the adoption is saved back to the animal record

You can also add an adoption from three other places in your RescueGroups.org account:

- From the **Home** page: **Home > Add a new > Adoption**
- From the **Home** page: **Home > Quick Links > Add an adoption**
- From the **Management Interface**: Select **Adoption** from top menu on the animal's home page

## Adoptions Not Tracked

From the **Adoptions** page, you can click **Adoptions Not Tracked**. This list shows animals that have a status of **Adopted** but do not have a matching **Adoption** (with a status of Success).

You can click the **Add** button next to the animal to add an **Adoption**. If you add an **Adoption** with a status of Success, the animal will no longer be listed in the **Adoptions Not Tracked** list.

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## Popular Questions

Topics:

- [animals](#)
- [animal](#)
- [adoption](#)

1. 0  
votes

### [Linking support for an animal to payment](#)

- 0 answers
- [Andrea Homan](#)
- Apr 24, 2024
- [animals](#)

2. 0  
votes

### [How do I get my listings to automatically feed to Facebook?](#)

- 2 answers
- [Jennifer Myers](#)
- Mar 20, 2024
- [animals](#)
- [website](#)
- [exports](#)
- [facebook](#)
- [iframe](#)

3. 0  
votes

### [How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?](#)

- 4 answers
- [Whiskers & Tails Rescue Foundation](#)
- Sept 21, 2023
- Space: [Website Service Guide](#)
- [website](#)
- [exports](#)
- [animals](#)
- [toolkit](#)

4. 0  
votes

### [Requests](#)

- 0 answers
- [Anita Lowman](#)
- Feb 19, 2024
- [requests](#)
- [animals](#)

5. 0  
votes

### [My Animal List is empty](#)

- 2 answers
- [Tammy Mullins](#)
- Feb 06, 2024
- [animals](#)

6. 0  
votes

### [Add a mixed breed choice for dogs](#)

- 1 answer
- [Richard \[RG\]](#)
- Feb 27, 2014
- [requests](#)
- [animals](#)
- [breeds](#)
- [exports](#)

7. 0  
votes

### [What fields is the Asilomar Advanced Animal Statistics report pulling from](#)

- 0 answers
- [Alana Woodbury](#)
- Jan 20, 2024
- [animals](#)

8. 0  
votes

### [Change default location to "no"](#)

- 1 answer
- [Alana Woodbury](#)
- Jan 22, 2024
- [animals](#)
- [exports](#)

Have a question about this topic?