About locations

You can add a location from the Home page of your account using the Quick Links.

On this page:

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- Adding a location
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    - Editing a location from the location screen
- Deleting a location

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

Action	Description	Services	User Roles
View	Able to view locations	Pet Adoption Portal Web Site Service Data Management	Any (Volunteer)
Add	Able to add locations	Pet Adoption Portal Web Site Service Data Management	Animal Add Event Admin

Edit	Able to edit locations	Pet Adoption Portal Web Site Service Data Management	Animal Add Event Admin
Delete	Able to delete locations	Pet Adoption Portal Web Site Service Data Management	Animal Add Event Admin

Locations are used to detail the specific address or zip/postal code of an event or animal. Locations are used primarily with **Events** and **Animals**.

Using locations with events

Events are an advanced feature of our Data Management and Website Services. When you add an Event, you can specify the location of the event. Visitors to your website will be able to find a map to the location address you have entered.

To specify which online mapping service you would like to use, click **Services > Settings & Options**

Next to **Map Service for Your Events**:

Select

- Yahoo Maps
- Google Maps
- MapQuest
- Do not show a map

Be sure to click the radio button next to, Enable Events.

Using locations with animals (exports)

The location zip/postal code you select when adding an animal will override your organization's zip/postal code as the location for this animal.

If you chose to make the location public, the location information will appear on the animal's detail page. This helps encourage your visitors to visit and meet your animals.

> ⓘ The animal's location zip/postal code is always used for showing the general location of the animal (often shown as a city, state location). When you make a location "not public" the street address will be hidden.

We also recommend you select locations even if they are just zip/postal codes and not complete a complete address. The animal's location is sent with the animal data to the adoption listing websites (exports) so that they can more accurately locate animals that are within a distance radius of the potential adopter.

Please note, our exports to Petfinder and Adopt-a-Pet.com are handled differently than are the hundreds of other adoption listing websites. If you have animals located in distinctly different zip/postal codes, you may want to request multiple accounts with both Petfinder and Adopt-a-Pet. Each of your additional accounts should be set up for the specific zip code from which you adopt available animals. For more information please see our guide on using multiple locations with Petfinder and Adopt-a-Pet: Using multiple Petfinder and Adopt-a-Pet accounts

Adding a location

Select a location when you are adding or editing an animal. You can add a location from the **Features > Locations** page.

1. Click **Add a Location**.
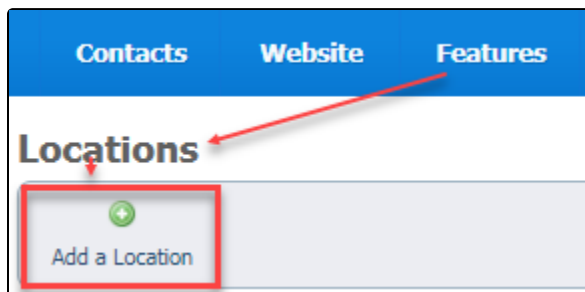
2. Fill out the form. See below for an explanation of the fields.

Name*	
Web address	
Street address	
City	
State/Province	
Postal Code*	
Country	United States ▼
Phone	x

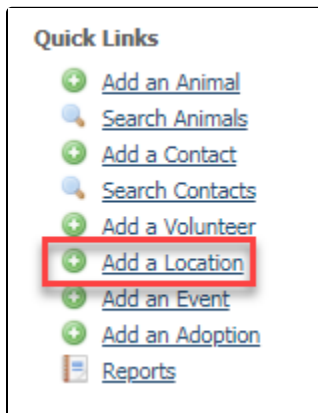Click **Save Location** or click **Add Another** and **Save Location** to save the current record and open a new one.

Cancel | Save Location | ☐ Add Another

Below is a definition of some of the **Locations** fields:

- **Name:*** The name of the location, such as the name of a pet store where your organization does adoptions

- **Web Link:** A URL for the location, such as the pet store's URL

- **Address:** The street address of the location

- **City:** The city of the location

- **State:** The state of the location

- **Zip/Postal Code:*** The location's zip or postal code

- **Country:** The country for the location

- **Phone:** The phone number of the location

- **Extension:** The phone extension for the location

You can also add a location from the **Quick Links** menu on the Home page of your account.

Quick Links
- ⊕ Add an Animal
- 🔍 Search Animals
- ⊕ Add a Contact
- 🔍 Search Contacts
- ⊕ Add a Volunteer
- ⊕ Add a Location
- ⊕ Add an Event
- ⊕ Add an Adoption
- 📄 Reports

Editing a location

Editing a location is easy, and can be done from two different areas in your account.

Editing a location from the locations list

You can edit information in a location just as you edit information in your other data tables. For more information about how data tables work, see How information is organized in your account in the Getting started with RescueGroups.org guide.

From **Features > Locations**, select the location you want to edit from the **Locations** list by clicking the edit icon.
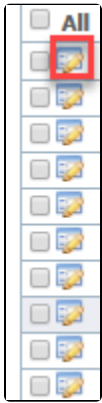
Change the information in the fields in the resulting form. See the above section for an explanation of the fields.

Editing a location from the location screen

You can edit a location directly from the location screen. Go to **Features > Locations** and from the list of locations, click the name of the location you want to edit. In the following example, you would click the location "Police Station" to edit the information on that screen.
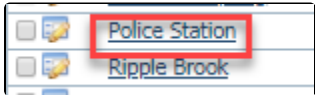
Clicking that name brings you to a screen with the information about that location.

Location Police Station

« Locations

Animals (0)	Colonies (0)	Events (0)	Meet Requests (0)

Name	Police Station
Web address	-
Street address	-
City	Tomball
State/Province	TX
Postal Code	-
Country	United States
Phone	-

Delete Edit

Click the **Edit** button at the lower left of the screen to arrive at the information screen in the example above, under **Editing a location from the location screen.**

Deleting a location

You can delete a location from the same two areas in your account that you use to edit locations.

> ⊘ Deleting a location permanently removes it from your database.
>
> Please note that if the location is in use, you will be unable to delete it. Delete the location from any **Events** in which it is currently used, then delete the location. Deleting a location whichi is in use will produce the following error message:
>
> *Unable to delete the record because it's in use.*

To delete a location from the list of locations, access the list by going to **Features > Locations**, then check the box to the left of the location or locations you want to delete. Then, from the **Actions** menu above the list, select **Delete**.

Current Vie

Actions... ▼
Actions...
Delete
Creek
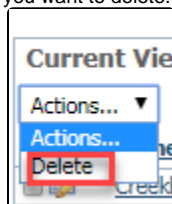
To delete a location from the location's information screen, select the location from the list of locations (**Features > Locations** and then click the name of the location), and from the resulting information screen, select the **Delete** button at the far lower left of the screen.

Popular Questions
Topics:

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1. 0
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   - [Andrea Homan](#)
   - Apr 24, 2024
   - [animals](#)

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   ### [My Animal List is empty](#)
   - **2** answers
   - [Tammy Mullins](#)
   - Feb 06, 2024
   - [animals](#)

5. 0
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   - **0** answers
   - [Anita Lowman](#)
   - Feb 19, 2024
   - [requests](#)
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6. 0
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   - **1** answer
   - [Richard [RG]](#)
   - Feb 27, 2014
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   - [exports](#)

7. 0
   votes
   ### [Change default location to "no"](#)
   - **1** answer
   - [Alana Woodbury](#)
   - Jan 22, 2024
   - [animals](#)
   - [exports](#)

8. 0
   votes
   ### [What fields is the Asilomar Advanced Animal Statistics report pulling from](#)
   - **0** answers
   - [Alana Woodbury](#)
   - Jan 20, 2024
   - [animals](#)

9. 0

votes
status

Is there a way to view relationship from the Animal List page?

- **1** answer
- Michelle Caylor
- Dec 08, 2023
- animals

10. 0
votes
status

Can we increase the information exported to Adopt-A-Pet to include relationships?

- **1** answer
- Michelle Caylor
- Dec 08, 2023
- animals
- exports

Have a question about this topic?