Adding Locations

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Listed below is a definition of some of the **Locations** fields:

- **Name:*** The name of the location

- **Web Link:** A URL for the location

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

- **City:** The location's city

- **State:** The location's state

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

- **Country:** The location's country

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

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

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

Using locations with animals

Select a location when you are adding or editing an animal. The location zip/postal code 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 go visit and meet your animals.

It's also very advantageous to 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 so that they can more accurately locate animals that are within a distance radius of the potential adopter.

ⓘ 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.

Using locations with events

See the section of this guide on Events for information about how to add a location for an event.

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