



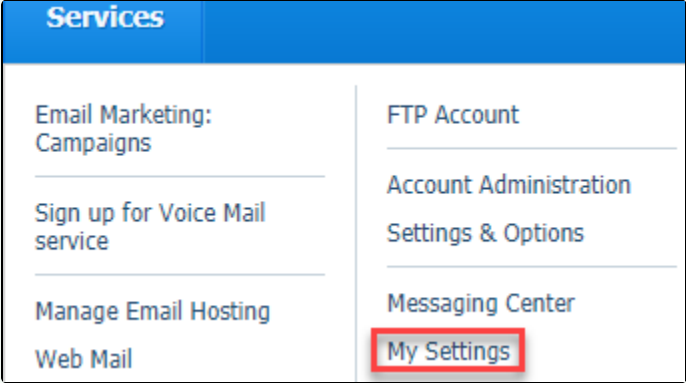
Understanding My Settings

The **My Settings** section of your account interface offers you options about how you want to handle certain elements of your own account.

**NOTE:**
This menu differs depending on your level of service. The screenshot shows all options available for all services and is taken from the **Website Service**.

Change User Name	Change Password	User Contact Info	Animal Settings	Email Alerts	Messaging Center	Online Form Settings
Testimonials						

**Where do I find it?**
You can find the [My Settings](#) page by going to **Services > My Settings**.




The **My Settings** page gives you options about your own user login account. They are arranged in categories. The first three settings have to do with your account.

These options apply only to your user login account and not to all volunteers from your organization.

following options are available from the **My Settings** page.

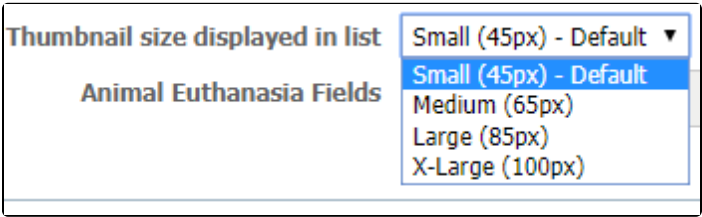
Setting	Description
Change User Name	Click here to change your username. Your current username displays, along with fields to add a new username and to verify it. Save the changes by clicking the Change User Name button at the lower left of the form.

Change Password	<p>To use this form to change your password, enter your current password, your new password, and then verify the new password. Click the Change Password button at the lower left to save your change.</p> <div data-bbox="277 207 1183 600"> <div>Change Password</div> <div> <div>Current Password</div> <div></div> </div> <div> <div>New Password</div> <div></div> </div> <div> <div>Verify New Password</div> <div></div> </div> <div> <div>Cancel</div> <div>Change Password</div> </div> </div> <div data-bbox="277 621 1484 758">  <p>If you have forgotten your current password, your organization's site administrator can reset the password for you. For information about resetting a user's password, see the section of the same name in the Getting Started with RescueGroups.org guide.</p> </div>
User Contact Info	<p>Use this form to change your first or last name and the email address associated with your personal account. Click the Save Contact Information button to save your changes.</p> <div data-bbox="277 869 509 1092"> <div>First Name *</div> <div>Last Name *</div> <div>Email Address *</div> </div>

Animal Settings

The next set of settings have to do with how you work with animal information. The following settings are available as options for animals.

Setting	Description
Default template to load when adding an animal	<p>Use the drop-down list to the right to select the default template to use when you enter an animal. This list includes the templates you have created. See the chapter How to use templates in this guide for more information on creating and using animal templates.</p>
Applications in dropdown when adding/editing an animal	<p>Tick one of the two radio buttons to select whether to see all applications for adoption in a drop-down menu or just those created in the last 45 days when you add or edit an animal.</p>
Name format in drop-down menu	<p>You can select different ways to see the animal name when you are working with animals. Select from the drop-down list to the right of the field.</p> <div data-bbox="415 1638 1235 1881"> <div> <div>Name format in dropdowns</div> <div>Thumbnail size displayed in list</div> <div>Animal Euthanasia Fields</div> </div> <div> <div>Name Only</div> <div>Name (Species-Status) - Default</div> <div>Name (Species-RescueID)</div> <div>Name (Species-AnimalID)</div> <div>Name (Status-AnimalID)</div> <div>Name Only</div> </div> </div>

Thumbnail size displayed in list	<p>Use the drop-down list to the right of the field to select the size of the thumbnail image to be used with animals displayed in the animal list.</p> 
Animal Euthanasia Fields	<p>Select whether you would like to show or hide the animal euthanasia fields when you are adding or editing an animal by ticking one of the two radio buttons Show or Hide.</p>

Email Alert Settings

You can choose the types of alerts you would like to receive in this section of the settings.

Email Alerts Settings

Guestbook Submissions
☐ Email me
☒ Don't email me

Online Form Submissions
☒ Email me
☐ Don't email me

My Foster Animal's Online Form Submissions
☒ Email me
☐ Don't email me

Receive Partnership Alerts
☒ Email me
☐ Don't email me

RescueGroups Service Messages
(new features, maintenance events, etc)
☒ Email me
☐ Don't email me

Weekly Tracker Report
☒ Email me
☐ Don't email me

RescueGroups.org Beta test opportunities
☒ Email me
☐ Don't email me

Setting	Description
Guestbook Submissions	Select Email me to receive an alert when someone leaves a message in the guestbook (if your organization has enabled the guestbook feature). See the chapter in this guide, About the guestbook for more information about this feature.
Online Form Submissions	Select Email me to receive an alert when someone completes an online form (adoption, foster, etc. application).
My Foster Animal's Online Form Submissions	Select Email me to receive an alert when someone submits an online form for one of your foster animals.
Receive Partnership Alerts	Select Email me to receive an alert when someone submits a partnership request or responds to one of your organization's partnership requests.
RescueGroups Service Messages	Select Email me to receive announcements and maintenance notices from RescueGroups.org .
Weekly Tracker Report	Select Email me to receive the weekly Pet Adoption Tracker report.
RescueGroups.org Beta test opportunities	Select Email me to receive announcements of any beta testing projects for RescueGroups.org .

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My Animal List is empty

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- 1 answer
- [Richard \[RG\]](#)
- Feb 27, 2014
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Change default location to "no"

- 1 answer
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What fields is the Asilomar Advanced Animal Statistics report pulling from

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

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- Dec 08, 2023
- [animals](#)

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

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- [Michelle Caylor](#)
- Dec 08, 2023
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