



## Gold Country Love on a Leash

### Instructions for logging visits in the GCLOAL Online Visit Log

Our National office requires that we send in statistics every year accounting for members, hours visited, facilities visited, etc. So, GCLOAL has an online Visit Log for recording your visits. It collects that information in one database that can be used to provide that info to National. **Logging visits is mandatory**, but it only takes a minute. If you don't have online access, you are of course exempt from using the online Visit Log, but you will need to provide a copy of your paper log to your Facility Coordinator at year's end.

*\*\* Starting January 1, 2015, only the online Visit Log will be used for reporting purposes and for providing proof of hours volunteered. If you opt to keep a log of your own you may, but you will be responsible for its maintenance. The different organizations we work with have different requirements for their visit logs, and the Online Visit Log and its reporting proof of hours is a method that we at GCLOAL have worked out with these organizations to satisfy all of their requirements.*

*Follow the directions below. The screenshots may serve for several line items.*

1. In your browser, go to [www.goldcountryloveonaleash.org/log](http://www.goldcountryloveonaleash.org/log) . The Visit Log page is hidden from public view, so you must manually enter the **/log** part of the address into your browser address bar to access it. You will arrive at our Visit Log page. The mobile version is very good too, if you want to log your visit using your smartphone. It's the same web address.
2. Bookmark this page as a Bookmark, or Favorite, or whatever your computer or phone calls it, so you can keep coming back to it.
3. Simply go down the list, answering the questions. Questions marked with a **red asterisk \*** are required. Some screenshots and instructions are below.
4. The **Last Name** field is case sensitive. When the Admin searches for your records, s/he searches by your Last Name. So, be consistent in the Last Name field. Each time, enter "Smith"; not "smith" one time, then "Smith" the next.



## Gold Country Love on a Leash

First Name \*

Joe

Last Name \*

Tester

Pet's Name \*

Your Team Mate's Name

TestFido

Facility Visited \*

Creekhaven Gardens ▼

Date and Start Time of Visit \*

09/07/2014 10:00 AM

Example: 03/05/2013 11:30 AM

Duration of Visit in Hrs. \*

Per National, only one (1) hr per day may be used toward your Supervised Visits.

1.0 ▼

5. If the facility you visit is not on the **Facility Visited** list, select **Other**, manually enter the facility name, and notify the Administrator at [goldcountryloal@gmail.com](mailto:goldcountryloal@gmail.com) and ask for it to be added to the drop down list.

6. **Date and Start Time of Visit** (screenshot is above) - The Date part is self explanatory; you can use the calendar icon or manually enter the date, ie, 09/07/2014. Don't forget the Start Time of Visit. This is the time the visit started. For example, 10:00 AM might be the start time of the visit.



## Gold Country Love on a Leash

**Duration of Visit in Hrs. \***

Per National, only one (1) hr per day may be used toward your Supervised Visits.

**Facility Staff Name \***

Who was the Facility Staff in attendance during the visit? If unknown, enter UK.

**Mileage**

Optional. Can be reported to you at year's end. Enter round trip miles as numbers only, for example, 44 .

**Comments**

Optional. You may enter any comments you may have on the visit regardless of the type of visit.

7. **Duration of Visit in Hours** - (screenshot above) This is how long the visit lasted. Only 1 hour per day can be counted toward Supervised Visits, but more can be counted for ThD/AKC candidates.
8. **Facility Staff Name** - This is the name of the Staff Person of the Facility, for example, the Activities Assistant, who is responsible while you are volunteering. First and Last name. This person differs depending on your volunteering situation. It might be the person who takes you room to room, or it might be someone in the Activity room with you - Whatever Activity Staff is connected with your visit, use that person. It's best to check with your Visit Captain if you are in doubt. \* This is the Facility Staff person whose name gets printed out on the ThD/AKC Log Sheets. If using the Online Log system, we do not need their signatures, just their names.
9. **Mileage** - Tax deductible. If you short yourself on miles one week, just add extra miles to next week's entry to make up for it. Always enter your round trip mileage.
10. **Comments** - Comments are very important, if you need them. They can explain situations that may seem amiss that might have to be accounted for. They are not for sharing day to day info.
11. **Type of Visit** - This is a very important question! The way you answer this question decides which questions are asked for the rest of the Log. The types of visits and how to answer them follow.



## Gold Country Love on a Leash

### Type of Visit \*

\*IMPORTANT\* Choose or Visits, "ThD/AKC Visit" to "Uncategorized" for visits

Supervised Visit ▼

Continue »

### Type of Visit \*

\*IMPORTANT\* Choose or Visits, "ThD/AKC Visit" t "Uncategorized" for visit

ThD/AKC Visit ▼

Continue »

### Type of Visit \*

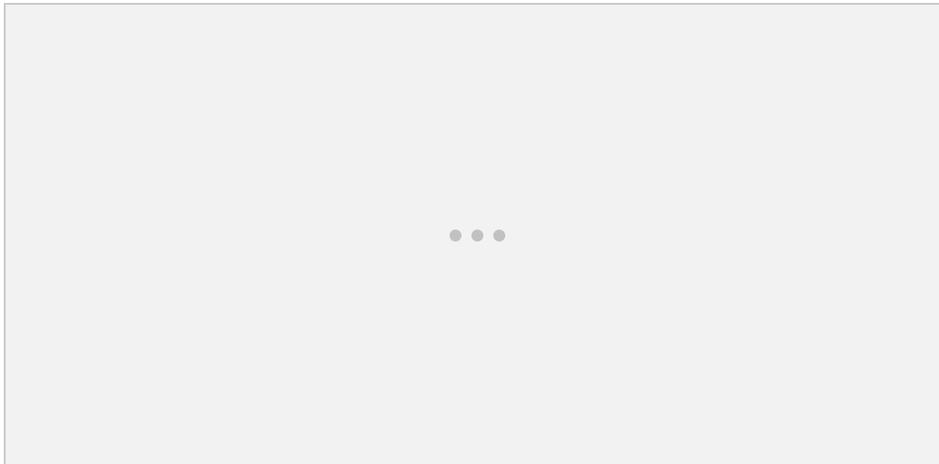
\*IMPORTANT\* Choose o Visits, "ThD/AKC Visit" to "Uncategorized" for visits

Uncategorized ▼

Continue »

**12. Supervised Visits** are the first ten Visits for your LOAL certificate. Supervised Visits logging works a little differently than the Advanced Degrees does. LOAL requires that your Supervisor, the person who is training you, sign the Supervised Visit Log Sheet (found in the Application for Dogs) at each visit. After you are certified, you no longer need to obtain a Supervisor signature.

Enter the name of the GCLOAL member who was your Supervisor for the visit. If you are using an Approved Substitute, enter that person's name. (an unusual situation that rarely comes up.) Click Submit, and the log entry is done.



**13. Logging ThD/AKC Visits** is for both the LOAL and the AKC advanced certificates. If you select the Visit Type of ThD/AKC, you see the screenshot below. Select this visit type after you have received your official certificate from Love on a Leash. LOAL bestows the Advanced Degree of ThD to teams who have put in an additional 50 hours of visits in a given specialty. The AKC bestows Therapy Dog recognitions in stages based on number of visit hours starting at 10 hrs after certification. The Visit Hours you put in count toward both the LOAL and the AKC programs. (Uncategorized is for a Visit that does not fall under any of the



## Gold Country Love on a Leash

above categories). Ask your Facility Coordinator if you have questions.

### ThD/AKC Logging

This log works for LOAL's Advanced Degree and AKC Therapy Recognition. The ThD requires its 50 hrs be in the same category, but the AKC does not use categories. Supervised Hours may not be counted toward the ThD. When you reach 50 hrs, notify the Administrator at [goldcountryloal@gmail.com](mailto:goldcountryloal@gmail.com) and you will be emailed proof of your hrs to send with your applications.

#### Under which ThD Category does this Visit fall? \*

LOAL requirement for the ThD is 50 hours in a given category. The most common ones are below. Email the Administrator at [goldcountryloal@gmail.com](mailto:goldcountryloal@gmail.com) to add a category, or choose Other. When you reach 50 hrs, notify the Administrator at [goldcountryloal@gmail.com](mailto:goldcountryloal@gmail.com) to receive print out.

- ThD (c:dc) children: day care
- ThD (c:se) children: special education
- ThD (c:pd) children: physical disabilities
- ThD (c:ed) children: emotional disabilities
- ThD (c:ed) children: emotional disabilities
- ThD (e:h) elderly: hospice/critical care
- ThD (e:a) elderly: Alzheimer's/senile dementia
- ThD (e:sv) elderly: social/visits
- ThD (e:h) elderly: hospice/critical care
- Other:

### 14. ThD Specialties

LOAL requires that you get your 50 hours of Advanced Visits in a given specialty (see screenshot above). Select the specialty that fits your visits the best. You will select your desired specialty on your certificate application. Only the most common Specialties are listed. There are other Specialties that can be added if need arises. Email the Admin if you have any questions. The list of Specialties is also in the Application for your certificate.

The AKC does not require that Visit Hours be in a given category.

**15. LOAL Member Number** - Once you are certified, begin entering your membership number in this field when you log your visits. Submit and you are finished.

Your LOAL Member Number

1234

« Back

Submit



## Gold Country Love on a Leash

**16.** When you hit the different milestones for Advanced Degrees in both LOAL and the AKC's Therapy Dog Titles, notify the Admin at [goldcountryloal@gmail.com](mailto:goldcountryloal@gmail.com) and you will be emailed a PDF document with proof of your hours for you to mail with your application.

### FAQS:

I keep forgetting if I logged my visit or not.

It's best to get in a habit. Do it on your phone in your car before you leave the facility, maybe, or if you get on the computer at a certain time, get in the habit.

What if I get a message telling me I missed a field?

All you can do is go back and look closely for a red asterisk field you missed.

-Can I go back and fix an entry?

You can try going back a page and see what happens. And then send a quick email to the Admin. The Comments are there to explain anything you think should be noted. If it's real bad, email the Admin at [goldcountryloal@gmail.com](mailto:goldcountryloal@gmail.com) and s/he can fix it.

- Can I have access to the Visit Log?

The Admin can give you Read Only access to the database of the visit log. Anyone with a basic knowledge of Excel will have no problem with this task. You do need to ask for permission first. Email the admin at [goldcountryloal@gmail.com](mailto:goldcountryloal@gmail.com) to ask for permission. *\*The Admin can not act as Technical Support for database access, so only those with a good working knowledge of spreadsheets should ask for permission to it.*



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