



# Shelterly Quick Reference Setting up Shelters

## Summary

Within Shelterly, shelters must be created, as must the buildings and rooms within the shelters. Set up shelters well ahead of an activation and in a configuration that reflects the physical shelter layout.

Note: shelters made or edited in a training incident will appear in all training incidents. Shelters made or edited in a real incident will appear in all real incidents. It is recommended to include “Training” as part of both the name for both training incidents and training shelters to prevent confusion between training and real incidents.

Organizations will often maintain one real incident in which to create and set up real shelters, while creating multiple training incidents for practice.

## Select the SHELTER module

The map shows locations of existing shelters, if any.

- Select individual shelters on the map or on the list to open that specific shelter.

## Create a New Shelter

Select the **Create New Shelter** icon to add a shelter, then enter available shelter information.

- Phone: some users may wish to list a permanent number, such as the main number of an established animal shelter. In other cases, such as temporary large animal shelters, users may wish to list the contact number of the large animal lead on shift at any given time.
- Use **Search for Shelter Address** to type the address, then select the matching verified address from the pull-down menu.
- Select **Save**.

To edit shelter name, phone, description, or address, select that shelter from the map or shelter list, then select the edit icon next to **Shelter Details**.

## Add or Edit Buildings and Rooms within a Shelter

Create a building by selecting the plus icon next to **Buildings**.

- Name the building, add a description if wanted, then select **Save**.
- The building will now be visible on that shelter’s page. Repeat the above steps to create more buildings.
- Edit a building name or description by selecting the building, then the edit icon next to **Building Details**.

Create a room by first selecting the building to access **Building Details**.

- Select the plus icon next to **Rooms**
- Name the room, add a description if wanted, then select **Save**.
- Repeat the above steps to create more rooms.
- Edit a room name or description by selecting the room, then the edit icon next to **Room Details**.

## Notes on Buildings and Rooms

Building is the generic term Shelterly uses to describe a larger space, while room describes a smaller space. Buildings and rooms can be named, so

- In a large animal shelter, buildings might refer to blocks or rows of pens, while rooms might refer to the individual pens.
  - One building might be named Row A and contain 20 rooms numbered 1-20, then a building named Row B contain 20 rooms numbered 21-40, and so on.
- In a small animal shelter, buildings might refer to wings or areas, while rooms might be subsections of those area than can contain multiple animals.
  - One building might be named Cat Wing One, and the rooms each contain multiple cats, which at the physical shelter might be in individual enclosures or might share space.