



Four Leggers Doggie Daycare

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Preparing for Virtual Appointments

Scheduling

- Email me or request on our booking page to schedule consult
- An email and e-calendar invite will be sent
- Payment is required within 48hrs of scheduling to avoid loss of appointment
 - o <https://fourleggers.square.site/product/training-services/13?cs=true>

Technology Needs

- Quality mic and camera are needed (ex: tablet, smart phone, laptop, desktop, webcam, etc.)
- We will meet via Zoom link: <https://zoom.us/j/6263040996>
- Click link above to test software, equipment, lighting, and Wifi for “tour” of pet’s environment
 - o If “tour” isn’t possible, email video of relevant areas at least 48hrs ahead of consult
- In case internet connection is lost, consider back-up (ex: cell hotspot, friend’s home, etc.)
- In case power is lost, ensure all device batteries are fully charged
- In case Zoom is down, set up alternate account to avoid rescheduling (ex: Skype, Hangouts, etc.)

48hrs Before Consult:

- History must be received at least 48hrs ahead to avoid cancellation
 - o <https://form.jotform.com/93253898417167>
- Prepare list of questions, concerns, or anything else you wish to address
- Ensure no deliveries, contractors, visitors, or other distractions will occur during consult
- Choose a quiet room with good lighting and strong internet connection

10mins Before ALL Appointments:

- Prepare pet’s favorite yummy food treats and toys
 - o Avoid feeding large meals within several hours of consult

At Scheduled Time:

- Join via <https://zoom.us/j/6263040996> a few minutes early in case of technical problems
- I’ll start the meeting when I arrive
- If either of us are having IT trouble, we will call the other via phone

Consultation Overview:

- We will review and discuss case, training may or may not occur depending on various factors
- Consults are very informal and conversational - no need to be nervous
- I am coming to assess your pet, not your home - please keep things “as is”
- Notetaking is strongly encouraged and others are welcome to join us to help you remember