

To CREATE an ACCOUNT in DogBizPro and sign up for CDTC facility use:

- [CLICK LINK](#)
- Read the whole notice.
- Click “Create an Account” on the upper right of the screen
 - Enter email address. This is the email where you will receive class/clubhouse registration emails. Click “Go”.
 - Basic Information: Fill in your information and create a password. You can add any family member that may be handling the dog. Green fields are required. Click “Register”.
 - Dogs: Enter dog info, rabies vaccine info, and vet info. Click “Save”. You have created your account and will not have to do those steps again.
- Click “Keyholder Facility Use” near the top left of the screen.
 - Read the notice again.
 - Click “Sign Up” in the lower right of the screen.
 - Navigate to the week you want to sign up for. Click on the blue bar in the calendar of the day you want to sign up for. You will be taken to the next screen.
 - Option: Choose “Single Occupant Clubhouse Schedule 1:00” (60 minutes)
 - Start: Choose your hour from the drop down (on-the-hour only please).
 - Dog: Select a dog from the drop down. (you can use your hour for any or all of your dogs)
 - Click “Continue”.
 - Check your “Item”, you should see your requested time slot. Double check that it is the right hour. If it isn’t, you can click the “x” to cancel it and try again.
 - Click “Proceed” or “Add Additional Registration”.
 - Agree to the CDTC waiver by checking the box and click on “Register”.
 - Click “Complete Registration”.
- From this page you can see your account, edit your information, edit your dog’s information and add dogs, see your current classes (none right now), and see your “events”. (you just signed up for an “event”)