ALWAYS & FUREVER · PET WEBSITE TUTORIAL

Using the Always & Furever Pet Website

A complete, step-by-step tutorial for pets.alwaysandfurever.org

Every pet has a story, and the pet website is where you meet them. This guide walks you through the public part of pets.alwaysandfurever.org: the home page, the applications button, and the three ways to find a pet: **Browse adoptable pets**, **Pets Needing Fostered** and **Search by name**. Every screenshot was taken on the live site, so what you see here is what you will see on your screen.

> **No account needed.** Everything in this guide is open to the public. You do not need to sign in, and the Staff link at the top right is only for the A&F team.

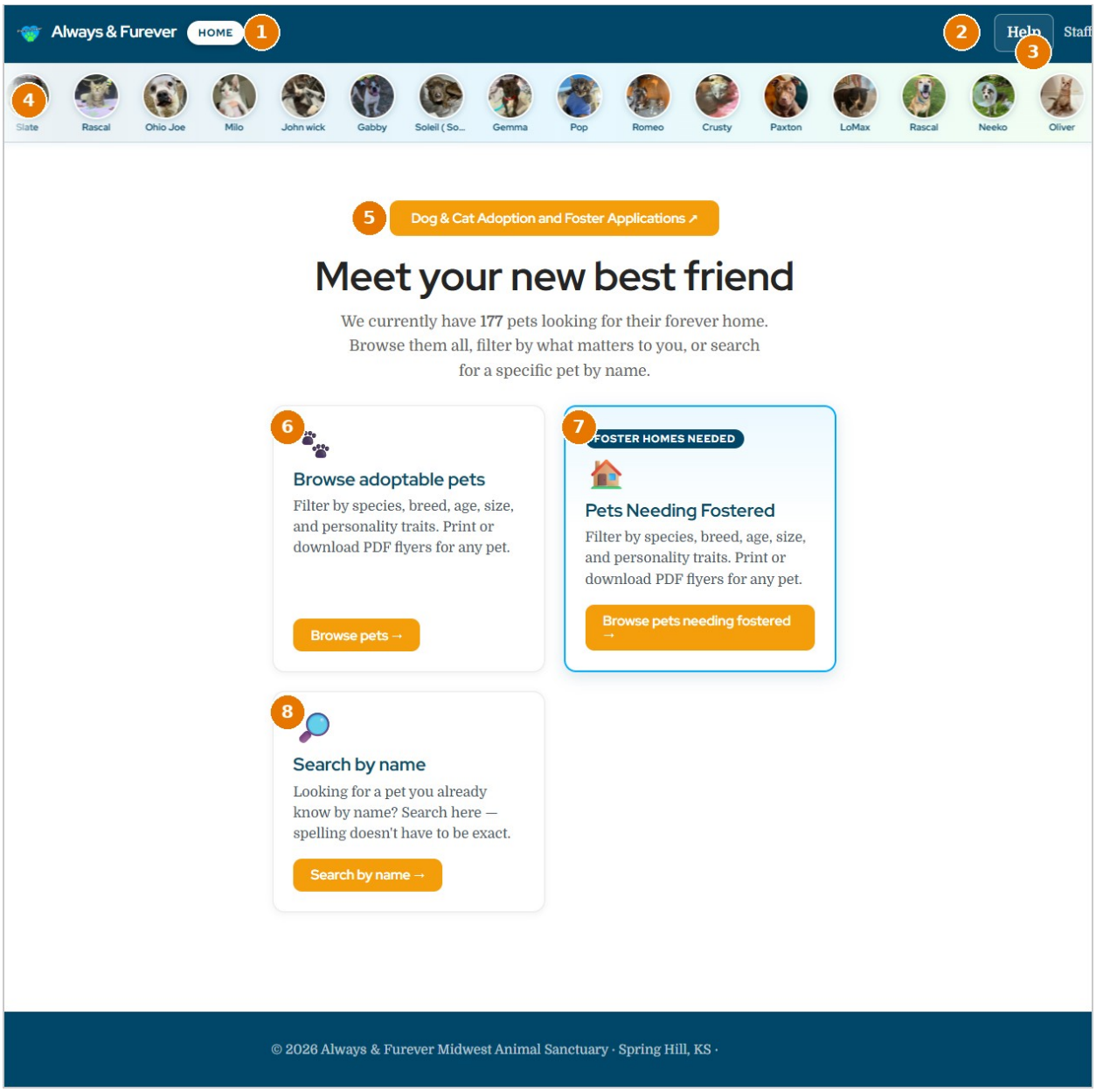
What is inside

- Start here: the home page — The four things on the home page and where each one takes you.
- Quick note: the Adoption and Foster Applications button — How to get to the Dog and Cat adoption and foster applications.
- Walkthrough: Browse adoptable pets — Every filter explained, ALL versus ANY, sorting, PDFs and a worked example.
- Reading a pet profile — What each part of the page tells you and how to apply.
- Walkthrough: Pets Needing Fostered — What is different about the foster list and how to use it.
- Walkthrough: Search by name — Partial names, misspellings and what to do when nothing is found.
- Using the site on a phone — Where the same controls live on a small screen.
- Quick reference — Addresses, troubleshooting and the words you will see on the site.

Pet counts in this guide (177 pets in total; 120 dogs and 57 cats available for adoption; 49 dogs and 15 cats needing a foster home) were read from the site on October 29, 2026. They change every day as pets arrive and go home.

Start here: the home page

Open pets.alwaysandfurever.org in any browser. The home page tells you how many pets are looking for a home right now and offers three ways to meet them.



The home page with every control numbered. The pets in the strip near the top change each time the page loads.

#	What you see	What it does
1	**Always & Furever HOME**	Select the logo or the HOME pill on any page to come back to these choices.
2	**Help**	Opens the Pet Website Help panel, which shows this guide inside the page with a Download PDF button.
3	**Staff**	Sign-in for the A&F team. Visitors can ignore it.
4	**Available pets preview**	A slowly scrolling strip of 24 randomly chosen available pets. Hover or touch to pause it; select any photo to open that pet's profile.
5	**Dog & Cat Adoption and Foster Applications ↗️**	Opens the Forms & Applications page on the main A&F website in a new tab. See the quick note on the next page.
6	**Browse adoptable pets**	Select Browse pets → to see every pet available for adoption, with filters for species, breed, age, size, location and personality traits.
7	**Pets Needing Fostered**	Highlighted with a FOSTER HOMES NEEDED badge. Select Browse pets needing fostered → to see adoptable pets that are not yet in a foster home.
8	**Search by name**	Select Search by name → when you already know who you are looking for. Spelling does not have to be exact.

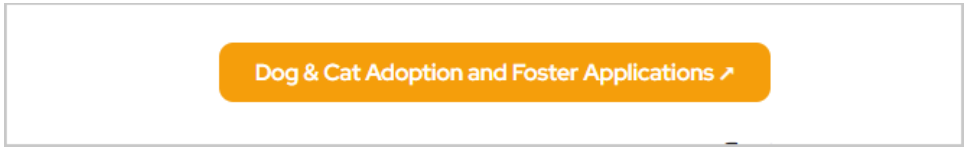
The Help button

Select Help at the top right of any page. A panel opens over the page with the tutorial inside it.

The Pet Website Help panel.

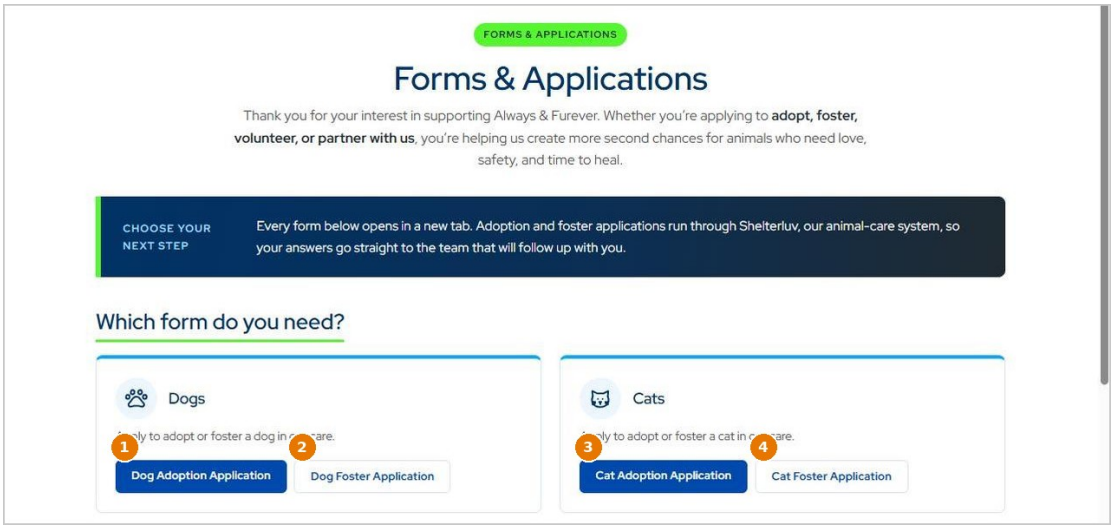
#	What you see	What it does
1	**Download PDF**	Saves a copy of the guide to your device so you can read or print it later.
2	**× (Close)**	Closes the panel and returns you to the page you were on.
3	**Open the PDF directly**	If the guide does not display inside the panel (some phones block embedded PDFs), this link opens it in its own tab.

Quick note: the Adoption and Foster Applications button



The orange button sits above the "Meet your new best friend" heading on the home page.

The **Dog & Cat Adoption and Foster Applications** ↗️ button is the fastest route to an application. The arrow (↗️) means it opens in a new tab, so the pet website stays open behind it. It takes you to the **Forms & Applications** page on the main website (alwaysandfurever.org/forms), where you choose the form that fits you:



The Forms & Applications page. Each form opens in a new tab.

#	What you see	What it does
1	**Dog Adoption Application**	Apply to adopt a dog. Runs through Shelterluv, A&F's animal-care system, so your answers go straight to the team.
2	**Dog Foster Application**	Apply to foster a dog.
3	**Cat Adoption Application**	Apply to adopt a cat.
4	**Cat Foster Application**	Apply to foster a cat.

The Forms page also lists the Volunteer Waiver, Offsite Volunteer Application and Corporate Sponsorship Form, in case you would like to help in another way.

> **Apply early.** You do not have to pick a pet first. Completing the application and verification ahead of time means there is no delay once you find the pet that speaks to your heart. The same four application buttons also appear at the bottom of every pet profile (see Reading a pet profile).

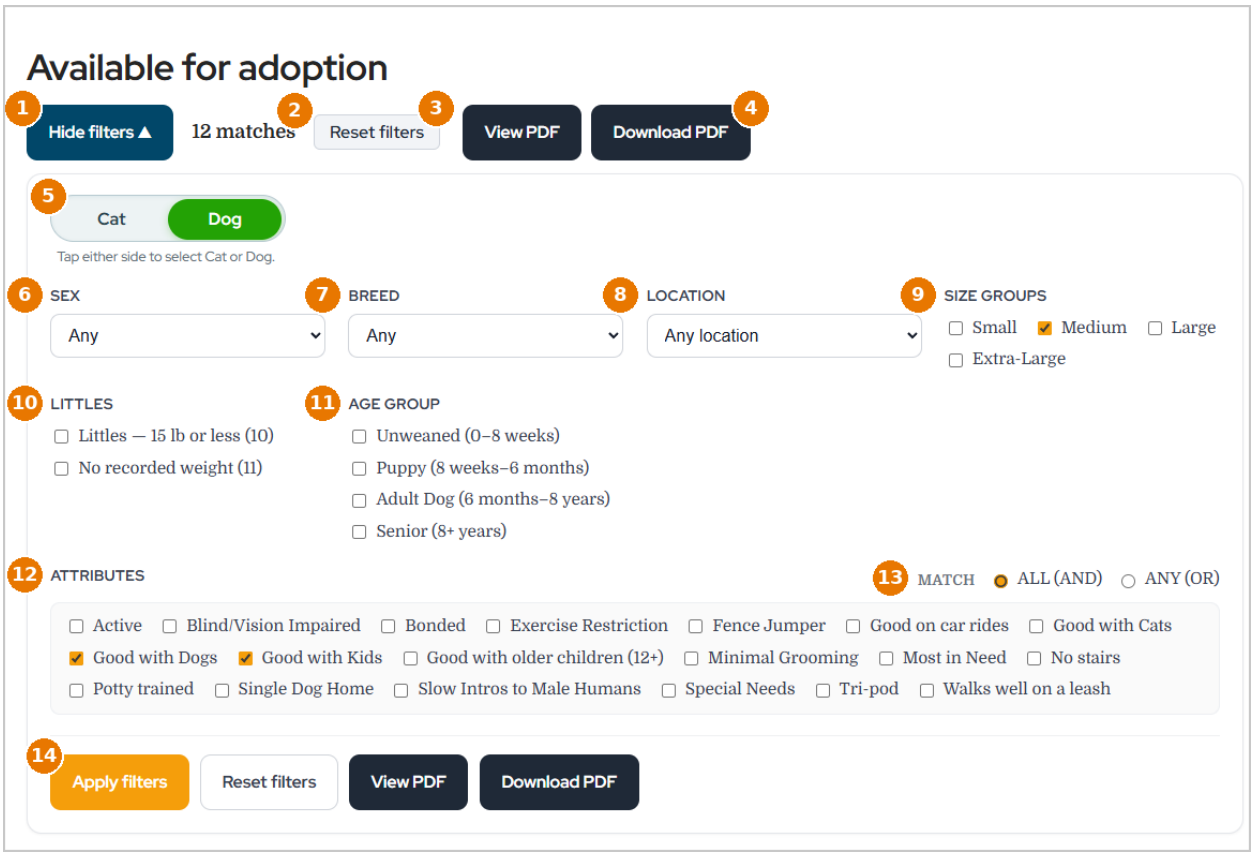
Walkthrough: Browse adoptable pets

This is the main way to find a pet. You pick Cat or Dog, narrow the list with filters that matter to your household, and open the pets that catch your eye. Address: pets.alwaysandfurever.org/adopt

Step 1 — Open the page

1. From the home page select **Browse pets** → (or go straight to pets.alwaysandfurever.org/adopt).
2. The page opens under the heading **Available for adoption** with **Dog** already selected, the filter panel open, and the number of matching pets shown next to the Hide filters button (120 dogs on the day of writing).
3. Scroll down and you will already see every available dog, with the longest-waiting dogs first.

Step 2 — Get to know the controls



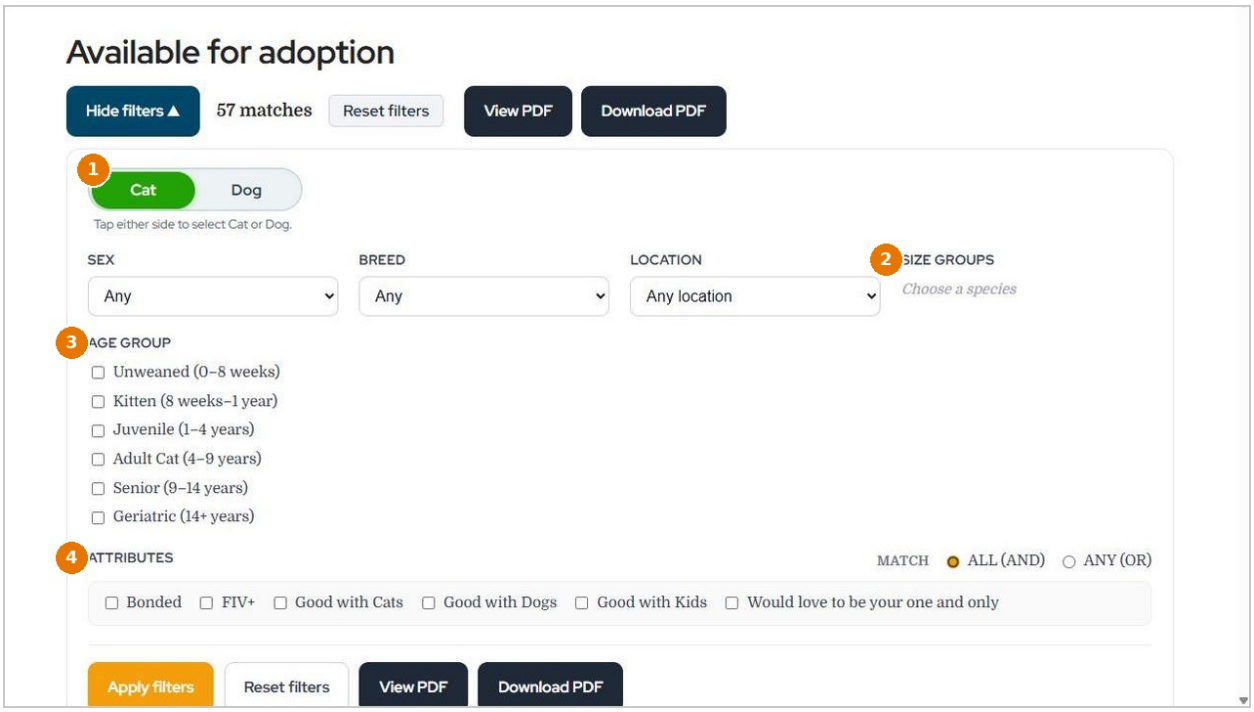
The filter panel on the Browse adoptable pets page (shown here with Medium, Good with Dogs and Good with Kids ticked).

#	What you see	What it does
1	**Hide filters ▲ / Show filters ▼**	Collapses or expands the filter panel so you can see more pets at once. Your choices are kept.
2	**Match count**	How many pets fit your current filters. Watch this number as you add or remove filters.

#	What you see	What it does
3	**Reset filters**	Clears everything and returns to the full list of dogs.
4	**View PDF / Download PDF**	Builds a printable flyer booklet of every pet in your current results (one page per pet). The same two buttons repeat under the filters.
5	**Cat / Dog switch**	Tap either side to choose a species. The filters below change to suit cats or dogs.
6	**Sex**	Any, Female, Male or Unknown.
7	**Breed**	A list of the breeds currently available. Leave on Any unless you have a breed in mind.
8	**Location**	Where the pet is staying now, for example A&F Wichita, Always & Furever Sanctuary, Osawatomie Shelter, Foster Care or one of the PetSmart cat spaces. Only places that currently have pets appear.
9	**Size groups**	Dogs only: Small, Medium, Large, Extra-Large. Tick more than one to widen the search.
10	**Littles**	Dogs only: Littles — 15 lb or less finds the smallest dogs. No recorded weight includes dogs that have not been weighed yet, so you do not miss them. The number in brackets is how many dogs are in each group.
11	**Age group**	Life stages. Dogs: Unweaned, Puppy, Adult Dog, Senior. Cats: Unweaned, Kitten, Juvenile, Adult Cat, Senior, Geriatric. Tick as many as you like.
12	**Attributes**	Personality traits and needs recorded by the A&F team, such as Good with Kids, Good with Cats, Potty trained or Walks well on a leash. The list differs for dogs and cats.
13	**MATCH — ALL (AND) / ANY (OR)**	Decides how ticked attributes combine. ALL: a pet must have every attribute you ticked. ANY: a pet needs at least one of them.
14	**Apply filters**	Runs your search. The match count, summary line and pet cards update.

Step 3 — Choose Cat or Dog

Tap either side of the switch. Switching species changes the filters that are available:



The same page with Cat selected (57 cats on the day of writing).

#	What you see	What it does
1	**Cat selected**	The green side shows which species is active.
2	**Size groups**	Not used for cats; the box reads "Choose a species". The Littles group also disappears.
3	**Cat age groups**	Unweaned (0–8 weeks), Kitten (8 weeks–1 year), Juvenile (1–4 years), Adult Cat (4–9 years), Senior (9–14 years), Geriatric (14+ years).
4	**Cat attributes**	Bonded, FIV+, Good with Cats, Good with Dogs, Good with Kids, and "Would love to be your one and only" (a cat that should be the only cat in the home).

Step 4 — Pick the filters that matter

Start with one or two filters, apply, and look at the match count. Add more only if the list is still too long. The tables below explain each choice.

Age groups

Dogs	Cats
Unweaned (0–8 weeks)	Unweaned (0–8 weeks)
Puppy (8 weeks–6 months)	Kitten (8 weeks–1 year)
Adult Dog (6 months–8 years)	Juvenile (1–4 years)
Senior (8+ years)	Adult Cat (4–9 years)
	Senior (9–14 years)
	Geriatric (14+ years)

Dog attributes — tick this if…

Attribute	Tick this if…
Active	You want a dog with energy for walks, runs or play.
Blind/Vision Impaired	You are open to a dog who needs a little extra help getting around.
Bonded	You could take a pair that should stay together.
Exercise Restriction	A calmer dog who should not over-exert suits your home.
Fence Jumper	You have secure fencing or no yard access for a dog who can clear a fence.
Good on car rides	You travel or drive with your dog.
Good with Cats	You have a cat at home.
Good with Dogs	You have another dog, or visit dog-friendly places.
Good with Kids	Young children live in or visit your home.
Good with older children (12+)	Your children are 12 or older.
Minimal Grooming	You prefer a low-maintenance coat.
Most in Need	You would like to see the dogs the team most needs to place.
No stairs	Your home is on one level, or the dog should avoid stairs.
Potty trained	House training matters to you.
Single Dog Home	This dog should be your only dog.
Slow Intros to Male Humans	Your household can give a shy dog time to warm up to men.
Special Needs	You can support ongoing medical or behavioral care.
Tri-pod	You are open to a three-legged dog.
Walks well on a leash	Leash manners are important, for example in a city or apartment.

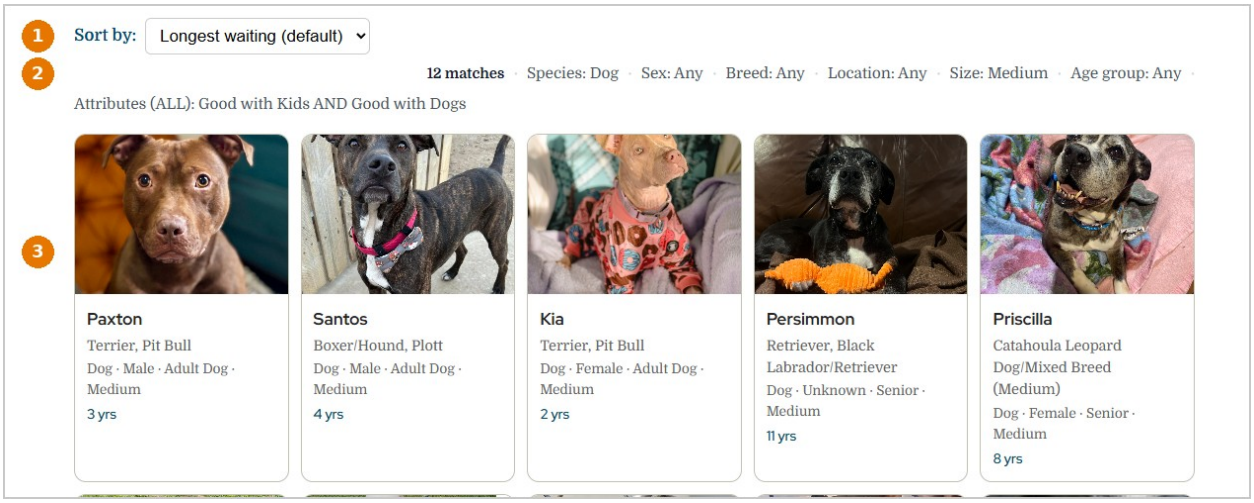
ALL (AND) versus ANY (OR)

This small switch makes a big difference. With **ALL (AND)** a pet must have every attribute you ticked; with **ANY (OR)** a pet qualifies if it has at least one. Here is the same search run both ways on the day of writing:

Search	ALL (AND)	ANY (OR)
Dog · Size: Medium · Good with Kids + Good with Dogs	12 matches (every dog is good with kids AND dogs)	21 matches (good with kids OR dogs, or both)

> **Rule of thumb.** Use ALL when each trait is a must-have for your household. Use ANY when you are exploring and want a wider range of pets.

Step 5 — Apply filters and read the results

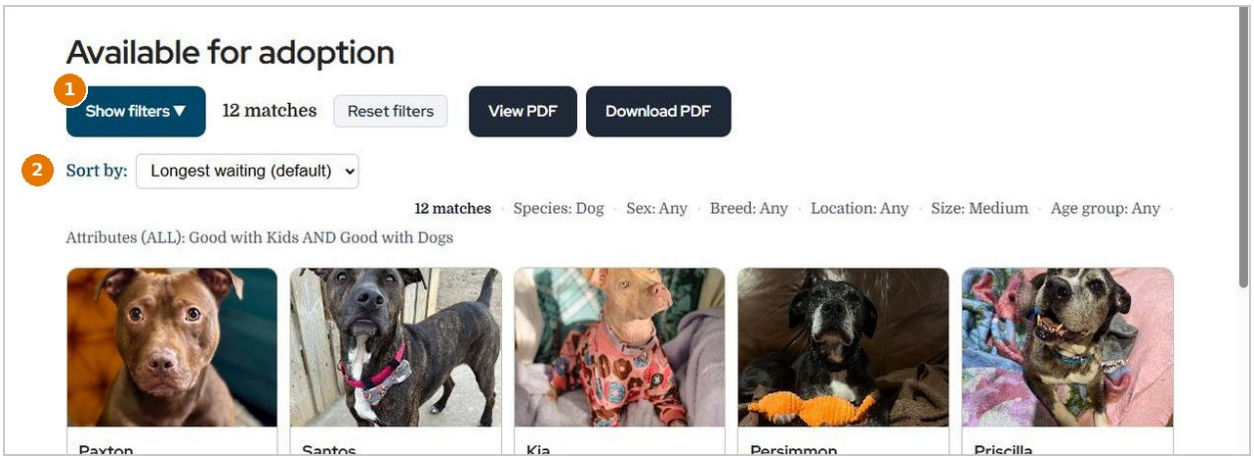


Results for the example search: Medium dogs that are good with kids and good with dogs.

#	What you see	What it does
1	**Sort by**	Longest waiting (default), Newest arrivals, Name (A–Z), Age (youngest first) or Age (oldest first). The list re-sorts as soon as you choose.
2	**Summary line**	Repeats your filters in words, for example "12 matches · Species: Dog · Size: Medium" and "Attributes (ALL): Good with Kids AND Good with Dogs". A quick way to check what you searched for.
3	**Pet cards**	Photo, name, breed, then species · sex · age group · size, and the pet's age. Select a card to open the full profile.

> **Your results stay put.** Pet cards open in a new browser tab, so when you close a profile your filtered list is exactly where you left it.

Step 6 — Hide the filters, or start over



With the filter panel collapsed, the results move up the page.

#	What you see	What it does
1	**Show filters ▼**	Once the panel is hidden the button changes to Show filters ▼. Your filters still apply; select it to adjust them.
2	**Sort by**	Still available with the panel hidden.

Select **Reset filters** at any time to clear every choice and go back to the full dog list. Switch to Cat afterwards if you want to start a cat search.

Step 7 — Print or download your results

1. Set your filters and apply them so the match count shows the pets you want.
2. Select **View PDF** to open the booklet in a new tab, or **Download PDF** to save it. Each pet gets a page with a photo, details and story.
3. A "Preparing your PDF" message appears while the site collects the pets and their photos. Keep the page open; large groups take a little longer. You can select Hide this message and keep browsing.
4. Use your browser or PDF viewer's Print control to print the booklet, or share the downloaded file.

> **One pet or many?** These buttons print everyone in your current results. For a single pet's flyer, open the profile and use the View PDF and Download PDF buttons there.

Worked example: a medium dog for a home with kids and another dog

1. Open Browse adoptable pets. **Dog** is already selected.
2. Under **Size groups** tick **Medium**.
3. Under **Attributes** tick **Good with Kids** and **Good with Dogs**. Leave MATCH on **ALL (AND)**.
4. Select **Apply filters**. The count drops from 120 to 12 and the summary reads "Attributes (ALL): Good with Kids AND Good with Dogs".
5. Too few? Switch MATCH to **ANY (OR)** and apply again for 21 dogs, or untick Medium.
6. Open a card you like, for example Santos, read the profile, and use **Dog Adoption Application** at the bottom when you are ready.

Starting points for different households

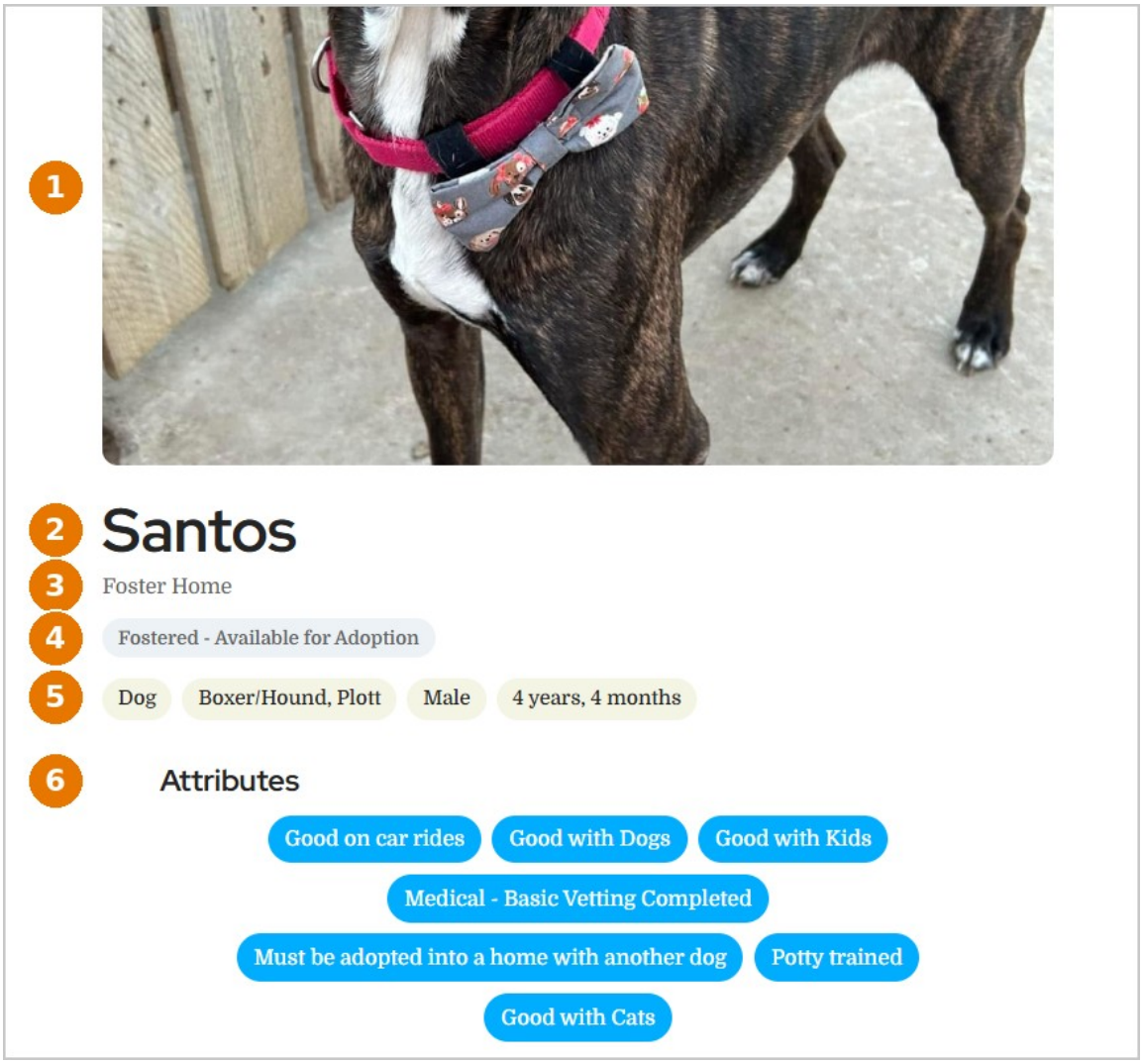
These are suggestions to get you going; every pet is an individual, so always read the full profile and talk with the A&F team.

Your household	Try these filters (MATCH: ALL)
Young children and a resident dog	Good with Kids + Good with Dogs
A cat already at home	Good with Cats (dogs) · Good with Cats (cats)
Apartment or first dog	Potty trained + Walks well on a leash, plus Small or Littles
Quiet, one-level home	Senior + No stairs (dogs) · Senior or Geriatric (cats)
Only-pet home	Single Dog Home (dogs) · "Would love to be your one and only" (cats)
Ready for a bigger commitment	Most in Need, Special Needs, Bonded or FIV+ (cats)

Reading a pet profile

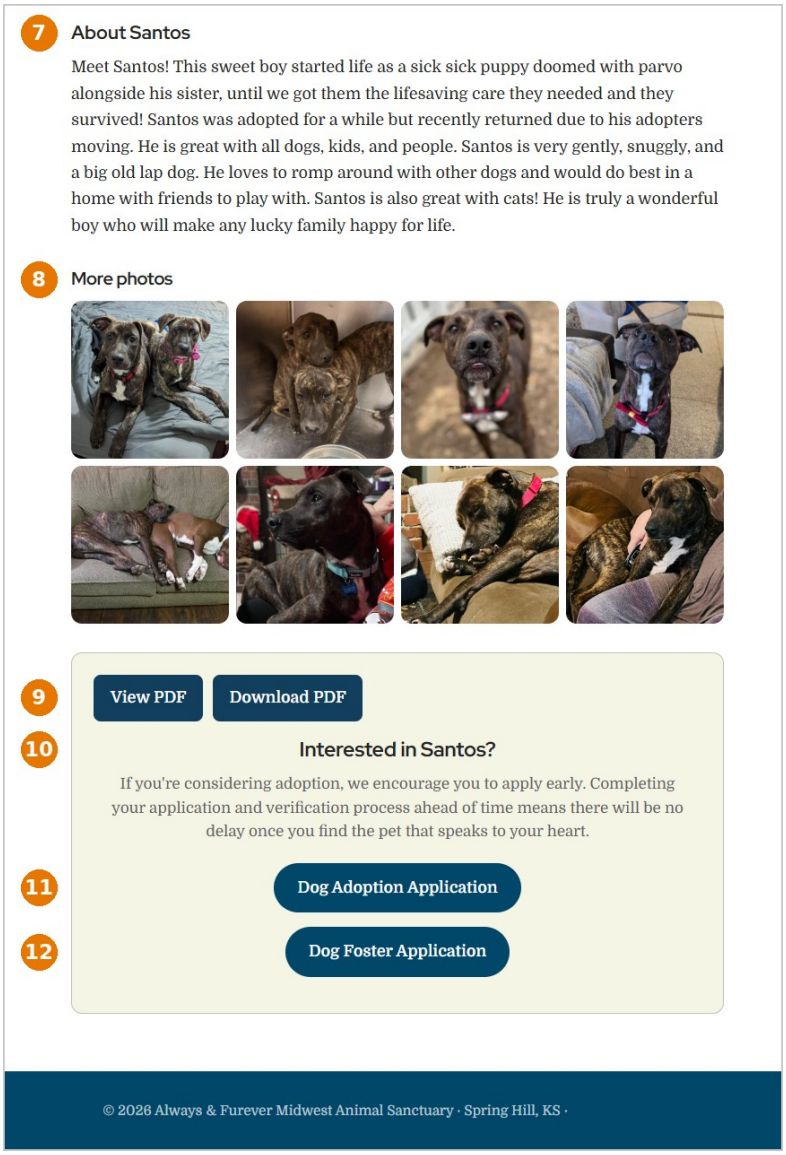
Every pet card, preview photo and name-search result opens the same kind of profile page. Here is Santos, one of the dogs from the example search.

The round **× button** at the top right of the page leaves the profile. If the profile opened in its own tab, that tab closes and your results are waiting in the original one.



The top of a pet profile: photo, name, where they are, status, basics and attributes.

#	What you see	What it does
1	**Main photo**	Shown at its natural shape so nothing is cropped.
2	**Name**	The pet's name as the team knows them.
3	**Where they are**	"Foster Home" when the pet is with a foster family, otherwise the location, for example A&F Wichita.
4	**Status**	For example "Fostered - Available for Adoption" or "Available for Adoption".
5	**Basics**	Species, breed, sex and exact age in years and months.
6	**Attributes**	Blue pills listing the pet's recorded traits and needs, including notes such as "Must be adopted into a home with another dog".



The rest of the profile: the story, more photos, the flyer buttons and the applications. Cat profiles offer the Cat applications instead.

#	What you see	What it does
7	**About**	The pet's story, personality, care needs and the kind of home the team hopes for. Read all of it.
8	**More photos**	Select any photo to open it full size in a new tab.
9	**View PDF / Download PDF**	A one-page flyer for this pet only. Handy for sharing with family or printing for the fridge.
10	**Interested in …?**	Encourages you to apply early so there is no delay once you have found your match.
11	**Dog Adoption Application**	Opens the adoption application in a new tab (Cat Adoption Application on cat profiles).
12	**Dog Foster Application**	Opens the foster application in a new tab (Cat Foster Application on cat profiles).

> **A thoughtful match starts with questions.** Filters help you find possibilities; the profile tells you whether this is the right pet for your home. If something in the About section raises a question, the A&F team is happy to talk it through.

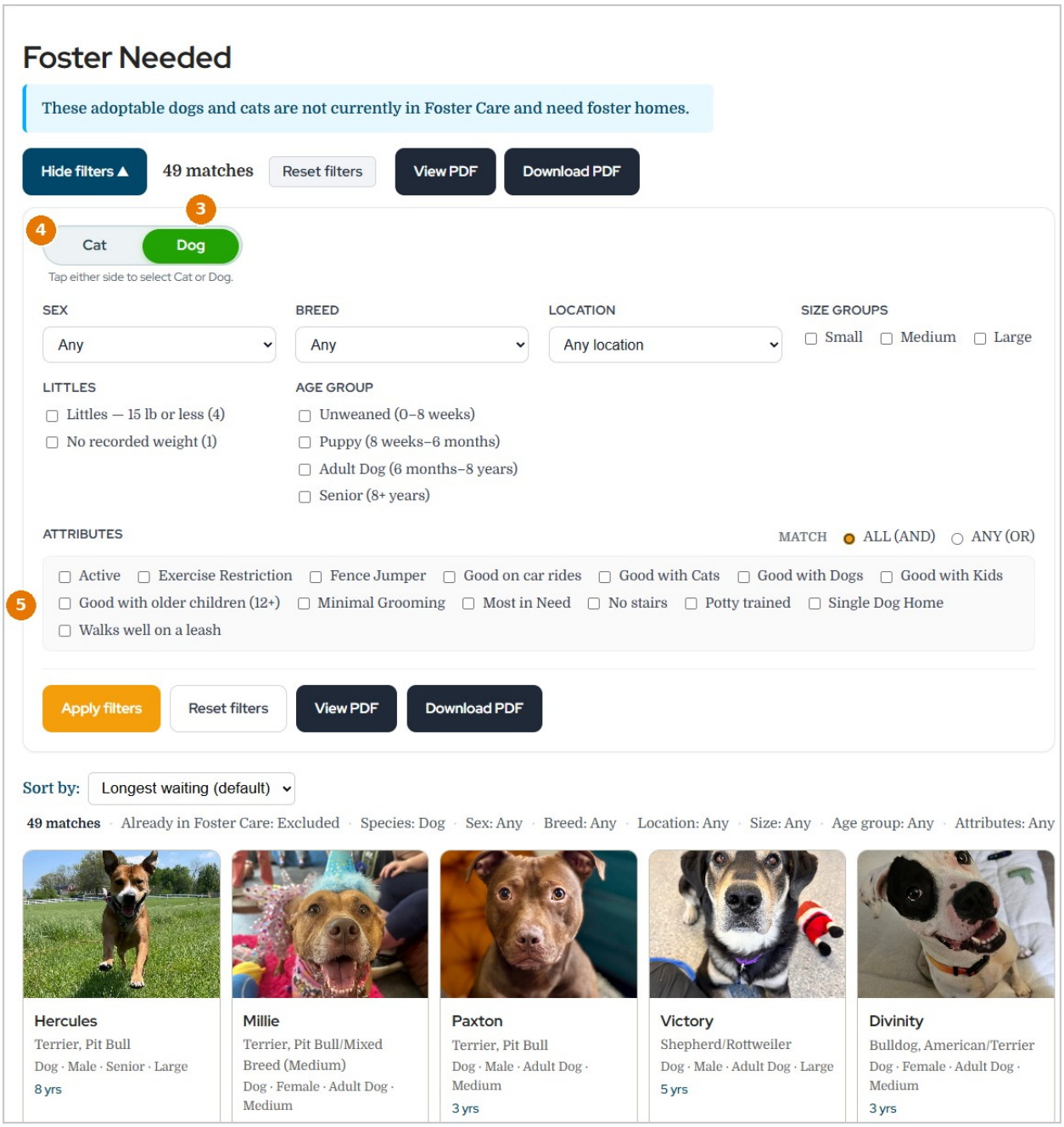
Walkthrough: Pets Needing Fostered

Fostering gives an animal a calm place to stay while they wait for a permanent home. The **Foster Needed** page lists adoptable dogs and cats that are not currently in a foster home. Address: pets.alwaysandfurever.org/foster

What is different from the adoption page

- **It leaves out pets already in Foster Care.** The summary line says "Already in Foster Care: Excluded", and Foster Care does not appear in the Location list.
- **The numbers are smaller.** On the day of writing: 49 dogs and 15 cats needed a foster home.
- **The attribute list is shorter** (dogs: Active, Exercise Restriction, Fence Jumper, Good on car rides, Good with Cats, Good with Dogs, Good with Kids, Good with older children (12+), Minimal Grooming, Most in Need, No stairs, Potty trained, Single Dog Home, Walks well on a leash).
- **Everything else works the same:** Cat/Dog switch, Sex, Breed, Location, Size groups, Littles, Age group, ALL/ANY matching, sorting, Hide/Show filters, Reset filters and the PDF buttons.

Step 1 — Open the page and look around

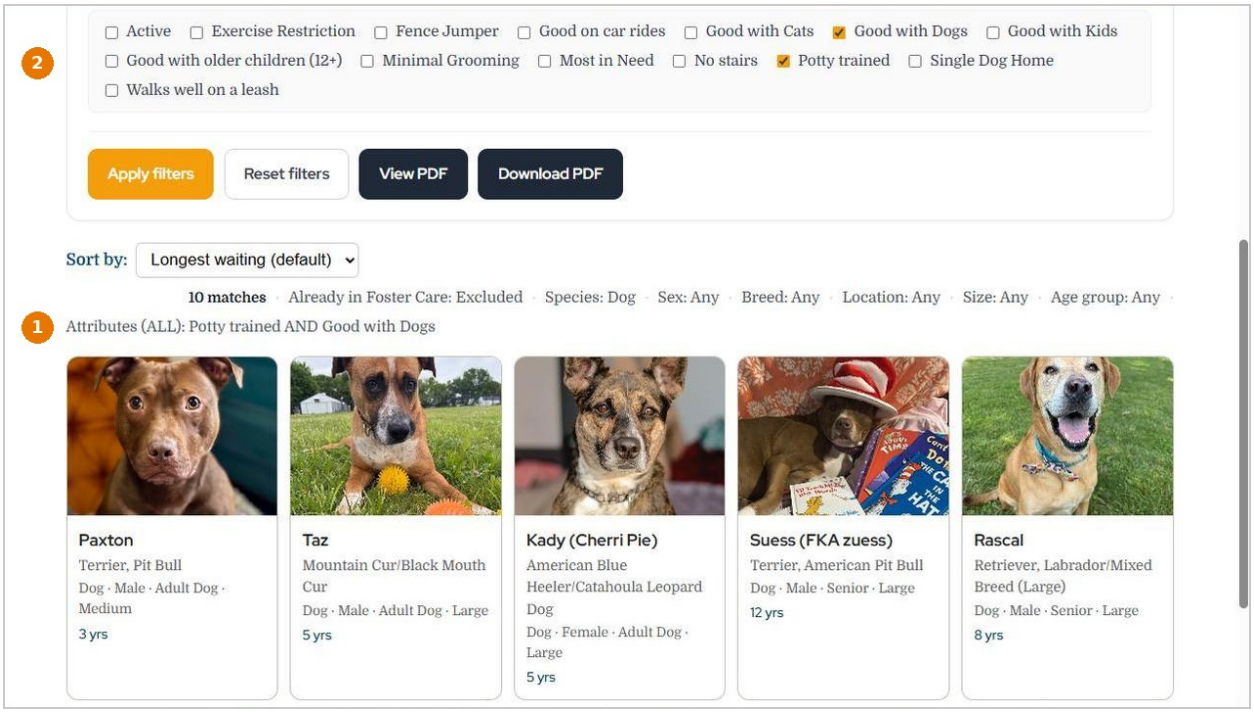


The Foster Needed page with Dog selected.

#	What you see	What it does
1	**Foster Needed**	The page heading, so you always know which list you are in.
2	**Blue note**	"These adoptable dogs and cats are not currently in Foster Care and need foster homes."
3	**Match count**	49 dogs on the day of writing. Switch to Cat for the cat count (15 that day).
4	**Cat / Dog switch**	Works exactly as on the adoption page.
5	**Attributes**	The shorter foster list; MATCH ALL/ANY sits to the right.
6	**Summary line**	Starts with "Already in Foster Care: Excluded" to remind you why some pets you saw on the adoption page are missing here.
7	**Sort by**	Same five choices as the adoption page.

Step 2 — Filter for a pet you can foster

1. Choose **Cat** or **Dog**.
2. Tick the traits your home needs. For example, a foster family with a resident dog and no time for house training might tick **Good with Dogs** and **Potty trained** with MATCH on ALL.
3. Select **Apply filters**. In this example the list drops from 49 dogs to 10.



Foster results for Potty trained AND Good with Dogs.

#	What you see	What it does
1	**Summary line**	"10 matches · Already in Foster Care: Excluded · … Attributes (ALL): Potty trained AND Good with Dogs".
2	**Apply / Reset / PDF buttons**	The same row of buttons as the adoption page; View PDF and Download PDF print the whole foster list you have filtered.

Step 3 — Open a profile and apply to foster

1. Select a pet card. The profile opens in a new tab and looks exactly like the adoption profile described earlier.
2. Scroll to **Interested in …?** and select **Dog Foster Application** or **Cat Foster Application**. The application opens in a new tab.
3. Fill it in completely. You can also start from the home page button or the Forms & Applications page before you pick a pet.

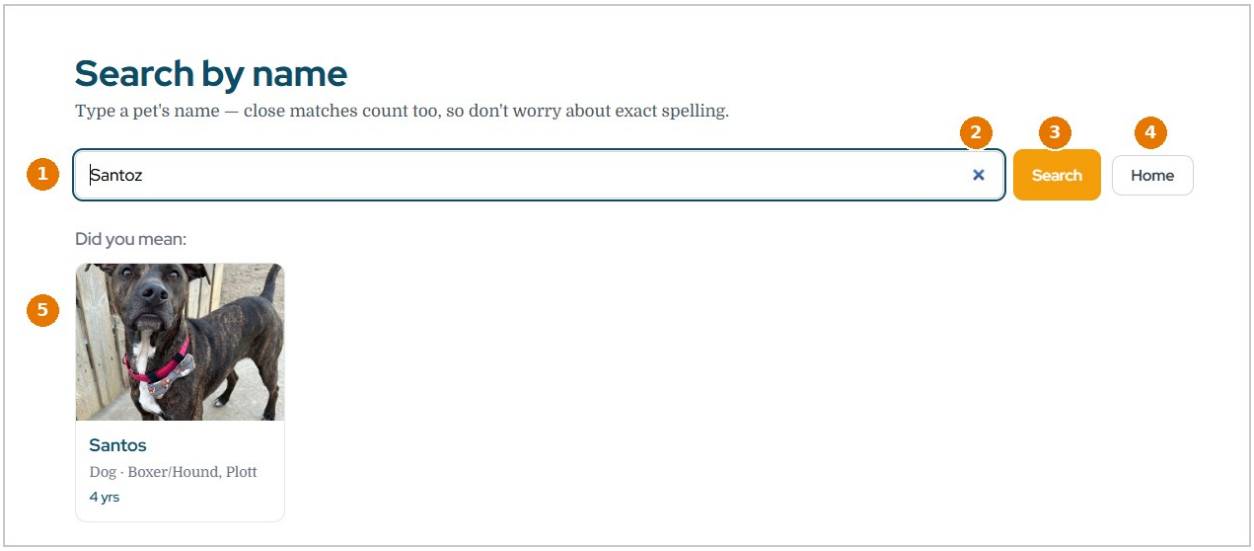
> **Good to know.** A pet in a foster home is still adoptable. If you see a pet on the adoption page but not the foster page, someone is already fostering them.

Walkthrough: Search by name

Already met a pet at an event, on social media or in a flyer? Search by name finds them even if you are not sure of the spelling. Address: pets.alwaysandfurever.org/find

Step 1 — Type a name and search

1. From the home page select **Search by name** →.
2. Type the name, or the part of it you remember, into the **Pet name** box.
3. Select **Search** (or press Enter). Results appear below the box.

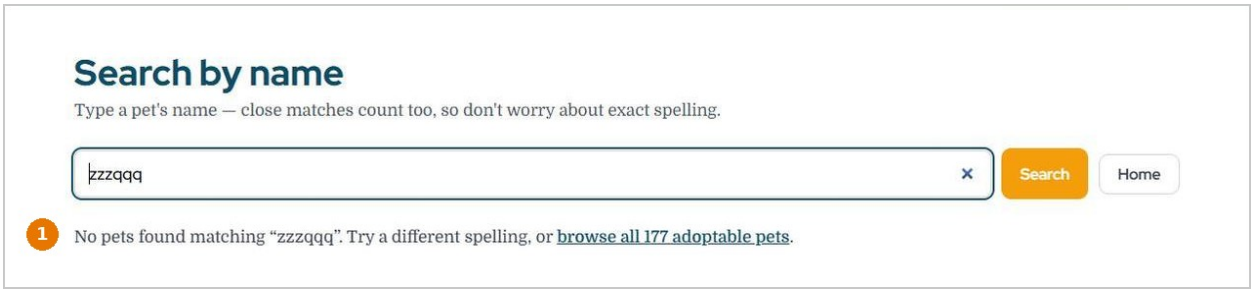


Searching for "Santoz" finds Santos under a "Did you mean:" heading.

#	What you see	What it does
1	**Pet name box**	Type here. Searches cover every currently adoptable dog and cat (177 on the day of writing); there is no species switch.
2	**× (clear)**	Empties the box so you can type a new name.
3	**Search**	Runs the search.
4	**Home**	Back to the home page.
5	**Results**	Each card shows the photo, name, species · breed and age. Select it to open the profile.

Step 2 — Understand what comes back

You typed	What the site showed	Why
Santoz	Did you mean: Santos	Close spellings count, so a typo still finds the pet.
mill	2 matches for "mill": Millie and Millie Pooh	Part of a name is enough; every pet whose name contains it is listed.
zzzqqq	No pets found matching "zzzqqq". Try a different spelling, or browse all 177 adoptable pets.	Nothing was close. The link takes you to the full adoption list.

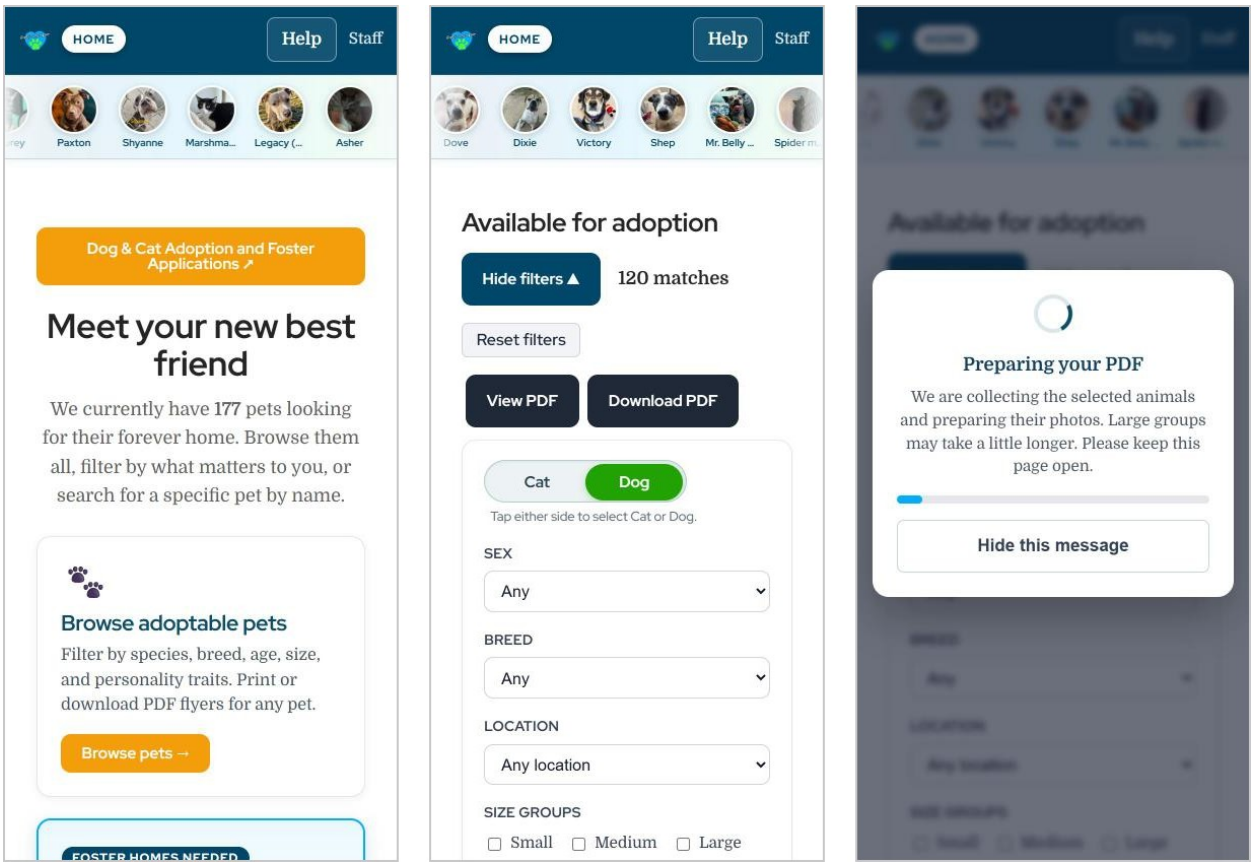


The no-results message, with a link to browse every adoptable pet.

> **Pet not found?** Try a shorter piece of the name, or a nickname shown in brackets on the site (for example "Kady (Cherri Pie)" or "Iggy (fka Itchy)"). If a pet still does not appear, they may have been adopted or are not yet listed; the A&F team can confirm.

Using the site on a phone

Everything in this guide works on a phone or tablet. The same controls simply stack into one column.



Left to right: the home page, the Browse adoptable pets page, and the "Preparing your PDF" message on a phone.

- **Home page:** the Applications button, the three cards and the preview strip appear one above the other. Swipe the strip sideways to see more pets.
- **Browsing:** the Hide filters ▲ button, match count, Reset filters and PDF buttons sit above the filter panel. Select Hide filters ▲ to jump to the pets faster; it becomes Show filters ▼ when you need to change something.
- **PDFs:** the "Preparing your PDF" message keeps you on the page while the booklet builds. Keep the page open; you can select Hide this message and keep scrolling.
- **Profiles:** the round × button stays at the top right as you scroll, so you can leave a profile at any time.

Quick reference

Addresses

Page	Address
Home	pets.alwaysandfurever.org
Browse adoptable pets	pets.alwaysandfurever.org/adopt
Pets Needing Fostered	pets.alwaysandfurever.org/foster
Search by name	pets.alwaysandfurever.org/find
Forms & Applications (main website)	alwaysandfurever.org/forms
A&F main website	alwaysandfurever.org

If something is not working

What you see	What to try
Too few or zero matches	Switch MATCH to ANY (OR), untick an attribute or size, or select Reset filters and add filters one at a time.
The filters look different from this guide	Check the Cat/Dog switch. Cats have no Size groups or Littles, and different age groups and attributes.
A pet I saw on the adoption page is not on the foster page	They are already in a foster home. The foster page only lists pets who are not.
Name search finds nothing	Try fewer letters or a nickname. Use the "browse all adoptable pets" link to look through the list instead.
The PDF is taking a while	Large groups take longer. Keep the page open; the file opens or downloads when it is ready. For one pet, use the buttons on their profile.
The Help guide does not show in the panel	Select "Open the PDF directly" at the bottom of the panel, or Download PDF.
I lost my results after opening a pet	Profiles open in a new tab. Close it (× or the tab) and the original tab still has your list.

Words you will see on the site

Term	Meaning
Available for Adoption	Ready to go home now.
Fostered - Available for Adoption	Living with a foster family and ready for adoption.
Foster Home	Shown in place of a location when a pet is with a foster family. Foster families' names are never shown.
Littles	Dogs weighing 15 lb or less.
Bonded	Two pets who should be adopted together.
FIV+	A cat living with feline immunodeficiency virus; many live long, normal lives with routine care.
Would love to be your one and only	A cat best suited to a home with no other cats.
Longest waiting	The default sort: the pets who have been waiting the longest appear first.

Guide prepared October 29, 2026 from the live public pet website. Listings, counts and available filter choices change as pets arrive and go home.

One small action can change a life. Adopt, foster, or share a pet's story. You can help their next chapter begin.