

## DCA Listing Service

This service is available to DCA Members in good standing. Members may list their litters, individual dogs, and/or planned breedings on the club website for free.

In order to use this service, you will need to be logged in to the member area of the club website - [dalmatianclubofamerica.org/membership-login](http://dalmatianclubofamerica.org/membership-login).

The login from the old dca website ([thedca.org](http://thedca.org)) and the older listing service do not work on the new website, as the software is different.

If you have not yet set up a userid for the club website ([dalmatianclubofamerica.org](http://dalmatianclubofamerica.org)), you will need to send an email requesting access to the webmaster ([admin@dalmatianclubofamerica.org](mailto:admin@dalmatianclubofamerica.org)). The webmaster will email you, as soon as possible, the instructions for setting up a userid.

### How Does the Service Work?

Individuals will complete an online submission form. Once complete, the service manager will receive an automated email with a notification of the submitted listing. The service manager will review your submission for completeness, then either approve your submission, or contact you for anything that needs clarification and/or correction. Once approved, your listing will be published on the DCA website's listing index page, under Looking for a Dalmatian from the main site menu.

Website visitors will be directed to the listing index page. Once there, visitors may view all the listings, select individual listings from the index, or search the listings by lister name, listing type, or listing state.

Club members will be able to update, or delete, published listing(s) using their My Submissions page. The My Submissions page is located under Member Area on the main site menu.

Ads should be removed by the listing member when all puppies/dogs are placed. Our goal is to keep listings on our site current. Administration may remove ads that are not current.

### What will you need to complete the submission form?

- a title for your listing
- a photo for the listing index
- a short paragraph stating what you want the site visitor to know about your listing
- information about yourself - your name, kennel name, your location (city, state), dog club membership(s), number of years breeding Dalmatians, the year you joined DCA, titles earned by dogs of your breeding
- information about the listing - litter birth date, or expected birth date, or the dog's age, and whether or not the listing is a CHIC listing
- a photo and information about the sire - registered name, CHIC # and/or OFA#, health clearances, the url of the sire's CHIC page on OFA.org
- a photo and information about the dam - registered name, CHIC # and/or OFA#, health clearances, the url of the dam's CHIC page on OFA.org
- your website or facebook URL (if you have either or both)
- up to four additional images for the photo gallery. The gallery may contain photos and/or pdf files

note:

photo / scan files are limited in size to 300mb. Please check the file sizes prior to attempting the upload.

# Sample Listing Index Page

A sample Listing Index page is shown below. For each listing, there is a title, a listing image, the listing type (current options are litter, planned breeding, and single Dalmatian), the location state/province, a portion of the listing description, and the listing date.

Visitors to the site may search by breeder name, listing type, or location state / province. Or, a user can view a listing by clicking on a title, the image, or the Read More in the description area.

The screenshot shows a web browser window with the URL [dalmatianclubofamerica.org/ptb-search-listings/](https://dalmatianclubofamerica.org/ptb-search-listings/). The page features a navigation menu with links: Looking for a Dalmatian, About Dalmatians, Judges Education, Health, National Specialty, Programs, Club Information, Member Area, and Shop. A shopping cart icon is visible in the top right.

The main content area is titled "FIND A DALMATIAN" and includes search filters for Breeder's Name, Listing Type (set to "Show All"), and Location State (set to "Show All"). A blue "START SEARCH" button is positioned to the right of the filters.

Four listing cards are displayed in a grid:

- Needs new home**: Listing Type [Single Dalmatian](#), Location State [Washington](#). Description: "Through no fault of his own, this male needs a new home – one that... [Read More..](#)" Listing Date: 11/30/22.
- Angie and Willie will be having pups late 2023**: Listing Type [Planned Breeding](#), Location State [Oregon](#). Description: "Our sweet Angel, Angie, and the Flinstone's darling boy Willie, will co-produce a litter towards... [Read More..](#)" Listing Date: 11/30/22.
- Ginny's puppies**: Listing Type [Litter](#), Location State [Colorado](#). Description: "Ginny outdid herself this time ... with a little help from Vinnie. Six pups are... [Read More..](#)" Listing Date: 11/30/22.
- Willie and Marina had pups**: Listing Type [Litter](#), Location State [Oregon](#). Description: "Four pups are available for your consideration [Read More..](#)" Listing Date: 11/29/22.

A red circular button with an upward-pointing arrow is located in the bottom right corner of the page.

## Sample Listing Page

A sample Listing page is shown below. For each listing, the software will display all the content provided by the lister.

If the lister opts to not complete an item in the submission form, then that content line will not display on the listing. eg - Should a lister choose to not complete the request for titles earned by dogs of their breeding, then the row for titles earned will not display.

In the example below, the user opted to complete only a portion of the requested content.

The screenshot shows a web browser window with the URL [dalmatianclubofamerica.org/listing/ginny-s-puppies/](http://dalmatianclubofamerica.org/listing/ginny-s-puppies/). The page features a navigation menu with links for 'Looking for a Dalmatian', 'About Dalmatians', 'Judges Education', 'Health', 'National Specialty', 'Programs', 'Club Information', 'Member Area', and 'Shop'. The main content area is titled 'Ginny's puppies' and includes a listing date of 11/30/22 and a description: 'Ginny outdid herself this time ... with a little help from Vinnie. Six pups are ready to go.' Below the text is a large photograph of a Dalmatian dog sitting on a stone path under a brick archway labeled 'BOOT HILL'. The listing details include: Listing Type: Litter; Breeder (or listed by): Julie Smith; Location City: San Diego; Location State (or Province): Colorado; Birth date or expected birth date (for a litter listing): or age (if an older dog): Sep 9, 2022; Kennel Name: Drumbeat; Phone Number: 555-543-1234; and email address: tkcdogshow@gmail.com. The 'Sire & Dam' section shows a 'Sire' named Drumbeat Master and a 'Dam' named Ginny the Mad Hatress. The 'More Breeder / Lister Information' section states: 'I've been a DCA member since: 2022', 'Number of years I've been a Dalmatian breeder: 1972', and 'Dog's I've bred are also titled in: nothing'. A 'Gallery' section contains a small image of a dog show booth. At the bottom, there is a link to 'Willie and Marina had pups' and a footer for the Dalmatian Club of America with contact information.

## Sample My Submission Page

When you view your My Submissions page, you will see all the listings you currently have in the system.

A sample My Submissions page is shown below.

You will see that the submissions list has four column headings. The first heading, Name, is the name you gave your listing in the submission form. The second heading, Post Type, is the type of listing you selected for your listing when you filled in the submission form. The third heading, Status, indicates whether the listing is live on the web (Publish) or awaiting approval from the listing service manager (Pending). The Payment Status column is not used by DCA, as the listing service is free to members.

**My Submissions**

[Edit Profile](#)

Status Post Type Date From Date To Post Title **SEARCH**

Name	Post Type	Status	Payment Status
<a href="#">Mattie and Vinnie's pups will be here soon.</a> EDIT   DELETE	listing	December 4, 2022 PENDING	
<a href="#">Needs new home</a> EDIT   DELETE	listing	November 30, 2022 PUBLISH	
<a href="#">Angie and Willie will be having pups late 2023</a> EDIT   DELETE	listing	PUBLISH	
<a href="#">Ginny's puppies</a> EDIT   DELETE	listing	PUBLISH	
<a href="#">Willie and Marina had pups</a> EDIT   DELETE	listing	November 29, 2022 PUBLISH	

In this sample, you can see that the user has five listings. If you look at the Status column, you will see that four listings are published, and one listing in pending. The pending listing is titled 'Mattie and Vinnie's pups will be here soon.'

## The Listing Service Process Overview

*note - You will need to be logged in to the member area to access the Listing Service pages (listing submission form and the My Submissions page).*

### **New Listing**

- complete the submission form, located under Member Area on the main site menu
- listing manager will review, then contact you after your listing submission
- view your listing online after the listing manager has approved the listing

### **Edit a Listing**

- go to My Submissions, located under Member Area on the main site menu
- find the listing you wish to edit from the list on your My Submissions page
- click on EDIT to edit the listing
- after making the changes, click on SUBMIT LISTING to submit the updated listing
- view your updated listing online

### **Delete a Listing**

- go to My Submissions, located under Member Area on the main site menu
- find the listing you wish to delete from the list on your My Submissions page
- click on DELETE to delete the listing
- answer the 'Are You sure' question by clicking on OK to delete the listing or Cancel (to ignore your request)

## New Listing

*note - You will need to be logged in to the member area to access the Listing Service pages.*

Select Listing Submission from the main menu - Member Area / Breeder Listing Service / Listing Submission

Once you are on the Listing Submission Form page, begin by selecting the type of announcement - choose Litter, Planned Breeding, or Single Dalmatian.

Navigate through the Submission Form, completing all required fields (indicated with a red asterisk), and as many of the optional fields as you wish.

### **Live links for your website and/or Facebook page -**

In the section titled 'Breeder, or Lister, Information,' near the bottom of the submission form, you should see two rows regarding your website address and facebook page address. You may use these rows to provide live links to the site visitor and direct them to your website and/or facebook page.

To complete the website address row, in the box containing 'Link to your website,' enter 'my website' Then, enter your website address in the box to the right of the word 'Link ->'

To complete the facebook page row, in the box containing 'Link to your Facebook page,' enter 'my facebook page' Then, copy/paste your facebook page url in the box to the right of the word 'Link ->'

Example of the completed website and facebook rows, using DCA's website and facebook page addresses --

Copy/paste your website address (if you have one)

my website

Link →

<https://dalmatianclubofamerica.org>

Copy/paste your Facebook page address (if you have one)

my Facebook page

Link →

<https://www.facebook.com/DalmatianClubofAmeric>

### **Live links for the sire / dam OFA page(s) -**

In the section titled 'Sire Information,' you are given the opportunity to provide a live link to the sire's OFA page. To complete this information, in the box containing 'Link to sire's CHIC page,' enter 'Sire's CHIC page.' then, copy/paste the sire's CHIC page url into the box to the right of the word 'Link ->'

Example of the completed sire's CHIC page link -

Copy/paste the web address for the sire's CHIC entry

Sire's CHIC page

Link →

<https://www.ofa.org/advanced->

If you would like to provide a live link to the dam's OFA page, follow the instructions for the sire's OFA link, substituting 'dam' for 'sire.'

### ***Photo Gallery -***

In the section titled Photo Gallery, the submission form is set to upload the first image (or pdf file). After you have uploaded your first image, click on 'Add new' to begin the process to upload a second image. Repeat by clicking on 'Add new' for each additional image (up to four max).

You may enter text in the box labeled 'Image Title' to provide an explanatory title/note to each uploaded image.

### **Finish Up -**

After you have completed entering the form information, click on the SUBMIT YOUR LISTING button. An automated email will be sent to the listing service manager.

## Edit Listing - Using Your My Submission Page

Under each listing title on your My Submissions page, you will see a text row with two options  
-- EDIT | DELETE

**My Submissions**

[Edit Profile](#)

Status  Post Type  Date From  Date To  Post Title

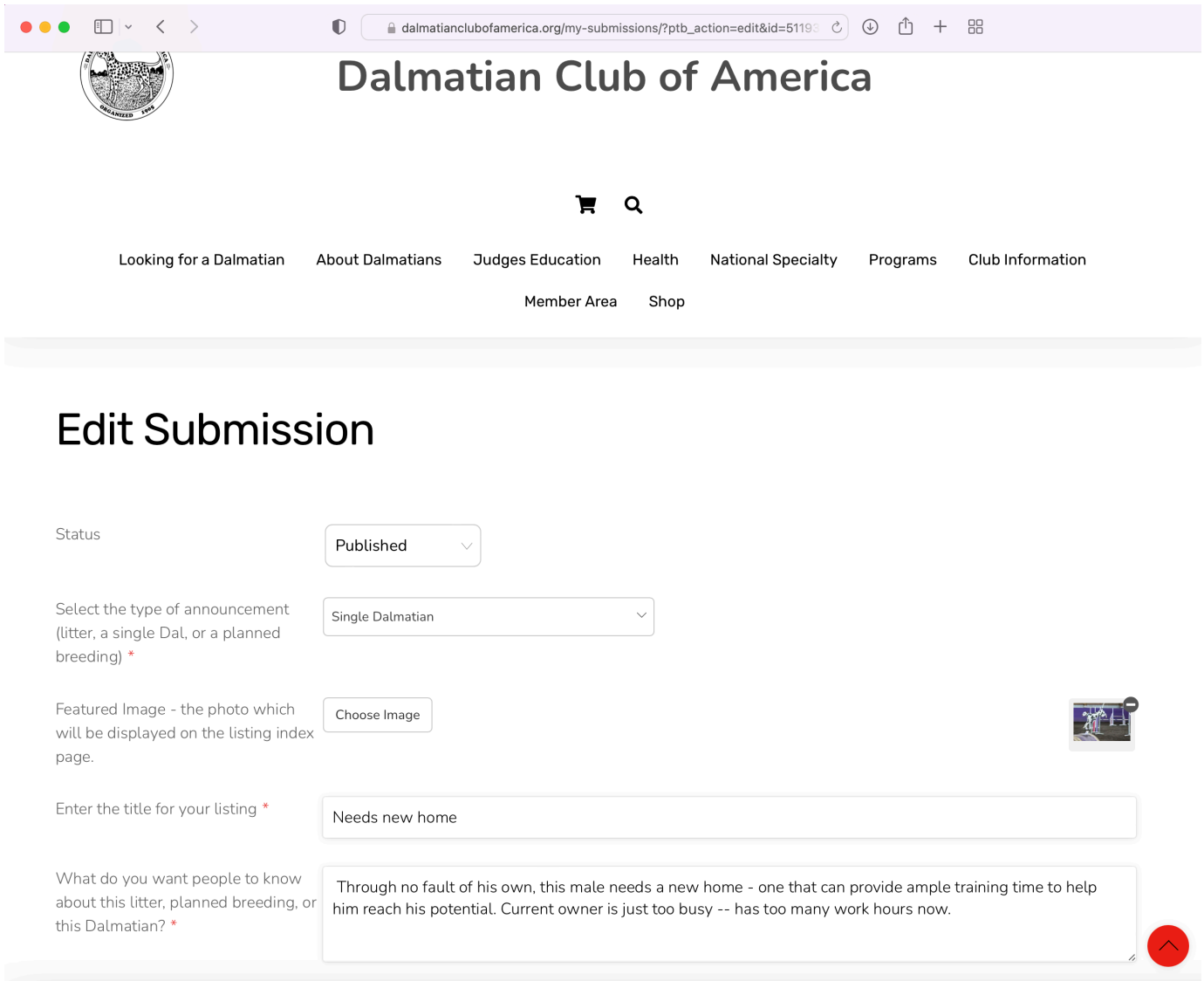
SEARCH

Name	Post Type	Status	Payment Status
<a href="#">Mattie and Vinnie's pups will be here soon.</a> EDIT   DELETE	listing	December 4, 2022 PENDING	
<a href="#">Needs new home</a> EDIT   DELETE	listing	November 30, 2022 PUBLISH	
<a href="#">Angie and Willie will be having pups late 2023</a> EDIT   DELETE	listing	PUBLISH	
<a href="#">Ginny's puppies</a> EDIT   DELETE	listing	PUBLISH	
<a href="#">Willie and Marina had pups</a> EDIT   DELETE	listing	November 29, 2022 PUBLISH	

### NOTE

If you selected edit on the wrong listing, or you've made changes to a listing and you don't want to save those changes, you must use your browser's back button to exit out of edit mode to return to your My Submissions page.

To edit a listing, click on EDIT. The software will present an Edit Submission page, which will look similar to the submission screen you filled out when you made your listing submission. You can edit the contents of the text boxes (eg Club memberships), remove a photo, upload a new photo, change the listing type, update the URLs, etc. A portion of a sample Edit Submission form is shown below.



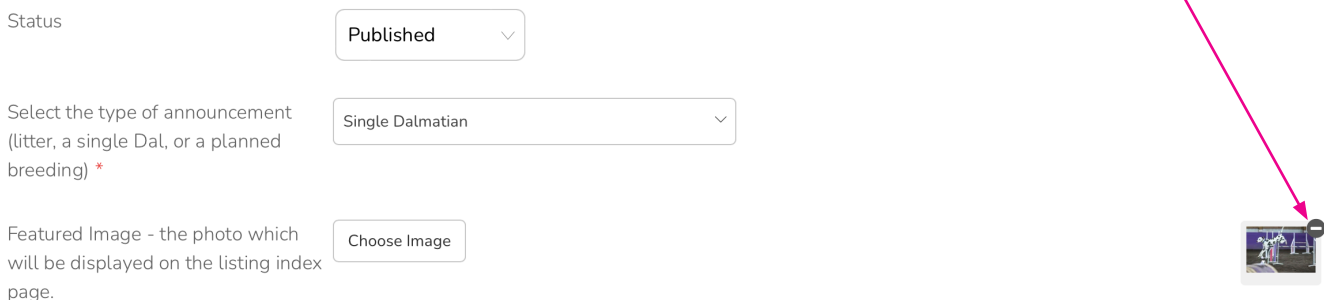
The screenshot shows a web browser window with the URL `dalmatianclubofamerica.org/my-submissions?ptb_action=edit&id=51193`. The page title is "Dalmatian Club of America". The navigation menu includes: Looking for a Dalmatian, About Dalmatians, Judges Education, Health, National Specialty, Programs, Club Information, Member Area, and Shop. The main heading is "Edit Submission".

The form contains the following fields:

- Status: Published (dropdown)
- Select the type of announcement (litter, a single Dal, or a planned breeding) \*: Single Dalmatian (dropdown)
- Featured Image - the photo which will be displayed on the listing index page: Choose Image button and a thumbnail image with a minus sign.
- Enter the title for your listing \*: Needs new home (text input)
- What do you want people to know about this litter, planned breeding, or this Dalmatian? \*: Through no fault of his own, this male needs a new home - one that can provide ample training time to help him reach his potential. Current owner is just too busy -- has too many work hours now. (text area)

To update the contents of a text box, click inside the box, and make the desired changes.  
To delete an image in your listing, click on the minus sign located next to the image.

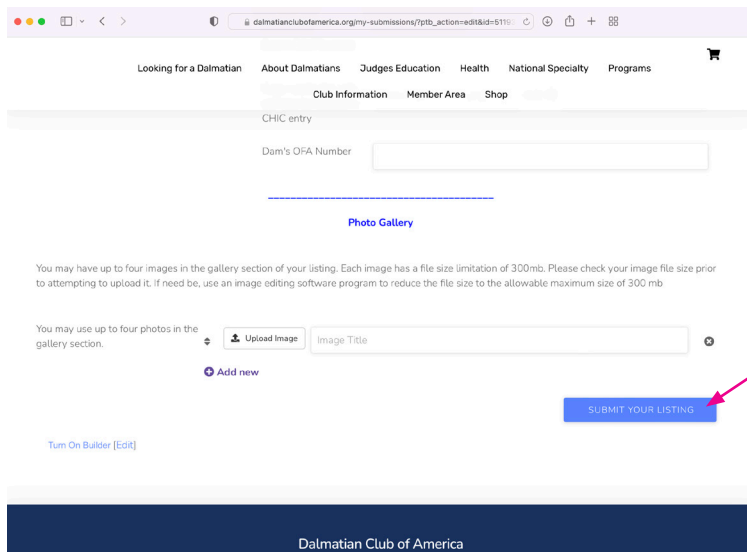
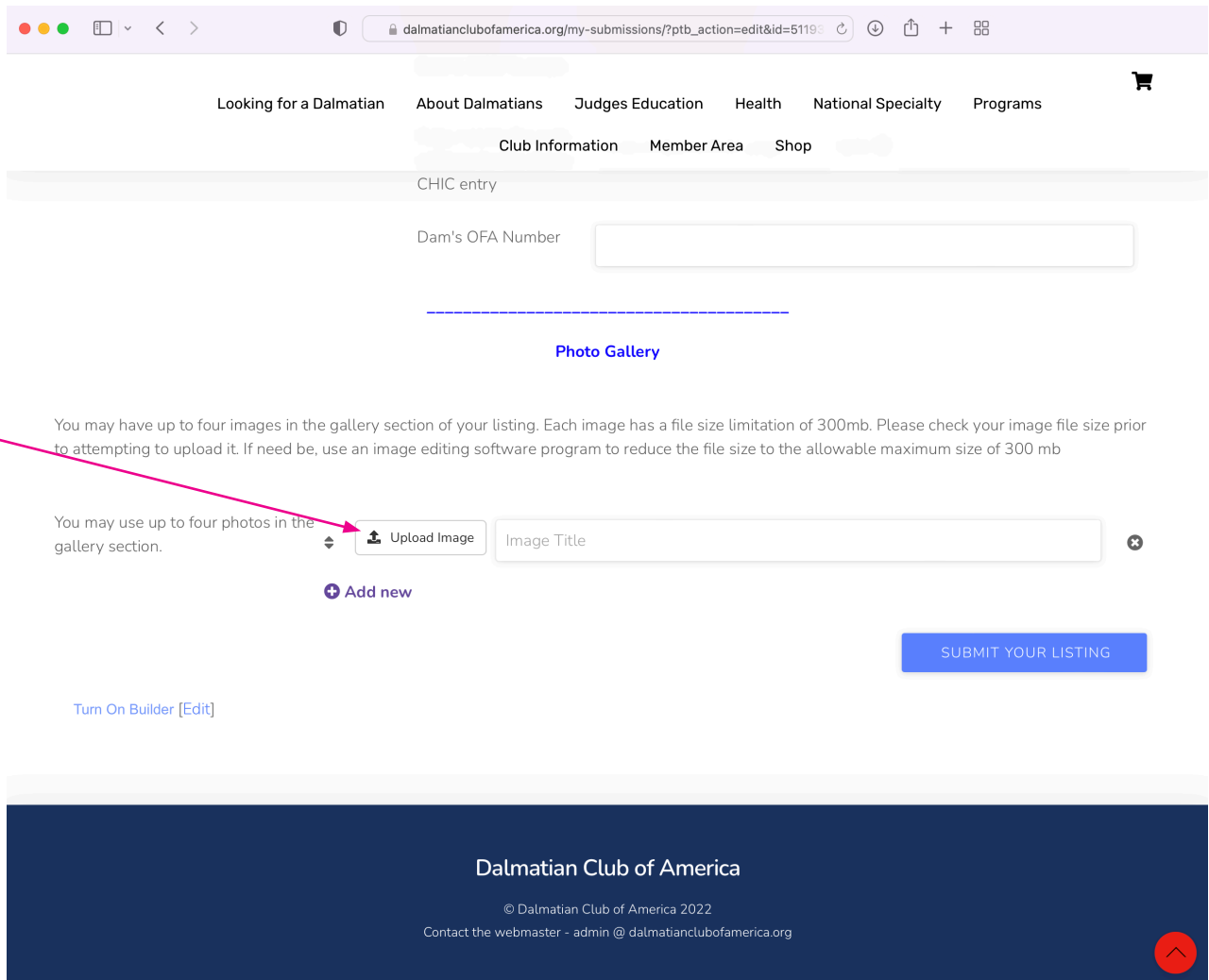
## Edit Submission



This is a smaller version of the "Edit Submission" form shown in the screenshot above. A red arrow points from the text "To delete an image in your listing, click on the minus sign located next to the image." to the minus sign icon on the featured image thumbnail.

To upload an image to your listing, click on the Choose Image button, or Upload Image button, for the image you wish to upload.

As an example, if you wanted to upload an image to the Photo Gallery, you would click on the Upload Image button in the Photo Gallery section of the form. After clicking on Upload Image, the software will present you with an upload window where you will select the image to upload.



When you are finished editing your listing, click on the blue Submit Your Listing button, located at the bottom of the Edit Submission form. After clicking, your changes should be live.

If you don't want to save the changes you made, then you must click on your browser's back button to exit out of edit mode and return to your My Submissions page.

## Delete Listing - Using Your My Submission Page

To delete a listing, click on DELETE in the text row beneath the listing title.

[Edit Profile](#)

Status  Post Type  Date From  Date To  Post Title

SEARCH

Name	Post Type	Status	Payment Status
<a href="#">Mattie and Vinnie's pups will be here soon.</a> EDIT   DELETE	listing	December 4, 2022 PENDING	
<a href="#">Needs new home</a> EDIT   DELETE	listing	November 30, 2022 PUBLISH	
<a href="#">Angie and Willie will be having pups late 2023</a> EDIT   DELETE	listing	PUBLISH	
<a href="#">Ginny's puppies</a> EDIT   DELETE	listing	PUBLISH	
<a href="#">Willie and Marina had pups</a> EDIT   DELETE	listing	November 29, 2022 PUBLISH	

The software will ask 'Are You sure?' Click on OK to delete the listing, or Cancel to cancel out of delete mode.

Member Area Shop

## My Submissions

[Edit Profile](#)

Status  Post Type  Date From  Date To  Post Title

SEARCH

Name	Post Type	Status	Payment Status
<a href="#">Mattie and Vinnie's pups will be here soon.</a> EDIT   DELETE		December 4, 2022 PENDING	
<a href="#">Needs new home</a> EDIT   DELETE	listing	November 30, 2022 PUBLISH	
<a href="#">Angie and Willie will be having pups late 2023</a> EDIT   DELETE	listing	PUBLISH	
<a href="#">Ginny's puppies</a> EDIT   DELETE	listing	PUBLISH	
<a href="#">Willie and Marina had pups</a> EDIT   DELETE	listing	November 29, 2022 PUBLISH	

Are You sure? [Cancel](#) [OK](#)

## **Problems You May Encounter**

If you are having trouble uploading your image, or you believe your image upload completed, but, you don't see it in your listing on the web, your image file may be too large. Please go to your operating system software and check on the image size. Images need to be 300mb or smaller. If you continue to have trouble with an image, contact a web admin at [admin@dalmatianclubofamerica.org](mailto:admin@dalmatianclubofamerica.org)