

# ADVERTISING YOUR PREFIX ON DOGS QUEENSLAND WEBSITE

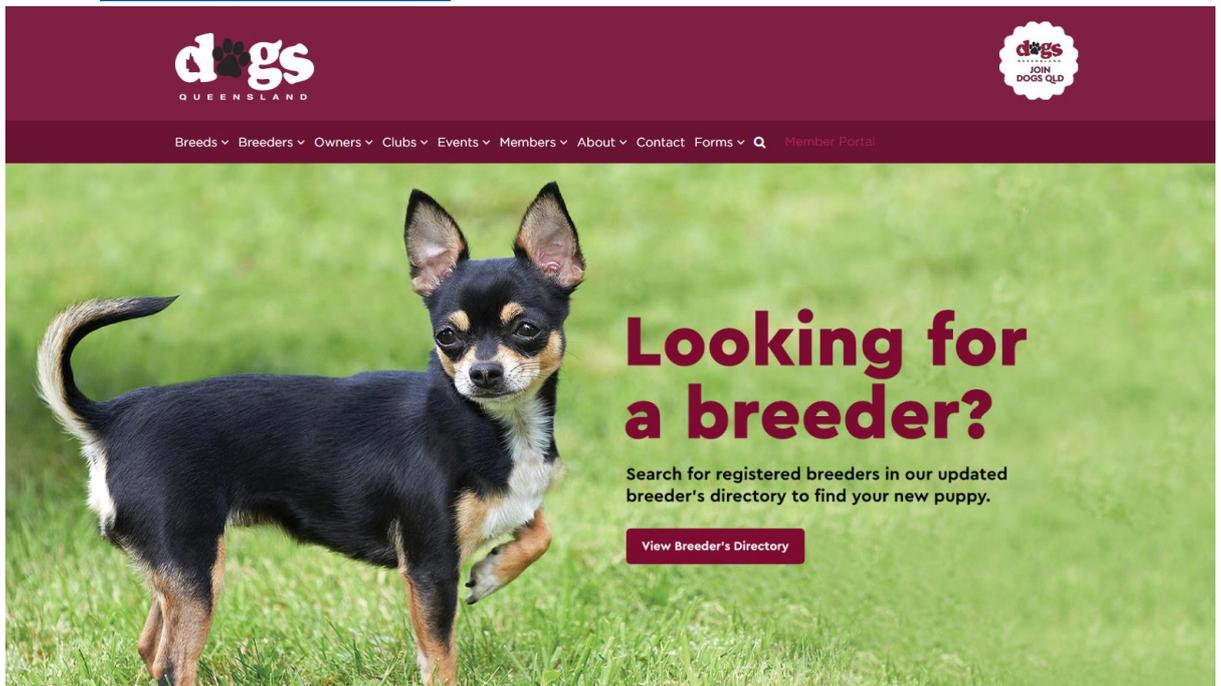


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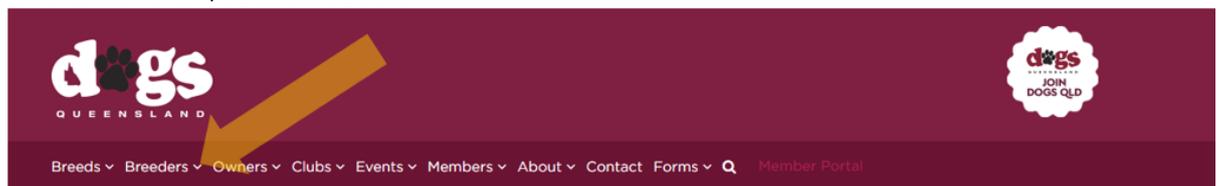
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## Becoming a New User on the DQ Breeders Page

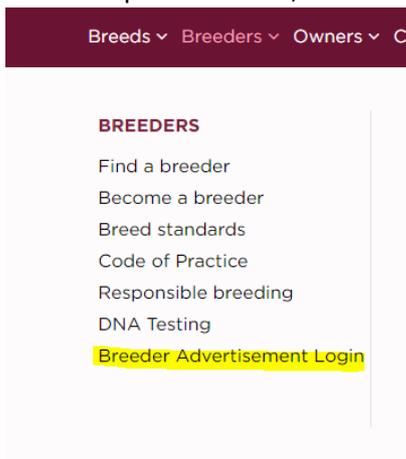
1. Go to > [www.dogsqueensland.org.au](http://www.dogsqueensland.org.au)



2. On the menu bar, select Breeders



3. In the drop-down menu, select 'Breeder Advertisement Login'



4. The following page will be displayed

5. Select 'Create Now.'

Do not have an account yet? **Create Now.**

6. Fill in online form



## Create Your Registered Breeder's Account

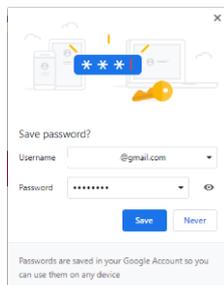
As a registered DOGS QLD Breeder you can place advertisements on our online breeder's database. To do this you need an online account. Simply complete the form below to create your account. **Please note:** This is for registered DOGS QLD breeders only and you will need your breeder's prefix and member number to create your account. If you are not a registered breeder's please see how to [become a breeder](#).

Title*	<input type="text" value="Please select"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email Address*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
Breeder Prefix*	<input type="text"/>
DOGS QLD Member No.	<input type="text"/>
Suburb/City*	<input type="text"/>
State*	<input type="text" value="QLD"/>
Phone	<input type="text"/>
Mobile	<input type="text"/>



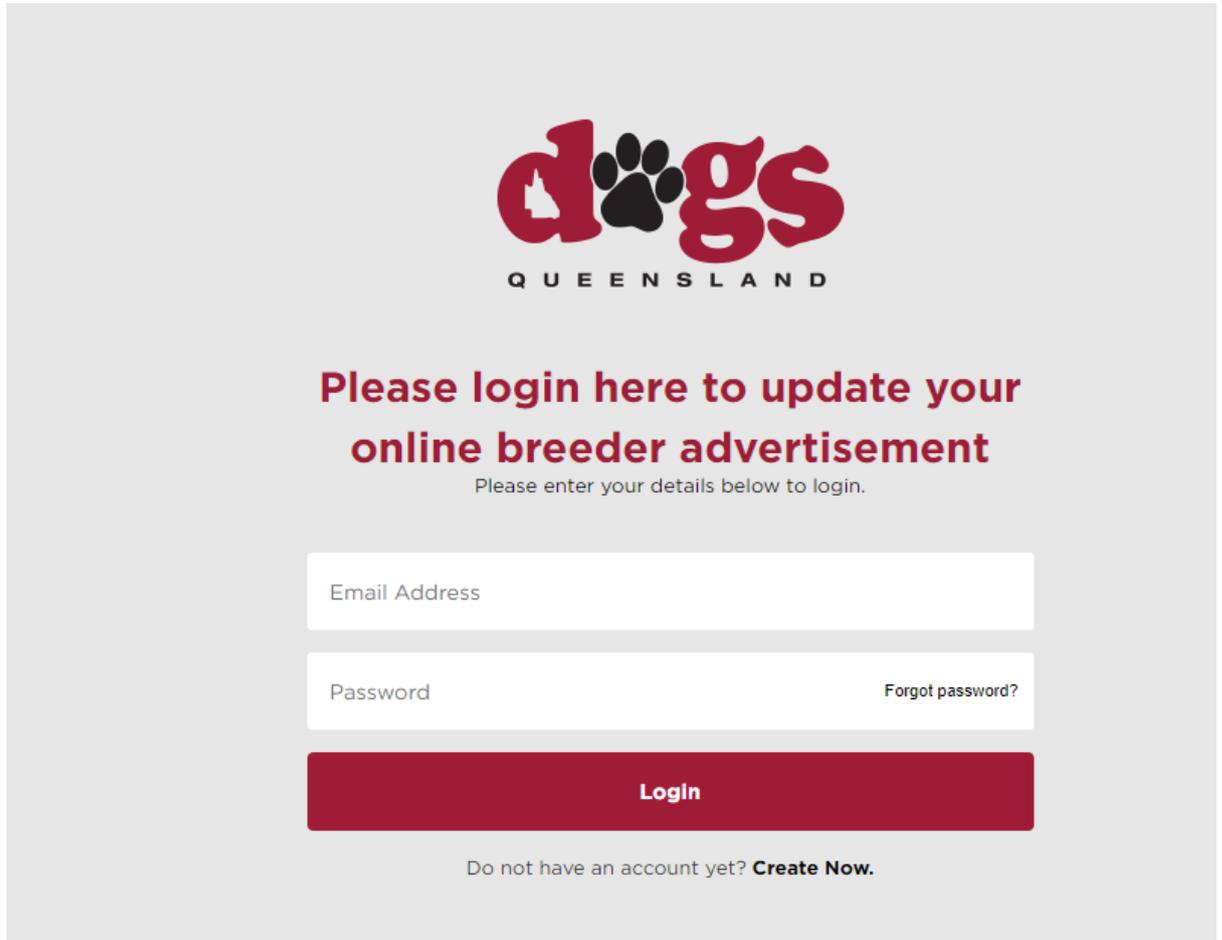
7. Select

- a. You can choose for your computer to save your login details



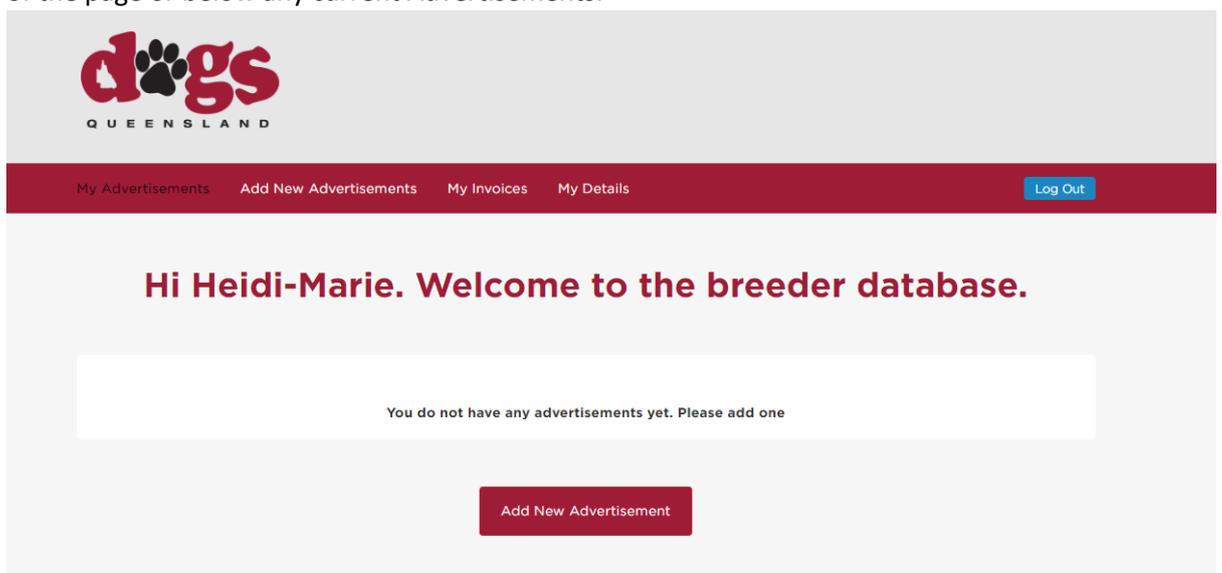
## Creating your Advertisement on the DQ Breeders Page

1. Log back into your breeders directory screen  
(<https://www.dogsqueensland.org.au/adminbreeder>)



The screenshot shows the login interface for breeders on the DQ Queensland website. At the top center is the logo for 'dogs QUEENSLAND', where 'dogs' is in a red, rounded font and 'QUEENSLAND' is in a smaller, black, spaced-out font. Below the logo, the text reads 'Please login here to update your online breeder advertisement' in a bold, red font, followed by 'Please enter your details below to login.' in a smaller, grey font. There are two input fields: 'Email Address' and 'Password'. To the right of the 'Password' field is a link that says 'Forgot password?'. Below the input fields is a large, red button with the text 'Login' in white. At the bottom of the form area, there is a link that says 'Do not have an account yet? Create Now.'

2. After logging in to your Breeder Admin page go to 'Add New Advertisement' either at the top of the page or below any current Advertisements.



The screenshot shows the Breeder Admin page after login. At the top left is the 'dogs QUEENSLAND' logo. Below the logo is a dark red navigation bar with white text links: 'My Advertisements', 'Add New Advertisements', 'My Invoices', and 'My Details'. On the right side of this bar is a blue button with white text that says 'Log Out'. Below the navigation bar, the main content area has a large heading that says 'Hi Heidi-Marie. Welcome to the breeder database.' in a bold, red font. Below this heading is a white rectangular box containing the text 'You do not have any advertisements yet. Please add one'. At the bottom of this box is a red button with white text that says 'Add New Advertisement'.

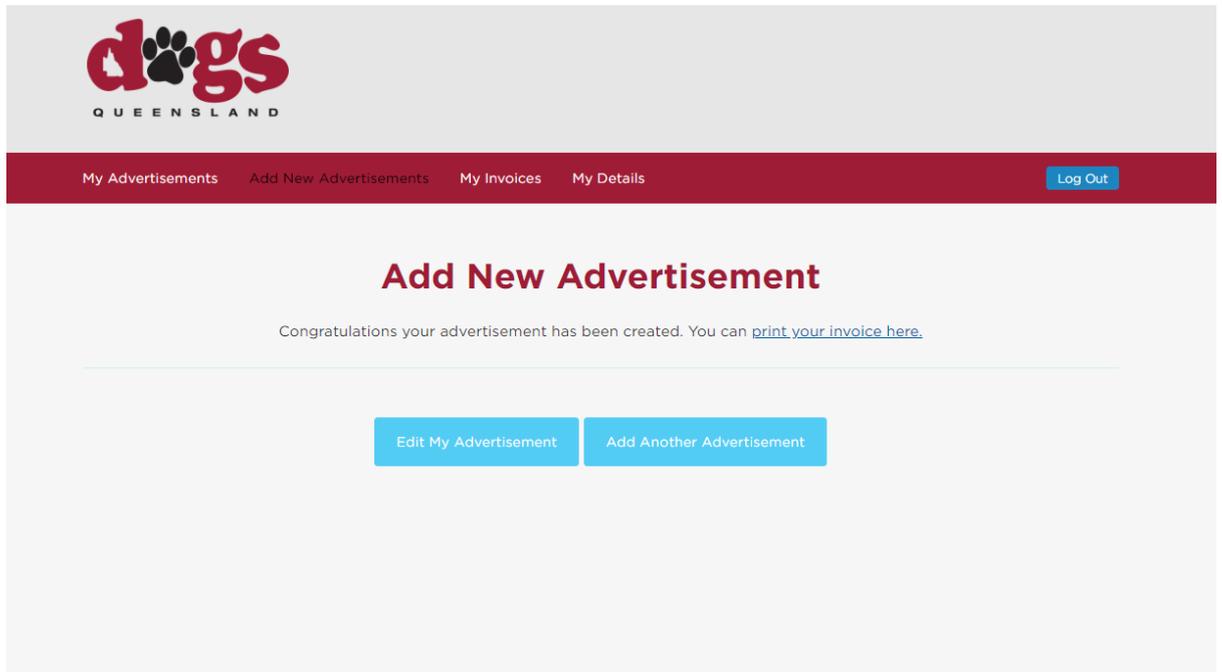
- User adds an advertisement. Adds details as shown and makes payment via credit card.

- Note: NAB Bank payment gateway
- Note: confirm button inactive until credit card details are entered
- Note: website, images are not required fields. If no image is added a default image (DOGS QLD logo) will appear as the image in the advertisement.
- Note: Images should be cropped to a set size to maintain consistency and brand on website. There should be a comment shown next to the choose file button with correct size of the images required.

- After payment advertisement is shown in breeder's listing on website.



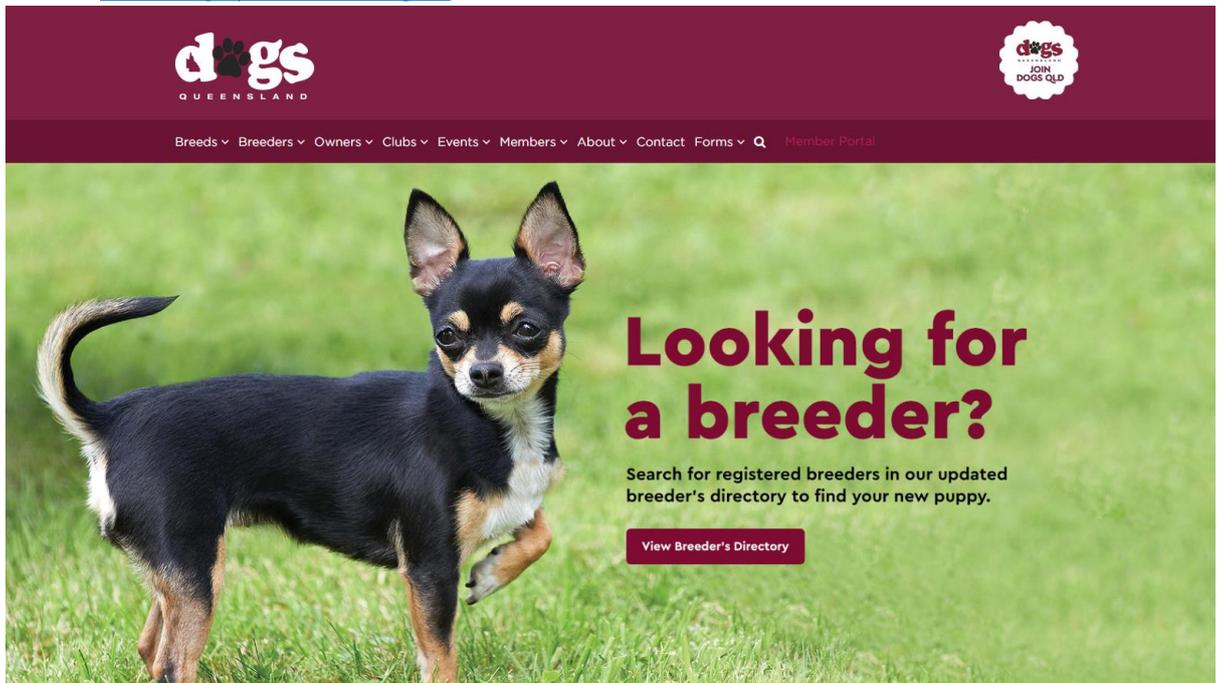
5. After Payment you will be able to add a new advertisement or edit current advertisements, you will also be able to see your advertisement on the Dogs Queensland Website under 'Find a breeder' (Click here)



6. If advertisement has expired, renewal adds 365 days from date of renewal.
7. If advertisement is active, renewal adds 365 days from the date of expiry.

## Renewing your DQ Advertisement

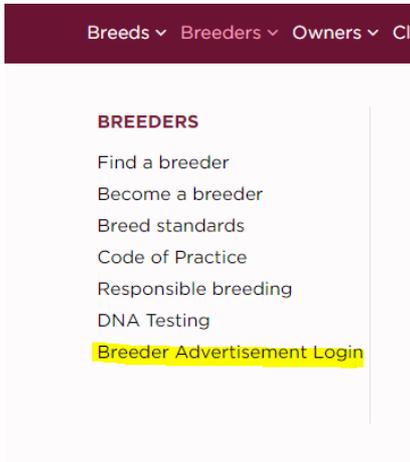
1. Go to > [www.dogsqueensland.org.au](http://www.dogsqueensland.org.au)



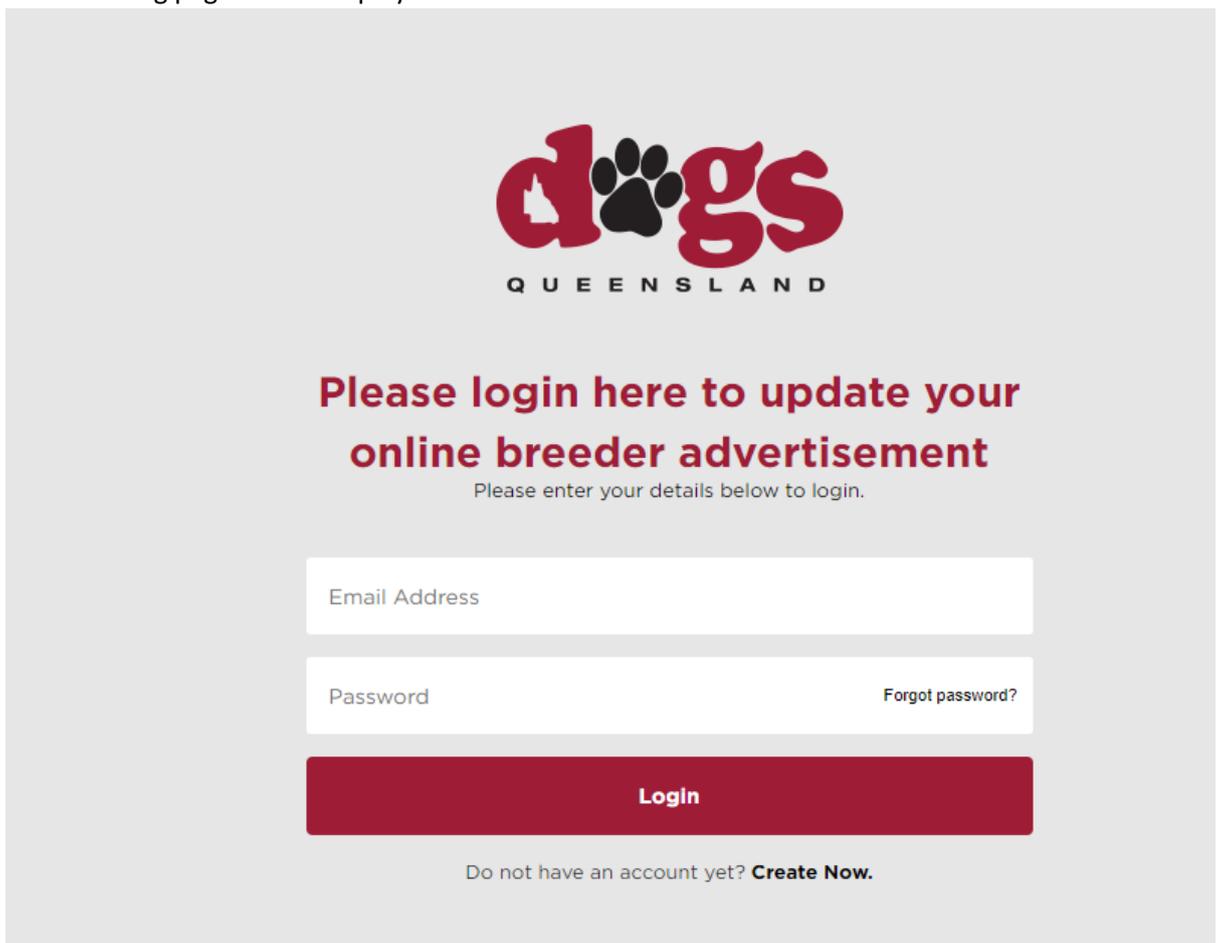
2. On the menu bar, select Breeders



3. In the drop-down menu, select 'Breeder Advertisement Login'



4. The following page will be displayed



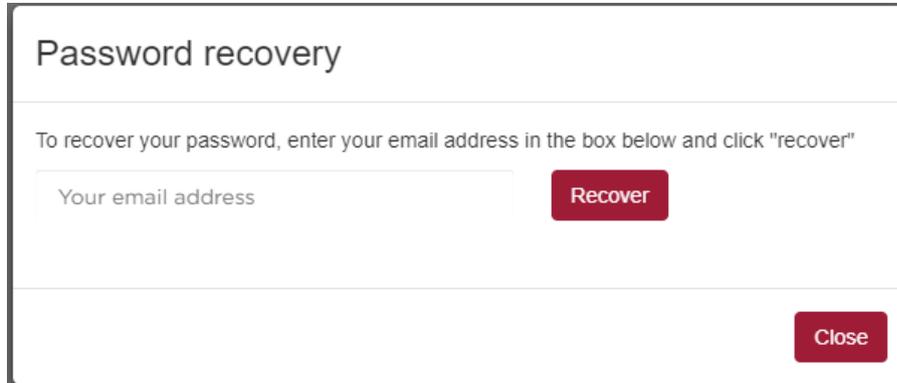
5. Login to your account using your email address and password.

- a. If you have forgotten or do not know your password, select 'Forgot password?'



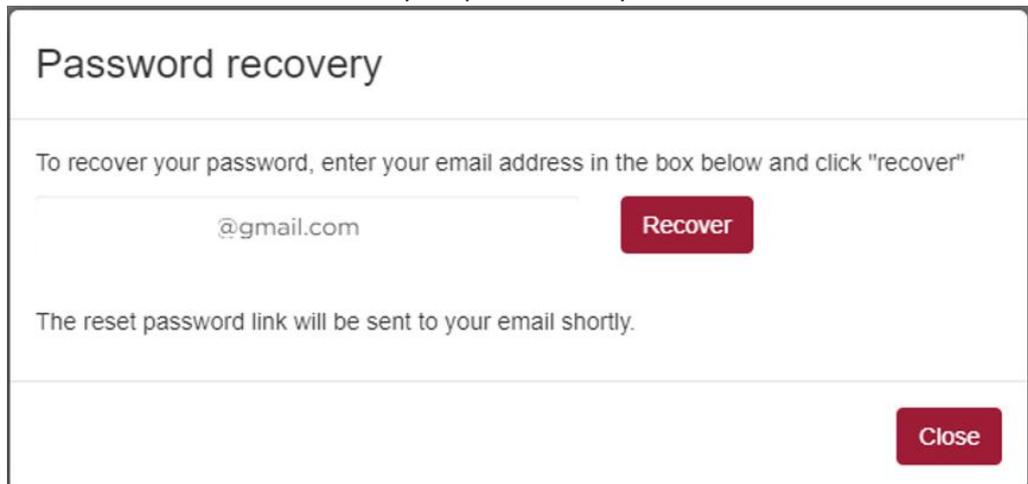
A screenshot of a password input field. The text 'Password' is visible on the left side of the field. On the right side, there is a yellow button labeled 'Forgot password?'.

- b. Enter your email address and click recover.



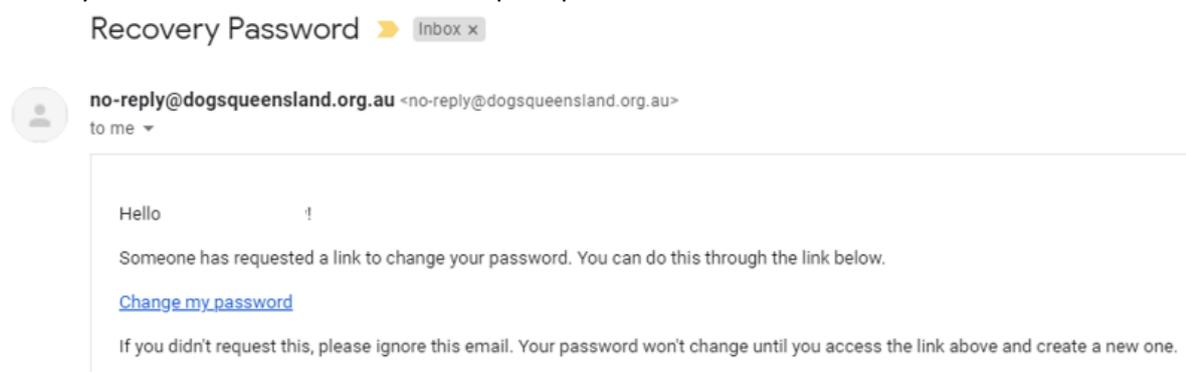
A screenshot of a 'Password recovery' dialog box. The title is 'Password recovery'. Below the title, there is a text prompt: 'To recover your password, enter your email address in the box below and click "recover"'. There is an input field containing the text 'Your email address' and a red button labeled 'Recover'. At the bottom right, there is a red button labeled 'Close'.

- c. You will be sent a link to recover your password to your email address



A screenshot of a 'Password recovery' dialog box. The title is 'Password recovery'. Below the title, there is a text prompt: 'To recover your password, enter your email address in the box below and click "recover"'. The input field contains '@gmail.com' and a red button labeled 'Recover'. Below the input field, there is a message: 'The reset password link will be sent to your email shortly.' At the bottom right, there is a red button labeled 'Close'.

- d. Go to your email account and follow the prompts.



A screenshot of an email titled 'Recovery Password' with a yellow envelope icon and 'Inbox x' next to it. The sender is 'no-reply@dogsqueensland.org.au <no-reply@dogsqueensland.org.au>' and it is addressed 'to me'. The email content starts with 'Hello !' followed by 'Someone has requested a link to change your password. You can do this through the link below.' There is a blue link labeled 'Change my password'. The email concludes with 'If you didn't request this, please ignore this email. Your password won't change until you access the link above and create a new one.'

6. After you have logged in, you will have the following screen, select **RENEW**

The screenshot shows the user dashboard for Dogs Queensland. At the top, there is a navigation bar with links for 'My Advertisements', 'Add New Advertisements', 'My Invoices', and 'My Details', along with a 'Log Out' button. The main content area displays a welcome message: 'Hi [redacted]. Welcome to the breeder database.' Below this is a table with the following columns: 'Advertisement', 'Status', 'Expires in', and 'Date of Expiry'. The table contains one row for 'Australian Cattle Dog' with a status of 'Active', '365 Days' remaining, and an expiry date of '12/06/2021'. To the right of this row are 'EDIT' and 'RENEW' buttons. At the bottom of the table area is an 'Add New Advertisement' button.

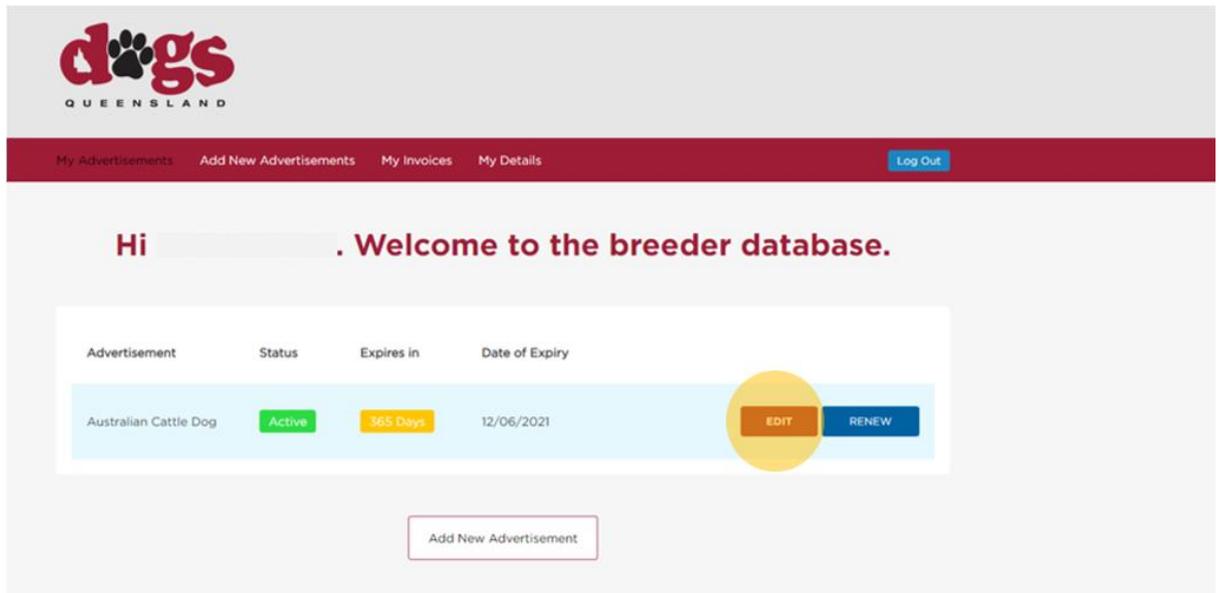
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- a. You can also see if you are an active user and how long you have left on you subscription.
7. You will then be taken to the payment screen.

The screenshot shows the 'Add New Advertisement' payment screen. At the top, there is a navigation bar with links for 'My Advertisements', 'Add New Advertisements', 'My Invoices', and 'My Details', along with a 'Log Out' button. The main heading is 'Add New Advertisement'. Below the heading is a note: 'Please create and purchase your advertisement for the breeder's directory below. Each advertisement costs \$25.00 per year.' The form is divided into two main sections. The left section contains fields for: 'Breeder name (Prefix)\*' (PHRBKN), 'Breed\*' (Please select), 'Puppies available' (radio buttons for No, Yes, Coming soon), 'Description\*' (text area), 'Website' (http://), and 'Images' (Choose file). The right section is a blue box containing: 'Item: Online Breeder Advertisement', 'Duration: 12 months', 'Total payable: \$25.00', 'Payments securely processed by stripe', 'Credit Card Number' (with VISA and Mastercard logos), 'Expiration' (Month and Year dropdowns), 'CCV/CVV' (text input), and a 'Confirm and pay \$25 now' button. Below the form, there is a note: 'Please note images must be 770px wide and 540px high, and no larger than 300kb in size. If you need help resizing your images please email them to info@dogsqueensland.org.au'.

## Editing Your Advertisement

1. You can also 'edit' your current advertisement if required.



**dogs**  
QUEENSLAND

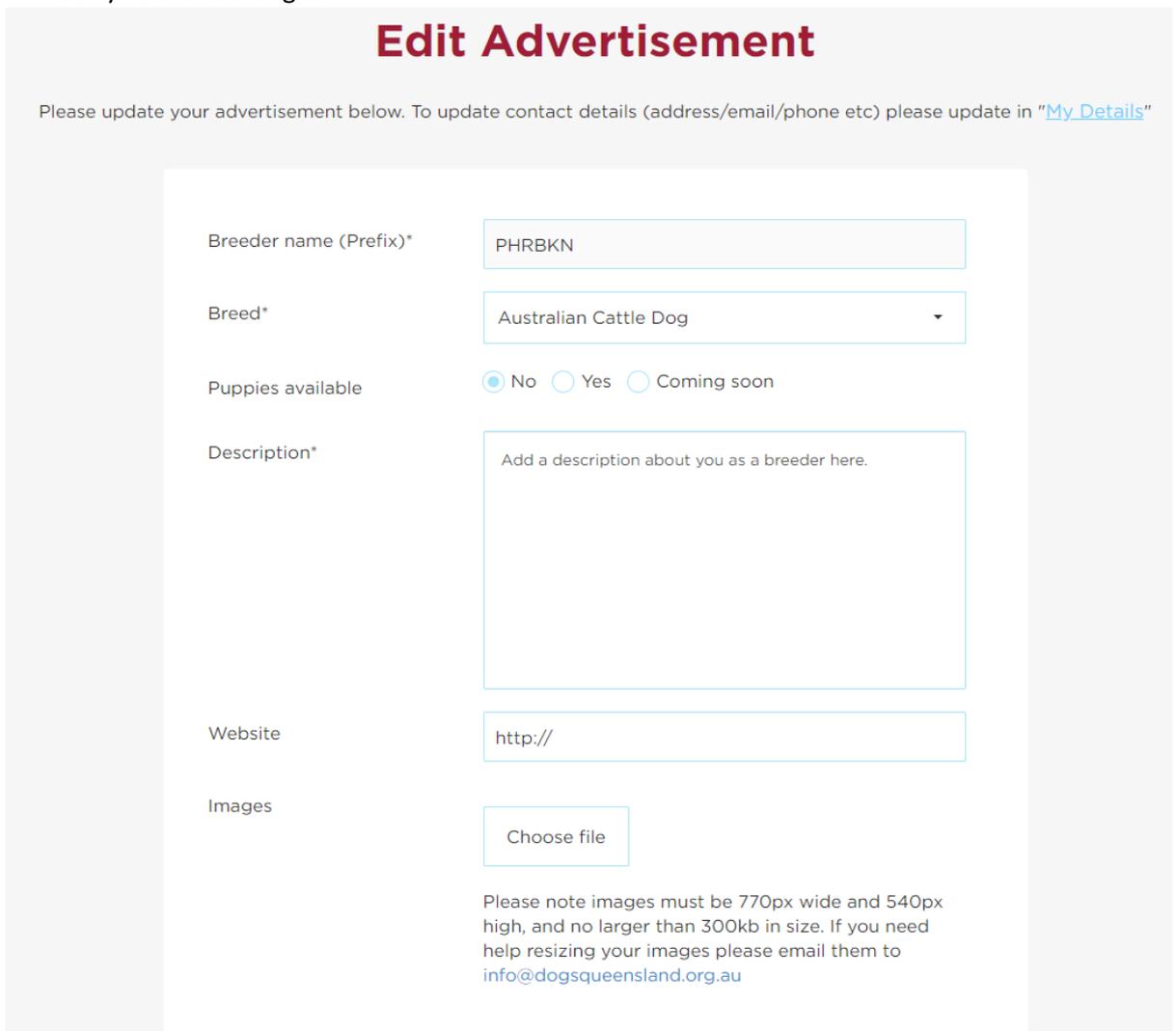
My Advertisements Add New Advertisements My Invoices My Details [Log Out](#)

Hi [redacted]. Welcome to the breeder database.

Advertisement	Status	Expires in	Date of Expiry	
Australian Cattle Dog	Active	365 Days	12/06/2021	<a href="#">EDIT</a> <a href="#">RENEW</a>

[Add New Advertisement](#)

2. Make any relevant changes.



### Edit Advertisement

Please update your advertisement below. To update contact details (address/email/phone etc) please update in "[My Details](#)"

Breeder name (Prefix)\*

Breed\*

Puppies available  No  Yes  Coming soon

Description\*

Website

Images

Please note images must be 770px wide and 540px high, and no larger than 300kb in size. If you need help resizing your images please email them to [info@dogsqueensland.org.au](mailto:info@dogsqueensland.org.au)

3. Then click>

# Viewing Your Invoice for you DQ Advertisements

By selecting 'My Invoices' you can see and print invoices for your advertisements.



[My Advertisements](#)

[Add New Advertisements](#)

[My Invoices](#)

[My Details](#)

[Log Out](#)

## My Invoices

Invoice #	Amount	Created Date	
9dle5eea-00e5-4065-87fd-9ad1d9357ef4	55 (AUD)	06/12/2020	<a href="#">PRINT INVOICE</a>

[Add New Advertisement](#)

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# Updating your Personal Details

**dogs**  
QUEENSLAND

[My Advertisements](#) [Add New Advertisements](#) [My Invoices](#) [My Details](#) [Log Out](#)

## My Details

Title\*

First Name\*

Last Name\*

Email Address\*

Breeder Prefix\*

DOGS QLD Member No.

Suburb/City\*

State\*

Phone

Mobile

Password

Change Password

Confirm Password

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