



# WISCONSIN EMERGENCY ASSISTANCE VOLUNTEER REGISTRY ANIMAL RESPONSE CORPS INSTRUCTIONS

## HOW DO I SIGN UP FOR WEAVR?

1. Go to <https://weavrwi.org>.

Click on the **Register Now** button.

(If you have questions, click on the blue FAQ tab on the left.)

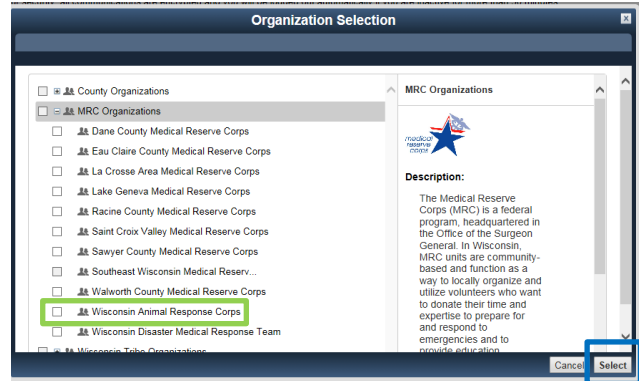
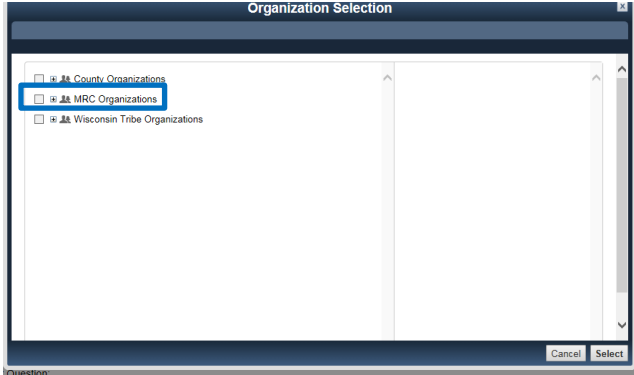
(Review the *Terms of Service* and *Privacy Policy* information.)

2. Select the **Add Organization** link.



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- On the organization pop up, expand the **MRC Organization** list by selecting the + button. In the expanded select the check box next to **“Wisconsin Animal Response Corps.”**



Click **“Select”** on the bottom right of your screen. You will then be directed back to the registration process.

- Go to the section titled **Account Information**. Asterisks indicate required fields.

**Account Information**

*Creating an account is the first step in the Wisconsin Emergency Assistance Volunteer Registry registration process. You will use your account username and password each time you log into the Wisconsin Emergency Assistance Volunteer Registry.*

\* Username:   
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, -, and \_ . Usernames are not case sensitive.

\* Password:   
\* Confirm Password:

\* Secret Question:   
\* Secret Answer:

**× Password must be 8 characters or longer**  
**× Password must contain a number**  
**× Password must contain a special character**  
**× Password must contain uppercase letter**  
**× Confirmation password must match**

**Terms of Service and Privacy Policy**

\* Terms of Service:  By checking this box, I indicate that I agree to the [Terms of Service](#) and have read and understand the [Privacy Policy](#) for this site. My submission of this form will constitute my consent

Enter a **username** following the guidelines provided. Then enter a **password** that follows the guidelines provided. Confirm your password by entering it a **second time**.

Next, select a **secret question** by clicking the arrow in the drop-down box. Then provide an answer to that question that you will remember. This question and answer will be used to confirm your identity in the event you forget your username or password.



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5. Scroll down to read the descriptions for Terms of Service, Information Pledge, and Background Check Authorization. Click in all boxes to agree to all of these required terms.

Name and Address

Prefix:   
Example Dr., Col., Mr., Mrs., Ms.

\* First Name:

Middle Name:

\* Last Name:

Suffix:   
Example Jr., Sr., MD, PhD, RN

\* Permanent Address Line 1:

Permanent Address Line 2:

\* City:

\* State:

\* County or Tribe of Residence:  County  Tribe  
If you are a tribal member, a tribal designee, or currently employed by a tribal government, please enter a Tribe of Residence.

\* Zip Code:

\* Work State:

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Alternate Address Line 1:

Alternate Address Line 2:

6. In the **Name and Address** section (shown above), complete all required fields marked by an asterisk. The other fields are optional but you may want to complete those relevant to you.

Contact Information

**Primary Email Address**

Email Address:

If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#).

Confirm Email Address:

[+ Add Email Address](#)

**Contact Method 1**

\* Contact Method 1:

\* Number to Attempt:  x

[+ Add](#)

**This is how you will be contacted in the event of an emergency**

←

7. Next, scroll down to the **Contact Information** section. Enter your **email address** and confirm by entering it again in the second box. If you wish to add an additional email address, click on the link in the lower right corner of the box.
8. Scroll down to contact method 1. Click on the drop down list to select your preferred method of contact. **This is how you will be contacted in the event of an emergency.** Enter the number to attempt. (If you select SMS/Text Message, you will be provided an additional field that asks for your phone carrier.)



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### 9. Next, enter your **Occupation Information**.

Select **“Medical/Behavioral Health”** if you are licensed as veterinarian (small or large animal) or veterinarian technician.

Select **“Non-Medical”** if you are licensed as humane officer, or are designated as an animal caregiver; animal control worker; animal handler large; animal handler small from the **“Occupation”** drop down box.

Occupation Information

\* What is your occupation type? **Medical/Behavioral Health**

\* Occupation: **Veterinarian**

\* What is your current professional status for this occupation? **Select**

Registration Feedback

How did you hear about the site?

Comments:

Occupation Information

\* What is your occupation type? **Non-Medical**

\* Occupation: **Animal Caregiver**

\* What is your current professional status for this occupation? **Select**

Registration Feedback

How did you hear about the site?

Comments:

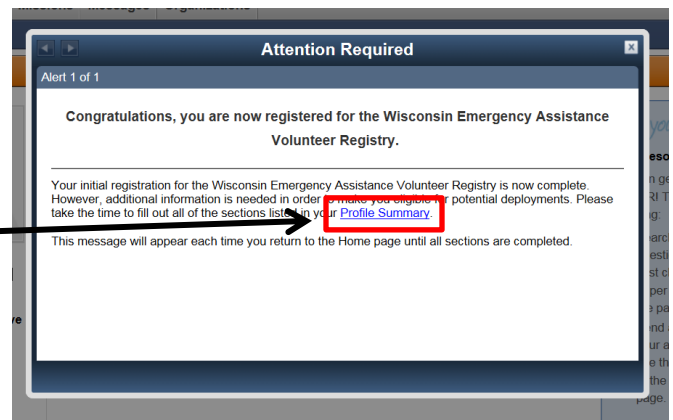
Next, choose your **“Occupation”** from the Occupation drop-down box.

Then, select your **current professional status** from the list provided and click on **Next** on the bottom right of the page to finish.

**Note:** If you missed a required field, you will get a message asking you to complete that field before proceeding.

**Note:** Registration completion will go faster if you gather important information before you begin: professional license information (license number and suffix (150/151), expiration date, status); social security number; and emergency contact information.

10. When all sections are completed, you will see a **Congratulations** message. This message asks you to provide additional information in order to make you eligible for deployment. Click on the **Profile Summary** link to start.





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11. When you arrive at the Profile Summary page, it will show you all the sections where additional information is needed. **Note:** Your summary has a **gauge** that indicates the percentage of your profile that is complete. Strive to reach 100%.

12. To add information to any of the other incomplete profile sections, click on the links on the Profile Summary page (above). **Please keep your contact information current.**

If you need to complete or make changes to your profile, each section has an edit button to open the boxes for you. Make the additions or revisions, be sure to “Save Changes” on the bottom right of each section.

Be sure to keep your WEAVR username and current password in a safe location. If you forget your username or password, there is a link on the WEAVR page just below the Log In button to retrieve a lost username or password.

Password changes are required at 90-day intervals. You will get a message to change your password when this interval has passed. Changing your password is a very quick process.

**Any Questions?** Contact the Administrator at [dhsweavrmail@wisconsin.gov](mailto:dhsweavrmail@wisconsin.gov) or click on the Contact Us button on the left side of the WEAVR web page: <https://weavrwi.org>

**THANK YOU!**