Shelter Pet Data Alliance™
powered by
🐾 Best Friends

Please note: The website is currently in BETA meaning we are still improving and testing the website. These instructions are for Beta mode and are subject to change as we improve the site and add new features. Thank you.
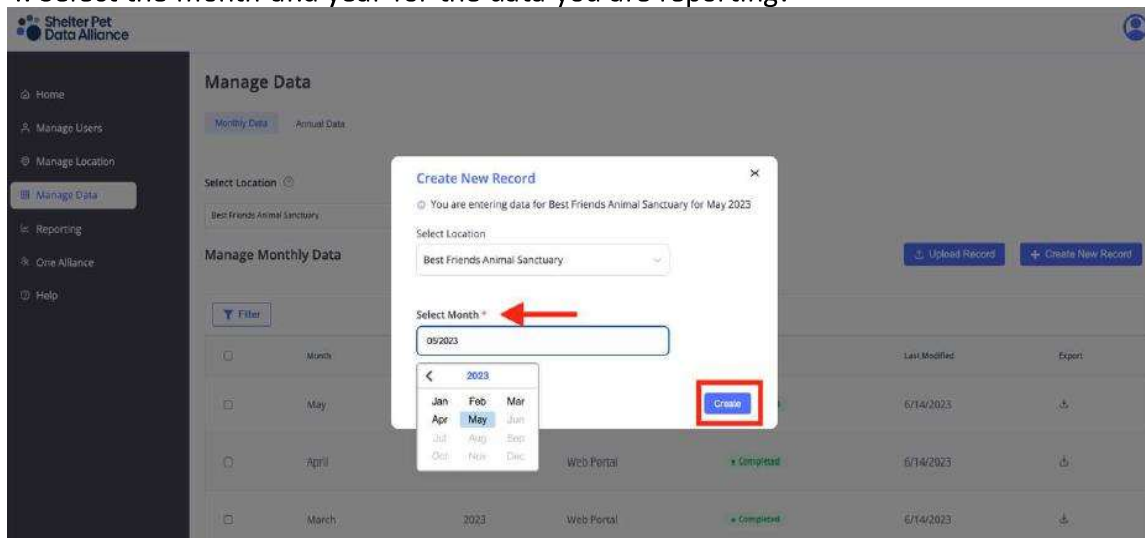*Updated 7.18.2023*

Creating New Records – Manual Reporting

Manually enter Monthly Data:

1. On the left side menu, click Manage Data.
2. Manage Data will open on the Monthly Data tab
3. Click the Create New Record button located on the right side of the screen.
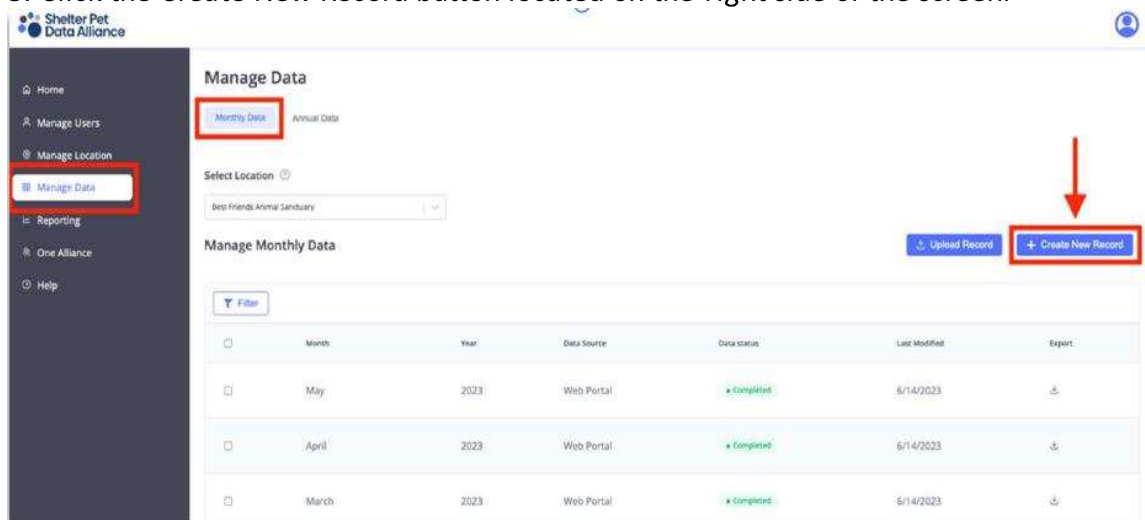
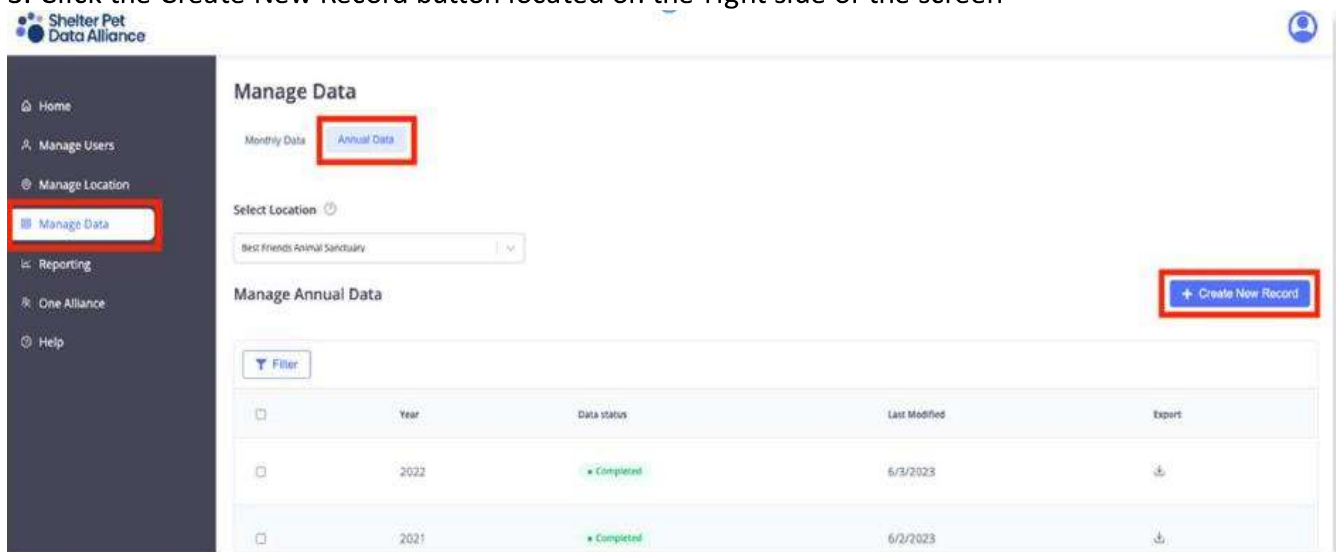4. Select the month and year for the data you are reporting.

5. Click the Submit Record button at the bottom of the screen.

The monthly record you created will appear on the Manage Monthly Data list with a data status of pending.

*Please note, if your EIN has been verified, the data status will change to complete within four hours of submitting it. If you've created a new record before the EIN verification process is complete, the record will remain in pending status until you receive the email notification that your EIN is verified. Any data you have submitted will change to complete within four hours of receiving the EIN verification email and any future data you submit will change to complete within four hours of submitting it.

Manually enter Annual Data:

1. On the left side menu, click Manage Data.
2. Click the Annual Data tab and your list of annual records.
3. Click the Create New Record button located on the right side of the screen

4. Populate all relevant fields with data for the year you selected.
5. Click the Submit Record button at the bottom of the screen.

The annual record you created will appear on the Manage Annual Data list with a data status of pending.

Creating New Records - Uploading CSV Files

If your shelter management software has a "Shelter Animals Count" report, please follow these steps for uploading CSV files.

*Please note, if your CSV file includes a month that already has completed data in SPDA, you will receive an error message. We are currently working on improving our CSV uploads to include conflict checking if you already have a month of data there and try to upload it again. We hope to have it available soon.

1. Using your "Shelter Animals Count" report, export monthly CSV files from shelter management software.
2. In Shelter Pet Data Alliance, on the left side menu, click Manage Data.
3. Select the Monthly Data tab.
4. Click the Upload Record button located on the right side of the screen.
5. In the Upload Record window, click Select File.
6. Locate the CSV file you saved during step 1.
7. Click the Upload Record button at the bottom of the screen.
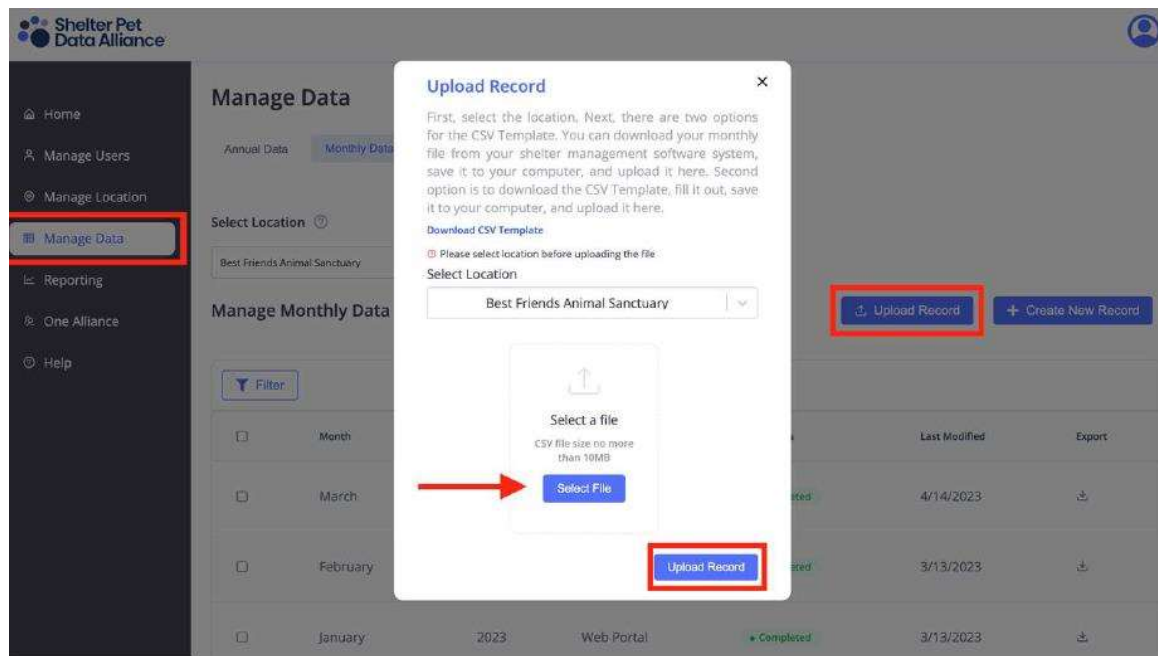
The monthly record(s) you uploaded will appear on the Manage Monthly Data list with a data status of pending.

Modifying Data

These instructions will help you modify an incorrect record. Please note, the record must be in completed status before you can make any changes. The process to change from pending to completed usually takes around 4 hours after the data is submitted.

1. Log in to your Shelter Pet Data Alliance account.
2. On the left side menu, select **Manage Data.**
3. If you need to update a monthly record, select the **Monthly Data** tab. If you need to update an annual record, select the **Annual Data** tab.
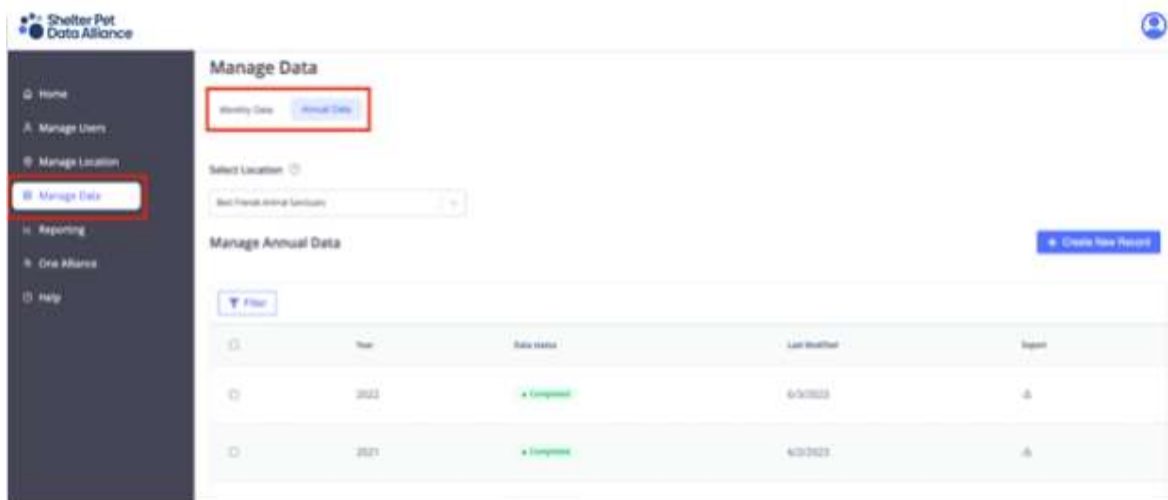
4. Find the record on the list.
5. Click on the record to open it.
6. Click the blue **Edit** button.

7. Make any necessary changes.
8. Click **Submit Record**.

* To **EXIT** the record *without* making changes, select the **Back** button in your browser or click **Manage Data** on the left side menu. A pop-up will appear stating "You will lose all unsaved work. Are you sure you want to leave this page?". Click **OK** to leave without saved changes or click **Cancel** to stay on the page.

The updated record will appear on the list with a data status of pending. It will change to complete within four hours of submitting it.