



Team Administrator

The team administrator is responsible for processing orders for the team members as well as managing team member progress and tracking CE completion. The team administrator account does not have access to courses and is a free account intended for managing members enrolled in Fear Free programs. The following information is required to set up a team administrator account:

- First and Last Name
- Email (must be unique; cannot be the same as a team member's)
- Clinic Name
- Clinic Address
- Clinic Phone

Registration

1. Contact stephanie.bachman@fearfreepets.com and include:
 - a. Team administrator information
 - b. WellHaven
 - c. Number of individuals to register
2. WellHaven will be invoiced.*
3. Upon completion of payment, the Customer Experience Manager will create the team admin account
4. The Customer Experience Manager will follow up with instructions on:
 - a. Your team admin log in
 - b. How to register team members
 - c. Where to manage team members
 - d. How to start a certification program

*\$70 per person will be deducted from your CE budget based on the total number registered.

Renewal

1. Visit www.fearfreepets.com
2. Log into team administrator account
3. On your Manage My Team page, click **Buy Renewals** next to a team member's name or **Purchase More** under **Renewals Available**
4. Adjust the quantity of renewals next to **Veterinary Certification Membership** to the number of member renewals you would like to purchase
5. Click **Add to Cart**
6. Enter discount code **FFLGGPREN70** and click **Apply Coupon**
7. Continue to check out for \$70 per person*

*Renewal cost will come out of individual/hospital CE benefit through WellHaven

Member Benefits

Member benefits can be found under the Veterinary Professionals section at the top of the page or on your member homepage and can only be accessed when logged in.

- Additional RACE-Approved CE courses
- Toolbox Resources
- Educational Library
- Webinars & Podcasts
- Preferred Product Program
- Online Store
- Job Board
- Exclusive Facebook Group

If you need assistance, don't hesitate to reach out!

Email: wags@fearfreepets.com | Phone: 303-952-0585 | Office Hours: Monday - Friday, 9 a.m. - 4 p.m. MT