

Bark Membership

Web Portal Guide (Pro Plan)

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Web Portal Sign up & Sign in

To use the Bark membership please go to <http://barkmembership.com> to sign up for Bark Membership. If you are a member, sign in with your credentials to access your web portal.

From this web portal, you can manage your park membership, set up your park guidelines, add new members and member groups, and check-in members into the park.

Settings Tab

- After successfully signing up for Bark Membership, please go to the Settings Tab to set up all required settings before start using the system. System would not work without proper settings.

General Settings

In “General Settings” field enter your company information including name, address, phone number, upload necessary images and select measurement type of dogs. Additionally, you are able to add multiple locations to your business and make necessary changes.

Name	Address	Phone	Email	Status	Employee Count	Check-in Count
Head Q	1000 East Golf Road Schaumburg IL 60173	+1 (251) 111-3128	khishigleg.b@gmail.com	Active	16	193
Some Other Location	4123 West Peterson Avenue 2 Chicago IL 60646	+1 (251) 111-8922	user@example.com	Active	6	13
New company	656 e tranquil st 11 chicago IL 10002	+1 (251) 111-4312	email@gmail.com	Active	10	5
BarkBark	7878 South Harlem Avenue Bridgeview IL 60455	+1 (896) 989-7070	-	Active	0	0


Need additional help?

Contact Bark Membership Support: support@barkmembership.com

Memberships

Click the “+New Membership” button to start creating memberships. In the field enter appropriate name, brief description, price, duration, and sequence. If the membership is “Default” click check box.

The screenshot shows the 'Memberships' section of the web portal. At the top right, there is a user greeting 'Hello badi@icodice.com' and a 'Log Out' button. Below the navigation bar, the 'Memberships' tab is selected. A '+ New Membership' button is located in the top right corner of the table area. The table lists five memberships:

Default	Sort	Name	Description	Price	Status	Interval Type	
<input type="checkbox"/>	▲ ▼	Annual Membership	Our awesome membership	\$89.99	Active	Annually	 <input type="button" value="Edit"/>
<input type="checkbox"/>	▲ ▼	Daily	daily	\$10.00	Active	Daily	<input type="button" value="Edit"/>
<input type="checkbox"/>	▲ ▼	weekend	weekend	\$15.00	Active	Weekend	<input type="button" value="Edit"/>
<input type="checkbox"/>	▲ ▼	Quarterly	3 months duration	\$50.00	Active	Quarterly	<input type="button" value="Edit"/>
<input type="checkbox"/>	▲ ▼	monthly	monthly	\$25.00	Active	Monthly	<input type="button" value="Edit"/>

The screenshot shows the 'Membership Info' form. It includes a '< Back' button at the top left. The form fields are:

- Name:** Annual Membership
- Description:** annual membership
- Price:** \$ 89.99
- Duration:** Annually
- Default Type:** Default Type
- Active:** Active

At the bottom, there are two buttons: 'Delete Membership' (red) and 'Save Changes' (blue).





Note: Creating a discount for dogs is available on subscription-based membership types. (Only for Stripe integrated business).

Dog Count Discount

The business can create a discount (amount or percentage) on additional dogs based on the number of dogs you have. For example:

- The second dog is 50% off
- The third dog is 50% off

"Dog Count" Discounts ? [Create "Dog Count" Discount](#) ✔ Show Active Only




Name	Dog Count	Amount Off	Percent Off	Status	
Third Dog Discount	3	-	50%	✔	 
Second Dog Discount	2	-	50%	✔	 

< 1 > 3 / page ▾

Coupon Discount

The business can also generate a (amount or percentage) coupon for a specific duration.

"Coupon" Discounts ? [Create "Coupon" Discount](#) ✔ Show Active Only

Name	Code	Valid Thru	Amount Off	Percent Off	Status	
lala20	LALA20 	08/30/2023 - 08/31/2023 <i>Expired</i>	\$20.00	-	✔	 

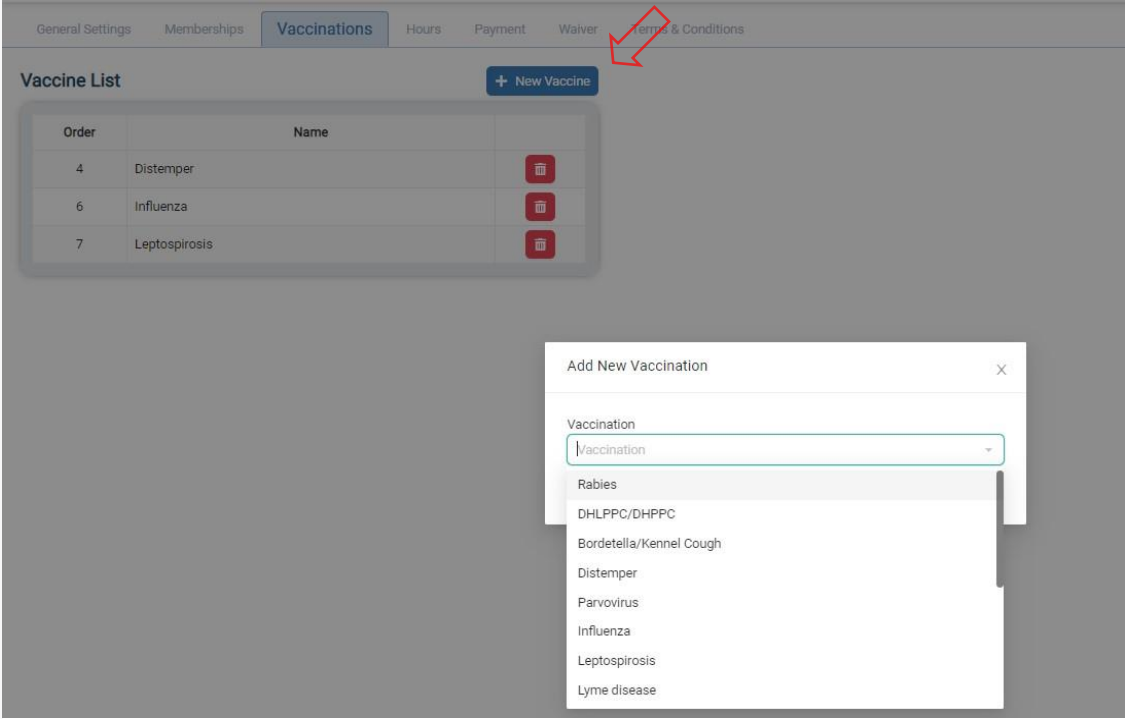
< 1 > 3 / page ▾

Vaccinations

To choose the required vaccine for your park, simply click on the "Add new Vaccine" button. If you can't find the vaccine you're looking for or the required vaccination duration in the list, please get in touch with us. We'll be happy to add it to the list for you.

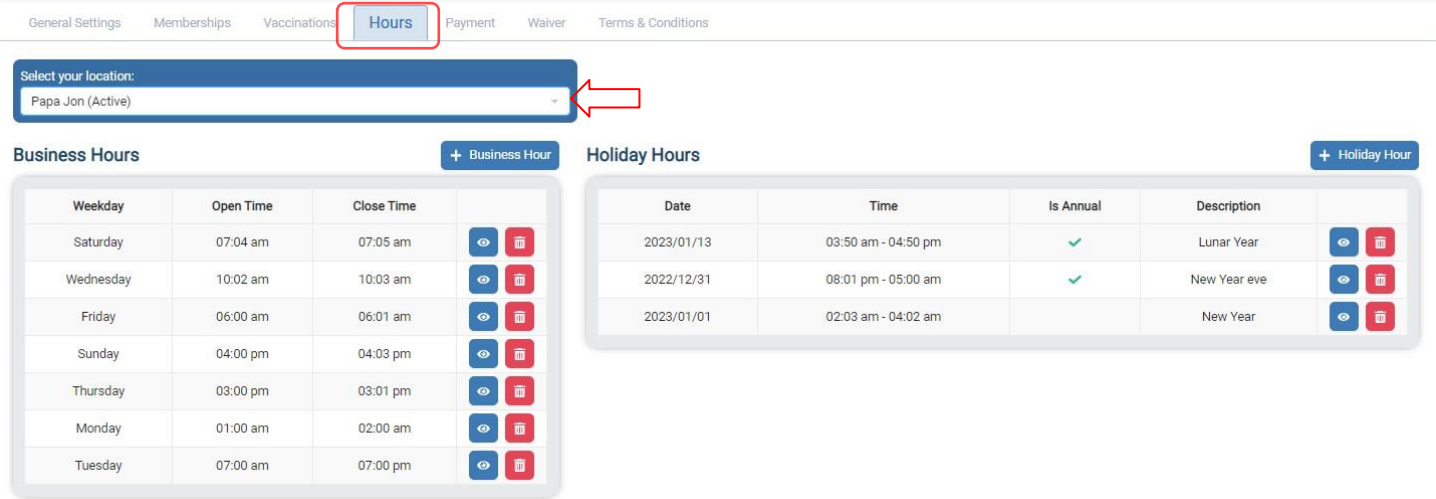
Need additional help?

Contact Bark Membership Support: support@barkmembership.com



Business Hours

From the “Action” column, click “Edit” to set up business hours. Enter operating hours for each day and holidays.



Payment

To add your business payment information for subscription, click on the "+ Payment Method" button. If your business is linked to Stripe, you can set it up by clicking on the corresponding option located on the right-hand side.

Need additional help?
Contact Bark Membership Support: support@barkmembership.com

Dashboard

General Settings Services Memberships Vaccinations Hours **Payment** Waiver Terms & Conditions

Payment Information + Payment Method Stripe Connected Account

Is Primary?	Brand	Last 4	Expiration Year	Expiration Month
<input checked="" type="radio"/>	Visa	**** 4242	2026	2

Subscription **Active**

Payment Method: **** 4242 (Visa) Interval: month Amount (USD): \$99.95

Period Start Date: 03/01/2023 End Date: 04/01/2023

Connected account set-up is not started!
Click on the button to start the set-up: [Set up Stripe](#)

Waiver Settings

To request a waiver from members, you need to activate a setting and create a waiver form. To do this, click the "+ New Version" button and give your waiver a name and version. Then, enter the entire text of the waiver in the "Waiver Settings info" section and click "Save Changes" to save it. You can add more fields if needed, and you can edit the waiver later by clicking the "edit" button.

General Settings Memberships Vaccinations Hours Payment **Waiver** Terms & Conditions

Waiver Settings Field Limit + New Version

Current	Id	Name	Version	Created Date
<input type="radio"/>	8	Membership Rules	string	08/29/2022
<input type="radio"/>	21	Strike rules	2.0	10/26/2022
<input checked="" type="radio"/>	26	Business Hour rules	12	10/28/2022
<input type="radio"/>	34	Park rules	1000	11/04/2022

Waiver Settings Info

Name
Waiver

Version
1.1

Content

B H1 16 Open Sans

Waiver of Liability

Warning of Risk

By participating in this activity you must understand that you are at your own risk (and the risk of your dog). You are solely responsible for supervising your dog and determining whether or not this is an appropriate activity. Dog activities are intended to provide a fun and rewarding experience for you and your dog. Despite careful and proper preparation, there is still a risk of serious injury, including death to the dog, its owner/handler, or other persons or animals.

Save Changes

Terms and Conditions

Click the “+ Save Changes” button to set up your Terms and Conditions agreement. This includes the terms, the rules and the guidelines of acceptable behavior and other useful section to which customers must agree in order to access your park.

General Settings Services Memberships Vaccinations Hours Payment Waiver **Terms & Conditions**

Membership Guidelines (Terms and Conditions)

B H2 18 Font

Association Membership Terms & Conditions

"Member" is defined as those persons specifically enrolled as Association members, and listed as "Members" in your membership account profile, and in the Membership Agreement of your Association Membership book. Only the spouse, domestic partner, and/or legal dependents of the Primary Member are eligible to enroll as part of your membership.

"Primary Member" is defined as the Member who is listed as "Primary Member" in your membership account profile, and in the Membership Agreement of your Association Membership book.

"Membership Period" is the timespan between your Periodic Payment due dates.

"Membership Coverage Period" is the timeframe between your membership effective date and the end of the final paid Membership Period during which your membership was cancelled or lapsed.

Providers are subject to change without notice. Programs may vary in some states. Providers and locations may be removed from network at any time.

Benefits are subject to change without notice. In the case of a material change of benefits, a notice may be posted on the website, and if you are impacted, you may be sent an email.

Depending on your membership level, you may also have access to insurance benefits. Any insurance benefits offered as part of membership are group insurance products, issued to the Association, by the varying underwriting insurance carriers, and these are extended as a benefit of membership.

Unless otherwise designated by you through the beneficiary page in your membership portal, any applicable death benefit proceeds for the death of a dependent member listed on your membership will pay to you as the primary member. Any death benefit proceeds for your death, as the primary member, will be paid to your first class surviving family members, as directed by each benefit's Certificate of Coverage. If there is no surviving family, benefits will pay to your estate.

The SureMed Materials are not an insurance policy, but merely review the insurance benefits being offered through insurance policies. It should not be taken as an explicit or exhaustive description of insurance benefits or exclusions, and you are encouraged to logon to your membership portal to review full policy certificates so you can fully understand your insurance benefits, if applicable.

Any discrepancy between benefits reviewed in the SureMed Materials, and those covered in the actual respective insurance policies, will be honored based on the terms of the insurance policy.

Save Changes

Need additional help?
Contact Bark Membership Support: support@barkmembership.com

Check Ins

Pending

When the owner requested check-in from the kiosk/app, it will show in the Pending tab from the check-in menu. You can easily check member's name dog information and then select the check box to approve or decline.

Dashboard

Check Ins

Pending

Checked Ins/Outs

Current Date: 02/15/23

Today's total Check-Ins: 0

Total Owners: 7

Total Dogs: 23

Select your location: Head Q (Active)

Refresh, Approve, Decline

Owner: Badi Owner | Location: Head Q | Requested Time: 02/15/2023 16:02 PM

Pending Declined Pending

Name: Bambar, Owner: Badi Owner, DOB: 01/10/2023, Gender: -

Name: Toka, Owner: Badi Owner, DOB: 12/27/2021, Gender: -

Name: Nohoi, Owner: Badi Owner No Account, DOB: 12/01/2022, Gender: -

Owner: Badi Owner No Account | Location: Head Q | Requested Time: 02/15/2023 16:02 PM

Pending

Name: Nohoi, Owner: Badi Owner No Account, DOB: 12/01/2022, Gender: -

Checked Ins

The Checked Ins/Outs tab, which is located next to the Pending tab, will show you today's activity.

Dashboard

Check Ins

Pending

Checked Ins/Outs

Current Date: 02/15/23

Today's total Check-Ins: 0

Total Owners: 7

Total Dogs: 23

Today's Activities

Show Checked Out: Head Q (Active)

Owner	Checked-In	Checked-Out	Dogs	Group
Badi Owner	02/15/2023 04:05:31	-	Bambar, Nohoi	Discount group

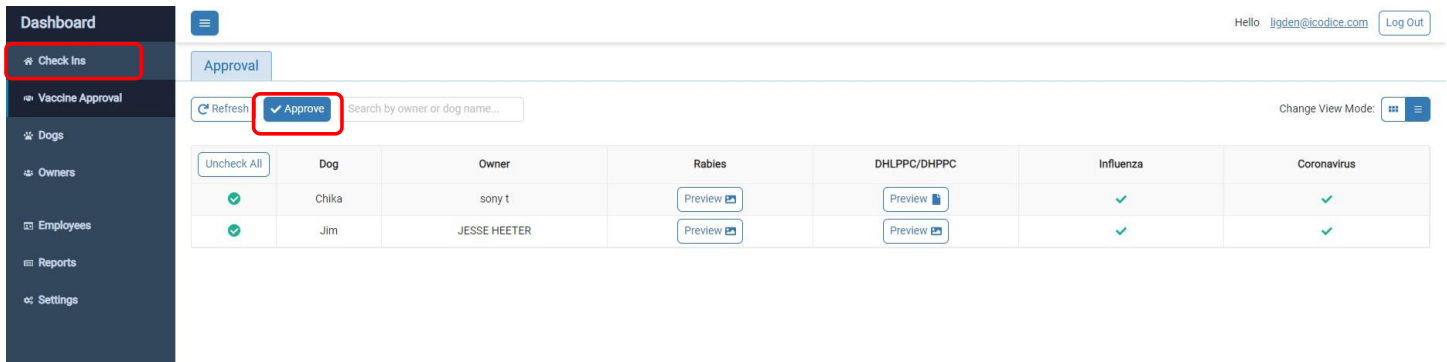
Showing 1 - 1 of 1 entries

1 / 10 page

Vaccine Approval

Approval

The "Vaccine Approval" page contains all the most recent vaccine updates or new request of vaccines. By preview or downloading the file, you can easily check the vaccination evidence.



Dashboard

Check Ins

Vaccine Approval

Dogs

Owners

Employees

Reports

Settings

Approval

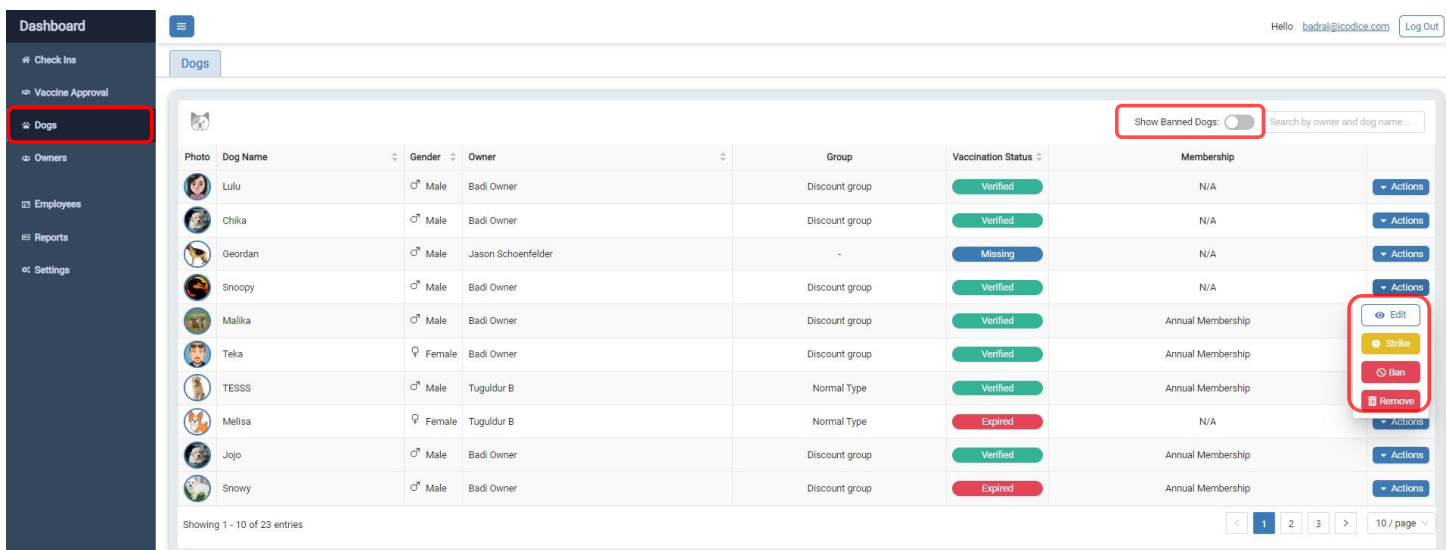
Refresh Approve Search by owner or dog name...

Change View Mode

Uncheck All	Dog	Owner	Rabies	DHLPPC/DHPPC	Influenza	Coronavirus
✓	Chika	sony t	Preview	Preview	✓	✓
✓	Jim	JESSE HEETER	Preview	Preview	✓	✓

Dogs Tab

The dog tab is where you would spot your members current status. The "Actions" button provides an option to manage members' activity including edit, strike, ban and remove.



Dashboard

Check Ins

Vaccine Approval

Dogs

Owners

Employees

Reports

Settings

Dogs

Show Banned Dogs: Search by owner and dog name...

Photo	Dog Name	Gender	Owner	Group	Vaccination Status	Membership	Actions
	Lulu	♂ Male	Badi Owner	Discount group	Verified	N/A	Actions
	Chika	♂ Male	Badi Owner	Discount group	Verified	N/A	Actions
	Geordan	♂ Male	Jason Schoenfelder	-	Missing	N/A	Actions
	Shoopy	♂ Male	Badi Owner	Discount group	Verified	N/A	Actions
	Malka	♂ Male	Badi Owner	Discount group	Verified	Annual Membership	Actions
	Telka	♀ Female	Badi Owner	Discount group	Verified	Annual Membership	Actions
	TESSS	♂ Male	Tuguldur B	Normal Type	Verified	Annual Membership	Actions
	Melissa	♀ Female	Tuguldur B	Normal Type	Expired	N/A	Actions
	Jojo	♂ Male	Badi Owner	Discount group	Verified	Annual Membership	Actions
	Snowy	♂ Male	Badi Owner	Discount group	Expired	Annual Membership	Actions

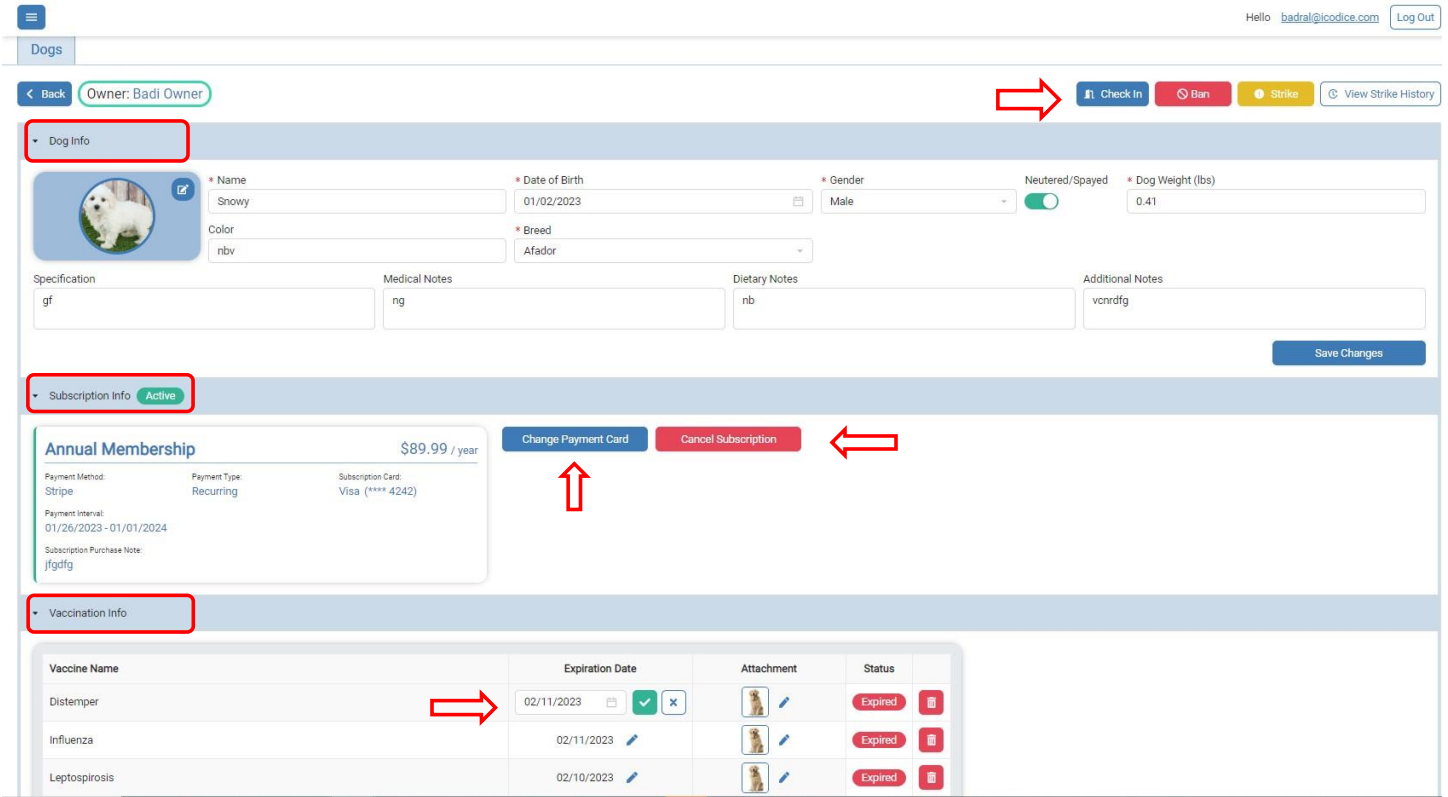
Showing 1 - 10 of 23 entries

1 2 3 10 / page

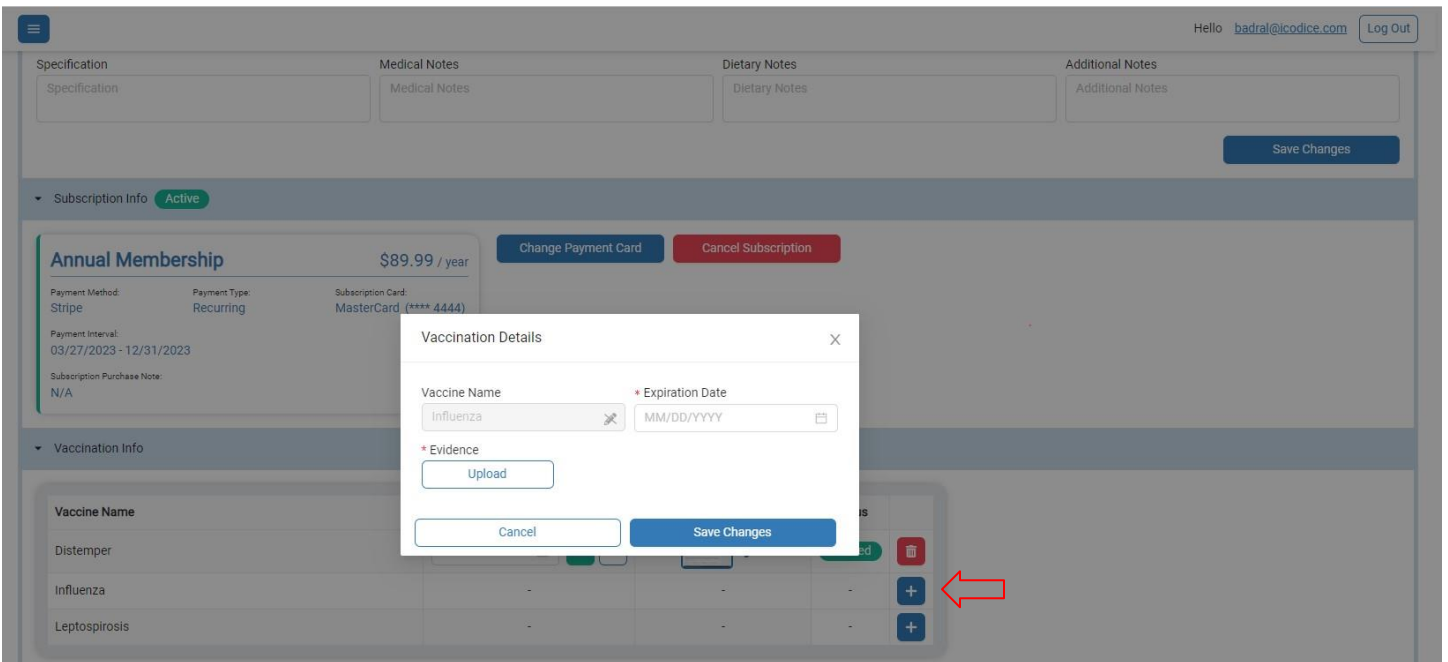
Enter the dog's details by selecting "Edit" from the "Actions" button. You have the option to change the dog's details or add a new dog. You may change your payment method in the Membership Information section by selecting "Change payment Card," and you can end your subscription by selecting "Cancel Subscription."

Need additional help?

Contact Bark Membership Support: support@barkmembership.com



You can add or modify the expiration date and upload vaccination documentation under the "Vaccination Information" section.



If the dog has struck, click "Strike", then a window will pop up to enter notes where you can save the date and the number of strikes. If there are a number of times strike repeated, you can ban the dog from your park.

Need additional help?
 Contact Bark Membership Support: support@barkmembership.com

Banned dogs will be listed in a Ban List, where you can also unban the dog. You can setup the strike count in “General Settings”

The screenshot displays the 'Dogs' management interface. At the top right, it shows 'Hello badral@codice.com' and a 'Log Out' button. Below the header, there's a 'Dogs' tab and a search bar for 'Show Banned Dogs: Search by owner and dog name...'. The main content is a table with columns: Photo, Dog Name, Gender, Owner, Group, Vaccination Status, and Membership. A modal window titled 'Strike Dog' is open, showing fields for 'Occured Date' (MM/DD/YYYY) and 'Notes'. A red arrow points to the 'Actions' button for the dog 'Doglover' in the table.

Photo	Dog Name	Gender	Owner	Group	Vaccination Status	Membership	Actions
	Test	♀ Female	Jason Schoenfelder	-	Missing	Annual Membership	Actions
	Doogie	♂ Male	Anar Bayanjargal	Discount group	Verified	Annual Membership	Actions
	Dogduck	♀ Female	Anar Bayanjargal		Missing	N/A	Actions
	Doglover	♀ Female	Anar Bayanjargal		Missing	N/A	Actions
	Test	♂ Male	Tuguldur B		Verified	N/A	Actions
	TestDog	♂ Male	Ziggy Mn		Expired	N/A	Actions
	Mydog	♀ Female	Anar Bayanjargal		Missing	N/A	Actions
	Hhdhdhd	♂ Male	Anar Bayanjargal		Missing	N/A	Actions
	Aaana	♀ Female	Anar Bayanjargal	Discount group	Verified	N/A	Actions
	124234	♀ Female	Ziggy Mn	Free Type	Missing	N/A	Actions

Showing 1 - 10 of 34 entries

Owners Tab

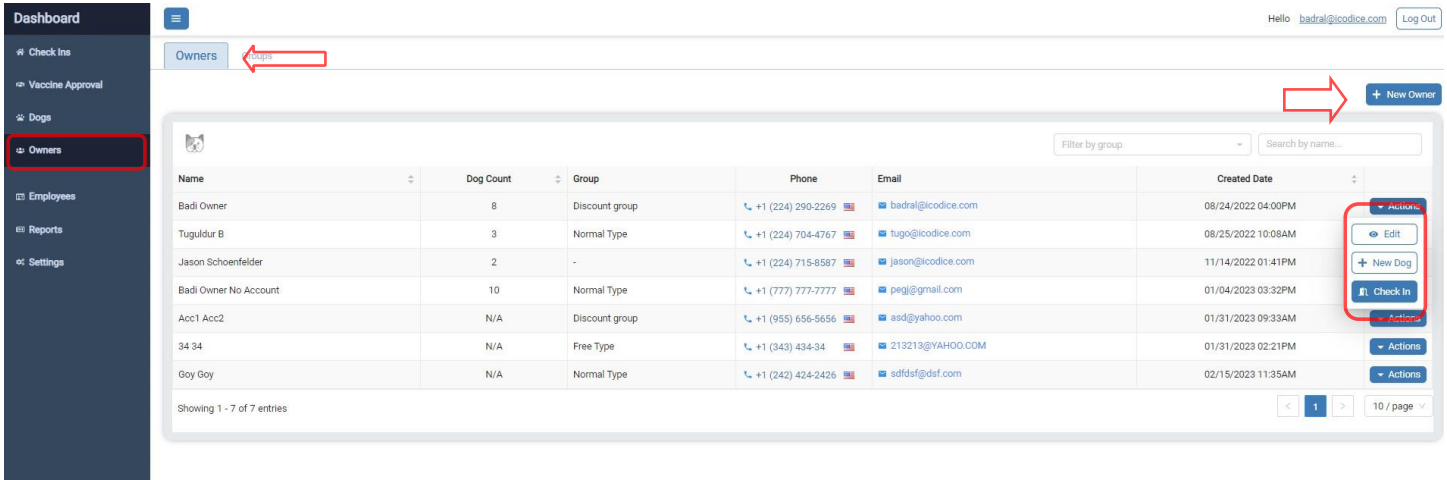
Owners

The Members tab on the right-hand side provides you with a list of your members that registered to your park. This tab is where you would add a new member to your park and the member registered from kiosk or mobile app would appear in the list as well. Click on the “Add New Member” button to register a new member to your park. “Actions” button on the right-hand side will allow you to:

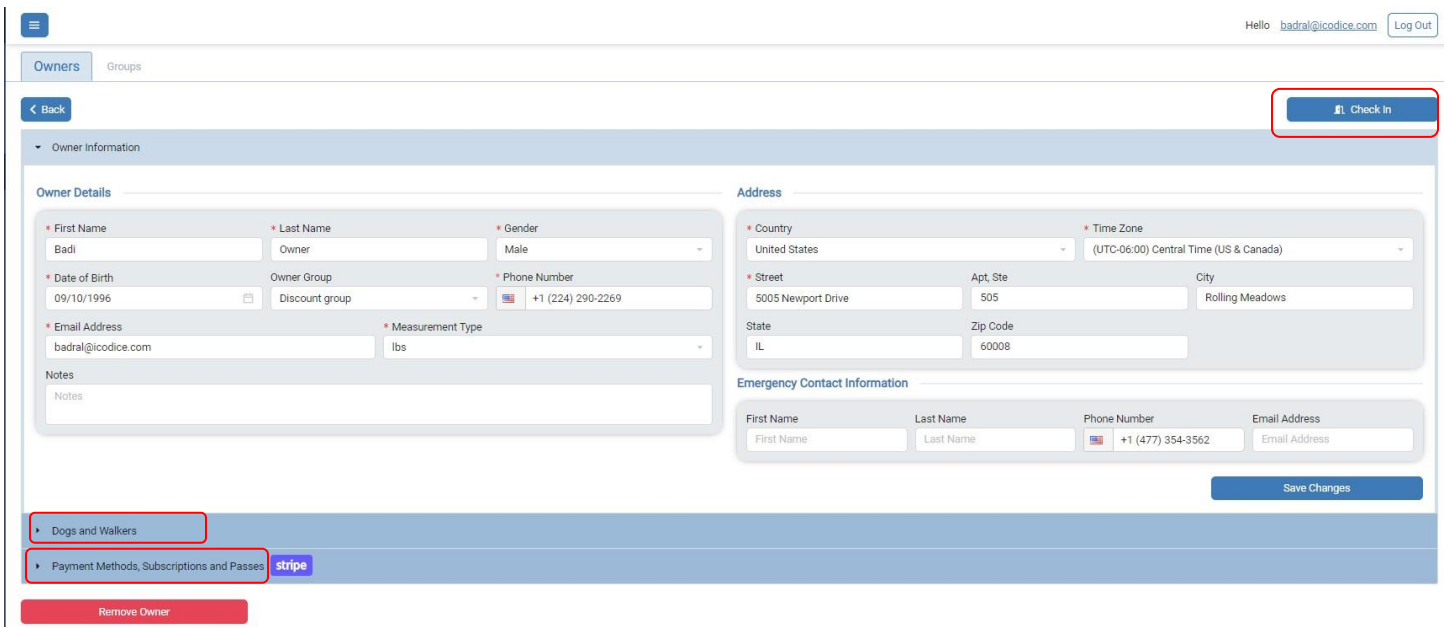
- Add a new dog to the members
- Check-in to the park
- Edit member’s information

Need additional help?

Contact Bark Membership Support: support@barkmembership.com

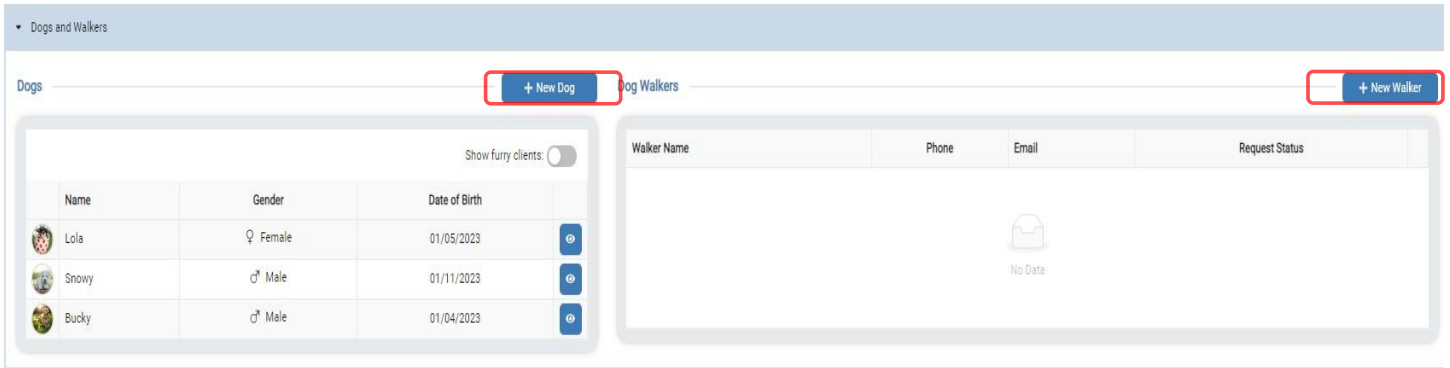


When you click the “Edit” option from “Actions” button, it will lead you to the owner’s detail page where you can edit owner’s information, adding a new dog/walker, purchase the membership subscription and delete the owner account.

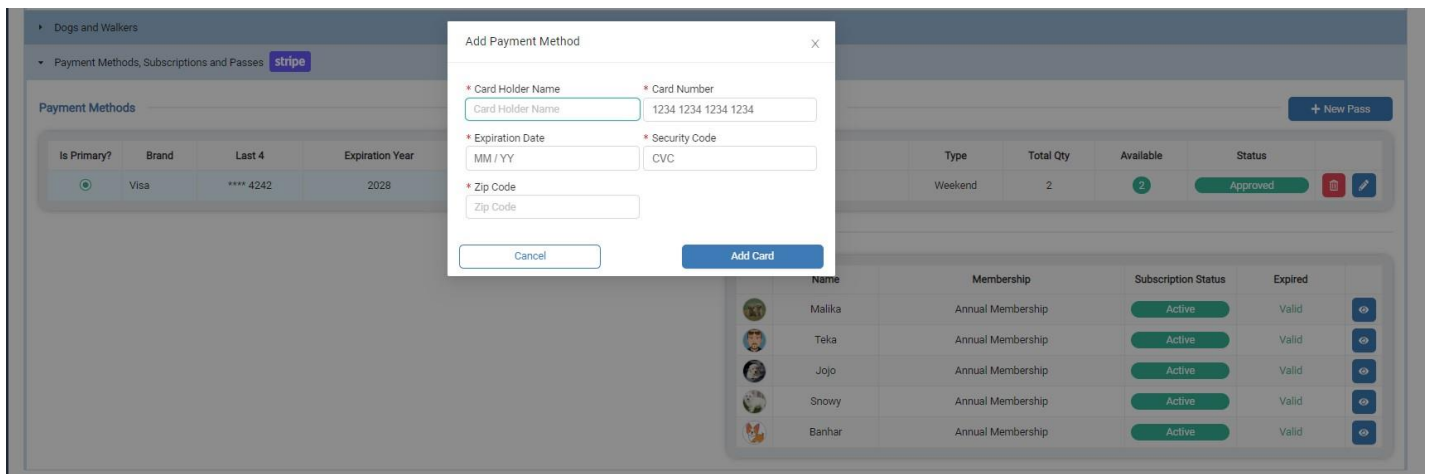


When you extend the “Dogs and Walkers” subcategory, you will find all dogs list and information as well as the Dog Walker list. Click the “+ New Dog” and “+ New Walker” buttons to add new dogs and walkers.

Need additional help?
 Contact Bark Membership Support: support@barkmembership.com



When you extend the “Payment Methods, Subscription, and Passes”, you can purchase passes and add a payment method.



In “Membership Passes”, you can add new pass for dogs, and see the status for both passes and subscription.

Payment Methods, Subscriptions and Passes **stripe**

Payment Methods + Payment Method

Is Primary?	Brand	Last 4	Expiration Year	Expiration Month	
<input checked="" type="radio"/>	Visa	**** 4242	2028	4	

Membership Passes + New Pass

Membership Name	Type	Total Qty	Available	Status	
Daily	Daily	4	4	Approved	
Weekend	Weekend	1	1	Approved	
Daily	Daily	1	0	Pending	

Dog Subscriptions

	Name	Membership	Subscription Status	Expired	
	Malika	Annual Membership	Active	Valid	
	Sweetpie	Annual Membership	Active	Valid	
	Jojo	Annual Membership	Active	Valid	
	Snowy	Annual Membership	Active	Valid	
	Banhar	Annual Membership	Active	Valid	

[Remove Owner](#)

Groups Tab

The Members Groups tab allows you to create custom member groups based on your distributions. The groups can vary by discount, group type, or any requirement you want to create. When you are adding a new group, create an appropriate name, and discount type with a start and end date. One group should be “default.” There are options to delete or edit groups.

Note: Discount group only apply for non-stripe business.

Need additional help?

Contact Bark Membership Support: support@barkmembership.com

Owners **Groups** Hello badral@icodice.com [Log Out](#)

[+ New Owner Group](#)

Search by group name...

Group Name	Default	Group Type	Discount	Start Date	End Date	Description	Actions
Free Type		Free	100%	07/20/2022	07/18/2223	No subscription nor pass needed - 100%	Actions
Normal Type		Normal	0%	08/23/2022	08/24/2052	Normal group type - 0%	Actions
Discount group	✓	Discount	50%	09/03/2022	09/13/2023	Has discount - 50%	Actions

Showing 1 - 3 of 3 entries 1 / 10 / page

Owners **Groups** [+ New Owner Group](#)

Search by group name...

Group Name	Default	Group Type	Discount	Start Date	End Date	Description	Actions
Free Type	✓	Free	100%	07/20/2022	07/18/2223	No subscription nor pass needed - 100%	Actions
Normal Type		Normal					Actions
Discount group		Discount					Actions

Showing 1 - 3 of 3 entries 1 / 10 / page

Add New Group

* Name

* Group Type Discount Percent

* Start Date * End Date

Description

[+ Add](#)

Need additional help?
Contact Bark Membership Support: support@barkmembership.com

Employees

In the Employee tab, you can add employee users to the account. Only managers can add or remove the employee user. By clicking “+New Employee” button to add new employees.

The screenshot shows the 'Employees' management interface. On the left is a navigation sidebar with 'Employees' highlighted. The main area displays a table of employees:

Name	Email	Phone	Role	Created Date	Status
Badi iCodice	badral@icodice.com	+1 (214) 214-2141	Manager	06/18/2022 03:08 PM	Active
Jojo g	jojo@gmail.com	+976 9959-5654	Staff	01/04/2023 03:31 PM	Active
Hulgau B	hulgau@hulgau.com	+1 (222) 222-2222	Staff	02/16/2023 11:29 AM	Active

At the top right, there is a '+ New Employee' button and a 'Show Inactive Employees' toggle switch. A search bar is also present with the placeholder text 'Search by name and email...'. The bottom of the table shows 'Showing 1 - 3 of 3 entries' and pagination controls.

The screenshot shows the 'Add New Employee' form. It is divided into two main sections: 'Account Info' and 'Address'. The 'Account Info' section includes fields for First Name, Last Name, Email, Phone Number, Staff Role, New Password, and Confirm Password. The 'Address' section includes fields for Country, Street, Apt. ste, City, State, and Zip Code. There is also a 'Notes' section with a text area. A 'Create Account' button is located at the bottom right of the form.

Reports

Reports Tab

On each report you can generate a pdf and an excel file directly from your reports page.

Need additional help?

Contact Bark Membership Support: support@barkmembership.com

Dashboard Hello [badral@licodice.com](#) [Log Out](#)

Reports Reports

Owners Report
View Owners

Dogs Report
View Dogs

Dogs Report
Checked-in Dogs

Deleted Owner Report
Deleted Owners

Owner Activity Report
Owner Activities

Dog Vaccination Report
Vaccinations

Transaction Report
Transactions

Banned Dogs Report
Banned Dogs

Check Ins
Vaccine Approval
Dogs
Owners
Employees
Reports
Settings

Activity log

The Activity Log tab will provide you member activity records.

Dashboard Hello [badral@licodice.com](#) [Log Out](#)

Reports Activity Logs

Owner	Dog	Description	Note	Date
Badi Owner	Lulu	Created a dog	-	10/26/2022 17:10 PM
Badi Owner	Lulu	Added a vaccination	-	10/26/2022 17:10 PM
Badi Owner	Lulu	Added a vaccination	-	10/26/2022 17:10 PM

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5
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Check Ins
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Need additional help?

Contact Bark Membership Support: support@barkmembership.com