



## *User Guide for Kiwi Avoidance Training App*

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*This guide explains how to use the Kiwi Avoidance Training booking system. It outlines how dog owners can create an account, register their dogs, and book training sessions. It also provides guidance for trainers on creating sessions, entering results, and includes troubleshooting tips.*



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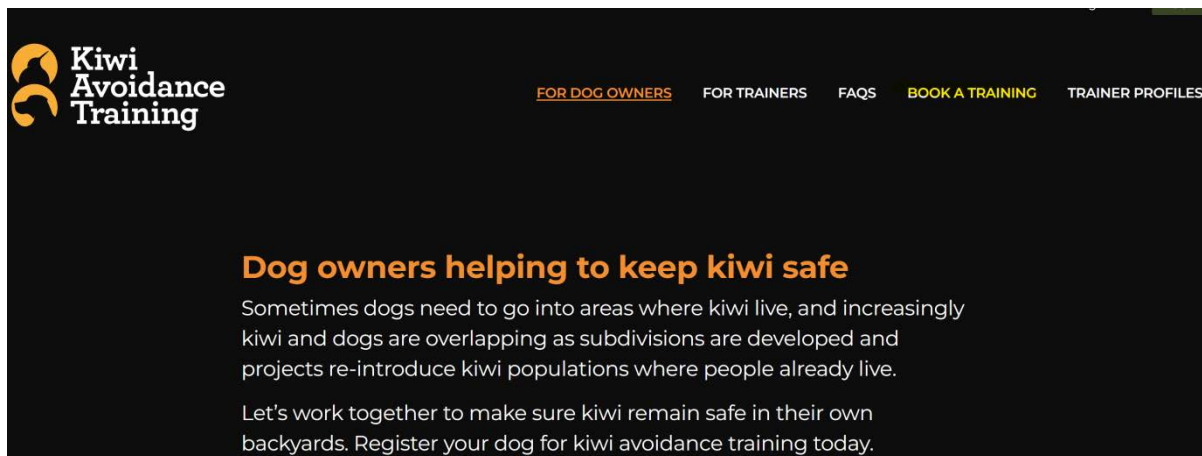
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## Section 1. Dog Owners

### Web APP

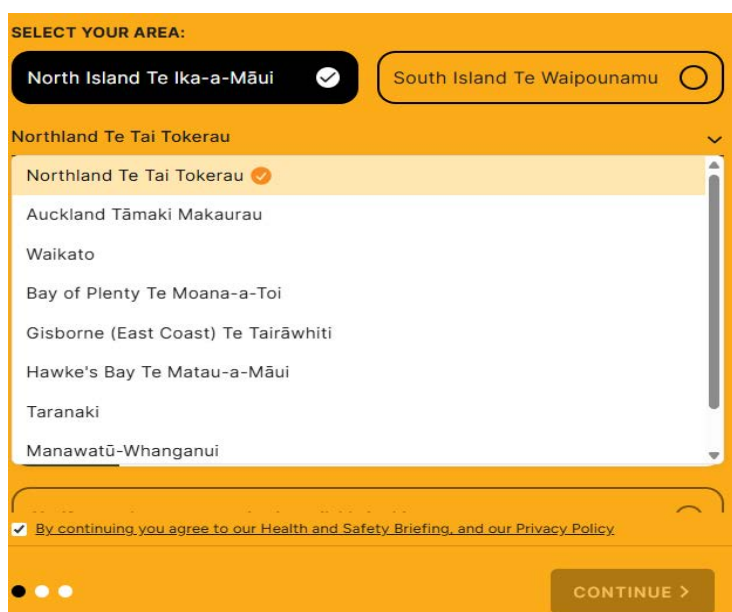
#### 1.1. How to book into a training

Go to <https://kiwiavoidancetraining.nz/> and select 'Book a training' from the navigation bar



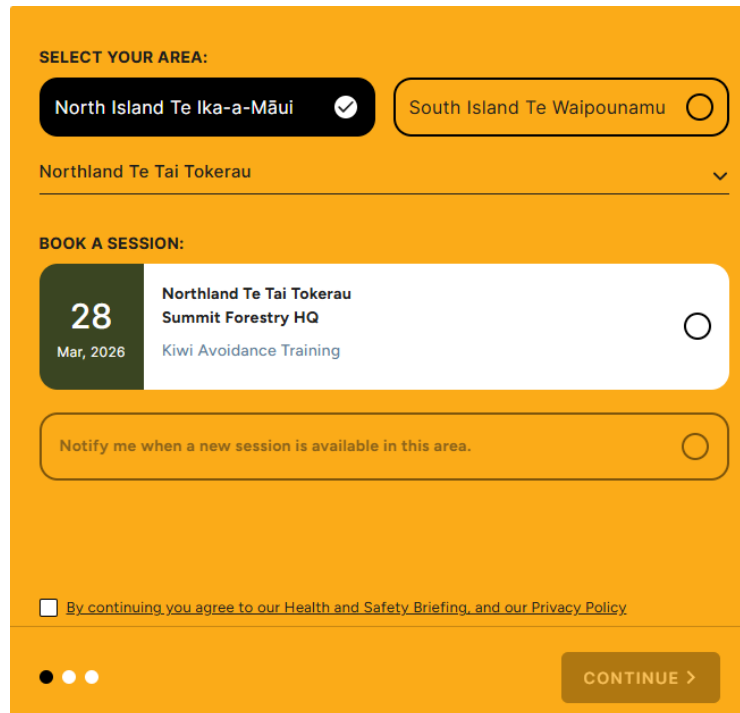
Select your area – North or South Island

Click the drop down to select the area of New Zealand you are interested in registering for a training.



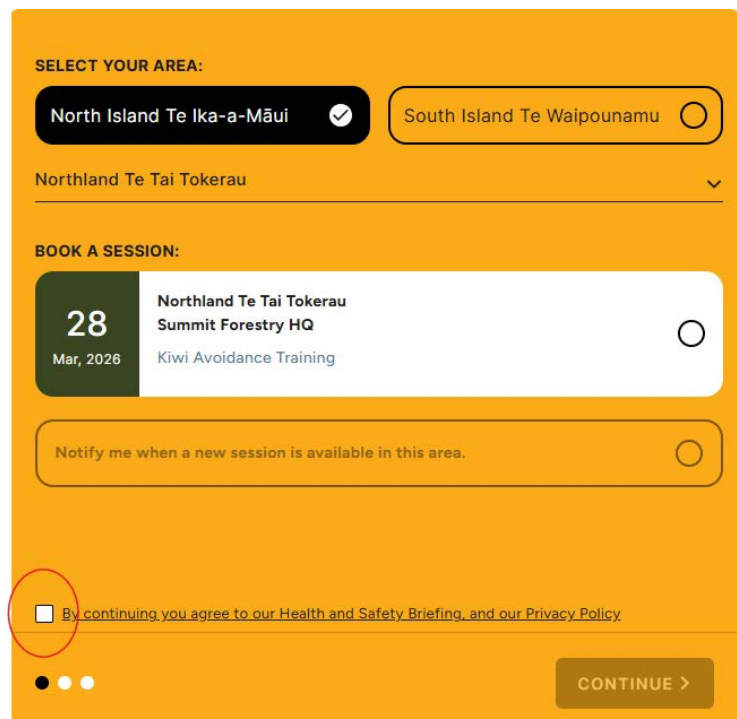
The screenshot shows a form titled 'SELECT YOUR AREA:'. At the top, there are two radio buttons: 'North Island Te Ika-a-Māui' (checked) and 'South Island Te Waipounamu'. Below this, there is a dropdown menu for 'Northland Te Tai Tokerau'. The dropdown is open, showing a list of regions: 'Northland Te Tai Tokerau' (checked), 'Auckland Tāmaki Makaurau', 'Waikato', 'Bay of Plenty Te Moana-a-Toi', 'Gisborne (East Coast) Te Tairāwhiti', 'Hawke's Bay Te Matau-a-Māui', 'Taranaki', and 'Manawatū-Whanganui'. At the bottom of the form, there is a checkbox for 'By continuing you agree to our Health and Safety Briefing, and our Privacy Policy', which is checked. A 'CONTINUE >' button is located at the bottom right of the form.

Once you select your area, any available training sessions in that region will appear.



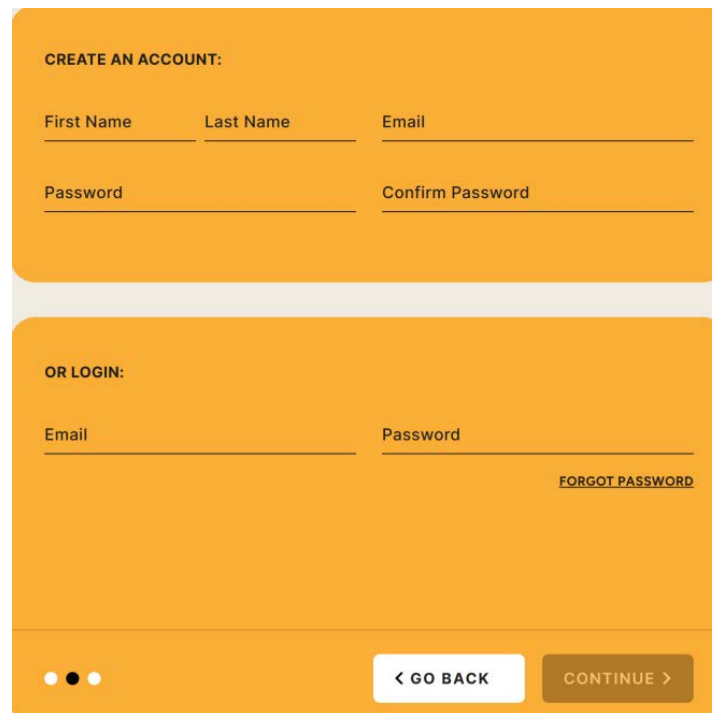
*Tip: You can tick “**Notify me when a new session is available**” to receive alerts when new training dates are added.*

In order to move on to the next step you need to tick the H&S Privacy box, then the continue button.



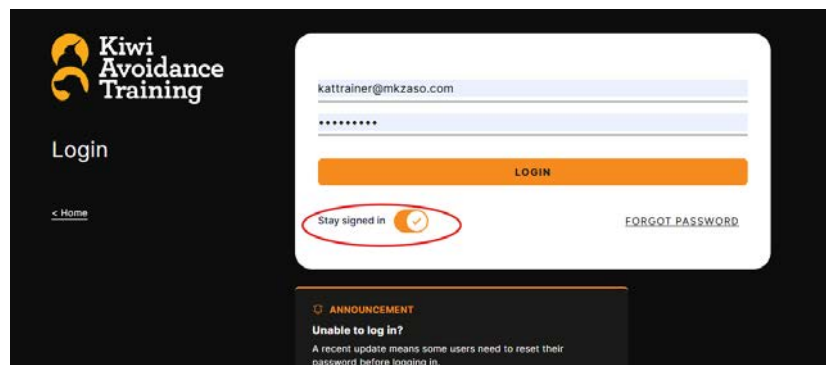
## Kiwi Avoidance User Guide

You will then be prompted to either create an account (for any first-time users) or login to your existing account



The screenshot shows a two-part form on an orange background. The top part is titled "CREATE AN ACCOUNT:" and contains five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm Password". The bottom part is titled "OR LOGIN:" and contains two input fields: "Email" and "Password". A link labeled "FORGOT PASSWORD" is located below the password field. At the bottom of the form, there are three dots on the left, a button labeled "< GO BACK", and a button labeled "CONTINUE >".

*Tip: You can tick “**Stay signed in**” to allow for faster access across future visits*

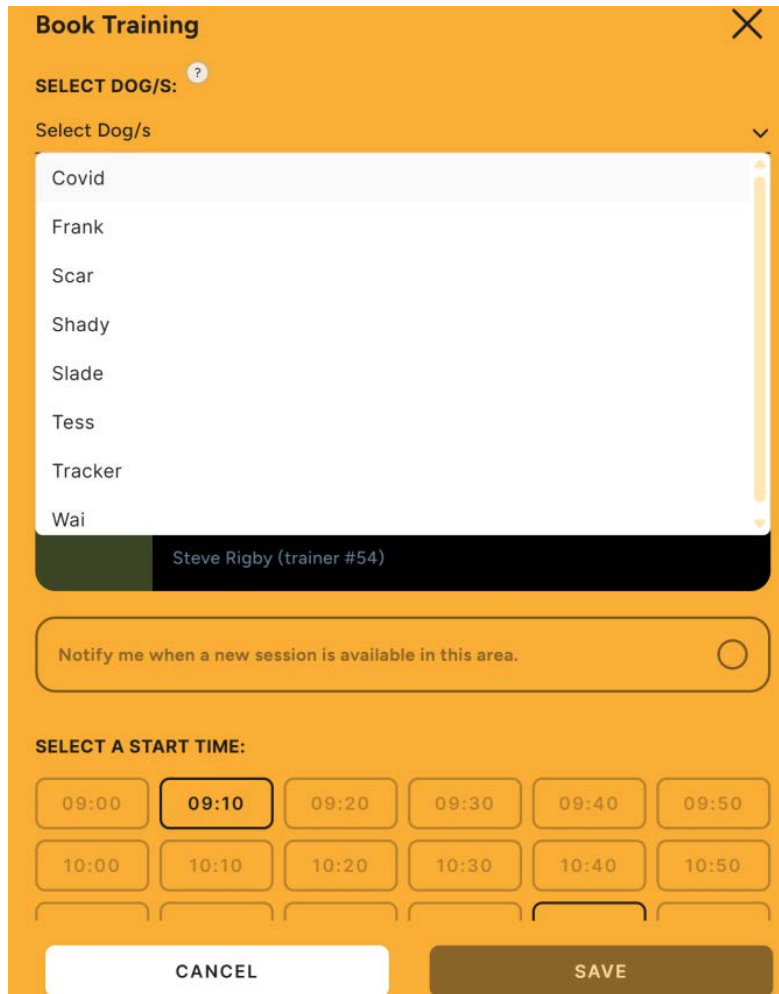


The screenshot shows the login page of the Kiwi Avoidance Training website. The page has a dark background with the Kiwi Avoidance Training logo in the top left. The main content area is white and contains a login form. The form has two input fields: the first contains the email address "kattrainer@mkzaso.com" and the second contains a masked password "\*\*\*\*\*". Below the password field is an orange "LOGIN" button. To the left of the "LOGIN" button is a checkbox labeled "Stay signed in" which is checked, and this checkbox is circled in red. To the right of the "LOGIN" button is a link labeled "FORGOT PASSWORD". Below the login form is an announcement box with the title "ANNOUNCEMENT" and the text "Unable to log in? A recent update means some users need to reset their password before logging in."

Once you have logged in, you will need to select the dog you want to attend from the drop down.

*Note\* If you have multiple dogs, you can select more than one dog at a time from this dropdown.*

If you are logging in for the first time, you will need to create your dog’s profile. (See section 1.2)



**Book Training** [Close]

**SELECT DOG/S:** [?]

Select Dog/s

- Covid
- Frank
- Scar
- Shady
- Slade
- Tess
- Tracker
- Wai

Steve Rigby (trainer #54)

Notify me when a new session is available in this area.

**SELECT A START TIME:**

|       |              |       |       |       |       |
|-------|--------------|-------|-------|-------|-------|
| 09:00 | <b>09:10</b> | 09:20 | 09:30 | 09:40 | 09:50 |
| 10:00 | 10:10        | 10:20 | 10:30 | 10:40 | 10:50 |

**CANCEL** **SAVE**

Once you have selected your dog, the training session you chose before logging in will appear with available booking options, usually shown as time slots. Choose a time slot that works for you, then click Save. (If you have multiple dogs, you will need to select a time slot for each dog)

**SELECT YOUR AREA:**

North Island  South Island Northland Te Tai Tokerau

**BOOK A SESSION:**

**28**  
Mar, 2026

**Northland Te Tai Tokerau Summit Forestry HQ**

Kiwi Avoidance Training  
Jannene Harker (trainee)

Notify me when a new session is available in this area.

**SELECT A START TIME:**

**Poppy**

|       |              |       |       |       |       |
|-------|--------------|-------|-------|-------|-------|
| 09:30 | <b>09:40</b> | 09:50 | 10:00 | 10:10 | 10:20 |
| 10:30 | 10:40        | 10:50 | 11:00 | 11:10 | 11:20 |
| 11:30 | 11:40        | 11:50 | 12:00 | 12:10 | 12:20 |
| 12:30 |              |       |       |       |       |

**Marley**

|       |       |              |       |       |       |
|-------|-------|--------------|-------|-------|-------|
| 09:30 | 09:40 | <b>09:50</b> | 10:00 | 10:10 | 10:20 |
| 10:30 | 10:40 | 10:50        | 11:00 | 11:10 | 11:20 |
| 11:30 | 11:40 | 11:50        | 12:00 | 12:10 | 12:20 |
| 12:30 |       |              |       |       |       |

[By continuing you agree to our Health and Safety Briefing, and our Privacy Policy](#)

**CANCEL** **SAVE**

Once your booking is confirmed, the session will appear on your personal dashboard. A confirmation email will be sent to your registered email address, with a reminder three days before the session.

Your Upcoming Training Sessions <sup>1</sup> [ADD BOOKINGS](#)

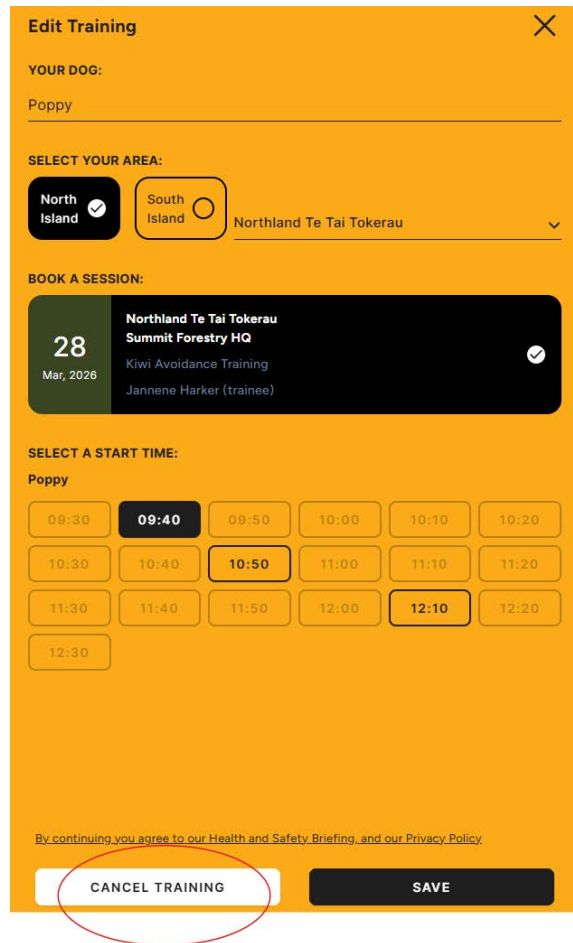
| DOG        | TRAINER                  | SPECIES | DATE & TIME        | REGION                   | LOCATION      | ADDRESS        | ACTIONS                       |
|------------|--------------------------|---------|--------------------|--------------------------|---------------|----------------|-------------------------------|
| Poppy (F)  | Jannene Harker (trainee) | Kiwi    | 28/03/2026 - 09:40 | Northland Te Tai Tokerau | Summit For... | 1533 Far No... | <a href="#">EDIT TRAINING</a> |
| Marley (M) | Jannene Harker (trainee) | Kiwi    | 28/03/2026 - 09:50 | Northland Te Tai Tokerau | Summit For... | 1533 Far No... | <a href="#">EDIT TRAINING</a> |

If you want to book another session, click the “Add Bookings” button on your personal dashboard. Make sure all fields are completed (dog, area, session, and time) before clicking save, otherwise you won’t be able to continue.

Note: You cannot book your dog into more than one session at a time. If you need to move your dog to a different session, go to your personal dashboard under “Your upcoming training sessions,” click the edit training button, and select “Cancel training.”

Your Upcoming Training Sessions <sup>1</sup> [ADD BOOKINGS](#)

| DOG        | TRAINER                  | SPECIES | DATE & TIME        | REGION                   | LOCATION      | ADDRESS        | ACTIONS                       |
|------------|--------------------------|---------|--------------------|--------------------------|---------------|----------------|-------------------------------|
| Poppy (F)  | Jannene Harker (trainee) | Kiwi    | 28/03/2026 - 09:40 | Northland Te Tai Tokerau | Summit For... | 1533 Far No... | <a href="#">EDIT TRAINING</a> |
| Marley (M) | Jannene Harker (trainee) | Kiwi    | 28/03/2026 - 09:50 | Northland Te Tai Tokerau | Summit For... | 1533 Far No... | <a href="#">EDIT TRAINING</a> |



**Edit Training** [Close]

**YOUR DOG:**  
Poppy

**SELECT YOUR AREA:**  
North Island [Checked] South Island [Unchecked] Northland Te Tai Tokerau [Dropdown]

**BOOK A SESSION:**  
28 Mar, 2026  
Northland Te Tai Tokerau Summit Forestry HQ  
Kiwi Avoidance Training  
Jannene Harker (trainee)

**SELECT A START TIME:**  
Poppy

|       |              |              |       |              |       |
|-------|--------------|--------------|-------|--------------|-------|
| 09:30 | <b>09:40</b> | 09:50        | 10:00 | 10:10        | 10:20 |
| 10:30 | 10:40        | <b>10:50</b> | 11:00 | 11:10        | 11:20 |
| 11:30 | 11:40        | 11:50        | 12:00 | <b>12:10</b> | 12:20 |
| 12:30 |              |              |       |              |       |

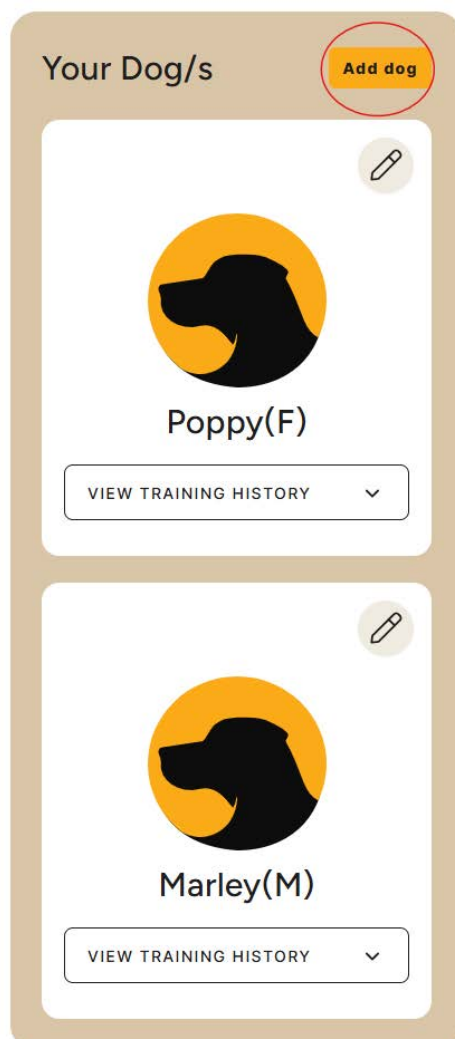
[By continuing you agree to our Health and Safety Briefing and our Privacy Policy](#)

**CANCEL TRAINING** **SAVE**

## 1.2. How to create a dog(s) profile

In the top right-hand side of your screen, you will see a heading called “Your Dog/s” and an option to “Add Dog”. Click the “Add Dog” button.

trainer-dog-owner@orchid.co.nz LOGOUT

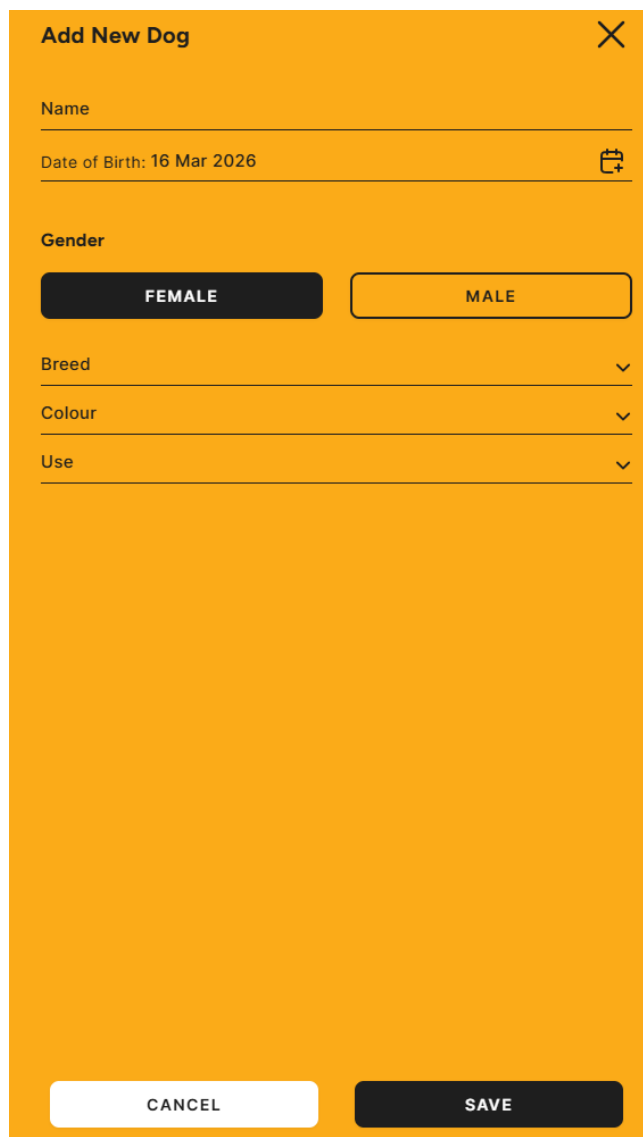


Enter your dog's details. All fields must be completed before you can save the profile.

Required details include:

- Dog's name
- Date of birth
- Gender
- Breed
- Colour
- Use

Once all fields are completed, save the profile to add your dog to your account. Your dog/s will now appear your personal dashboard.



**Add New Dog** [Close]

Name

Date of Birth: 16 Mar 2026 [Calendar]

**Gender**

**FEMALE** **MALE**

Breed [Dropdown]

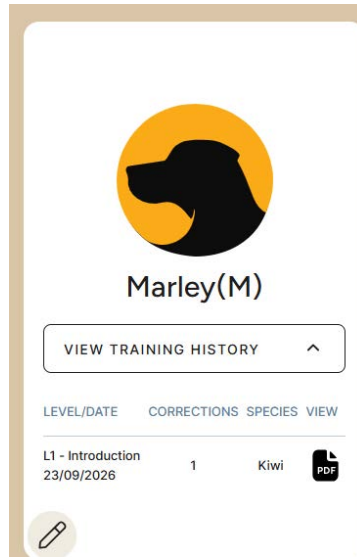
Colour [Dropdown]

Use [Dropdown]

**CANCEL** **SAVE**

Once the training is completed, an email will be sent with your dog’s certificate attached. You can also view certificates through your owner dashboard.

Your dog(s) will be listed on the right-hand side of the dashboard. To view a certificate, select “View Training History” under your dog’s profile, then choose “PDF” under “View” to open the certificate.



This certificate includes all the details of the training, as well as the certification expiry date.



## 1.3 Troubleshooting FAQ's for dog owners

### Q: Can I change my dog's time slot?

A: Yes. You can change your booking time if needed. Select edit training next to the dog you wish to update, choose a new time slot, and click save.

Your Upcoming Training Sessions ADD BOOKINGS

| DOG        | TRAINER                  | SPECIES | DATE & TIME        | REGION                   | LOCATION      | ADDRESS        | ACTIONS              |
|------------|--------------------------|---------|--------------------|--------------------------|---------------|----------------|----------------------|
| Marley (M) | Jannene Harker (trainee) | Kiwi    | 28/03/2026 - 09:50 | Northland Te Tai Tokerau | Summit For... | 1533 Far No... | <b>EDIT TRAINING</b> |
| Poppy (F)  | Jannene Harker (trainee) | Kiwi    | 28/03/2026 - 11:50 | Northland Te Tai Tokerau | Summit For... | 1533 Far No... | <b>EDIT TRAINING</b> |

### Edit Training

YOUR DOG:  
Marley

SELECT YOUR AREA:  
 North Island  South Island Northland Te Tai Tokerau

BOOK A SESSION:  
28 Mar, 2026 Northland Te Tai Tokerau Summit Forestry HQ  
Kiwi Avoidance Training  
Jannene Harker (trainee)

SELECT A START TIME:  
Marley

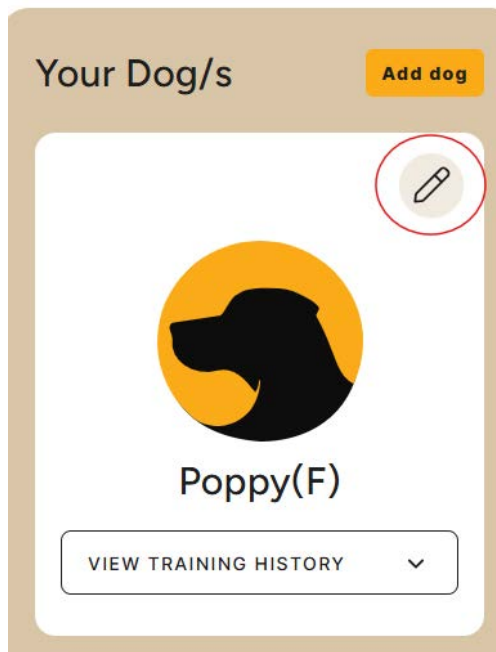
09:30 09:40 09:50 10:00 10:10 10:20  
10:30 10:40 10:50 11:00 11:10 11:20  
11:30 11:40 11:50 12:00 12:10 12:20  
12:30

By continuing you agree to our Health and Safety Briefing and our Privacy Policy

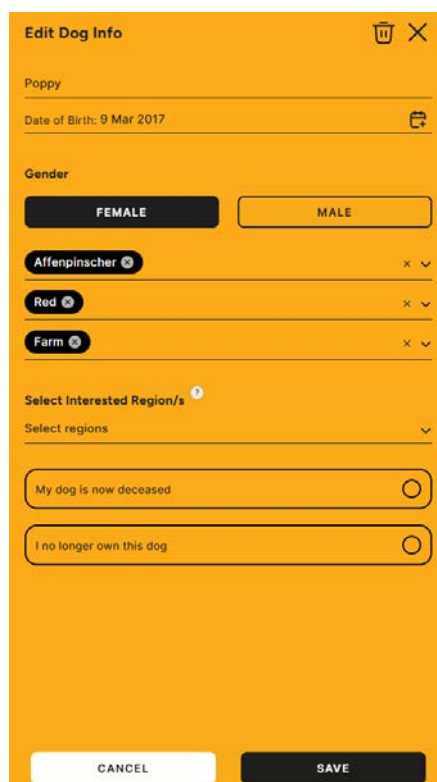
CANCEL TRAINING SAVE

**Q: Can I edit my dog's details (e.g., breed, gender, use)?**

**A:** Yes. Simply click the pencil icon on the profile of the dog you want to update.



Here you can update all details, indicate if your dog has passed away or changed owners, and add areas of interest for future training. If you make any changes, be sure to click save.

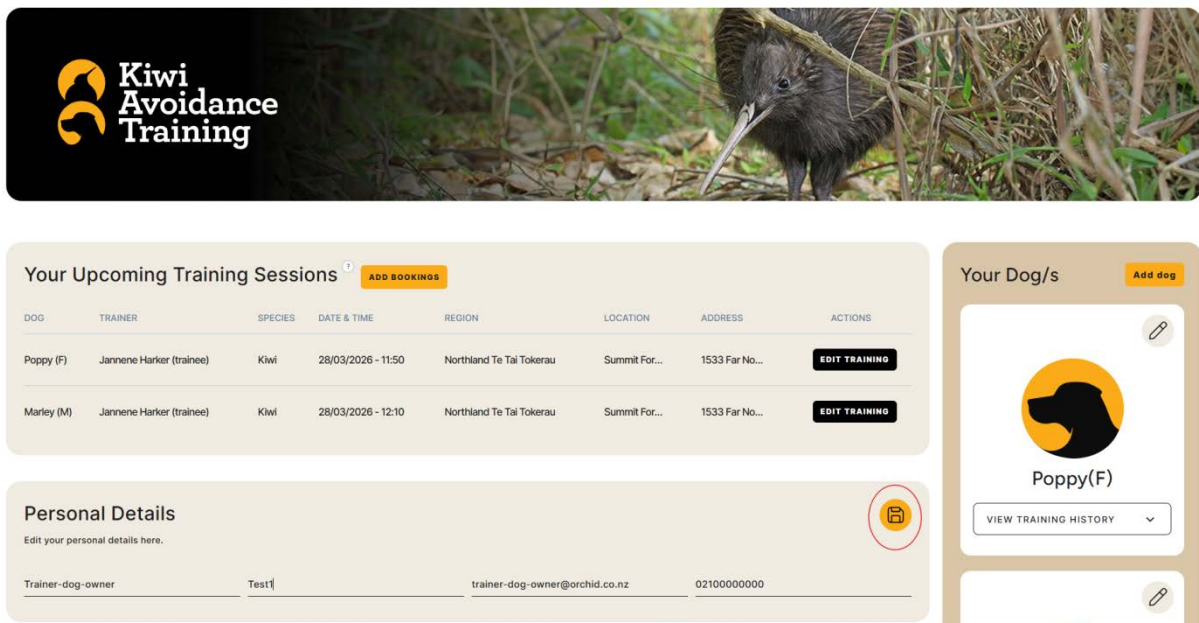


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**Note:** On the day of your booking, the trainer will ask for your dog's ID (microchip, photo, tattoo, or brand). This information can only be updated by the trainer. If you need to make any changes, please speak to the trainer on the day or email [avoidance@savethekiwi.nz](mailto:avoidance@savethekiwi.nz)

### Q: Can I edit my personal details?

**A:** Yes. On your personal dashboard, click the field you want to update and enter your new information. A save icon will appear in the top right corner. Click it to save your changes.



The screenshot shows the user interface for Kiwi Avoidance Training. At the top left is the logo. Below it is a section titled "Your Upcoming Training Sessions" with an "ADD BOOKINGS" button. A table lists two sessions for dogs named Poppy (F) and Marley (M), both trained by Jannene Harker (trainee) in the Northland Te Tai Tokerau region. Each session has an "EDIT TRAINING" button. Below the table is a "Personal Details" section with a "Save" icon in the top right corner. The form fields show "Trainer-dog-owner" as the name, "Test" as the email, "trainer-dog-owner@orchid.co.nz" as the phone number, and "02100000000" as the address. To the right is a "Your Dog/s" section with an "Add dog" button and a profile card for "Poppy(F)" with a "VIEW TRAINING HISTORY" dropdown menu.

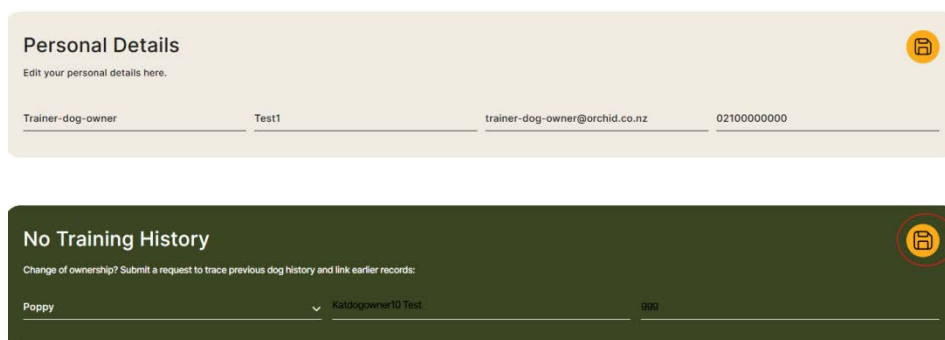
| DOG        | TRAINER                  | SPECIES | DATE & TIME        | REGION                   | LOCATION      | ADDRESS        | ACTIONS       |
|------------|--------------------------|---------|--------------------|--------------------------|---------------|----------------|---------------|
| Poppy (F)  | Jannene Harker (trainee) | Kiwi    | 28/03/2026 - 11:50 | Northland Te Tai Tokerau | Summit For... | 1533 Far No... | EDIT TRAINING |
| Marley (M) | Jannene Harker (trainee) | Kiwi    | 28/03/2026 - 12:10 | Northland Te Tai Tokerau | Summit For... | 1533 Far No... | EDIT TRAINING |

### Q: I can't see any available training sessions. What should I do?

**A:** Check that you have selected the correct region when searching for training sessions. If no sessions appear, there may not be any currently scheduled in your area, or sessions are fully booked

### Q: I've changed ownership and want to check if my dog has any previous history or links to earlier records. How can I do this?

**A:** You can request your dog's previous history by filling in the green "No training history" box on your personal dashboard. Once completed, click the save icon in the top right corner. Your request will be submitted, and any available information will be loaded on to your dog's profile.



**Q: Will I get a reminder when my dog’s next training is due?**

**A:** Yes, a reminder will be sent 28 days before your dog’s certification expires.

**Q: How will I be notified if the training I booked is cancelled?**

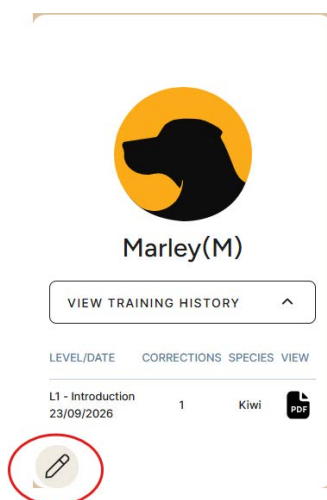
**A:** You will receive an email as soon as the trainer cancels the session.

**Q: Is there an email address for general enquiries?**

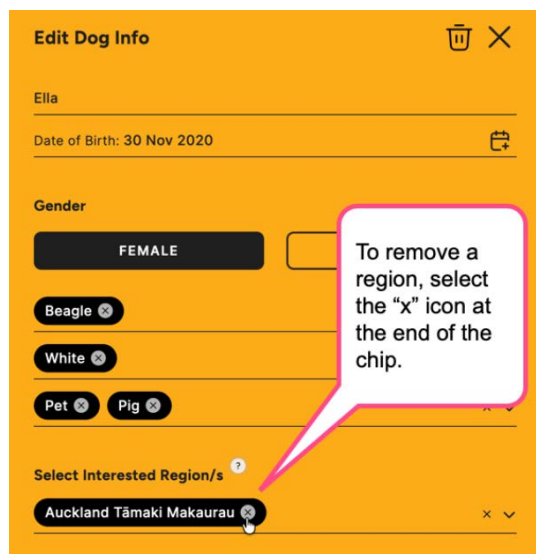
**A:** Yes, please email [avoidance@savethekiwi.nz](mailto:avoidance@savethekiwi.nz).

**Q: How do I remove a region I no longer want to be notified about?**

**A:** Go to your dog’s profile on your dashboard and click the edit (pencil) button.



When the pop-up screen opens, click the “X” next to the region you want to remove.



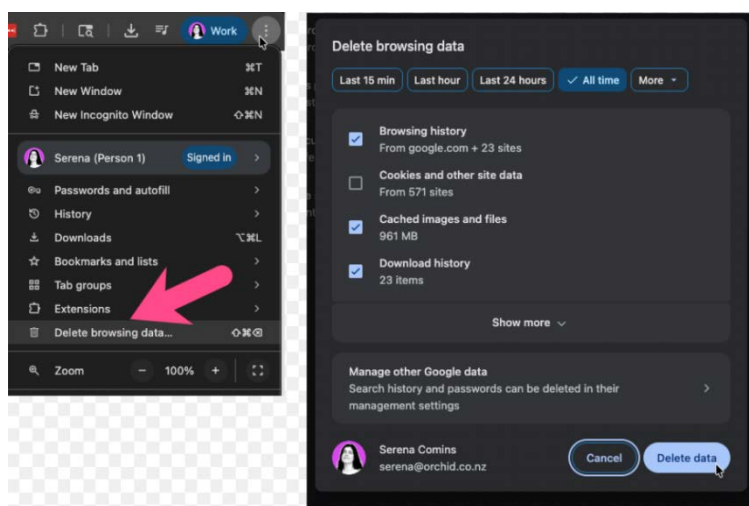
**Q: The “Kiwi Avoidance Training” (or similar) hyperlink is not working and displays a 403 Forbidden page**

**A:** Web browsers store cached data, which can sometimes cause links to display errors. Clearing your browser history may fix the issue.

If you are using Chrome:

- Click the three dots in the top right corner to open the menu
- Select “Delete browsing data”
- Tick “Browsing history,” choose “All time,” then click “Delete data”
- Refresh the page using the refresh button at the top of your browser

This should reload the link with the latest updates.



**Q: I'm having trouble using the forms on my dashboard (e.g. adding a dog, editing details, or making a booking) on my mobile phone. What should I do?**

**A:** When using your dashboard on a mobile phone, the main screen is your dashboard, and any actions (such as adding a new dog, editing details, or making a booking) will open in pop-up forms. These forms have an "X" in the top right corner to close them, and this works the same across all devices and browsers.

If you are accessing the system through a link in your email and experiencing issues, try logging in directly through a web browser instead.

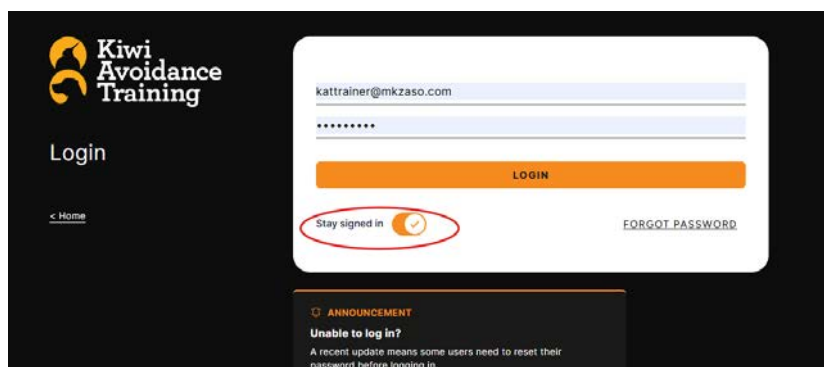
## Section 2. KAT Trainers

### 2.1 Web APP

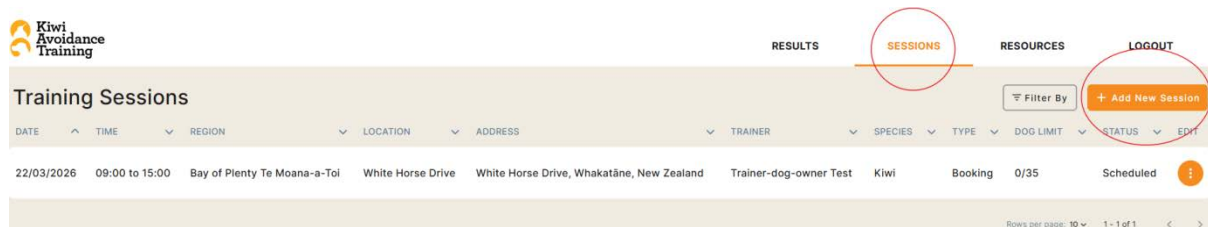
#### 2.1.1 How to create a training session

Go to <https://kiwiavoidancetraining.nz/> and log in.

*Tip: You can tick “Stay signed in” to allow for faster access across future visits*



Select ‘Sessions’ from the navigation bar and click the orange ‘Add New Session’



A pop-up will appear prompting you to enter details to create a session. Your name will automatically appear as the trainer.

Make sure all fields are completed before clicking save, otherwise the session cannot be created.

When filling in the “Address” field, you can include additional location details for the public to see before they make a booking. This information will appear on the main screen when searching for trainings in the area, and will also be included in the booking details (e.g. please do not park on the grass, or this session is for Waiheke residents only).

### Edit Session ✕

Malcolm Macfarlane (trainer ... ▼      Kiwi ▼

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Auckland Tāmaki Makaurau ▼      Waiheke Island (this training ses: ▼


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Onetangi Sports Park, O'Brien Road entrance ▼ 

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11 Apr 2026 

|            |                |                          |  |   |                                  |      |      |
|------------|----------------|--------------------------|--|---|----------------------------------|------|------|
| 11/04/2026 | 08:00 to 17:00 | Auckland Tāmaki Makaurau | Waiheke Island (this training session is aimed at residents and regular visitors of the eastern end of Waiheke only) | Onetangi Sports Park, O'Brien Road entrance | Malcolm Macfarlane (trainer #10) | Kiwi | RSVP |
|------------|----------------|--------------------------|--|---|----------------------------------|------|------|



**Kia ora, thanks for doing your part to save the kiwi!**

Follow the steps on the right to create an account and book your dog/s into a training spot.

**SELECT YOUR AREA:**

North Island Te Ika-a-Māui       South Island Te Waipounamu

Auckland Tāmaki Makaurau ▼

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**BOOK A SESSION:**

**11**      Auckland Tāmaki Makaurau  
Apr, 2026      Waiheke Island (this training session is aimed at residents and regular visitors of the eastern end of Waiheke only)

Kiwi Avoidance Training

Notify me when a new session is available in this area.

By continuing you agree to our Health and Safety Briefing, and our Privacy Policy.

You can also choose the type of session you want to run (e.g. bookable, private, or open session).

- This is a Bookable Session**
- This is a Private Session (by invitation only)**
- This is an Open Session**

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**A bookable** session allows you to set a start time, end time, and training duration per dog. This will automatically create bookable time slots for the public to choose from once the session is published.

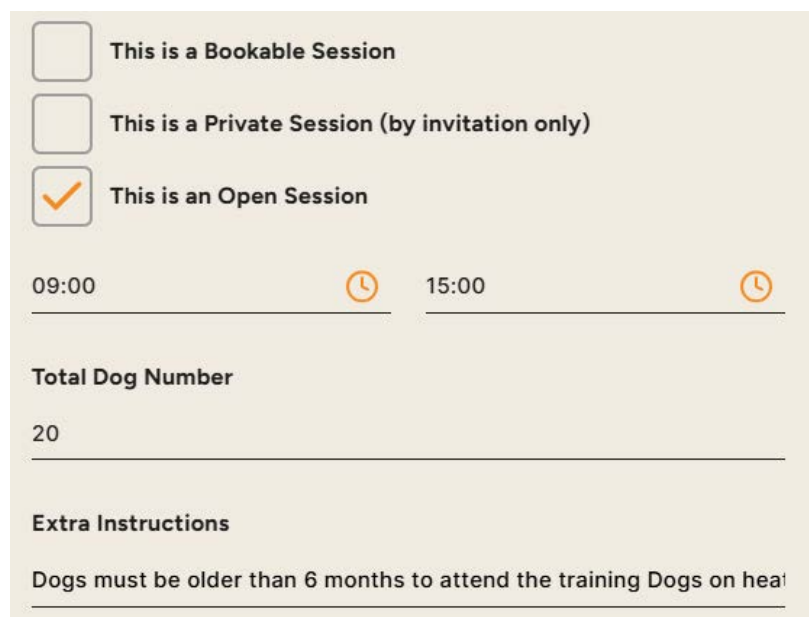
All time slots will appear with the word “break” shown above them. You can use this to add breaks, which will block those time slots so they cannot be booked.

As shown in the screenshot below, the session runs from 9:00am to 3:00pm, with 10-minute time slots per dog and a break at 12:00pm. A total of 35 dogs can be booked into the session.

Any additional information entered in the “extra instructions” field (e.g. site-specific directions, no dogs on heat, dogs must be over 6 months old) will be included in the booking confirmation sent to the dog owner.

**A private session** is by invitation only, such as for a hunting club or other closed group where the general public cannot book. The session still needs to be created so certificates can be generated. It will be visible online, but it will not be open for bookings.

**An open** session allows you to set a start and finish time, along with the total number of dogs for the session. Dogs booked into this session do not have a set time—they can arrive at any point within the scheduled hours (e.g. 9:00am–3:00pm). Once the maximum number of dogs is reached, no further bookings can be made.

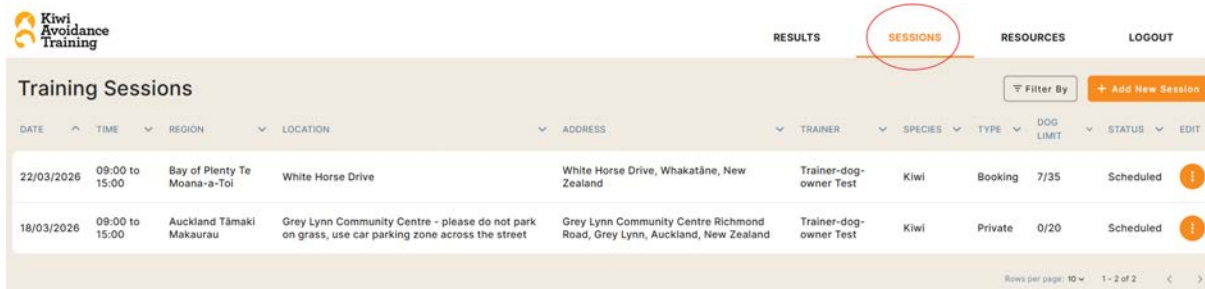




The screenshot shows a form for configuring a session. It includes three radio button options: 'This is a Bookable Session' (unchecked), 'This is a Private Session (by invitation only)' (unchecked), and 'This is an Open Session' (checked with an orange checkmark). Below these are two clock icons with the times 09:00 and 15:00. A 'Total Dog Number' field contains the value 20. An 'Extra Instructions' field contains the text 'Dogs must be older than 6 months to attend the training Dogs on heat'.

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Any enquiries or questions from the public about training will be sent to the email address associated with your trainer login. You will also receive email notifications for new bookings.

Once you have created your training session(s), they will be listed under the ‘Sessions’ tab on your personal dashboard.



| DATE       | TIME           | REGION                       | LOCATION   | ADDRESS  | TRAINER                | SPECIES | TYPE    | DOG LIMIT | STATUS    | EDIT  |
|------------|----------------|------------------------------|--|--|------------------------|---------|---------|-----------|-----------|---|
| 22/03/2026 | 09:00 to 15:00 | Bay of Plenty Te Moana-a-Toi | White Horse Drive  | White Horse Drive, Whakatāne, New Zealand                                  | Trainer-dog-owner Test | Kiwi    | Booking | 7/35      | Scheduled |  |
| 18/03/2026 | 09:00 to 15:00 | Auckland Tāmaki Makaurau     | Grey Lynn Community Centre - please do not park on grass, use car parking zone across the street | Grey Lynn Community Centre Richmond Road, Grey Lynn, Auckland, New Zealand | Trainer-dog-owner Test | Kiwi    | Private | 0/20      | Scheduled |  |

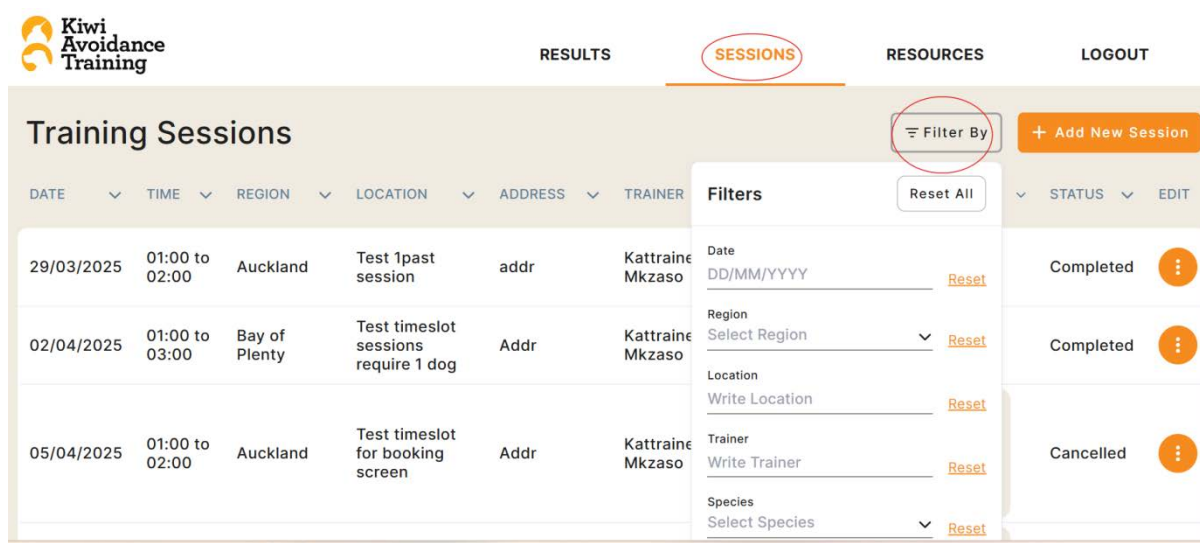
Rows per page: 10 | 1 - 2 of 2

## 2.1.2 How to enter results

To enter dog results (either on the day or afterwards), you first need to select the correct training session.

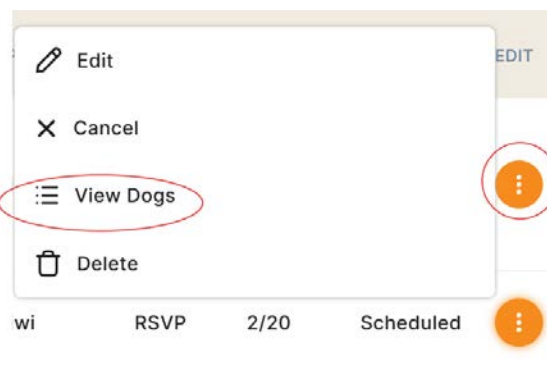
Go to the “Sessions” tab on your dashboard, where all past and upcoming training sessions are listed.

If you have many sessions, it is recommended to use the filter tool to quickly find the session you are looking for.

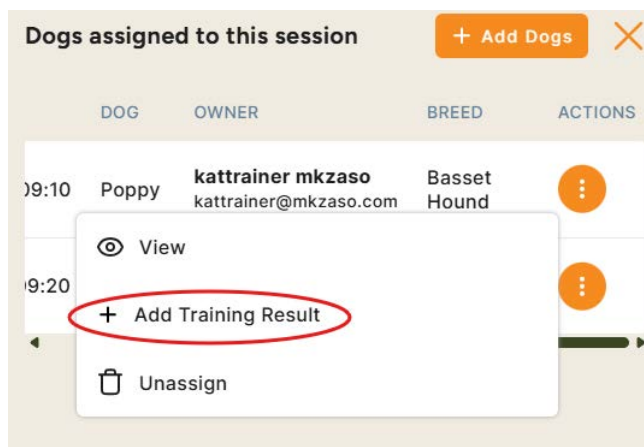


The ‘Filter By’ tool allows you to view all sessions created by every trainer using the app, not just your own. You can filter by date, region, location, trainer, species, and status.

Once you have found the training session you are looking for, click the three dots under the edit tab and select “View Dogs.”



Next, click the three dots under “Actions” for the dog you want to enter results for, and select “+ Add Training Result.”



Here you can enter all the training results for your dog. (To update other details, such as ID, age, or sex, see the instructions further below.)

To enter the dog's results, make sure you complete all required fields:

- **Level:** 1, 2, 3, Distracted, or Failed
- **Trained off-lead:** leave blank if the dog was trained on-lead
- **Corrections:** 0–4
- **Expiry:** this will populate automatically after entering the dog's training result
- **Optional notes:** any additional information you want to record about the dog
- **Dog ID information:** add a photo, microchip scan, or mark if not already entered

Click **Save** once all results have been entered.

**View/Edit Training** Certificate ID:4loTZQctBdseGdoRNJFw ✕

|  |                                     |   |
|--|-------------------------------------|---|
| OWNER NAME<br><b>Kattrainer Mkzaso</b> | DOG NAME<br><b>Poppy</b>            | TRAINED BY<br><b>Kattrainer Mkzaso</b>              |
| SPECIES<br><b>Kiwi</b>                 | COMPLETED DATE<br><b>23/03/2026</b> | COMPLETED AT<br><b>Bay of Plenty Te Moana-a-Toi</b> |

**ID Type**

Photo Scan Mark

123456789

**Mark Description**

Enter Description

**Level**

1 2 3 Distracted Failed

**Level 1 - Introduction:**  
first training = 6 months

**Level 2 - Intermediate:**  
second and subsequent training with no correction required = 12 months; with correction required = 6 months

**Level 3 - Advanced:**  
third or more training with clear avoidance shown and no correction required = 24 months; with correction required = 6/12 months

**Trained off lead**

**Corrections**

0 1 2 3 4

**Expiry**

6 Months

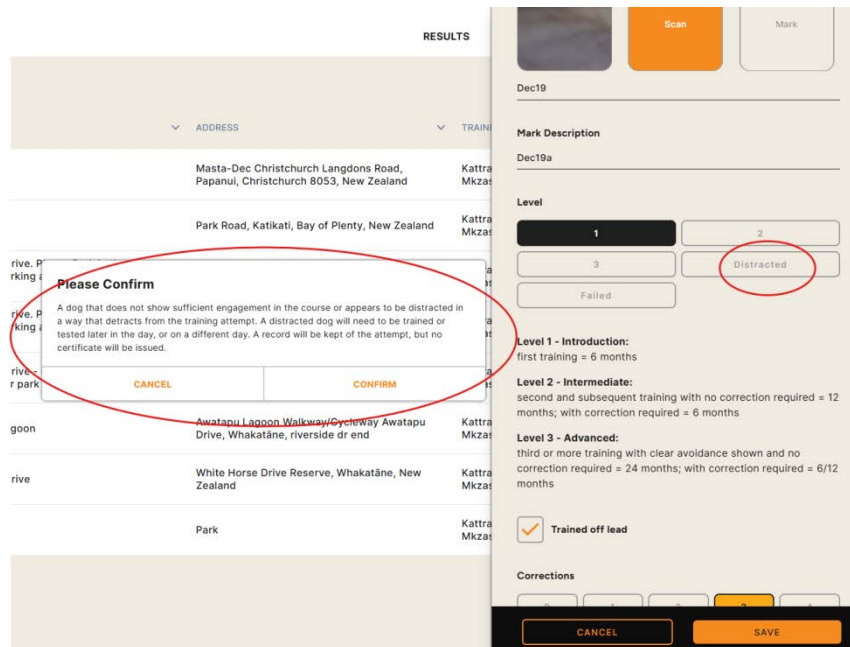
**Optional Notes**

No note added...

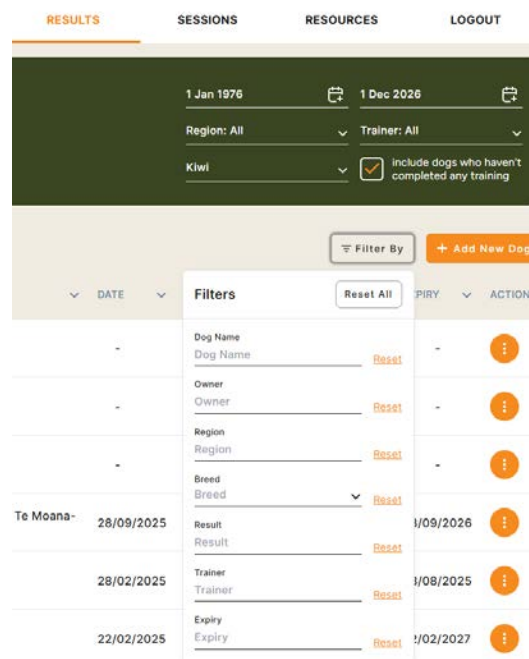
CANCEL SAVE

## Kiwi Avoidance User Guide

If you select “Distracted” or “Failed” under Level, a pop-up will appear with additional information to confirm your selection. Please read this carefully before proceeding. Dogs in either of these categories will not receive a certificate.

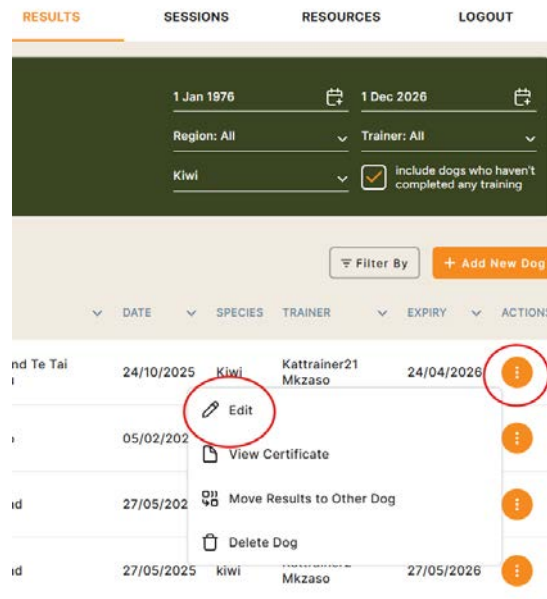


To update a dog’s details (such as age, sex, or breed), go to the “Results” tab and use the “Filter By” option. You can search by the dog’s name, owner, breed, or session to find the correct record.

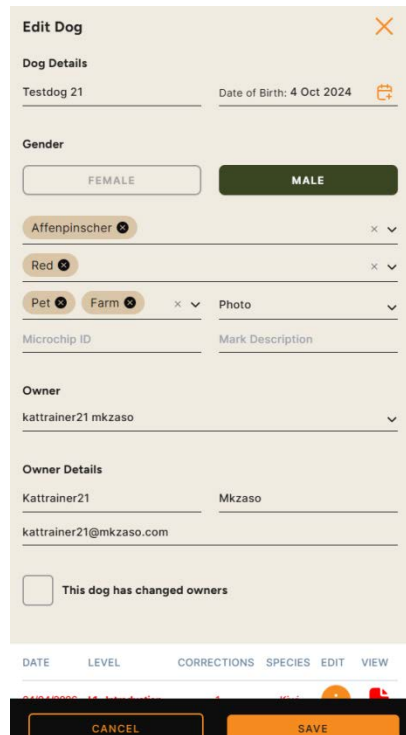


## Kiwi Avoidance User Guide

Once the dog appears on the screen (it will automatically show as you apply the filters), click the three dots on the right-hand side next to its name, then select “Edit.”



Here you can update various details about the dog, such as name, gender, breed, ID, and more. You can also change the dog’s owner by selecting the “This dog has changed owners” box. This will prompt you to enter the previous owner’s details, while you can update the current owner’s information in the fields above the checkbox. Be sure to click save after making any changes.



**Edit Dog** [Close]

**Dog Details**  
Testdog 21 | Date of Birth: 4 Oct 2024

**Gender**  
FEMALE | **MALE**

Affenpinscher  
Red  
Pet Farm | Photo  
Microchip ID | Mark Description

**Owner**  
katrainer21 mkzaso

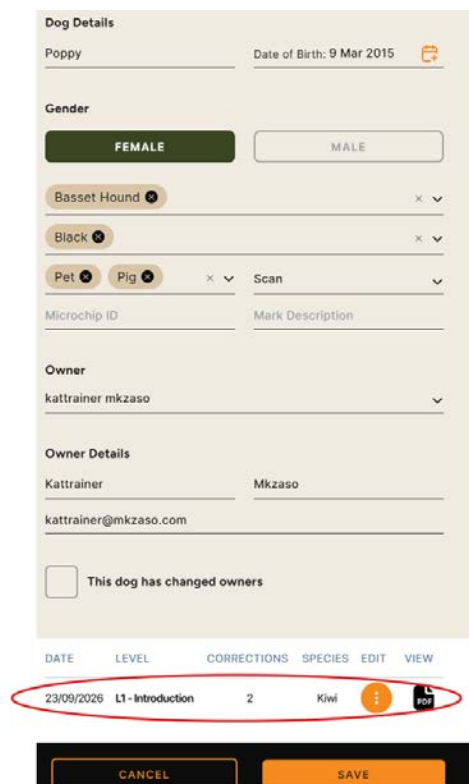
**Owner Details**  
Katrainer21 | Mkzaso  
katrainer21@mkzaso.com

This dog has changed owners

DATE LEVEL CORRECTIONS SPECIES EDIT VIEW

CANCEL SAVE

You can also view any certificates associated with the dog by scrolling to the bottom of the edit dog pop-up. Here, you can review previous results through the certificate(s) or edit past results if needed.



**Dog Details**  
Poppy | Date of Birth: 9 Mar 2015

**Gender**  
**FEMALE** | MALE

Basset Hound  
Black  
Pet Pig | Scan  
Microchip ID | Mark Description

**Owner**  
katrainer mkzaso

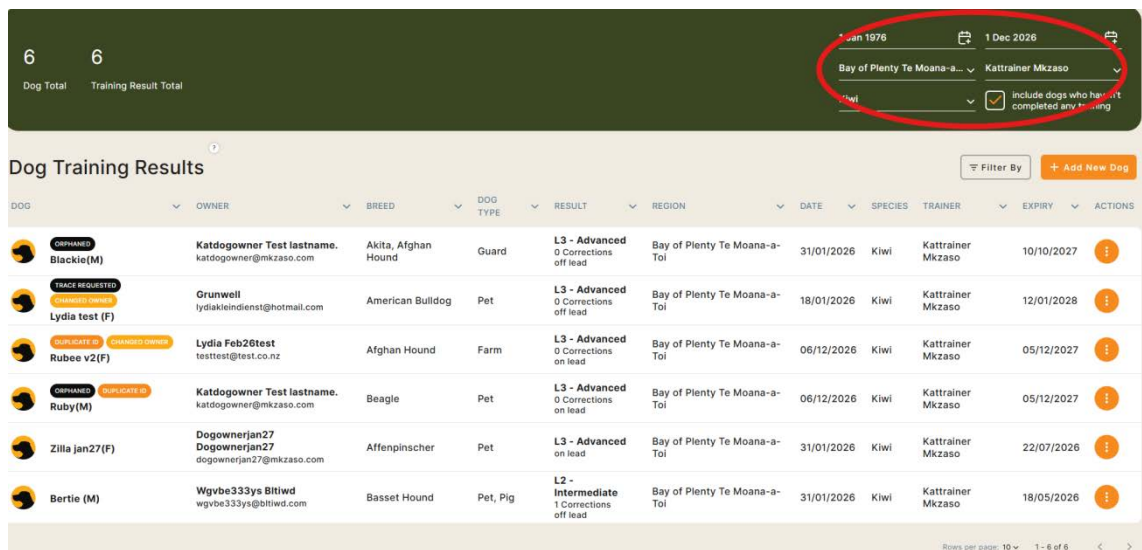
**Owner Details**  
Katrainer | Mkzaso  
katrainer@mkzaso.com

This dog has changed owners

| DATE       | LEVEL             | CORRECTIONS | SPECIES | EDIT   | VIEW  |
|------------|-------------------|-------------|---------|--------|-------|
| 23/09/2026 | L1 - Introduction | 2           | Kiwi    | [More] | [PDF] |

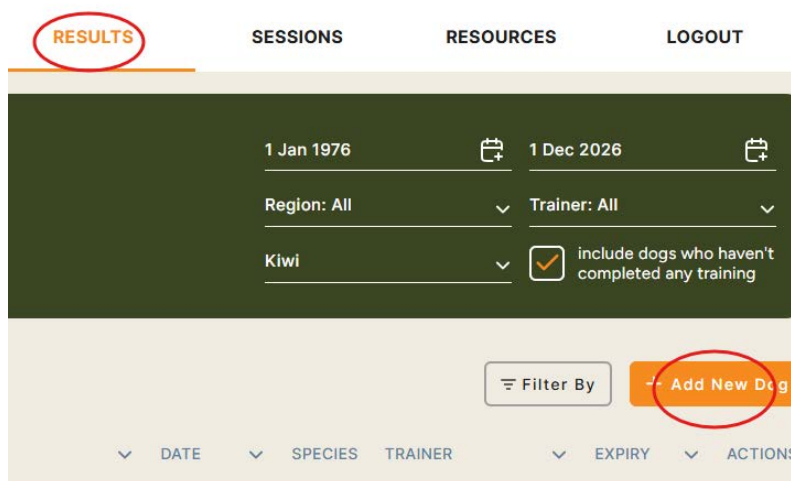
CANCEL SAVE

Another way to view a session’s results is by using the green filter at the top of the results screen. You can filter by date, region, trainer, and species. Results will automatically update as you select each option, there is no need to press enter.

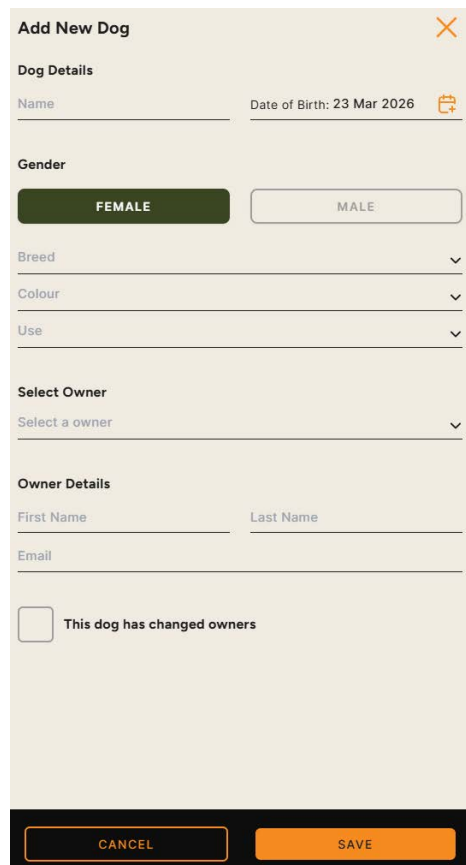


If a dog attending the session hasn’t been booked in, you will need to add them to the session.

Go to the results tab on your dash board and click the orange ‘+ Add New Dog’ button.



A pop-up will appear where you need to fill in all the details, including the dog’s name, birthdate, gender, breed, colour, use, and the owner’s information. Once all details are entered, click save.



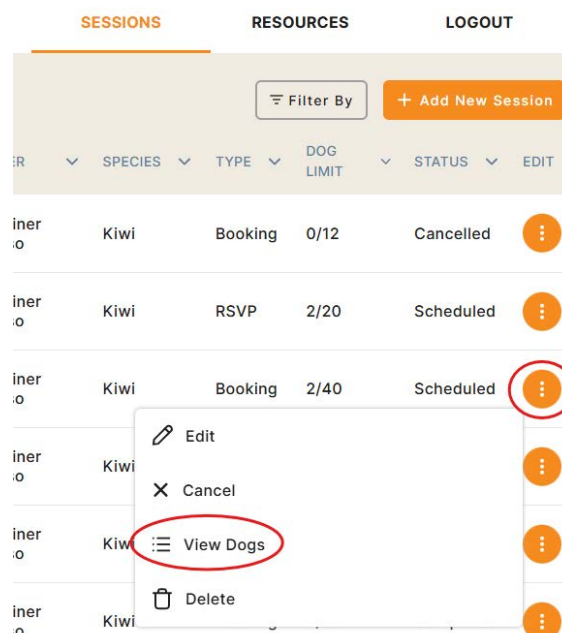
The 'Add New Dog' form includes the following sections:

- Dog Details:** Name, Date of Birth (23 Mar 2026)
- Gender:** FEMALE (selected), MALE
- Breed, Colour, Use:** Dropdown menus
- Select Owner:** Select a owner dropdown
- Owner Details:** First Name, Last Name, Email
- This dog has changed owners

Buttons: CANCEL, SAVE

To add a new dog to a session, go to the “Sessions” tab and use the filter button to find your session, as described in the instructions above.

Click the three dots next to your session and select “View Dogs.”



Navigation: SESSIONS (selected), RESOURCES, LOGOUT

Buttons: Filter By, + Add New Session

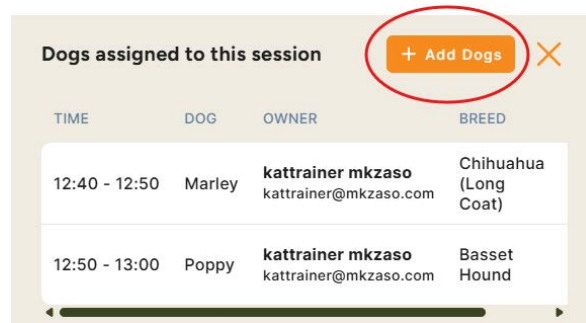
| ID     | SPECIES | TYPE    | DOG LIMIT | STATUS    | EDIT |
|--------|---------|---------|-----------|-----------|------|
| iner.o | Kiwi    | Booking | 0/12      | Cancelled | ⋮    |
| iner.o | Kiwi    | RSVP    | 2/20      | Scheduled | ⋮    |
| iner.o | Kiwi    | Booking | 2/40      | Scheduled | ⋮    |
| iner.o | Kiwi    |         |           |           | ⋮    |
| iner.o | Kiwi    |         |           |           | ⋮    |
| iner.o | Kiwi    |         |           |           | ⋮    |

Context menu for the selected session:

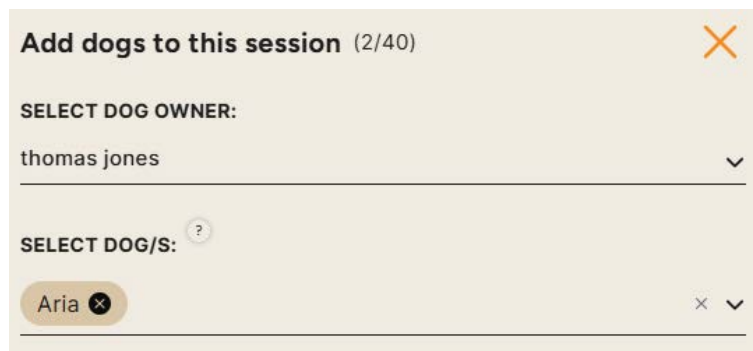
- Edit
- Cancel
- View Dogs
- Delete

## Kiwi Avoidance User Guide

A pop-up will then appear, click the orange “+ Add Dogs” button.



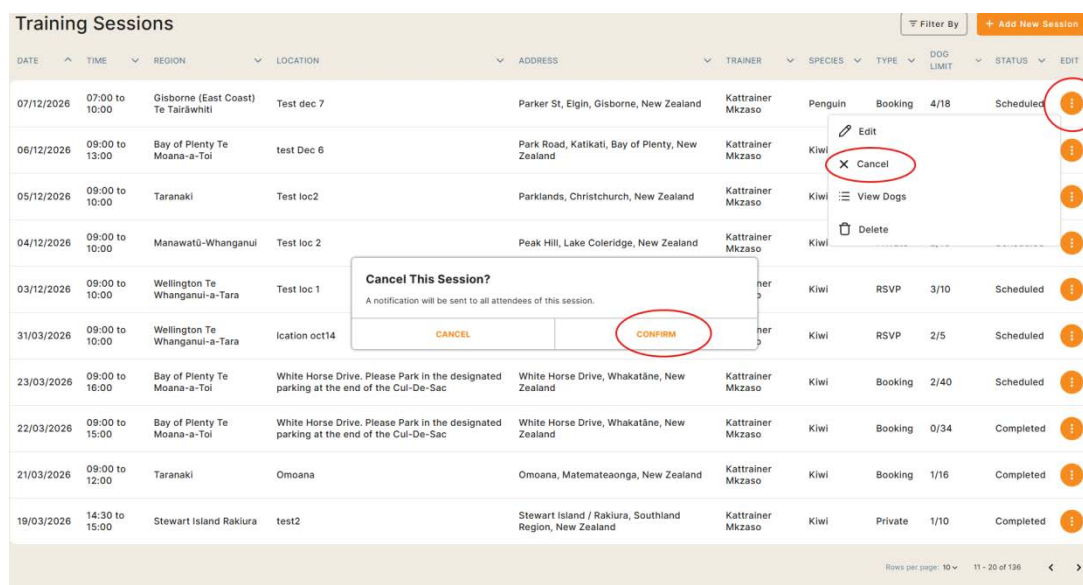
Here you can select or type in the dog’s name and the owner’s name using the drop-down boxes. If your session uses time slots, you will need to select a slot to add the new dog. If there are no available time slots, or you session limit is full, you will need to extend your session (see the troubleshooting section below).



## 2.1.1 Trouble Shooting FAQ's for trainers – Web app

**Q: How do I let the public know if I need to cancel a training?**

**A:** Select the session you want to cancel by clicking the three dots at the end of the session, then click “Cancel” and confirm in the pop-up box. An email will automatically be sent to the public notifying them of the cancellation.



| DATE       | TIME           | REGION                             | LOCATION  | ADDRESS   | TRAINER           | SPECIES | TYPE    | DOG LIMIT | STATUS    | EDIT |
|------------|----------------|------------------------------------|---|---|-------------------|---------|---------|-----------|-----------|------|
| 07/12/2026 | 07:00 to 10:00 | Gisborne (East Coast) Te Taiāwhiti | Test dec 7  | Parker St, Elgin, Gisborne, New Zealand                 | Kattrainer Mkzaso | Penguin | Booking | 4/18      | Scheduled | ⋮    |
| 06/12/2026 | 09:00 to 13:00 | Bay of Plenty Te Moana-a-Toi       | test Dec 6  | Park Road, Katikati, Bay of Plenty, New Zealand         | Kattrainer Mkzaso | Kiwi    |         |           |           | ⋮    |
| 05/12/2026 | 09:00 to 10:00 | Taranaki                           | Test loc2   | Parklands, Christchurch, New Zealand                    | Kattrainer Mkzaso | Kiwi    |         |           |           | ⋮    |
| 04/12/2026 | 09:00 to 10:00 | Manawatu-Whanganui                 | Test loc 2  | Peak Hill, Lake Coleridge, New Zealand                  | Kattrainer Mkzaso | Kiwi    |         |           |           | ⋮    |
| 03/12/2026 | 09:00 to 10:00 | Wellington Te Whanganui-a-Tara     | Test loc 1  |   | Kattrainer Mkzaso | Kiwi    | RSVP    | 3/10      | Scheduled | ⋮    |
| 31/03/2026 | 09:00 to 10:00 | Wellington Te Whanganui-a-Tara     | Ication oct14   |   | Kattrainer Mkzaso | Kiwi    | RSVP    | 2/5       | Scheduled | ⋮    |
| 23/03/2026 | 09:00 to 16:00 | Bay of Plenty Te Moana-a-Toi       | White Horse Drive. Please Park in the designated parking at the end of the Cul-De-Sac | White Horse Drive, Whakatāne, New Zealand               | Kattrainer Mkzaso | Kiwi    | Booking | 2/40      | Scheduled | ⋮    |
| 22/03/2026 | 09:00 to 15:00 | Bay of Plenty Te Moana-a-Toi       | White Horse Drive. Please Park in the designated parking at the end of the Cul-De-Sac | White Horse Drive, Whakatāne, New Zealand               | Kattrainer Mkzaso | Kiwi    | Booking | 0/34      | Completed | ⋮    |
| 21/03/2026 | 09:00 to 12:00 | Taranaki                           | Omoana  | Omoana, Matemateonga, New Zealand                       | Kattrainer Mkzaso | Kiwi    | Booking | 1/16      | Completed | ⋮    |
| 19/03/2026 | 14:30 to 15:00 | Stewart Island Rakiura             | test2   | Stewart Island / Rakiura, Southland Region, New Zealand | Kattrainer Mkzaso | Kiwi    | Private | 1/10      | Completed | ⋮    |

**Q: Can dog owners update their dog/s ID information?**

**A:** No, this can only be done by trainers.

**Q: Is the certificate sent to the owner as soon as I enter and save the training results for their dog?**

**A:** Yes, the certificate is sent automatically as soon as the results are entered and saved, provided there is an internet connection. If there is no connectivity, the certificate will be sent automatically once the device is back in range, no further action is required. You can also download the certificate and email it to the owner if needed.

**Q: Can I extend my session to allow for more dogs (e.g. walk-ins or additional dogs not originally booked)?**

**A:** Yes. Select the session you want to update, click the three dots at the end of the session, and choose edit.

| Training Sessions |                |                              |            |   |                   |      |      |      |           | Filter By | + Add New Session |  |
|-------------------|----------------|------------------------------|------------|---|-------------------|------|------|------|-----------|-----------|-------------------|--|
| DATE              | TIME           | REGION                       | LOCATION   | ADDRESS   | TRAINER           | SP   |      |      |           |           |                   |  |
| 08/12/2026        | 09:00 to 11:00 | Bay of Plenty Te Moana-a-Toi | test DEC 8 | Masta-Dec Christchurch Langdons Road, Papanui, Christchurch 8053, New Zealand | Kattrainer Mkzaso | Ki   |      |      |           |           |                   |  |
| 06/12/2026        | 09:00 to 13:00 | Bay of Plenty Te Moana-a-Toi | test Dec 6 | Park Road, Katikati, Bay of Plenty, New Zealand                               | Kattrainer Mkzaso | Kiwi | RSVP | 2/10 | Scheduled |           |                   |  |

Once the pop-up opens, scroll down to “Total Dog Number” and update it to the number of dogs required. If needed, you can also adjust the session end time to allow for the additional dogs. Make sure to click save once you have made your changes.

6 Dec 2026

This is a Bookable Session

This is a Private Session (by invitation only)

This is an Open Session

09:00 13:00

Total Dog Number

20

Extra Instructions

CANCEL SAVE

**Q: What notifications will I receive as a trainer?**

**A:** As a trainer, you will receive notifications via your registered email address when sessions reach 80%, 90%, and 100% capacity.

**Q: What notifications does the public receive?**

**A:** The public receives the following notifications:

- **Booking confirmation:** immediately after booking
- **Booking reminder:** 3 days before the session

- **Session cancellation:** as soon as a trainer cancels the session
- **Session updates:** if any details are changed (e.g., address, notes)
- **Retraining reminder:** 28 days before a dog's certification expires
- **Certification issued:** immediately after the trainer enters the training results for the dog

**Q: What is the filter button used for?**

**A:** The filter button allows you to sort and view your training sessions based on different criteria, such as date, time, region, location, address, trainer, species, type of booking, dog limit, and status (completed or scheduled).

**Q: Can I enter results after the training has been completed, for example the day after, if I recorded them but didn't enter them during the session?**

**A:** Yes, you can enter results after the training session. However, it is recommended to enter results during the session to avoid missing any information. You can also edit results if an error was made. If you do, a new certificate will be generated to ensure the updated information is captured for the dog's owner.

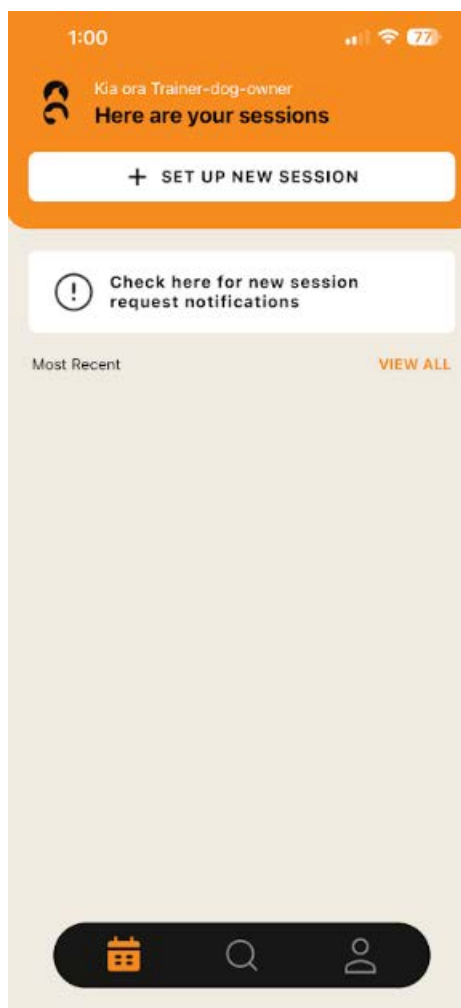
**Q: What information is held in the resources tab?**

**A:** The resources tab contains information considered important for trainers, such as health and safety guidelines and informational flyers for the public. Trainers can only view this information, if you think something should be added here please email: [avoidance@savethekiwi.nz](mailto:avoidance@savethekiwi.nz)

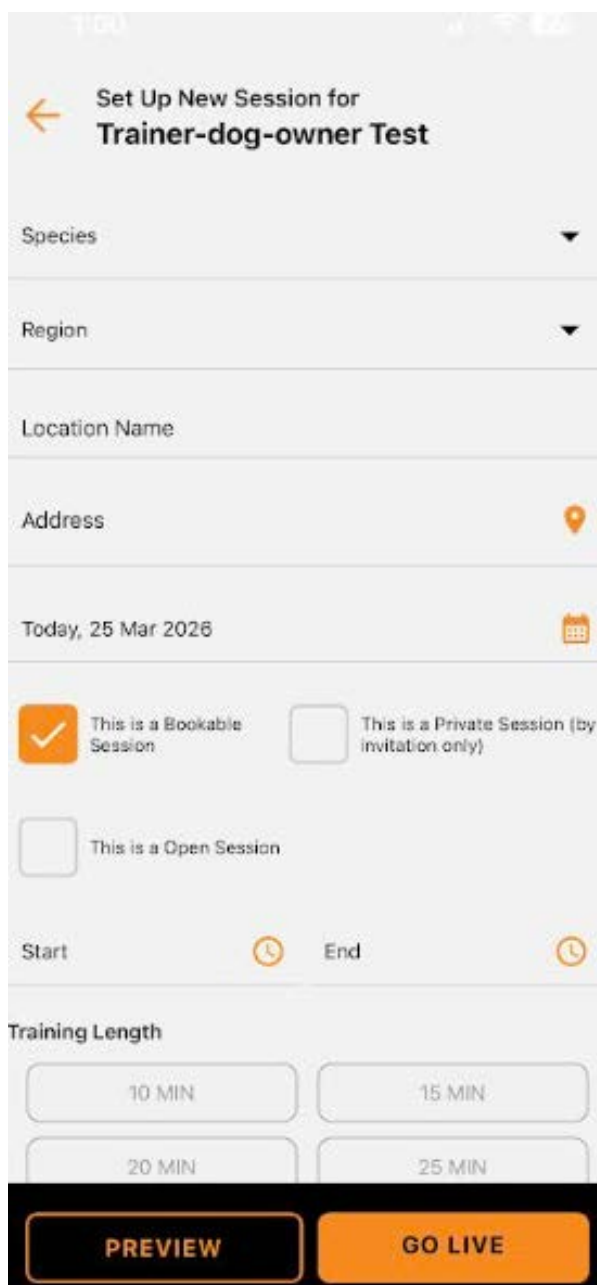
## 2.2 IOS APP

### 2.2.1 How to create a training session

Once you have logged in, you will be taken to the home screen. Click the “+ Set Up New Session” button to create a new training session.



On this page, fill in all required details. If you are not creating a bookable session (e.g. a private or open session), the training length field will be greyed out and does not need to be completed.





Set Up New Session for  
**Trainer-dog-owner Test**

Species ▼

Region ▼



Location Name

Address 

Today, 25 Mar 2026 

This is a Bookable Session  This is a Private Session (by invitation only)

This is a Open Session

Start  End 

Training Length

10 MIN 15 MIN

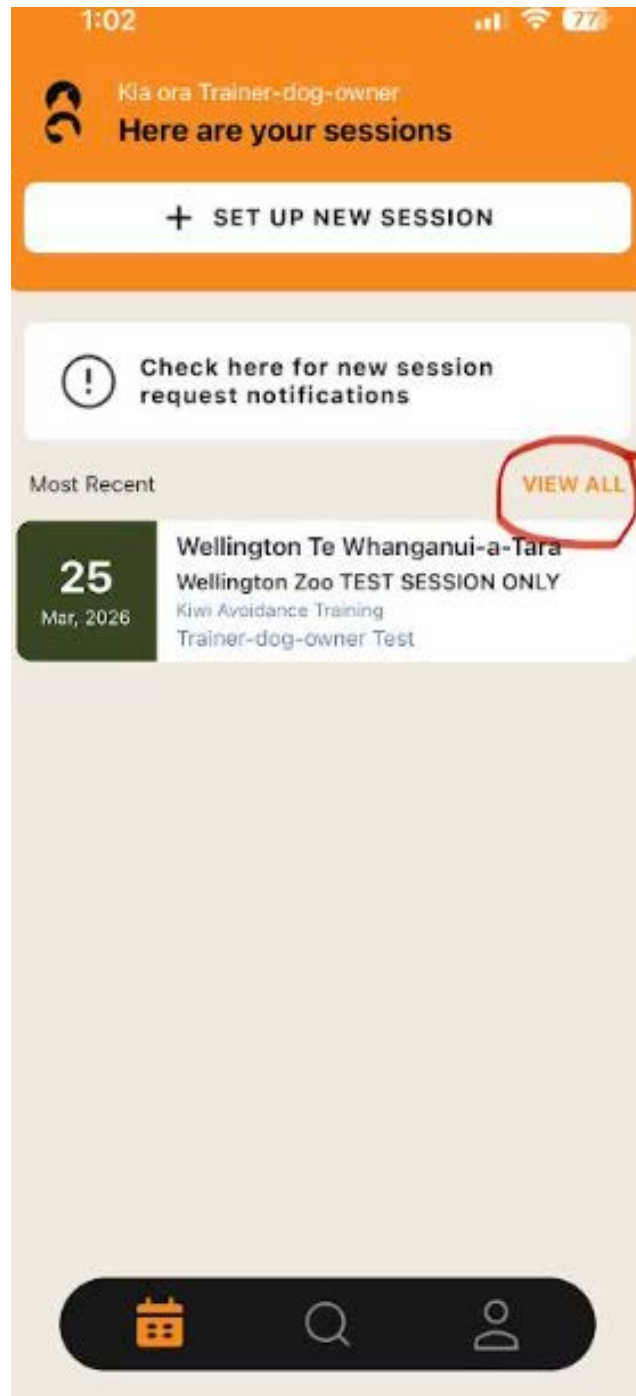
20 MIN 25 MIN

**PREVIEW** **GO LIVE**

Once all details are entered, click the orange “Go Live” button.

## Kiwi Avoidance User Guide

You will then be returned to the home screen, where your newly created session will appear. Any additional sessions you create will also be listed here. Click the “View All” button to see all sessions. When logged in on your phone, you will only be able to view the sessions you have created, not those created by other trainers.

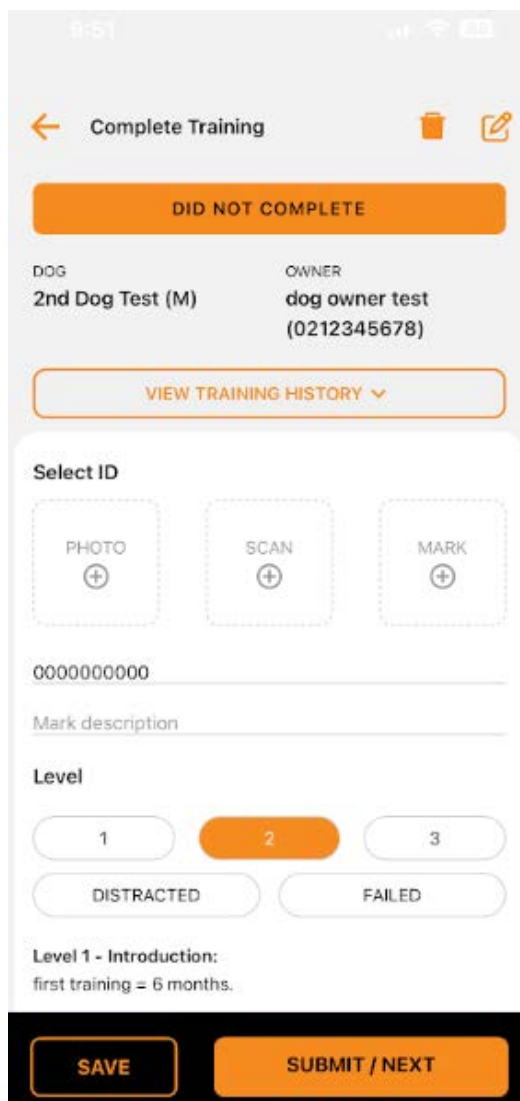


## 2.2.2 How to enter results

Once in your session, select the dog you want to enter results for. Enter all results on this screen, and make sure the dog's ID details are included if they are not already recorded.

All required fields must be completed before you can submit the results:

- Level
- Trained on/off lead (tick the box only if the dog was trained off lead)
- Corrections
- Optional notes (if needed)



9:51

← Complete Training

**DID NOT COMPLETE**

DOG: 2nd Dog Test (M)      OWNER: dog owner test (0212345678)

VIEW TRAINING HISTORY ▾

Select ID

PHOTO (+)      SCAN (+)      MARK (+)

0000000000

Mark description

Level

1      2      3

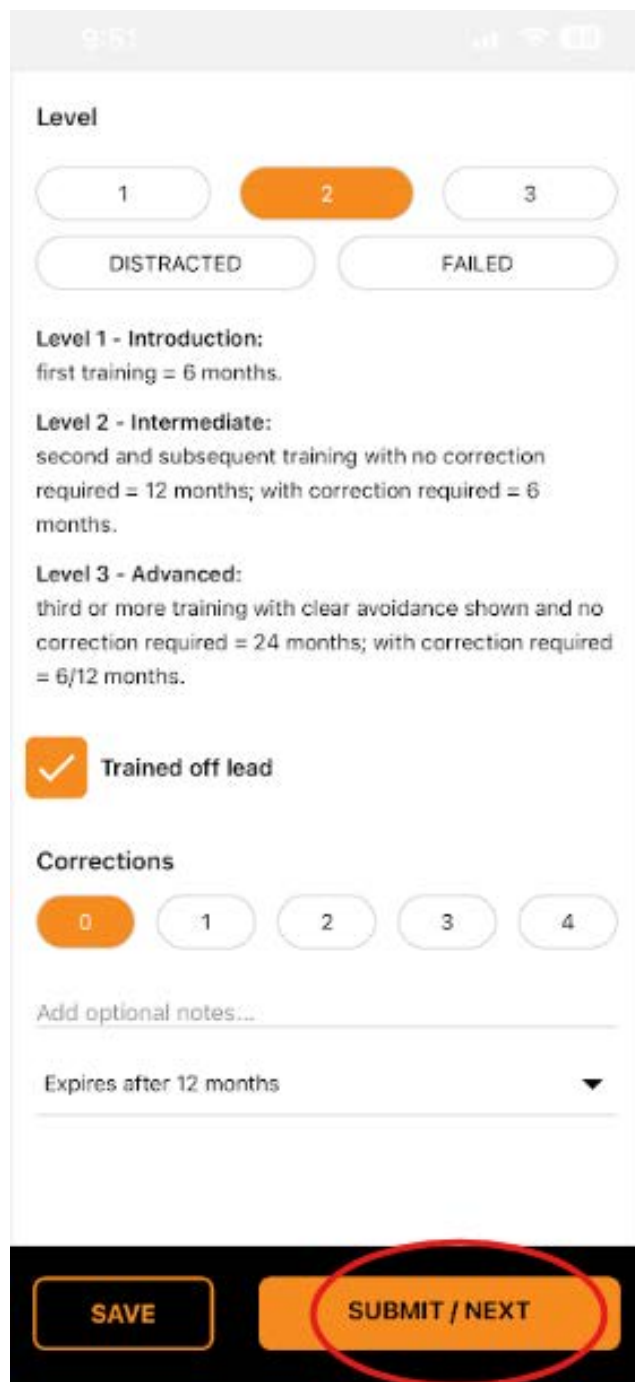
DISTRACTED      FAILED

Level 1 - Introduction:  
first training = 6 months.

SAVE      SUBMIT / NEXT

Note: When you select the level and number of corrections, the certificate expiry will automatically be calculated (e.g. 6, 12, or 24 months).

Once you have entered all the data, click the orange “Submit/Next” button. A certificate will be automatically generated and sent to the owners registered email address. The certificate has all the below information on, including the trainers details.



The screenshot shows a mobile app interface for training a dog. At the top, the time is 9:51. The main section is titled "Level" and has three buttons: "1", "2", and "3". Button "2" is selected and highlighted in orange. Below these are two buttons: "DISTRACTED" and "FAILED".

Below the level selection, there are three sections of text:

- Level 1 - Introduction:** first training = 6 months.
- Level 2 - Intermediate:** second and subsequent training with no correction required = 12 months; with correction required = 6 months.
- Level 3 - Advanced:** third or more training with clear avoidance shown and no correction required = 24 months; with correction required = 6/12 months.

Below the text is a checkbox labeled "Trained off lead" which is checked with an orange checkmark.

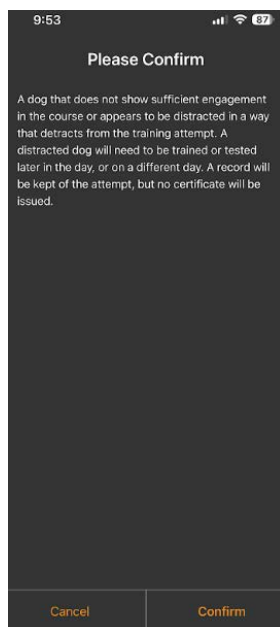
Below that is a section titled "Corrections" with five buttons: "0", "1", "2", "3", and "4". Button "0" is selected and highlighted in orange.

Below the corrections is a text input field labeled "Add optional notes...".

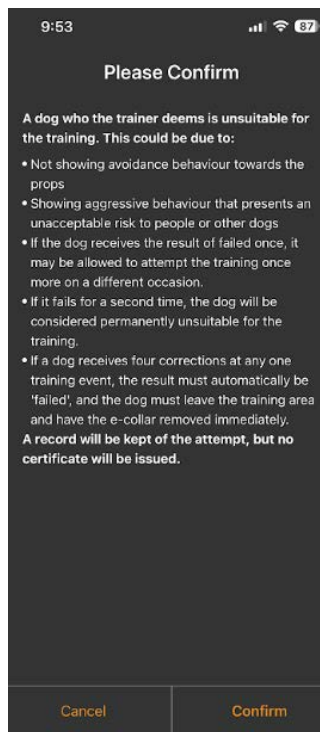
Below the notes is a dropdown menu labeled "Expires after 12 months" with a downward arrow.

At the bottom of the screen, there are two buttons: "SAVE" and "SUBMIT / NEXT". The "SUBMIT / NEXT" button is circled in red.

If the dog is marked as “Distracted,” a pop-up will appear. Please read the information carefully before selecting either cancel or confirm. Dogs marked as distracted do not receive a certificate.



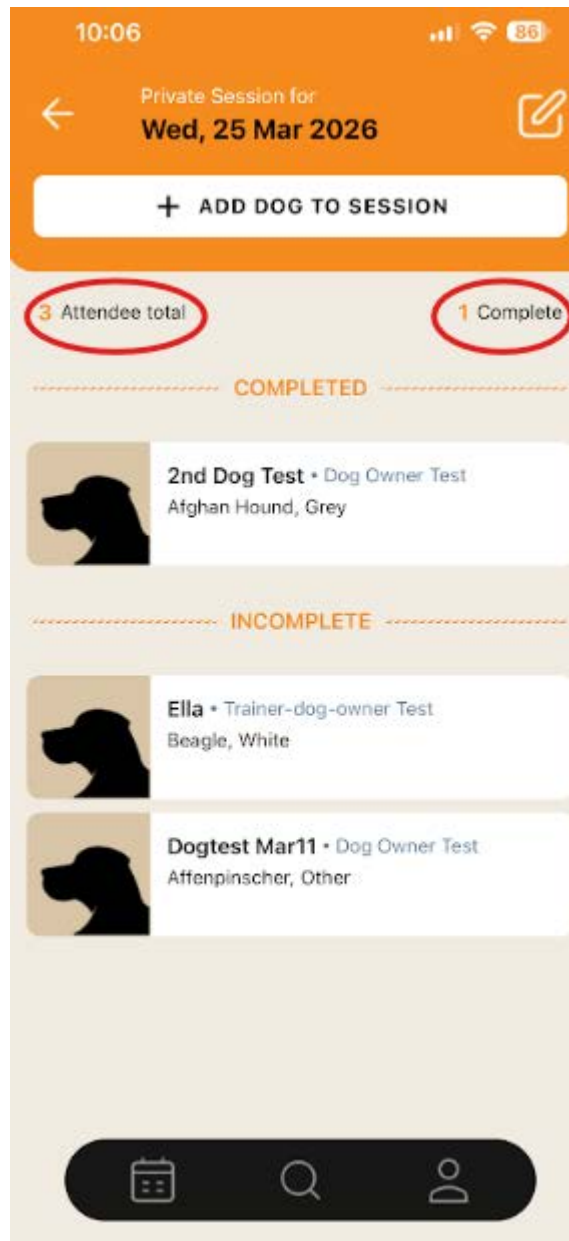
If the dog failed the training, a pop-up will appear. Please read the information carefully before choosing either cancel or confirm. Dogs that fail do not receive a certificate.



Once you click the “Submit/Next” button after entering results, you will be taken back to your home screen. Here, you can see which dogs have completed the training and which are still marked as incomplete (still to do the training or no shows). You can also

## Kiwi Avoidance User Guide

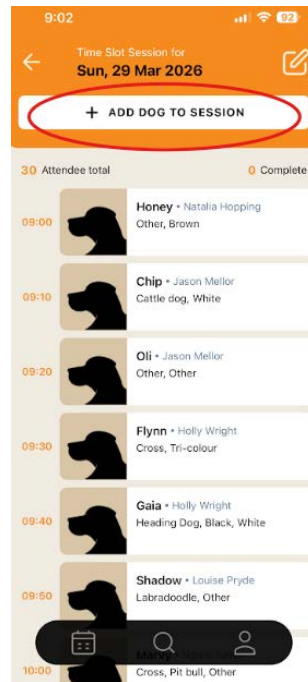
view the total number of dogs in the session (Attendee Total) and how many have completed the training (Complete).



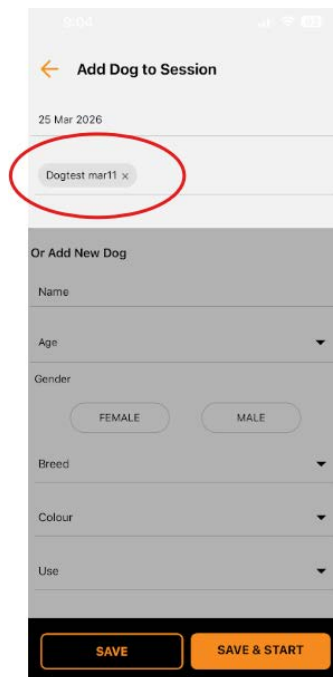
If a dog arrives as a walk-in on the day, you will need to add them to your current session.

## Kiwi Avoidance User Guide

Open your session where all booked dogs are listed, then click the “+ Add Dog to Session” button

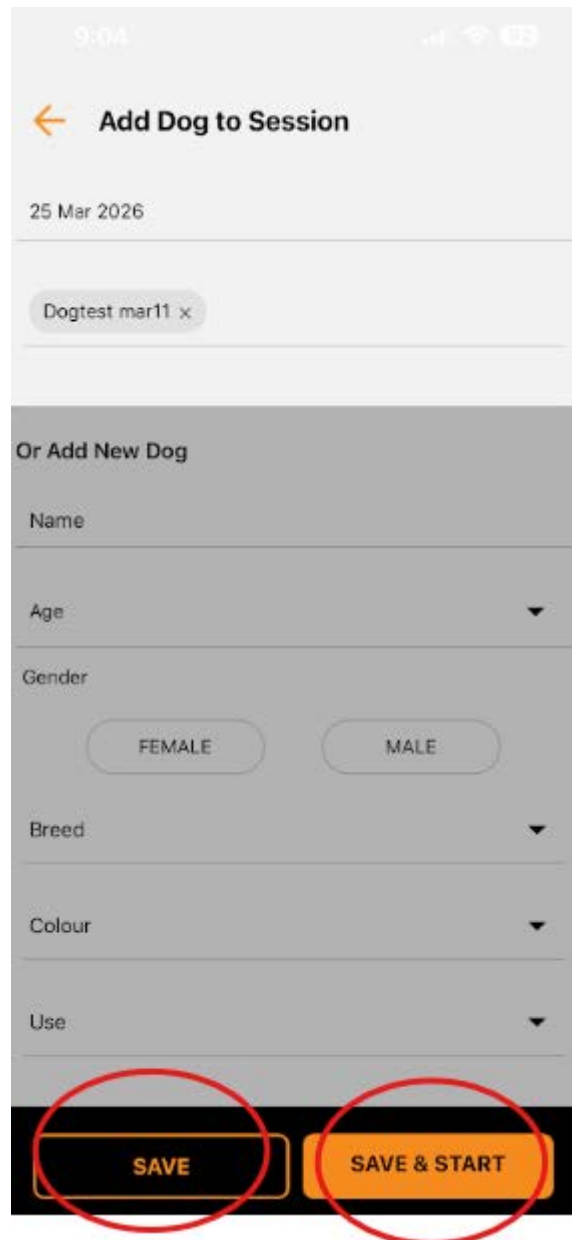


Here, you can search for a dog by the dog’s name or the owner’s name, or add a new dog if they are not already registered.



## Kiwi Avoidance User Guide

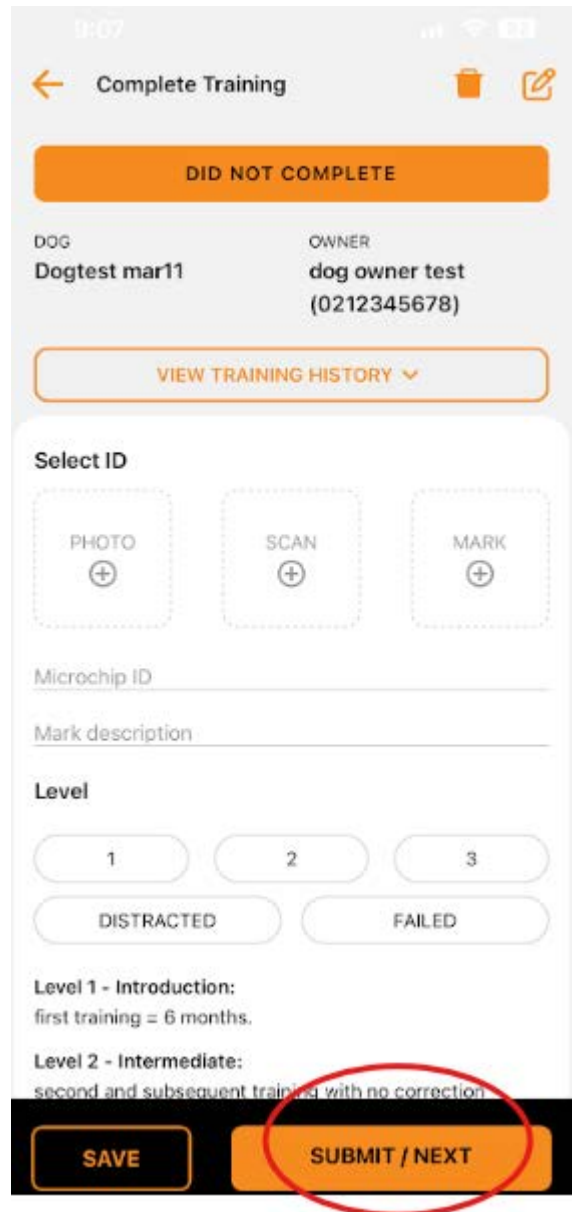
Once you have found the dog in the system using the search, click the orange “Save & Start” button to enter results straight away, or click “Save” to add the dog to your session and enter the results later.

A screenshot of a mobile application interface titled "Add Dog to Session". At the top, there is a back arrow and the title. Below the title, the date "25 Mar 2026" is displayed. A search bar contains the text "Dogtest mar11 x". Below this is a section titled "Or Add New Dog" with several input fields: "Name", "Age" (with a dropdown arrow), "Gender" (with two buttons labeled "FEMALE" and "MALE"), "Breed" (with a dropdown arrow), "Colour" (with a dropdown arrow), and "Use" (with a dropdown arrow). At the bottom of the screen, there are two orange buttons: "SAVE" and "SAVE & START". Both buttons are circled in red.

If you click the Save & Start button, this will take you to the screen where you can enter the dog’s ID details and training results.

## Kiwi Avoidance User Guide

If you choose to enter the results immediately, make sure all fields are completed, then click the orange “Submit/Next” button.



9:07

← Complete Training

**DID NOT COMPLETE**

DOG: Dogtest mar11      OWNER: dog owner test (0212345678)

VIEW TRAINING HISTORY ▾

Select ID

PHOTO (+)      SCAN (+)      MARK (+)

Microchip ID

Mark description

Level

1      2      3

DISTRACTED      FAILED

Level 1 - Introduction:  
first training = 6 months.

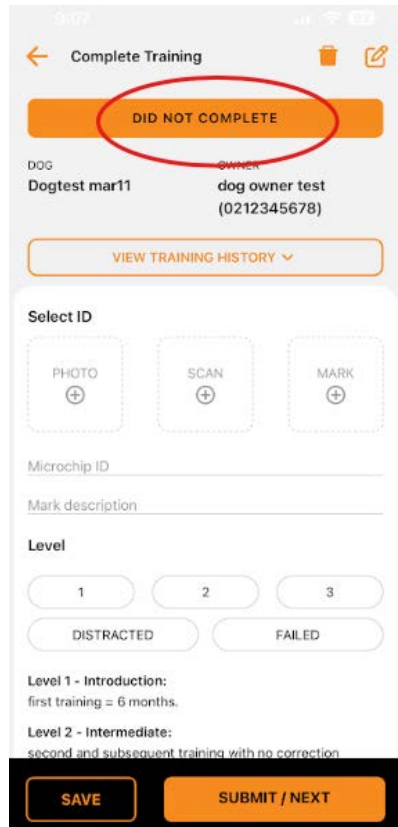
Level 2 - Intermediate:  
second and subsequent training with no correction.

SAVE      **SUBMIT / NEXT**

## Kiwi Avoidance User Guide

If a dog does not complete the training (e.g. did not attend or was a no-show), it must be marked as “Incomplete.” You can do this in two ways:

1. Click on the dog, select the orange “Did Not Complete” option, and confirm when the pop-up appears.



9:07

Complete Training

**DID NOT COMPLETE**

DOG: Dogtest mar11

OWNER: dog owner test (0212345678)

VIEW TRAINING HISTORY

Select ID

PHOTO SCAN MARK

Microchip ID

Mark description

Level

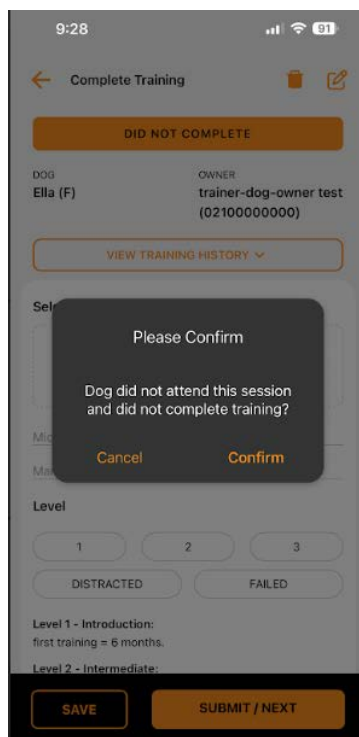
1 2 3

DISTRACTED FAILED

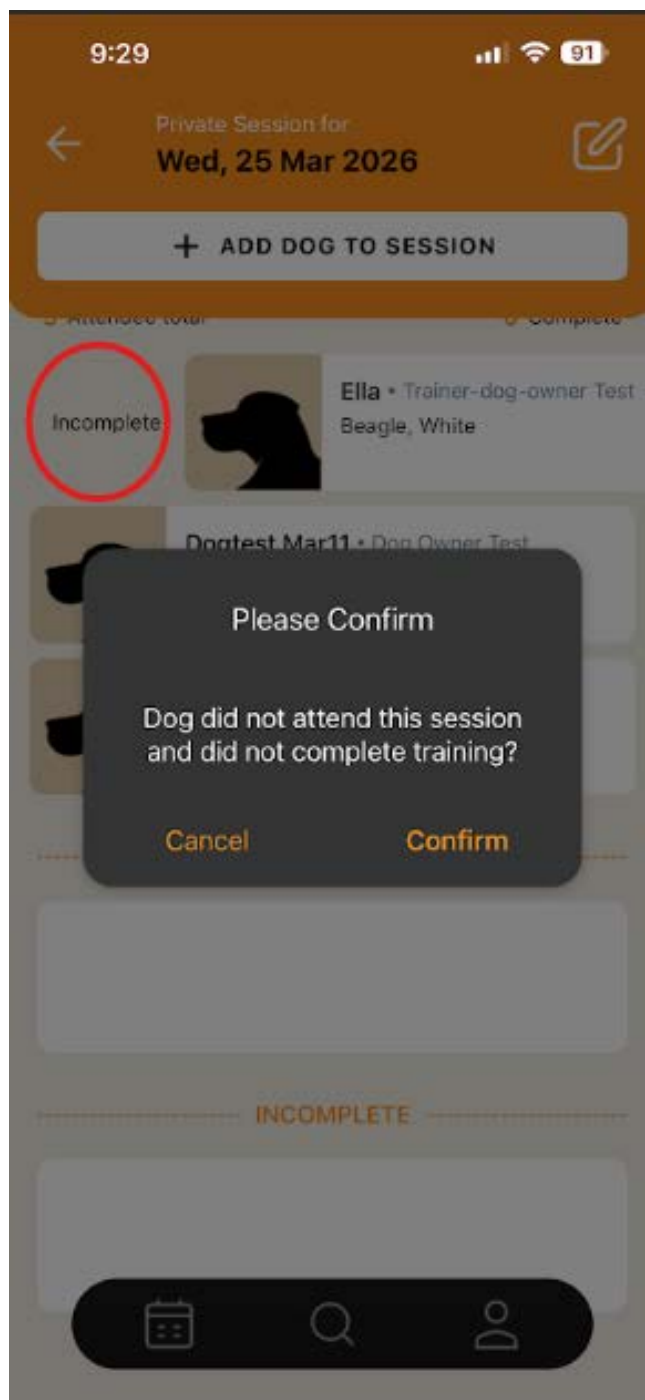
Level 1 - Introduction:  
first training = 6 months.

Level 2 - Intermediate:  
second and subsequent training with no correction

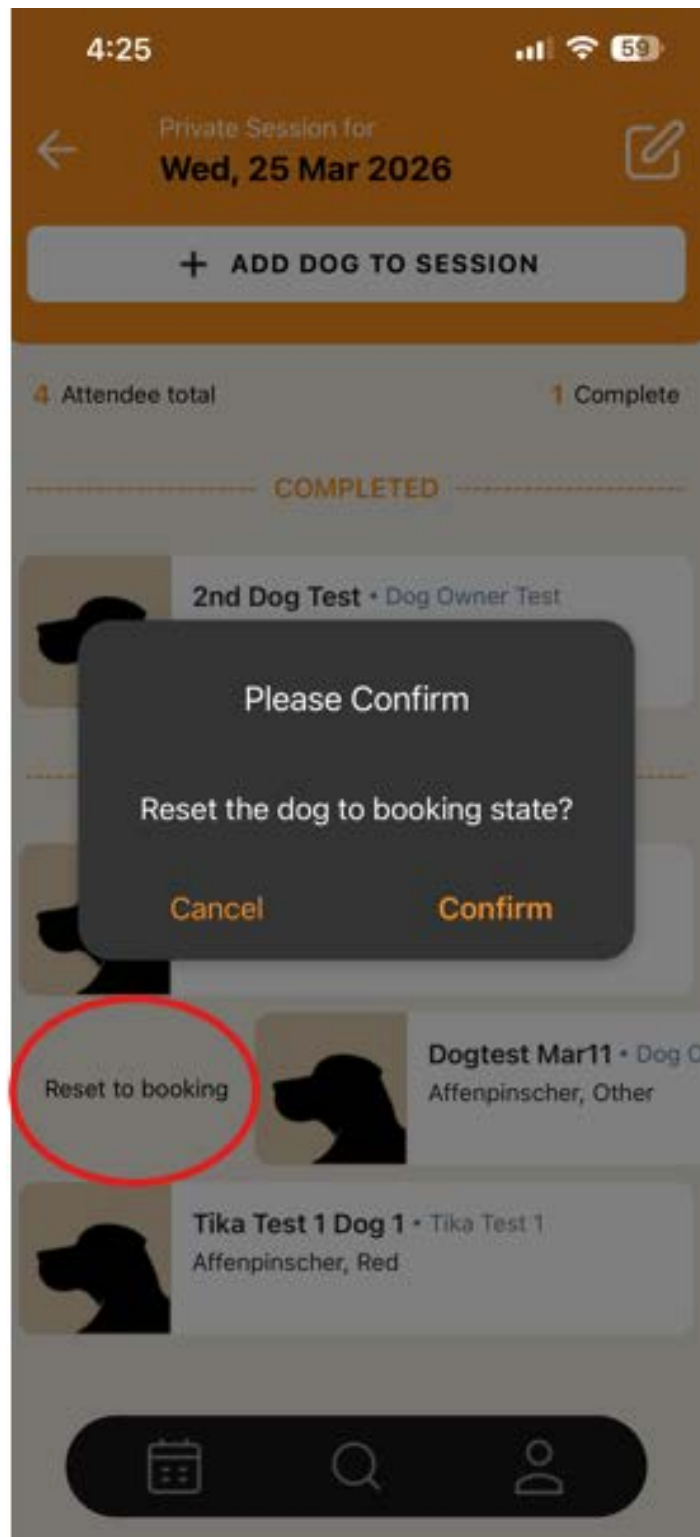
SAVE SUBMIT / NEXT



2. Go to the main screen where all dogs are listed. Swipe the dog to the right—  
“Incomplete” will appear on the left side. A pop-up will then ask you to confirm  
that the dog did not complete the training.



If a dog is marked as “Incomplete,” training cannot be completed for that dog. If this was done in error, swipe the dog to the left to move them back so the training can be completed. A pop up will appear asking you to confirm this change.

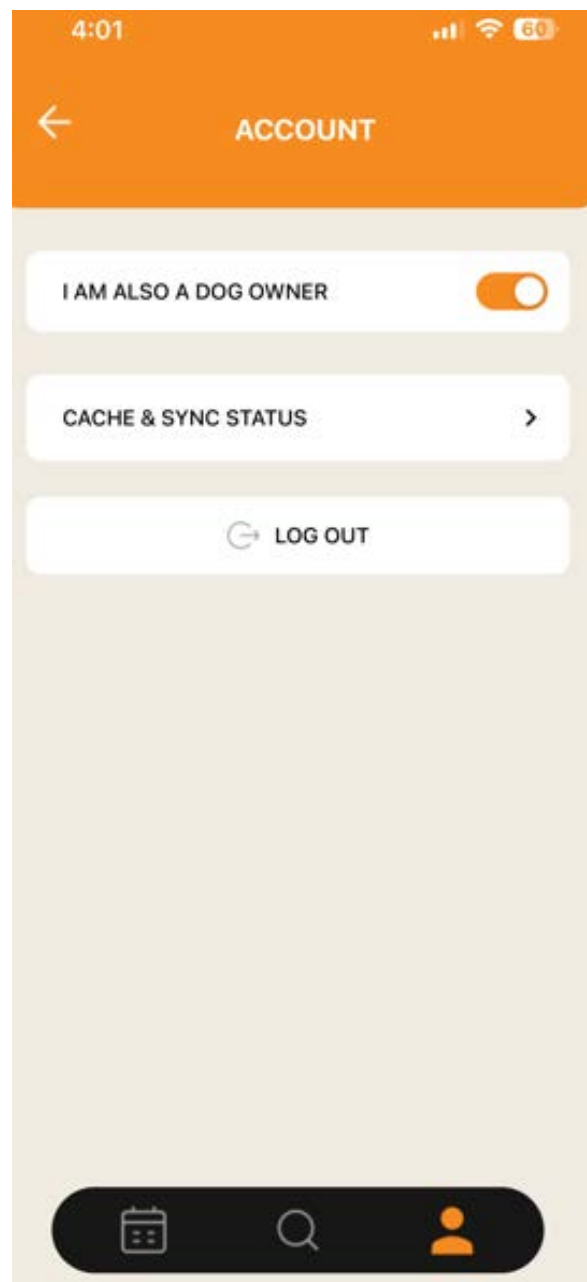


If you complete training outside of reception, your results will automatically sync once you return to reception.

## Kiwi Avoidance User Guide

To check if your data has synced, select “Cache & Sync Status” through the person icon. This will show the status of your data and also gives you the option to download data for offline use.

It is recommended to tap the sync button while connected to Wi-Fi or mobile data before going off-grid. Your data should automatically resync once you are back online, but it is a good idea to tap the sync button again to ensure everything has updated correctly.



## 2.2.3 Trouble Shooting FAQ's for trainers – IOS APP

### **Q: Can the public use the mobile app?**

**A:** No, the mobile app is for trainers only. The public must register for sessions through the website.

### **Q: Can I edit a session after it has been created?**

**A:** Before any dogs are booked:

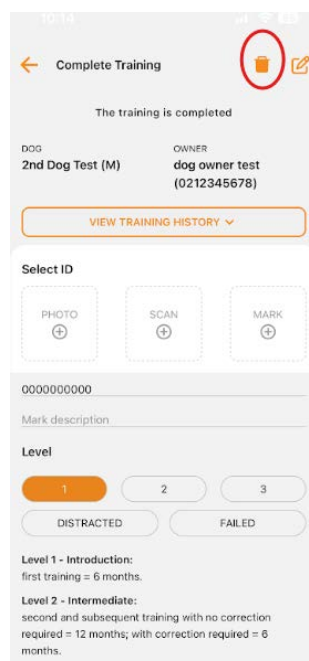
- On the web app, you can edit everything, including the date.
- On the mobile app, you can edit everything except the date.

After a dog has been booked:

- You can increase the session time but not decrease it.
- You cannot change the session type.

### **Q: Can I remove or delete a booking?**

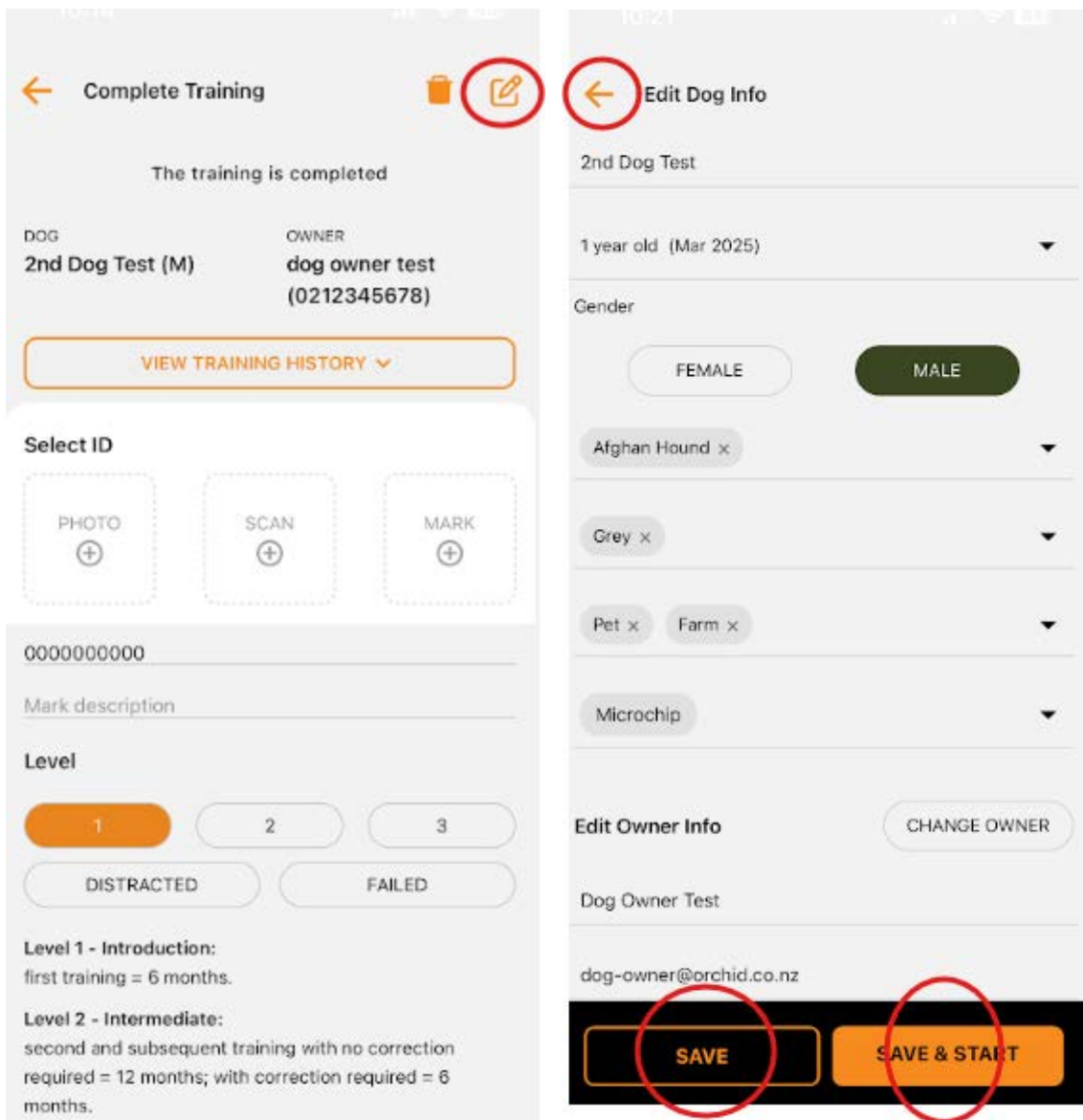
**A:** Yes. Select the dog you want to remove, then click the orange bin icon at the top right of the screen. A pop-up will appear asking you to confirm that you want to delete the booking.



**Q: How do I edit a dog's information, such as breed or color?**

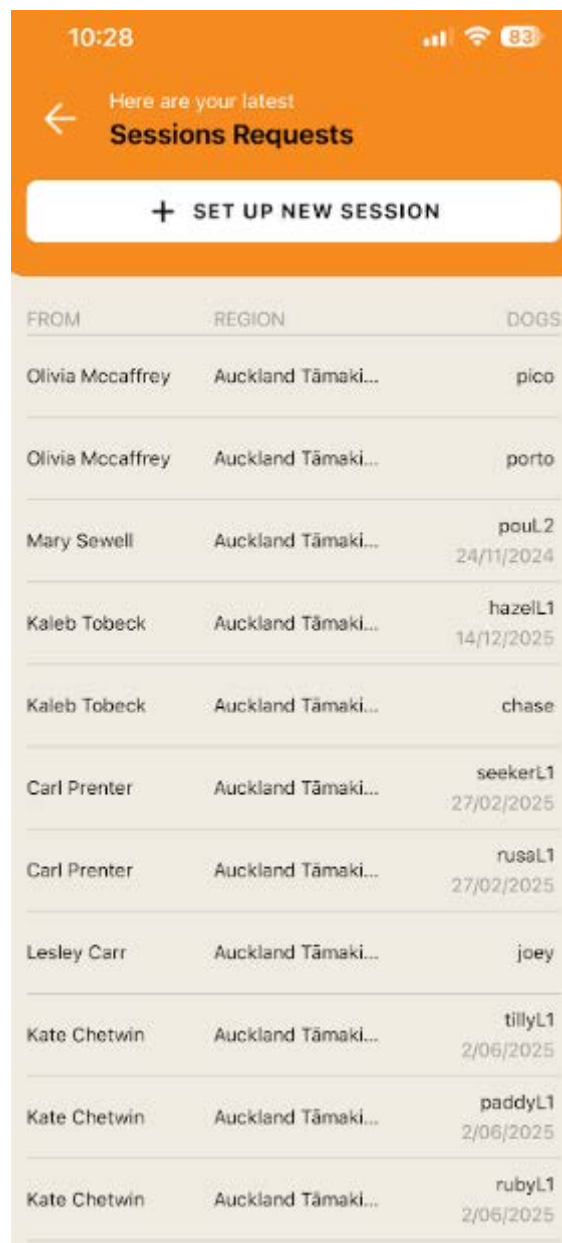
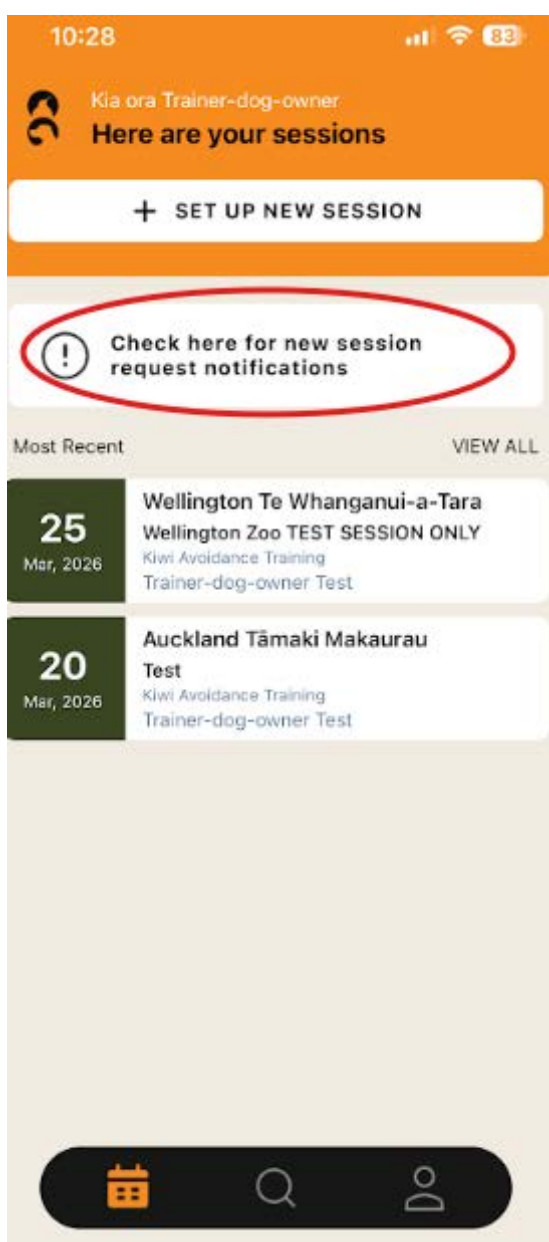
**A:** Go into your session and select the dog you want to update. Click the pen-and-paper icon in the top right corner to access all the dog's information. You can make your updates and then either:

- Click "Save" and use the back button to return, or
- Click "Save & Start" to go directly to the dog's results screen.



**Q: What does the “Check here for new session request notifications” button mean?**

**A:** On your home screen, above your list of training sessions, you will see “Check here for new session request notifications.” This shows requests from people who want a session in a specific region (e.g., Auckland, Bay of Plenty, Wellington etc). You can use this information to create a new session if there is enough interest in that area.



**Q: Is there an option to mark a dog as a “no show” if they don’t attend a session?**

**A:** There isn’t a specific “no show” option, but you can mark the dog as “Incomplete.” You can quickly do this by swiping the dog to “Incomplete” during the session. Any dogs without results entered by the end of the session will also automatically be marked as “Incomplete.”



**Q: What can’t I do on my phone that I can only do on the web app?**

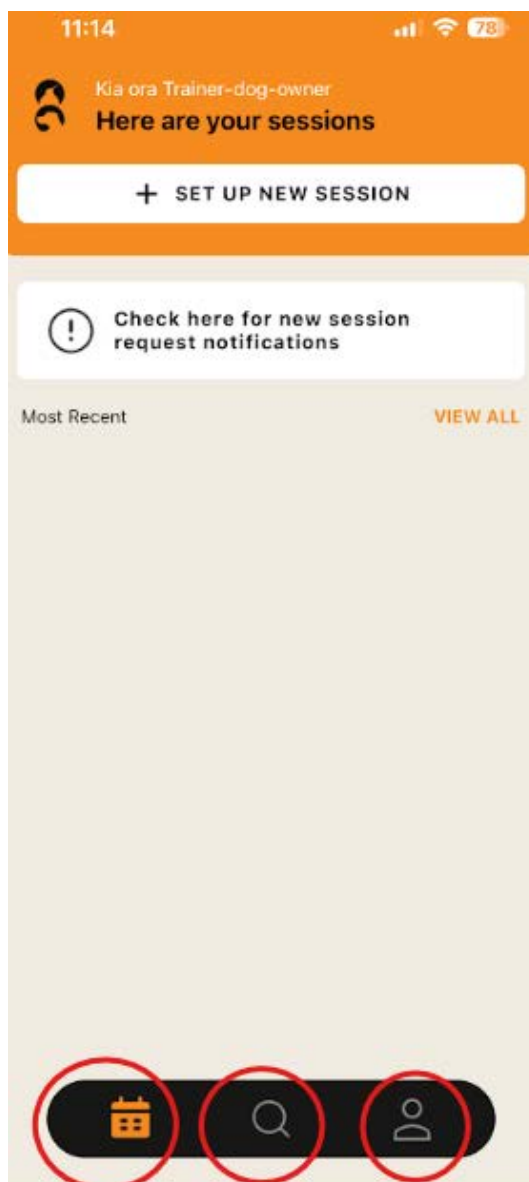
**A:** On your phone, some features are limited compared to the web app:

- Filtering is restricted to dog and owner details only.
- The Resources tab is not available on the phone.

**Q: What are the three symbols at the bottom of the home screen for?**

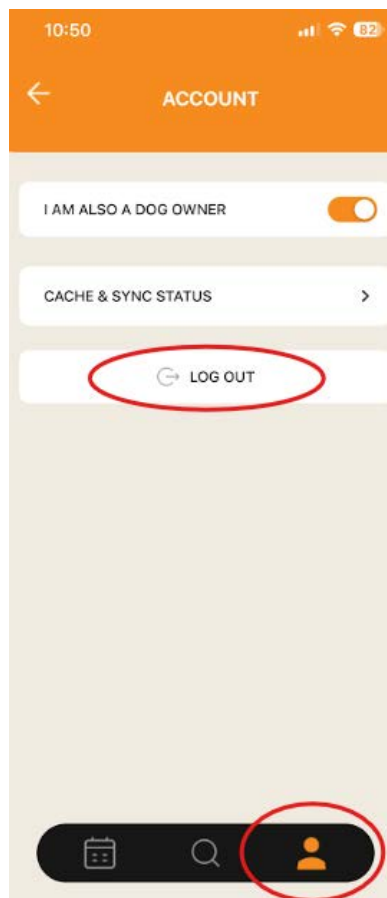
**A:**

- **Calendar icon:** Takes you back to your home screen where all your sessions are listed.
- **Magnifying glass icon:** This is the search function, allowing you to search for dogs or owners.
- **Person icon:** Here you can log out, switch to dog owner view, and sync your data if you have completed training outside of reception.



**Q: How do I log out?**

**A:** Click the person icon at the bottom of your main screen, then select “Log Out.”



**Q: What can't I do on my phone that I can only do on the web app?**

**A:** On your phone, some features are limited compared to the web app:

- Filtering is restricted to dog and owner details only.
- The Resources tab is not available on the phone.

