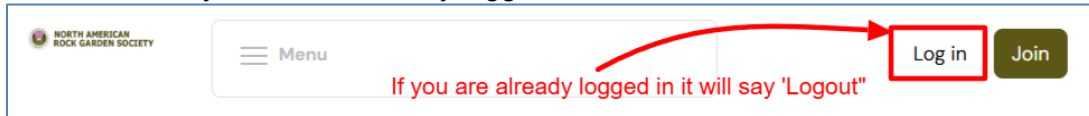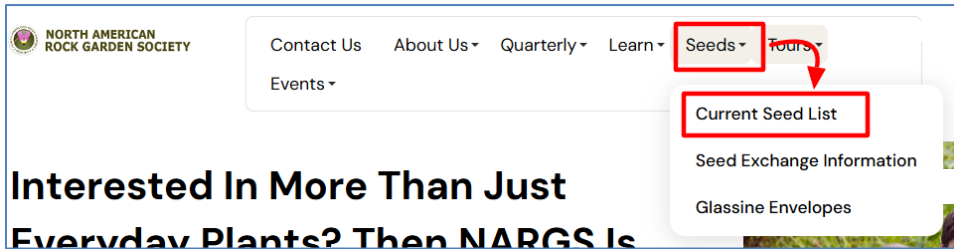# Visual Guide for Ordering Seed Using the Online Ordering Process

1) **Log in to the website** if you are not already logged in.

2) **Click on the "Current Seed List" link under the "SEEDS" menu**.

It will take you to the **Seed List** page with the list of seeds and the choice buttons:

3) If you are not logged in to the NARGS website when you go to the **"Current Seed List"** page, you will not see the choice buttons or Quick add box. Instead, there will be a button above the alphabetical buttons that you can use to log in using your email address and password. If you are logged into the website but the ordering buttons still are not visible, go to your user page by clicking on the 'My Account' link in the top menu to see if you need to renew your membership.

4) **To navigate through the seed list -** Use alphabetical buttons or the search/filter boxes to specify a Genus and/or species, or if you want to see only Garden or Wild, and to navigate through the list:

Use page numbers at the bottom to go to the next page of the listing:

Click on a seed name to open the Google search page for that seed name:

5) **To select a seed from within the seed list**, click on the choice button you want for that item. To change the choice category, click on one of the other options or 'No' to unselect an item:

Use Second choices (preferred) (2nd*) to indicate **a few** Second choices selections that you want the order fillers to pull first, if they need to pull from Second choices. "No" is the default selection.

6) **To enter your seed selections by using the Quick Add box,** type a seed number or range in the Quick Add box, then select a choice button for that item:

You must refresh the page from your browser menu for your newest selections to show.
(Example below is for Chrome; Edge and Firefox are very similar- all are in the upper left)

Entering a Range of numbers indicates you would accept any ONE number within that range; ranges count as one choice. They can only be added using the Instant Add box and must be the complete numbers (e.g., 342-347, not 342-7):

7) **To keep track of how many you have selected**, look for the two boxes that show the number of first and second choices you have selected and how many more you are allowed for each:

In the **Main round**, you are allowed 35 First choices if you are a seed donor or volunteer; 25 First Choices if a non-donor, and up to 50 Second choices. In the **Surplus round,** you are allowed up to 100 First choices (and should match the total number of packets you want) and up to 100 Second choices.

8) To review the selections you have made, use the **"Review your selections"** button above the Quick Add box:

This will take you to the **"Review Selections"** page that lists your selections by First and Second choices:

Note: **Ranges can only be removed** from the **"Review Selections"** page. Use the "Remove" Action to delete a selection.

To make changes to a range choice, you must first remove the listing for that range and then enter the new range or single seed selections in the Quick Add box, if desired.

Refresh the browser page to view your changes.

Use the "Return to Seed Selections List" button to go back; do not use your browser's back button.

9) **When you have made ALL your selections and are ready to finish your order**, use the "**Finalize Order"** button. Do not click on this button until you are ALL done – you cannot go back and change your selections once you've clicked on the "**Finalize Order"** button.

If the button instead says "View Order," that means you already clicked the "Finalize Order button" and should look for the CART link in the top menu to finish your payment (see #16 below).

10) **On the "Checkout" page,** after you select to finalize your order, mark if you will **accept substitutes** when your order is picked to receive the full allotted number of packets; otherwise, only packets available from the choices you listed will be sent, even if less than your allotted amount.

   In the MAIN round, you will indicate your **preference for receiving the Surplus seed list**: either a print list sent to you (just lists the seed *numbers*) or an email reminder.

   In SURPLUS Round, you will be asked **the Number of Packets** you wish to receive (20, 40, 60, 80, or 100 packets). This should match the number of First Choices you selected.

11) If you would like to 'Add a Donation', mark that box, and a list of suggested Donation amounts will appear. Select from the list, or you may mark 'Other,' and you will be prompted for a dollar amount.

12) Next, verify the **Cart Content** (Seed Order and perhaps a donation), the **Seed Selection** numbers by Choice category, and your account **email address**.

CART CONTENTS

Qty	Products	Price
1 ×	Seed Order – Main Round	$20.00
		Subtotal: $20.00

SEED SELECTIONS

First Choices: 344, 353, 356, 360, 364, 366, 368, 370, 372, 374, 376, 378, 3054, 3055, 380-383, 400
Second Choices: 345, 347, 349, 350, 352, 354, 355, 357, 359, 361, 362, 365, 367, 369, 371, 373, 375, 377, 379, 3053
Second Choices (Preferred): 346, 348, 351, 358, 363, 3056, 384-390

CUSTOMER INFORMATION

Order information will be sent to your account e-mail listed below.
E-mail address: ████████████ n (edit)

Verify or enter the **Shipping Information** or use the Edit button to enter a new or corrected address. Note - We use the mailing address on your membership account, unless you **contact us** with a different shipping address. If your Billing address is different from your Shipping address, enter it in the Billing Information section. You may add a Comment in the Order Comment section if you wish.

▾ SHIPPING INFORMATION

Enter your delivery address and information here.

Address book   Select one...

* First name: ████
* Last name: ████
Company:
* Street address: ████████
* City: ████
* Country: United States
State/Province: ████
* Postal code: ████
Phone number: ████

▸ BILLING INFORMATION

ORDER COMMENTS

Use this area for special instructions or questions regarding your order.
Order comments

13) Next, you will enter your **Payment Method** – either securely via Credit card or a Check/Money Order.

a) If you select "Credit card", in the Payment Information section, you will enter your credit card number, the expiration month and year, the CVC number (usually found on the back of your card), and sometimes it will require your zip or postal code.

b) If you select "Check or Money order," a message will appear with the address where you should send your payment. Write that address down. Please send the payment to that address as soon as possible; your order will not be put in the queue for filling until your payment is received.

14) Click on the "**Review order**" button to go to that page, ensure everything is correct, including the payment method. If you need to make a correction to the Payment method or address, or add a donation, use the 'Back' button at the bottom. Otherwise, click on the **"Submit Order"** button to complete the order process.

Review order

Your order is almost complete. Please review the details below and click 'Submit order' if all the information is correct. You may use the 'Back' button to make changes to your order if necessary.

SEED SUBSTITUTES

Accept Substitutes	Yes

SURPLUS ROUND REMINDER

Email Surplus Reminder	Yes

CART CONTENTS

Qty	Products	Price
1 ×	Seed Order – Main Round	$20.00
1 ×	Donation	$25.00

SEED SELECTIONS

First Choices

Second Choices

Second Choices (Preferred)

CUSTOMER INFORMATION

E-mail

SHIPPING INFORMATION

Address

Phone number

BILLING INFORMATION

Address

Phone number

PAYMENT METHOD

Subtotal	$45.00
Order total	$45.00
Paying by	Check
Mail to	Send Check payment, payable to NARGS, to:

[Submit order] [Back]

15) Once you have submitted your order, it will take you to the "Order Complete" page. From here, you can either **view your current order** status or return to the front (Home) page.

16) If you select "View your Current Order Status," it will take you to the Order # page. Click on the "Review and print selections" button, about halfway down. This will take you back to the **"Review Selections"** page (see page 4 above), except now you cannot make any changes to your selections. Click on the "Print" button to print a copy of your order, or copy/paste the list of seeds into a spreadsheet and format it however you wish. The Google Search links should still be active.

17) An Order Confirmation email will be sent to your email address to verify the submission was successful - if you do not receive it, check your spam folder before contacting us.

18) You can also see your order list anytime by going to your **'My Account'** link (in the top menu), then going to 'Orders' and clicking on the Order number link next to Order type 'Seed Exchange Order'.

19) **If you get out of the checkout process before completing payment** and need to get back in, **look for the Cart link in the top menu** (when you are logged in).

DO NOT remove your Seed Exchange Order from the Shopping Cart, or you will lose all your entries! **Contact us** if you need to make a change to your order. If there are other items in your Shopping Cart, you may remove them if you no longer want them, then 'Update cart'. Click on 'Checkout' to go back to the 'Order information' page and continue with the checkout process.

20) **If you have a question or need assistance**, go to the '**Contact Us**' link in the top menu, select 'Seed Exchange' for Category, and send us a secure message.