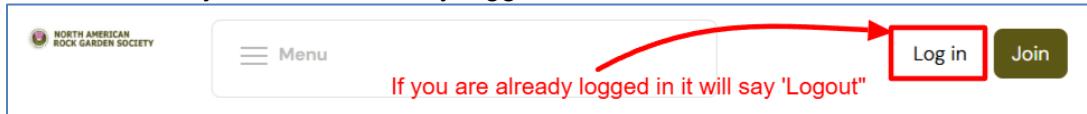
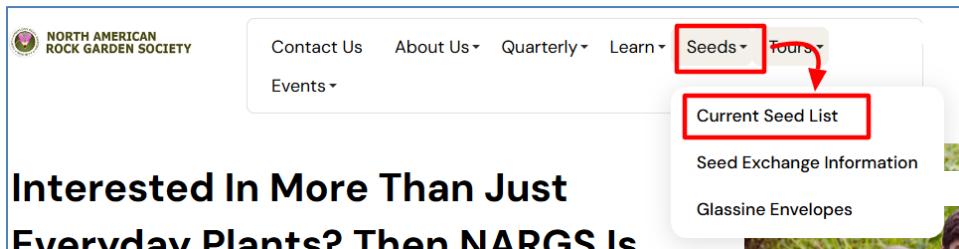


# Visual Guide for Ordering Seed Using the Online Ordering Process

- 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.



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

The 'Seed List' page has a 'Seed List' header. Below it is a detailed description of the seed selection process. The 'Choices counters' section shows 'First choices' (Selected: 16, Remaining: 19) and 'Second choices' (Selected: 27, Remaining: 23). Buttons for '2024 Donors List' and 'Review your selections' are shown. A 'Quick Add' box is present with '1st choices', '2nd choices', and '2nd choices (preferred)' buttons. A 'Search/Filter box' with 'Genus/Species' and 'Garden/Wild' dropdowns is also shown. The main table lists seeds with columns for SEEDEX NUMBER, GENUS/SPECIES, DESCRIPTION, SEEDEX ORIGIN, FIRST CHOICE, SECOND CHOICE, SECOND CHOICE (PREFERRED), and NO SELECTION. The first seed listed is Abelmoschus manihot with a description of 'pale yellow/purple center 1-2m 54 158'. The second seed listed is Abies koreana with a description of 'purple-blue cones 3-18m (slow)'.

SEEDEX NUMBER	GENUS/SPECIES	DESCRIPTION	SEEDEX ORIGIN	FIRST CHOICE	SECOND CHOICE	SECOND CHOICE (PREFERRED)	NO SELECTION
1	Abelmoschus manihot	pale yellow/purple center 1-2m 54 158	G	<input type="radio"/> 1st	<input type="radio"/> 2nd	<input type="radio"/> 2nd+	<input checked="" type="radio"/> No
2	Abies koreana	purple-blue cones 3-18m (slow)	G	<input type="radio"/> 1st	<input type="radio"/> 2nd	<input type="radio"/> 2nd+	<input checked="" type="radio"/> No

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.

The screenshot shows the top portion of the 'Current Seed List' page. At the top left is a red box containing the text 'Species Name Changes 2024' and a 'Login to order' button. Below this is a horizontal menu of letters from A to Z. Underneath the menu are two search/filter boxes: 'Genus/Species' and 'Garden/Wild' (with a dropdown menu for 'Any'). To the right of these is a 'Search' button.

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:

The screenshot shows the search/filter section of the 'Current Seed List' page. It includes the 'Genus/Species' search box, the 'Garden/Wild' dropdown menu, and the 'Search' button. Above these are the same horizontal menu of letters from A to Z.

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

The screenshot shows a set of page navigation buttons. The number '1' is highlighted in a dark box, indicating it is the current page. Other buttons are numbered 2 through 9, followed by 'next >' and 'last »'.

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

SEEDEX NUMBER	GENUS/SPECIES	DESCRIPTION	SEEDEX ORIGIN	FIRST CHOICE	SECOND CHOICE	SECOND CHOICE (PREFERRED)	NO SELECTION
1	Abelmoschus manihot	pale yellow/purple center 1-2m 54 158	G	<input type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd*</sup>	<input checked="" type="radio"/> No
2	Abies koreana	purple-blue cones 3-18m (slow growing) 50	G	<input checked="" type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd*</sup>	<input type="radio"/> No

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:

SEEDEX NUMBER	GENUS/SPECIES	DESCRIPTION	SEEDEX ORIGIN	FIRST CHOICE	SECOND CHOICE	SECOND CHOICE (PREFERRED)	NO SELECTION
1	Abelmoschus manihot	pale yellow/purple center 1-2m 54 158	G	<input type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd*</sup>	<input checked="" type="radio"/> No
2	Abies koreana	purple-blue cones 3-18m (slow growing) 50	G	<input type="radio"/> 1 <sup>st</sup>	<input checked="" type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd*</sup>	<input type="radio"/> No
3	Acaciella angustissima	white 2-7m 161	G	<input type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input checked="" type="radio"/> 2 <sup>nd*</sup>	<input type="radio"/> No
4	Acaena myriophylla	greenish 10cm 165	G	<input checked="" type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd*</sup>	<input type="radio"/> No
5	Acaena saccaticupula	red brown flr & frt/blue-gray lvs 5-25cm 160	G	<input type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd*</sup>	<input checked="" type="radio"/> No

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:

Type a seed number or range (complete numbers e.g. 342-347) in the Quick Add box then select a choice button for that item. Refresh your browser for your newest selections to show.

Quick Add: e.g. 342 or 342-347 Add to:  1st choices  2nd choices  2nd choices (preferred)

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):

Type a seed number or range (complete numbers e.g. 342-347) in the Quick Add box then select a choice button for that item. Refresh your browser for your newest selections to show.

Quick Add:  342-347 Add to:  1st choices  2nd choices  2nd choices (preferred)

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:

<b>First choices</b> Selected: 1 Remaining: 34	<b>Second choices</b> Selected: 3 Remaining: 47
------------------------------------------------------	-------------------------------------------------------

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:

2024 Donors List  Finalize order

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

Refresh your browser to see your changes in the list below

## Review Selections

Use this button to go back to the Seed List page

**Return to Seed Selection List**

Finalize order

Welcome, !  
Donor & Volunteer

Thank you for your generous support! Your contributions help sustain our plant community and conservation efforts.

As a valued donor, you receive +10 extra seed first choices.

Seedex Info	First choices	Second choices
Year: 2024 Round: Main Status: Open	Selected: 16	Selected: 27

Type a seed number or range (complete numbers e.g. 342-347) in the Quick Add box then select a choice button for that item.  
Refresh your browser for your newest selections to show.

**Quick Add:** e.g. 342 or 342-347 **Add to:**

**You can add a range or single seed number from here**

**1st choices** **2nd choices** **2nd choices (preferred)**

**Your Selections**

**You can change your choice or remove a range from here**

**Print** **Print out your selections for your records**

SEED NUMBER/RANGE	GENUS/SPECIES	DESCRIPTION	FIRST CHOICE	SECOND CHOICE	SECOND CHOICE (PREFERRED)	ACTIONS
<b>First Choice Seeds</b>						
344	Calochortus plummerae	pale pink-rose 30-60cm 24	<input checked="" type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd</sup> *	Remove
353	Camassia leichtlinii ssp	blue-violet 20- 120cm 94	<input checked="" type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd</sup> *	Remove

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.

2024 Donors List

Review your selections

**Finalize order**

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.

The screenshot shows the 'Checkout' page with two main sections. The first section, 'SEED SUBSTITUTES', contains a question and a checkbox: 'If any of your seed selections are no longer available, would you like us to send substitute packets so you receive your full allocation?' followed by 'Yes, I will accept substitute seed packets if my selections are unavailable'. The second section, 'SURPLUS ROUND REMINDER', contains a question and two checkboxes: 'Would you like to receive a reminder when the Surplus round opens?' followed by 'Send me a printed Surplus list' and 'Send me an email reminder for Surplus round'. Red arrows point from the text 'accept substitutes' and 'Surplus round reminder' to their respective sections on the page.

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.

The screenshot shows the 'Seedex information' page. It features a dropdown menu for 'Number of packets\*' with the placeholder '- Select a value -'. Below the dropdown is a note: 'Please select the number of Seed Packets you would like to order.' Two checkboxes are present: 'I will accept substitute seed packets if my selections are gone so I receive the allowed amount of packets.' and 'Add a donation'. A red arrow points to the 'Number of packets\*' dropdown. Another red arrow points to the 'Add a donation' checkbox. A red box highlights the 'CONTINUE TO ORDER INFORMATION' button.

The screenshot shows a dropdown menu for 'Number of packets\*' with the placeholder '- Select a value -'. The menu lists price options: '20 packets: US\$ 12.00', '40 packets: US\$ 24.00', '60 packets: US\$ 36.00', '80 packets: US\$ 48.00', and '100 packets: US\$ 60.00'. A red box highlights the dropdown menu.

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.

The screenshots show the 'DONATION' section of the page. The first screenshot shows the 'Add a donation' checkbox checked and a dropdown menu for 'Donation amount' with the placeholder '-- Select amount --'. The second screenshot shows the 'Add a donation' checkbox checked and the 'Donation amount' dropdown menu set to 'Other'. Below it, an 'Amount' input field is highlighted with a red box, and a red arrow points to it. The 'CART CONTENTS' section at the bottom shows '1 x Seed Order - Main Round'.

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 x	Seed Order - Main Round	\$20.00
		<b>Subtotal:</b> \$20.00

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

CUSTOMER INFORMATION	
Order information will be sent to your account e-mail listed below. <b>E-mail address:</b> [REDACTED] <a href="#">(edit)</a>	

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. <b>Address book:</b> <input type="button" value="Select one..."/> * First name: [REDACTED] * Last name: [REDACTED] Company: [REDACTED] * Street address: [REDACTED]  * City: [REDACTED] * Country: <input type="button" value="United States"/> State/Province: [REDACTED] * Postal code: [REDACTED] Phone number: [REDACTED]	
► BILLING INFORMATION	
ORDER COMMENTS	
Use this area for special instructions or questions regarding your order. <b>Order comments:</b> [REDACTED]	

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.

**PAYMENT METHOD**

Select a payment method from the following options.

Credit card:    

Check or money order

**Subtotal: \$25.00**  
**Order total: \$25.00**

Your billing information must match the billing address for the credit card entered below or we will be unable to process your payment.

**PAYMENT INFORMATION**

Card number:  37 005

CVC:  10 / 27 123 ZIP

MM/YY:  10 / 27

**Review order** **Cancel**

may ask for 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.

**PAYMENT METHOD**

Select a payment method from the following options.

Credit card:    

Check or money order

**Subtotal: \$20.00**  
**Order total: \$20.00**

Send Check payment, payable to NARGS, to:



**Review order** **Cancel**

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

**SURPLUS ROUND REMINDER**

Email Surplus Reminder

**CART CONTENTS**

Qty	Products	Price
1 x	Seed Order - Main Round	\$20.00
1 x	Donation	\$75.00

**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 NURCS, 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.

## Order complete

Your order is complete! Your order number is 108.

Thank you for completing your order! While logged in, you may [view your current order status](#) and order history.

[Return to the front 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.

## Order [REDACTED]

**Seed Substitutes:**  
Accept Substitutes: Yes

**Surplus Round Reminder:**  
Print Surplus List: No  
Email Surplus Reminder: Yes

[Click to open a window with a printable invoice.](#)

Ship to:	Bill to:	Payment:
[REDACTED]	[REDACTED]	Method: [REDACTED]
Phone number: [REDACTED]	Phone number: [REDACTED]	

**Products:**

Qty	Product	SKU	Cost	Price	Total
1 x	Seed Order – Main Round	seed-order-main	\$0.00	\$20.00	\$20.00
1 x	Donation	donation-sku	\$0.00	\$25.00	\$25.00

**Seed Selections:**  
First Choices: 1,0001  
Second Choices: 2  
Second Choices (Preferred): 3

Review and print selections

Subtotal \$45.00  
Order total \$45.00

**Order comments:**

Date	Status	Message
Sun, 12/14/2025 – 2:51am	-	Order created.

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.