

HOW TO ORDER SURPLUS SEEDS ONLINE

LOGIN TO BEGIN:

You must be a current NARGS member and be logged into the NARGS website to gain access to the members-only areas of the website. Use the [Log in](#) link found in the top menu on the web page. It will show as 'My Account' if you are already logged in. If you need help joining NARGS, logging in or renewing your membership, use the [Contact Us](#) link in the 'About Us' menu to send us a message.

START YOUR ORDER:

Click on SEEDS in the main menu; in the drop-down menu, click on [Current Seedex List](#). This takes you to your personal 'Seed List' page; your name will show just below the page title as verification. The Seed List page consists of the Surplus Round Seed List and buttons and boxes for making your selections. This page is also viewable before ordering opens, so members can plan their order ahead of time – but it does not have the ordering buttons until ordering begins.

VIEW THE SEED LIST:

The default setting for the Surplus Round Seed List is **alphabetically by Genus/Species name** (not by seed number), with Garden-collected and Wild-collected listed together and marked as either G (Garden) or W (Wild). Click on any of the letter buttons to go to the list of seeds that begin with that letter. You may also search by genus and/or species, or even partial name, using the Genus/Species search box. Further refine the search by first using the Garden/Wild search box to select G, W, or Any (to view only garden- or wild-collected, or both), and then by letter or genus/species. Clear the search box and/or select 'Any', then 'Apply', to have any search or sort result revert to the default complete seed list by seed name. Note - there are a few addendum seeds that will be out of numerical order, so that they are listed by the genus name.

Click on the plant name in the seed list **to open a Google search page** for that entry in a new tab to find more information and images to help with your selection process.

**Be sure to close only the Google search page tab when finished looking at the entry; accidentally closing your browser window would take you out of the 'Seed List' page as well. Any choices you selected will be saved when you exit the 'Seed List' page.

MARK YOUR SEED CHOICES:

Surplus seeds are \$12 per 20 packets with a maximum of 100 packets allowed. Your order will be filled first from your First choices so be sure to **select the same number of First choices as the number of packets you want to receive** (20/40/60/80/100). You are allowed up to 100 Second choices. You are not allowed more than one packet of any seed number. **Many of the Surplus seeds are in very short supply so you *must* list plenty of second choices to receive your full allotment.**

There are two methods available for entering your seed choices on the "Seed List" page: you can **browse through the seed list** and click on a choices button within the seed list as you find items you are interested in *or*, if you have already made your selections from the seed list, you can **type in each seed number** individually and select the choices category.

For either method, **there are 3 choice categories** you may assign for the item: First choices (1st); Second choices (2nd); and, for a *few* Second choices that are most wanted, use Second choices (preferred) (2nd*). Your order will be filled first from your First choices, so be sure to select as many First choices as the number of packets you want to receive. If a First choice selection is gone,

we will next pull from any Second choices (preferred) you have selected, and then select from the regular Second choices listings.

PLEASE only list a FEW as 'Second choices (preferred)'; this will help the order fillers see which of your many Second choices to pull first if a First choice is gone; do not mark all as preferred.

To use the Seed List method for entering your choices, browse through the list or use the search features to go to listings for specific genera/species. When you find an item you are interested in, click on the round choice button for whichever choice category (1st, 2nd, or 2nd*) you want for that item. If you change your mind, you can change the choice categories by clicking on one of the other options or selecting 'No' to unselect an individual item. All items are set to 'No' when you begin your seed order. You will be able to tell if an item is selected because the round button will change color - a black dot in the center of the button is for an individual seed number, and a blue dot if it is part of a range of numbers. Blue dots cannot be changed from the individual numbers in the range - see below about ranges for more information.

To use the Quick Add box method for entering your choices, type a seed number into the white box in the grey Quick Add section above the letter buttons. Then click on the choice button for that item to add it to your selections. Do not use the enter/return key on your keyboard after typing in the seed number, or the seed number will automatically be put in as a First choice. Be sure to use the correct Second choices button if entering all your selections using the Quick Add box.

To select a RANGE choice, you must use the Quick Add box. Type in the range of numbers to indicate you would accept any ONE number within that range; ranges count as one choice. You must enter the complete numbers, such as 1355-1362 (NOT 1355-62). If you change your mind about a range and want to adjust the numbers within the range, the choices category, or delete the range choice, you can ONLY do so by deleting it from the 'Reviewr Selections' page (see next section). Then you can re-enter the new range in the Quick Add box, if desired. You CANNOT make any changes to a range from within the seed list itself using the round choice buttons - ranges will show as blue dots in the center, to indicate that it is part of a range and that the buttons cannot be used to make the changes directly. Please note that ranges are pulled *strictly by seed number*, so garden and wild seed selections are NOT included in the same range, even though they may be listed together on the seed list, and there will be gaps in the numbers due to some numbers selling out in the Main round.

Please do not request any items that are considered noxious weeds or not allowed in your state or country. US Members should check with their state list of Noxious Weeds or <https://www.ams.usda.gov/sites/default/files/media/StateNoxiousWeedsSeedList.pdf>.

REVIEW YOUR SELECTIONS:

To see what you've selected, click on the '>>> Review your order so far' button to be taken to the 'Review Selections' page. On this page, you will see your selections with the First and Second choice buttons marked. The items will be arranged numerically within each choice section, with any ranges marked as such.

You can **delete an item** from the 'Review Selections' page by clicking on 'Remove'. Ranges must first be removed from the 'Review Selections' page, if you want to change the numbers within the range. Use the 'Return to Seed Selection List' button to ensure the changes are processed on the 'Seed List' page; do NOT use your browser back button to return to the 'Seed List' page.

Use the count boxes **to monitor how many First and Second choices** you have selected and how many more you are allowed. If you reach the limit on your First or Second choices and try to add

another item to that choice category, a message will pop up letting you know you reached the limit. You can **adjust the choice of any of the individual seed number selections** within the seed list by simply clicking on one of the other choice buttons for that item or the 'No' button. **Ranges can only be changed by removing them** from the 'Review Selections' page and re-entering them.

Saving Your Order and Finding It Again: You do not have to complete your order in one session; your selections are saved automatically to your user account. You can access your order again to continue adding or changing selections by going to the 'Current Seedex' link, but **you cannot change an order after you click on the 'Finalize Order' button**. We recommend you save a copy of what you are ordering, either by using the Print selections button to print from the 'Review Selections' page or writing down the seed numbers/choice selection before leaving the website, as a precaution.

FINALIZE AND PAY FOR ORDER:

Once you have made all your selections and any changes, you are ready to finalize your order. Click on the 'Finalize Order' button. **Note - you cannot make any changes to or re-enter your order once you have finalized it.**

The first page you are sent to, '**Checkout**', gives you several options regarding your order:

1st - Mark if you will **accept substitute** seed packets if your choice selections are gone, so you receive the full allowed amount of packets. If you do not check the box, **ONLY** packets still available from the choices you listed will be sent, even if it may be less than your allowed amount. No refunds can be made, and no multiple packets of the same seed number are allowed.

2nd - **Indicate the number of packets** you wish to receive (20/40/60/80/100); your number of packets should match the number of First choices you selected.

3rd - If you would like to **Add a donation** to your order, check the box and either select one of the suggested amounts or choose 'Other' and add whatever dollar amount you want to donate in the Amount box. The donation amount will be added to your checkout payment. (Thank you!)

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

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.

Under **Payment Method** you can select either Credit card, or Check/money order:

- 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.
- If you select "Check or Money order," a message will appear with the address where you should send your payment. Write that address down. All checks/money orders should be made out to '**NARGS**'. 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, and it must arrive before March 15th. If you send cash, it is at your own risk. All payments must be in US dollars.

Once you have completed payment, 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.

That 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**.

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.

An Order Confirmation email (subject “Your Order at NARGS”) 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.

You can also see your order list anytime from your **‘My Account’** link (in the top menu), then go to ‘Orders’ and click on the ‘Seed Orders’ button, then click on the Order ID number and go down to the “Review and print selections” button.

PROBLEMS?:

If the **Finalize Order button** is greyed out or does not take you to the checkout page: you either need to renew your membership (click on the ‘My account’ link in the top menu to check your Membership terms) or have already finalized a seed order but may not have finished the checkout process (look for the CART link in the upper menu). Do not try to re-enter your seed selections after you've clicked on the ‘Finalize Order’ button - the program will not accept a second attempt to place your order if the Finalize Order button is inactive. If you need help completing your seed order, [Contact Us](#) immediately.