## Visual Guide for Ordering Seed Using the Online Ordering Process

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



2) Click on Order Seed link under SEEDS menu. You will only see the link if you are logged in.

NORTH AMERICAN ROCK GARDEN SOCIETY		Contact & Account & Logout HOME - RGQ	Q SEEDS PLANTS - ABOUT US -
	GENERAL INFORMATION	CURRENT SEED EXCHANGE	IMPORTING SEED
	Seed Exchange NEWS	Online Ordering Instructions	Restricted Seed
	Seed Exchange Helpful	- READ FIRST	Small Lots of Seeds Permit
	LINKS	Order Seed	Information
	Basic Information		Understanding APHIS
	Seed Donation Instructions		

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

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	DEN SOCIETY			▼ RGQ ▼	SEEDS - PLANTS -	ABOUT US
me » Seeds » Seed List Ordering <b>Order Seed</b>						
Seedex Main Round order for:	Donor/volunteer status? yes					
	2019-2020 Main Rour	d Seed List				
	boxes below to navigate through list. To view only Garder f listing. Click on seed name to open Google search page		e the Garo	den/Wild box a	and then refine search.	. Use page
	click on the choice button you want for that item. To charnd*) to indicate the Second choices selections you want i	• • • •				
which is viewable by clicking the >>>Re	s by using the grey Instant Add box. Ranges can only be view your order so far button. To make changes to a rang Click on Finalize Order - Checkout button only when you	e choice, you must first re	move the li	isting for that i		
>>> Review your order so far				F	inalize Order - Che	ckout
First choices: 0 selected 35 more allowed	Second choices: 0 selected 50 more allowe	d			2019-2020 Do	onors List
Type a seed number or range (complete numb	pers e.g. 342-347) in the instant add box then select a choice butto	n for that item.				
Instant Add: Add to:	First choices Second choices (pre	erred)				
ALL A B C D E F G	H I J K L M N O P Q R S T	U V W X Y Z	Genus/S	pecies	Garden/Wild - Any - ▼	Search
Seed # Genus/Species	Description	Garden/Wild	First choices	Second choices	Second choices (preferred)	
1 Abies koreana @	purple-blue cones 10-18m 58	G	© 1 <sup>st</sup>	◯ 2 <sup>nd</sup>	O 2 <sup>nd∗</sup>	● No

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

ALL A B C D	E F G H	IJKLMNOPQRSTUVWXYZ
Genus/Species	Garden/Wild	Search
	- Any - 🔻	Search

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

<b>1</b> 2 3 4 5 6 7 8 9 ··· next last »	6415 - 155-									
	1	2	3 4	5	6	7	8	9	 next >	last »

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

Seed #	Genus/Species	Description	Garden/Wild	First choices	Second choices	Second choices (preferred)	
1 <	Abelmoschus manihot&	pale yellow/purple center 1- 2m 23 81	G	⊚ 1 <sup>st</sup>	⊚ 2 <sup>nd</sup>		۱ No

4) **To select 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:

Seed #	Genus/Species	Description	Garden/Wild	First choices	Second choices	Second choices (preferred)	
3001	Abies lasiocarpa	15m Montana: Storm Lake, Deer Lodge Co 2743m 130	W	● 1 <sup>st</sup>	<sup>●</sup> 2 <sup>nd</sup>	© 2 <sup>nd</sup> *	O No
1	Acacia baileyana 'Purpurea' 🖗	yellow flr/purple-tinged new lvs 3-6m 12	G	0 1 <sup>st</sup>	• 2 <sup>nd</sup>	<sup>O</sup> 2 <sup>nd</sup> ∗	O No
2	Acacia pravissima	yellow to 5m 12	G	0 1 <sup>st</sup>	© 2 <sup>nd</sup>	2 <sup>nd</sup> *	O No
3	Acantholimon acerosum	pink flr/blue-grey lvs 5-10cm 86	G	O 1 <sup>st</sup>	$O_2^{nd}$	$O 2^{nd_*}$	• No
1	Acantholimon puberulum 🖉	bright nink 5cm 32	G	O 1 <sup>st</sup>	O 2nd	O 2nd*	

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

Type a seed number or ra	inge (complete numbers e.g. 34	42-347) in the insta	ant add box then select a choice button for that ite	em.
Instant Add:	Add to: First choices	Second choices	Second choices (preferred)	

Ranges can only be added using the Instant Add box:

vpe a seed number or rar	ge (complete	numbers e.a. 3	42-347) in the insta	int add box then select a choice button	for that item.
Instant Add. 342-347		First choices	Second choices	Second choices (preferred)	

6) **To keep track of how many you selected**, look for the green boxes that list how many choices you have selected and how many more are allowed:



7) To review the selections you have made use the >> Review your order so far button:



This will take you to "Your selections" page that lists your selections by First and Second choices:

NORTH AMERICAN ROCK GARDEN SOCIETY	Contact & Account & Logout Q HOME - RGQ - SEEDS - PLANTS - ABC
Home Your selections	
You can delete selections on this page by clicking on the $(lpha)$ button.	
Second choice selections marked with * before the seed number indicated and the set of t	ate they are Second choice (preferred).
You must use this Back to Seed List Ordering page button for any c browser BACK button. Back to Seed List Ordering page	hanges to show on the Seed List Ordering page. Do not use your Print selections
First choices: 3 selected 32 more allowed	Second choices: 2 selected 48 more allowed
1 Abies koreana (¥) 4 Acantholimon sp (¥) Ranges [5 Acantholim] - [6 Acantholim] (¥)	2 Acantholimon hohenac (♥) * 3 Acantholimon sp (♥)

Use the red (x) to delete a selection. Note: **Ranges can only be removed** on this **Your Selections** page. To make changes to a range choice, you must first remove the listing for that range by using the red (x) to delete the selection and then re-enter the new range selections in the Instant Add box on the **Order Seed** page.

Use the "Back to Seed List Ordering page" button to go back, not your browser back button.

8) When you have made ALL your selections and are ready to finish your order, use the Finalize Order - Checkout 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 – Checkout button.



If the wording on this button is grey rather than black it means either you are not an active member (go to your user page by clicking on Account link in top right menu to see if you need to renew your membership) or you already finalized your order and should look for it in your CART (look in top menu).

9) On the first page after you selected to finalize your order, mark if you will accept substitutes when your order is picked so you receive the full allowed number of packets, otherwise only packets available from the choices you listed will be sent, even if less than your allowed amount.

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

In SURPLUS Round you will be asked Number of Packets you wish to order (20, 40, 60, 80 or 100 packets).

If you would like to "**Add a Donation**" mark that box and a list of Donation amounts will appear, select from the list or mark Other and you will be prompted for an amount. Then click on the green "Continue" button.



10) Wait for it to **process your seed order** and **take you to the Checkout** page. Verify the Cart content and Billing information; add an Order comment, if desired; then select your method of payment (either **PayPal** to pay by credit card or PayPal account; or **Check or money order** to mail payment). And then click on the green "Continue" button:

NORTH AMERICAN	Cart Contact & Account & Logout Q
<b>ROCK GARDEN SOCIE</b>	• HOME • RGQ • SEEDS • PLANTS • ABOUT US •
ome	
-	
Seed Exchange Main Round Order 2018 Seed Exchange Order	r has been created.
Checkout	
Checkout	
Cart contents	
<u>Qty</u> Products	Price
Seed Exchange Main Round 1 × Order Id: 68342	\$17.00
	Subtotal: \$17.00
Order comments Use this area for special instructions or questions regarding your order.	
Order comments	
	$\mathbf{X}$
Customer information	$\sim$
Order information will be sent to your account e-mail listed below.	Verify that the information is correct
E-mail address: seedintake@mi.rr.com (edit)	/
Billing information Select correct saved address	
enter it below if not already	y filled in
Saved addresses	
Select one	¥
* First name	
* Last name	
Company	
* Street address	
* City	
* Country United States	<b>~</b>
State/Province - None -	•
* Postal code	
Phone number	
Payment method	
Select a payment method from the following options.	
PayPar PayPal - pay without sharing your financial information.	Select Payment method Subtotal: \$17.00 then click on Continue button Octor tatle \$17.00
Check or money order	Under total: \$17.00
Continue with checkout to complete payment.	
сольное или споской то соприете раушент.	
	Cancel Continue
	@ Conviriant 2019
	© Copyright 2018
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Masquerade	
Go	
nter the username to masquerade as.	

11) On the "**Review order**" page make sure everything is correct, including the payment method, and then click on the "Submit order" button.

Review order			
/our order is almost complete. Please revie changes to your order if necessary.			rrect. You may use the 'Back' button to make
	Cart co	ntents	
	Oty Products	Price	
	1 × Seed Exchange Main Ro Order Id: 70047	und \$17.00	
	1 × Donation Program: Seed Excha	\$26.00	
	Customer ir	nformation	
	E-mail:	conditionalizes in com-	
	Billing inf	ormation	
	Address:	LAURA BERCHNEL	
		(107780A, MP 48775A 20228	
	Phone:	10000000	
	Payment		
	Subtotal:	\$43.00	
		\$43.00 Check (Seed Exchange)	If information is correct
		NARGS	click on Submit Order butto
	Mail To:	NARGS Seed Exchange	
		1272 cases for strongers for crimes range	
		Back Submit order	-

12) **If you opted to pay through PayPal**, it will take you to the PayPal site, where you can either use your PayPal account if you have one (enter your Email and password if you have an account) or choose "Pay with Debit or Credit Card" button at bottom to enter credit card payment **without** using a PayPal account. Then continue through the PayPal site, entering your credit card information, etc. until you reach the page that says your payment is completed and will be redirected back to NARGS website.

North American Rock Garden Society	
PayPal 👾 \$15.00 USD V	North American Rock Garden Society
Pay with PayPal	PayPal
Email Password	$(\checkmark)$
Stay logged in for faster checkout (2)	You paid <b>\$17.00 USD</b>
Log in Having trouble logging in?	to North American Rock Garden Society Details
	• •
Pay with Debit or Credit Card	Payment completed! If you're not redirected to North American Rock Garden Society in 10 seconds, click here.
	Policies Terms Privacy Feedback © 1999 - 2018 🛍   English

**If you opted to pay by Check,** an emailed Invoice will be sent to you with the address for sending in your payment. Please send a copy of your invoice with payment.

13) Once you have completed payment on PayPal it will return you to the NARGS website to a page that shows a list of the seeds you ordered. The Goggle search links are active on this page. You can copy/paste the list to a spreadsheet or word processing program.

A DETETT	NORTH AM ROCK GARI	ERICAN DEN SOCIETY	
∃ Menu	Q SEARCH	Contact & Account & Logout	
ome		Your seed order number	
Seed e	xchange order c	to get copy of your order invoice	
Your order is	complete! Your order number is	Thank you for supporting North American Rock Garden Society.	
While logged	in, you may continue browsing	r view your current order status and order history. Return to the front	
page. if you v	vould like to print your order, ple	ease proceed here and click "Print order" button.	
l will accept	substitute seed packets if my	v selections are gone so I receive the allowed amount of packets.:	
Yes			
First choices	s:	Vuse this link to get to page for printing your list	
		First choices	
Seed #	Genus/Species		
111	Allium nevskianum 🖉	Google links still active	
122	Allium sibthorpianum		
171	Androsace rioxana 🖗		

or use the link (proceed "here") on that page to go to the page that has a "Print order" button to print out a copy for your records.

AND TO AN ROOT	NORTH AMERICAN	Contact & Account & Logout Q							
BOCIET"	ROCK GARDEN SOCIET	ADMIN - HOME - RGQ - SEEDS - PLANTS - ABOUT US -							
Home									
2018 See	ed Exchange Order								
View Edit	Tax Taxaut law								
F,	····· / ,								
Print order	Print a copy of your order here								
Order Status: Si									
I will accept sub	I will accept substitute seed packets if my selections are gone so I receive the allowed amount of packets.: Yes								
Order Payment									
First choices:	You can also copy a	nd paste the lists below to spreadsheet program							
First choices:	F	First choices							
Seed #	Genus/Species								
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14) You can also see your order list from the link to "Order Id" on the Order Confirmation email sent when you complete the payment process. Or from your User page (click on "Account" in top menu) then go to "Seedex Order - Main Round" or "Seedex Order - Surplus Round" box just below the yellow section and click on blue link to current year "Seed Exchange Order".

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	KOIE:			
Create News Item				
Create Newsletter Issue				
Create Page Seedex Order - Main Found	Seedex Order - M			
Create Panel				
Create Photo Order Status Username Name Donor # Volunteer		Donor # Volun	teer	
Create Plant 2018 Seed Exchange Order Submitted Yes	2018 Seed Exchange	Yes		

15) 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).



Click on the Checkout button to proceed to Checkout page (see step 10 above):

NORTH AMERICAN ROCK GARDEN SOCIETY		Contact & Account & Logout Q HOME • RGQ • SEEDS • PLANTS • ABOUT U
。 hopping c	art	
Remove Produ	cts	<u>Qty.</u> Total
Remove	Seed Exchange Main Round Order Id:	1 \$17.0
Remove	Donation Program: Seed Exchange	1 \$26.0
		Subtotal: \$43.0
Continue shopping		Update cart Checkout

If you **need to delete a donation (or anything else** that shows) that you don't want in your cart, click on the Remove button to the left of it (Donation in example). DO NOT remove your Seed Exchange Order! Contact us if you need to make a change to your order.

If you wish **to change the Donation amount**, *before* you remove the current donation, click on the Donation link to go to donation page then scroll down to where you can select a different amount or enter amount as Other at the bottom of the page. Be sure to mark where you wish the donation amount to go to in the "Program" drop-down box. Then click on the "Add to cart" button to go back to your cart page.

NORTH AMERICAN	Cart Contact & Account & Logout Q
<b>ROCK GARDEN SOCIETY</b>	HOME ▼ RGQ ▼ SEEDS ▼ PLANTS ▼ ABOUT US ▼
Shopping cart	
Remove Products	<u>Qty</u> Total
Remove Seed Exchange Main Round Order Id:	1 \$17.00
Remove Donation Program: Seed Exchange	1 \$26.00
	Subtotal: \$43.00
Continue shopping	Update cart Checkout

Once you have added the new donation amount you can remove the other donation from the cart and then proceed to Checkout.