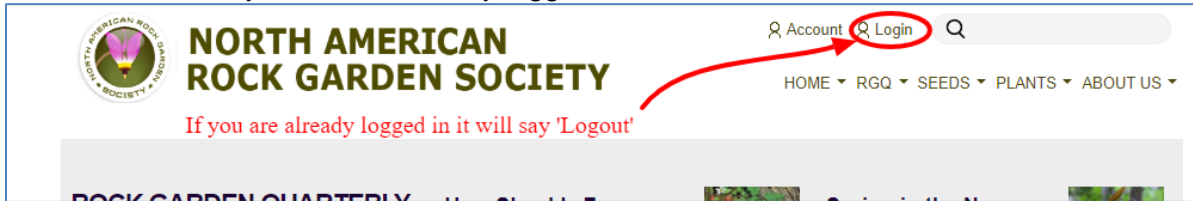
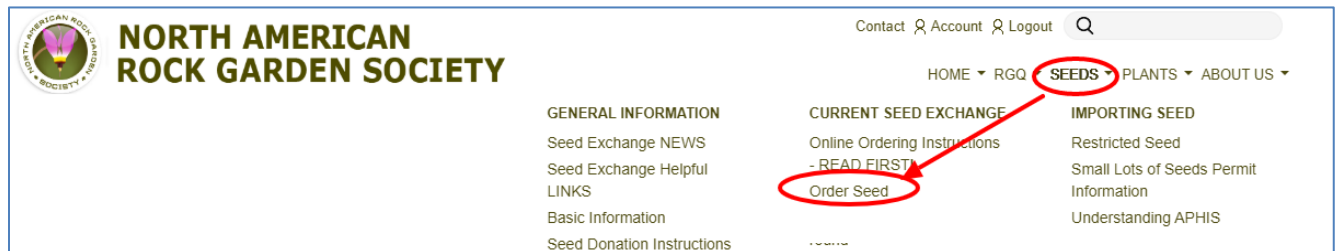


Visual Guide for Ordering Seed Using the Online Ordering Process

- 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.



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

Home » Seeds » Seed List Ordering

Order Seed

Seedex Main Round order for: Donor/volunteer status? ☒ yes

2019-2020 Main Round Seed List

Use alphabetical buttons or the search boxes below to navigate through list. To view only Garden or Wild collected seed, use the Garden/Wild box and then refine search. Use page numbers at bottom to go to next page of listing. Click on seed name to open Google search page for that seed name.

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. Only use Second choices (preferred) (2nd*) to indicate the Second choices selections you want most, to help the order fillers decide what to pull first if they need to pull from second choices.

You may also enter your seed selections by using the grey Instant Add box. Ranges can only be added using the Instant Add box and only removed on the Your Selections page which is viewable by clicking the >>>Review your order so far button. To make changes to a range choice, you must first remove the listing for that range and then re-enter the new range selections in the Instant Add box. Click on Finalize Order - Checkout button only when you are all done and ready to pay for your order.

>>> Review your order so far

Finalize Order - Checkout

First choices: 0 selected
35 more allowed

Second choices: 0 selected
50 more allowed

2019-2020 Donors List

Type a seed number or range (complete numbers e.g. 342-347) in the instant add box then select a choice button for that item.

Instant Add: Add to:

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/Species Garden/Wild

Seed #	Genus/Species	Description	Garden/Wild	First choices	Second choices	Second choices (preferred)
1	Abies koreana	purple-blue cones 10-18m 58	G	<input checked="" type="radio"/> 1st	<input type="radio"/> 2nd	<input type="radio"/> 2nd* <input checked="" type="radio"/> No

- 3) **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:

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

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	<u>Abelmoschus manihoti</u>	pale yellow/purple center 1-2m 23 81	G	<input type="radio"/> 1 st	<input type="radio"/> 2 nd	<input type="radio"/> 2 nd * <input checked="" type="radio"/> No

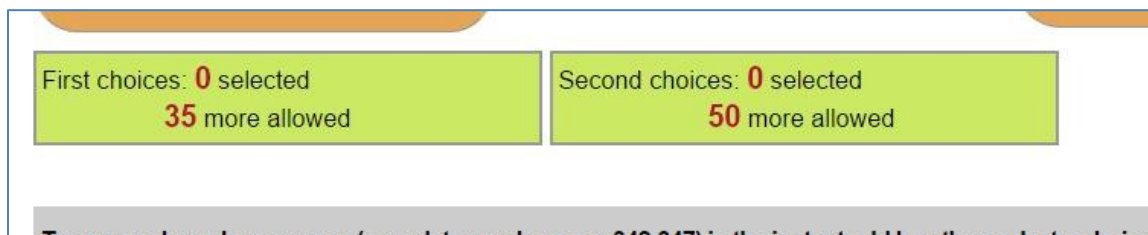
- 4) **To select seed from within the seed list**, click on the choice button you want for that item. To change the choice category click on one of the other options or “No” to unselect an item:

Seed #	Genus/Species	Description	Garden/Wild	First choices	Second choices	Second choices (preferred)
3001	<u>Abies lasiocarpa</u>	15m Montana: Storm Lake, Deer Lodge Co 2743m 130	W	<input checked="" type="radio"/> 1 st	<input type="radio"/> 2 nd	<input type="radio"/> 2 nd * <input type="radio"/> No
1	<u>Acacia baileyana 'Purpurea'</u>	yellow flr/purple-tinged new lvs 3-6m 12	G	<input type="radio"/> 1 st	<input checked="" type="radio"/> 2 nd	<input type="radio"/> 2 nd * <input type="radio"/> No
2	<u>Acacia pravissima</u>	yellow to 5m 12	G	<input type="radio"/> 1 st	<input type="radio"/> 2 nd	<input checked="" type="radio"/> 2 nd * <input type="radio"/> No
3	<u>Acantholimon acerosum</u>	pink flr/blue-grey lvs 5-10cm 86	G	<input type="radio"/> 1 st	<input type="radio"/> 2 nd	<input type="radio"/> 2 nd * <input checked="" type="radio"/> No
4	<u>Acantholimon nuberulum</u>	bright pink 5cm 32	G	<input type="radio"/> 1 st	<input type="radio"/> 2 nd	<input type="radio"/> 2 nd * <input checked="" type="radio"/> No

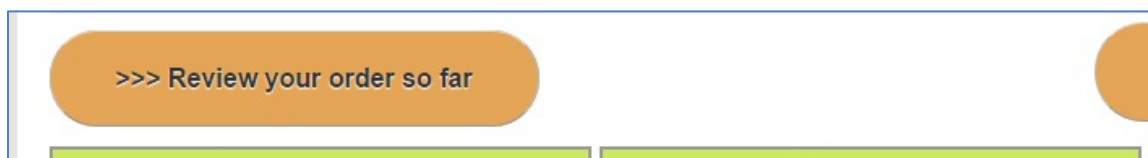
- 5) **To enter your seed selections by using the grey Instant Add box**, type a seed number or range in the Instant Add box then select a choice button for that item:

Ranges can only be added using the Instant Add box:

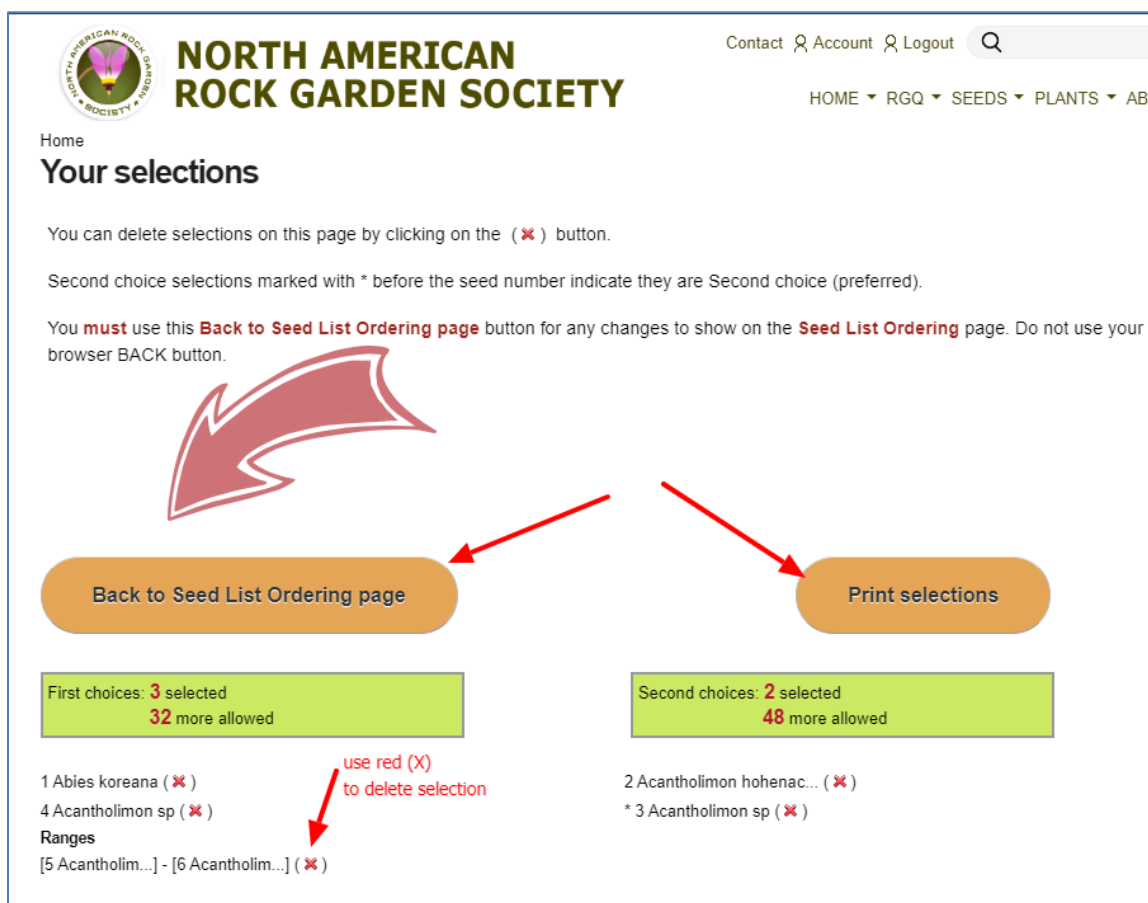
- 6) **To keep track of how many you selected**, look for the green boxes that list how many choices you have selected and how many more are allowed:



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



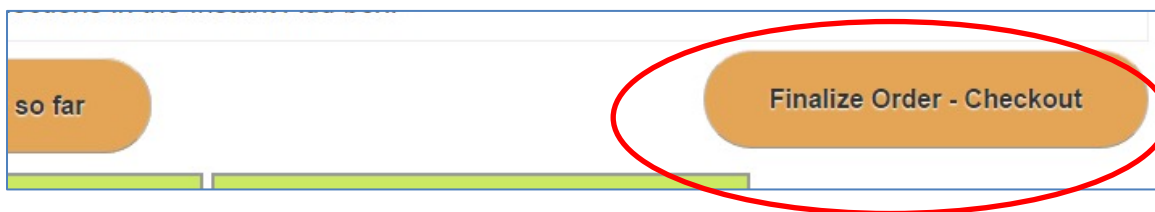
This will take you to “**Your selections**” page that lists your selections by First and Second choices:



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.

A screenshot of a survey form with several sections. The first section is titled 'I will accept substitute seed packets if my selections are gone so I receive the allowed amount of packets. *' and has two radio button options: 'No' and 'Yes'. A red arrow points to the 'Yes' option. The second section is titled 'How would you like to receive the Surplus seed list?' and has three radio button options: 'N/A', 'Email reminder when Surplus list is online', and 'Printed Surplus list by mail'. A red arrow points to the 'Email reminder when Surplus list is online' option. The third section is titled 'Donation amount' and has six radio button options: '\$25.00', '\$50.00', '\$100.00', '\$250.00', '\$500.00', and 'Other'. A red arrow points to the 'Other' option. Below these options is a checkbox labeled 'Add a donation', which is checked. A red arrow points to this checkbox. To the right of the 'Add a donation' checkbox, there is a red text box that says 'Optional - Check Add a donation box and the donation amount list shows. Either select set amount or use Other to enter figure in Amount box'. Below the 'Add a donation' checkbox is a text input field labeled 'Amount' with a dollar sign and a red box around it. A red arrow points to this input field. At the bottom of the form is a green button labeled 'Continue', which is circled in red.


- 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:

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ROCK GARDEN SOCIETY**

Cart Contact Account Logout 

HOME RGQ SEEDS PLANTS ABOUT US

Home

 Seed Exchange Main Round Order 2018 Seed Exchange Order has been created.

Checkout

Cart contents

Qty	Products	Price
1 x	Seed Exchange Main Round Order Id: 68342	\$17.00
		Subtotal: \$17.00

Order comments

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

Order comments

Customer information

Order information will be sent to your account e-mail listed below.
E-mail address: seedintake@mi.rr.com ([edit](#))

Billing information

Select correct saved address or enter it below if not already filled in

Enter your billing address and information here

Saved addresses

Select one...

* First name

* Last name

Company

* Street address

* City

* Country

United States

State/Province


- None -

* Postal code

Phone number

Payment method

Select a payment method from the following options.

☒  PayPal - pay without sharing your financial information.

☐ Check or money order

Subtotal: \$17.00

Order total: \$17.00

Continue with checkout to complete payment.

Cancel

Continue

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Masquerade

Go

Enter 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.

HOME ▾ RGQ ▾ SEEDS ▾ PLANTS ▾ ABOUT US ▾

Home

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.

Cart contents		
Qty	Products	Price
1 ×	Seed Exchange Main Round Order id: 78047	\$17.00
1 ×	Donation Program: Seed Exchange	\$26.00

Customer information

E-mail:

Billing information

Address:

Phone:

Payment method

Subtotal: \$43.00
Order total: \$43.00

Paying by: Check (Seed Exchange)
Make Check Payable To: NARGS
Mail To: NARGS Seed Exchange

Back Submit order

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If information is correct click on Submit Order button

- 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 ▾

Pay with PayPal

Email

Password

☐ Stay logged in for faster checkout

Log In

Having trouble logging in?

Pay with Debit or Credit Card

Cancel and return to North American Rock Garden Society

North American Rock Garden Society

PayPal

You paid \$17.00 USD
to North American Rock Garden Society
[Details](#)

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 Google search links are active on this page. You can copy/paste the list to a spreadsheet or word processing program.

NORTH AMERICAN ROCK GARDEN SOCIETY

Home

Seed exchange order complete

Your order is complete! Your order number is [redacted] Thank you for supporting North American Rock Garden Society. While logged in, you may continue browsing [or view your current order status](#) and order history. [Return to the front page](#). if you would like to print your order, please proceed [here](#) and click "Print order" button.

I will accept substitute seed packets if my selections are gone so I receive the allowed amount of packets.: Yes

First choices:

Seed #	Genus/Species
111	Allium nevskianum
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.

NORTH AMERICAN ROCK GARDEN SOCIETY

Home

2018 Seed Exchange Order

View Edit Print Download

Order Status: Submitted

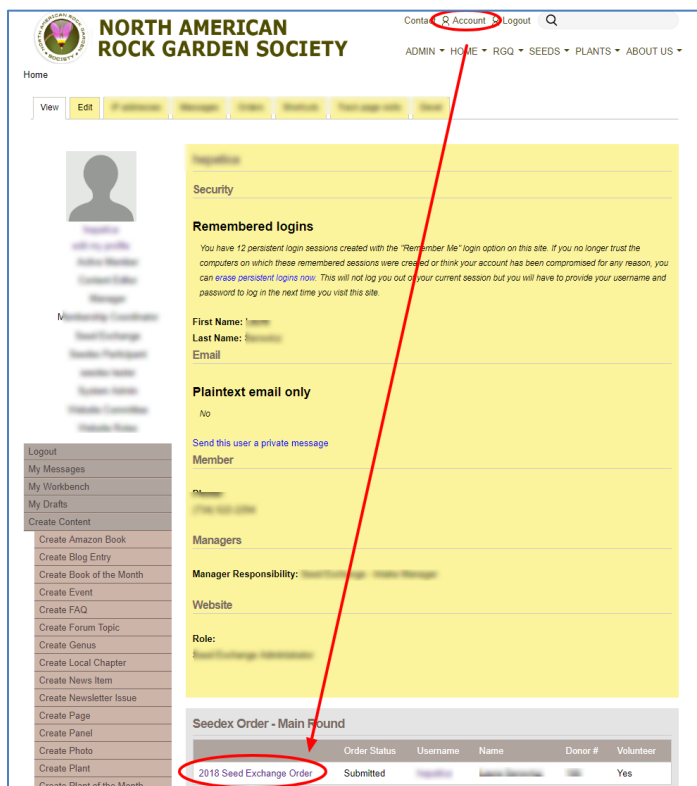
I will accept substitute seed packets if my selections are gone so I receive the allowed amount of packets.: Yes

Order Payment Date: [redacted]

First choices:

Seed #	Genus/Species
111	Allium nevskianum
122	Allium sibthorpianum
171	Androsace rioxana

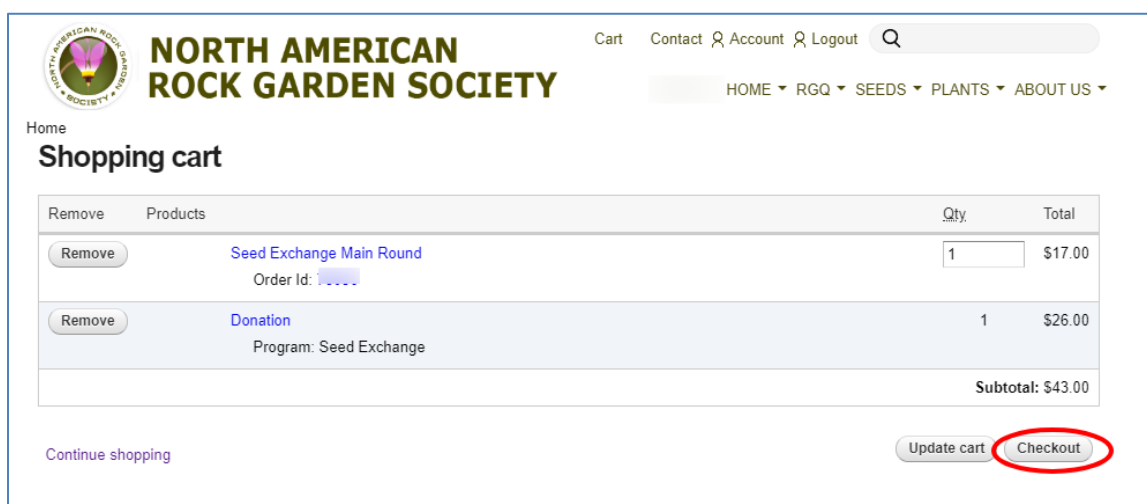
- 14) You can also see your order list from the link to “Order Id” on the **Order Confirmation email** sent when you complete the payment process. Or from your **User page** (click on “Account” in top menu) then go to “Seedex Order - Main Round” or “Seedex Order - Surplus Round” box just below the yellow section and click on blue link to current year “Seed Exchange Order”.



- 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):



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
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Cart Contact Account Logout

HOME ▾ RGQ ▾ SEEDS ▾ PLANTS ▾ ABOUT US ▾

Home

Shopping cart

Remove	Products	Qty.	Total
Remove	Seed Exchange Main Round Order Id: 100000	<input type="text" value="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.