Visual Guide for Ordering Seed Using the Online Ordering Process

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

![Login to website](image)

If you are already logged in it will say 'Logout'.

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

![Order Seed link](image)

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

![Order Seed page](image)
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:

<table>
<thead>
<tr>
<th>Genus/Species</th>
<th>Garden/Wild</th>
<th>Search</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>Seed #</th>
<th>Genus/Species</th>
<th>Description</th>
<th>Garden/Wild</th>
<th>First choices</th>
<th>Second choices</th>
<th>Second choices (preferred)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Abelmoschus manihot</td>
<td>pale yellow/purple center 1-2m 23 81</td>
<td>G</td>
<td>1st</td>
<td>2nd</td>
<td>2nd</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Seed #</th>
<th>Genus/Species</th>
<th>Description</th>
<th>Garden/Wild</th>
<th>First choices</th>
<th>Second choices</th>
<th>Second choices (preferred)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001</td>
<td>Abies lasiocarpa</td>
<td>15m Montana: Storm Lake, Deer Lodge Co 2743m 130</td>
<td>W</td>
<td>1st</td>
<td>2nd</td>
<td>2nd</td>
</tr>
<tr>
<td>1</td>
<td>Acacia baileyana ‘Purpurea’</td>
<td>yellow tf/purple-tinted new lvs 3-6m 12</td>
<td>G</td>
<td>1st</td>
<td>2nd</td>
<td>2nd</td>
</tr>
<tr>
<td>2</td>
<td>Acacia pravissima</td>
<td>yellow te 5m 12</td>
<td>G</td>
<td>1st</td>
<td>2nd</td>
<td>2nd</td>
</tr>
<tr>
<td>3</td>
<td>Acantholimon acerosum</td>
<td>pink fr/bluish-gre lvs 5-10cm 66</td>
<td>G</td>
<td>1st</td>
<td>2nd</td>
<td>2nd</td>
</tr>
<tr>
<td>4</td>
<td>Acantholimon suberulum</td>
<td>bright pink 5cm 12</td>
<td>G</td>
<td>1st</td>
<td>2nd</td>
<td>2nd</td>
</tr>
</tbody>
</table>

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:

![Green boxes indicating choices selected and allowed](image)

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

![Review your order so far button](image)

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

![Your selections page](image)

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:
11) On the “Review order” page make sure everything is correct, including the payment method, and then click on the “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.

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.

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.
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.

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