Visual Guide for Ordering Seed Using the Online Ordering Process

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

![Login and Account Options](image1)

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

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

![SEEDS Menu Highlighted](image2)

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

![Search Interface]

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

![Page Navigation]

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

![Seed Details]

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 List]

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:

![Instant Add Example]

Ranges can only be added using the Instant Add box:

![Instant Add Example Ranges]
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 showing choices selected and available](image)

In the **Main round,** you are allowed 35 First choices if you are a seed donor or volunteer; 25 if a non-donor, and 50 Second choices. In the **Surplus round** you are allowed up to 100 First choices (should match the number of packets you want) and up to 200 Second choices.

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

![Review order button](image)

This will take you to the “**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 the **Account link** in the 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 the 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 the **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 your seed order to process 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 as a guest or from your 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 the 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 complete and you are redirected back to the NARGS website.

If you opted to pay by Check, an email 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 your User page (click on “Account” in the top menu) then go to “Seedex Order - Main Round” or “Seedex Order - Surplus Round” box just below the yellow section and click on the blue link to current seedex 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 the 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 the 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 the donation page then scroll down to where you can select a different amount or enter the amount as Other at the bottom of the page. Be sure to mark which program 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.