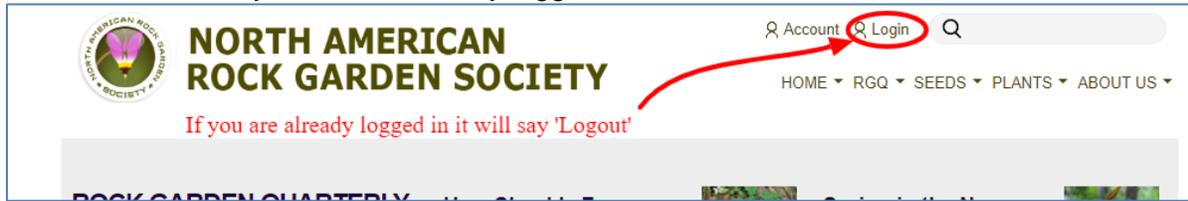


Visual Guide for Ordering Seed Using the Online Ordering Process

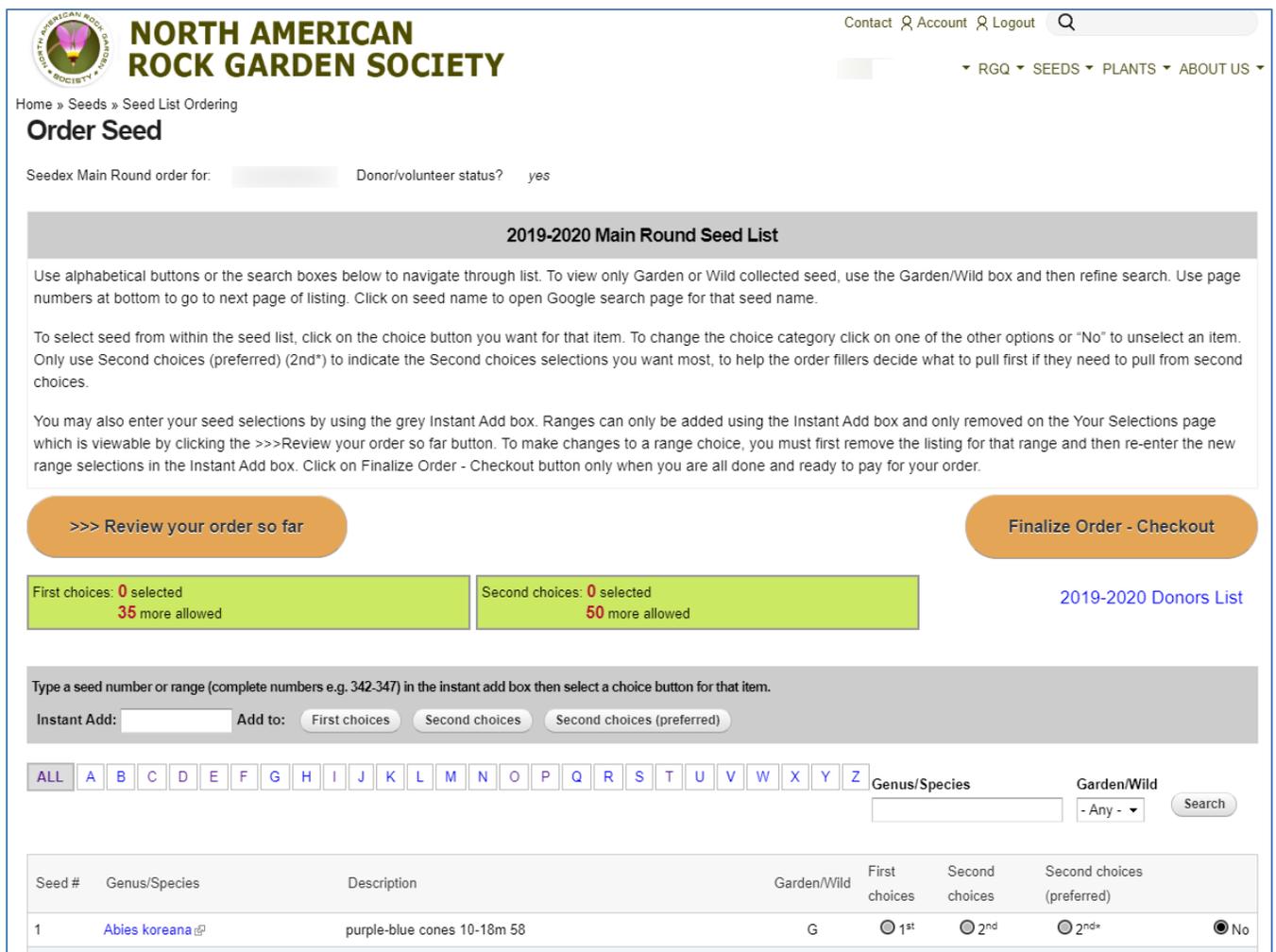
1) Log in to the website if you are not already logged in.



2) Click on the **Order Seed** link under the **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:



- 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:

Navigation interface showing alphabetical buttons (A-Z), a search box for Genus/Species, a dropdown for Garden/Wild, and a Search button.

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

Page navigation interface showing a series of numbered buttons (1-9) and "next" and "last" buttons.

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	<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	Abies lasiocarpa	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	Acacia baileyana 'Purpurea'	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	Acacia pravissima	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	Acantholimon acerosum	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	Acantholimon nuberulum	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

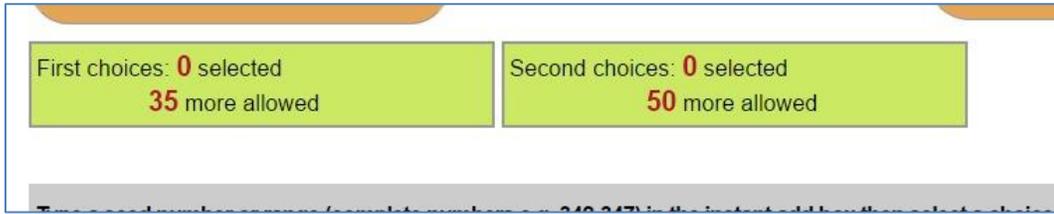
- 5) **To enter your seed selections by using the grey Instant Add box**, type a seed number or range in the Instant Add box then select a choice button for that item:

Instant Add box interface showing a text input field and three choice buttons: First choices, Second choices, and Second choices (preferred).

Ranges can only be added using the Instant Add box:

Instant Add box interface showing a text input field containing the range "342-347" and three choice buttons: First choices, Second choices, and 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:



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:



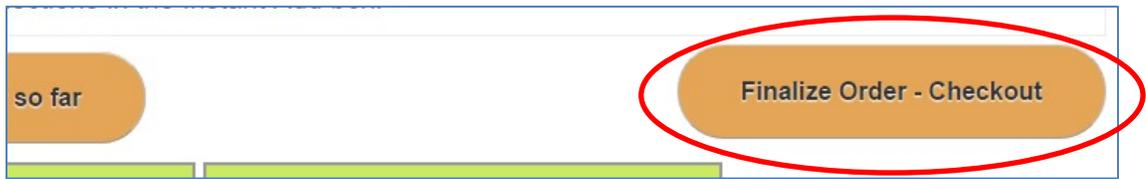
This will take you to the **“Your selections”** page that lists your selections by First and Second choices:



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 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.

A screenshot of a web 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. *". It has two radio buttons: "No" and "Yes", with a red arrow pointing to the "Yes" option. The second section is titled "How would you like to receive the Surplus seed list?". It has three radio buttons: "N/A", "Email reminder when Surplus list is online", and "Printed Surplus list by mail", with a red arrow pointing to the "Email reminder" option. The third section is titled "Donation amount". It has five radio buttons: "\$25.00", "\$50.00", "\$100.00", "\$250.00", and "\$500.00", and one "Other" option. A red arrow points to the "Other" option. Below the "Other" option is a checkbox labeled "Add a donation", which is checked and circled in red. A red arrow points to this checkbox. Below the checkbox is a text input field labeled "Amount" with a "\$" symbol to its left. 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. To the right of the form, there is red text 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". Red arrows point from this text to the "Add a donation" checkbox and the "Amount" input field.

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:

The screenshot shows the checkout page for the North American Rock Garden Society. At the top, there is a navigation bar with links for Cart, Contact, Account, and Logout, along with a search icon. Below this is a menu with options: HOME, RGQ, SEEDS, PLANTS, and ABOUT US. A green notification box at the top left states: "Seed Exchange Main Round Order 2018 Seed Exchange Order has been created." The main heading is "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

State/Province

* 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.

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Masquerade

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

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: [redacted]

Billing information
Address: [redacted]
Phone: [redacted]

Payment method
Subtotal: \$43.00
Order total: \$43.00
Paying by: Check (Seed Exchange)
Make Check Payable To: NARGS
Mail To: NARGS Seed Exchange

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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 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.

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 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 Goggle 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 sibthorpiatum
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

Order Status: Submitted

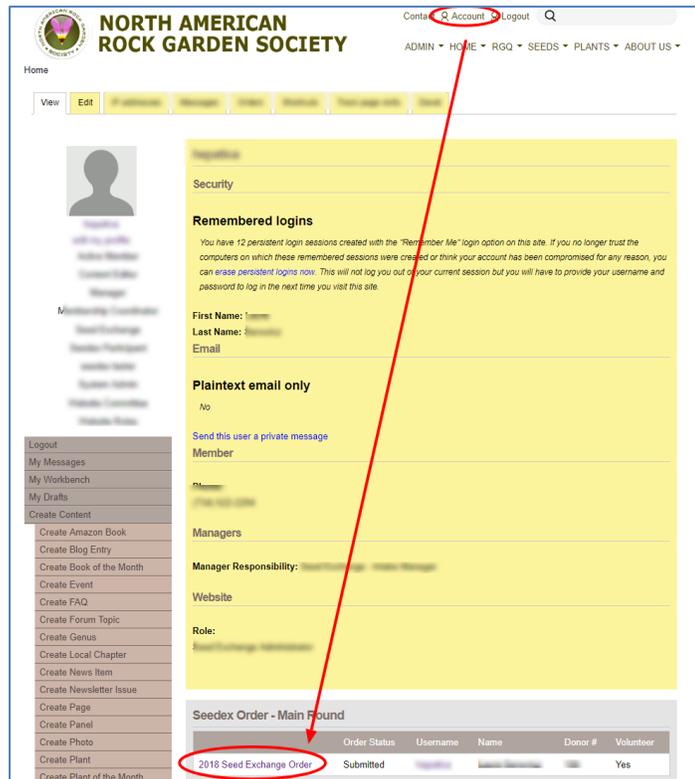
I will accept substitute seed packets if my selections are gone so I receive the allowed amount of packets.: Yes

Order Payment Date: [redacted]

First choices:

Seed #	Genus/Species
115	Allium nevskianum
115	Allium sibthorpiatum
211	Androsace rioxana
110	Allium nevskianum
112	Allium sibthorpiatum
401	Androsace rioxana
111	Allium nevskianum

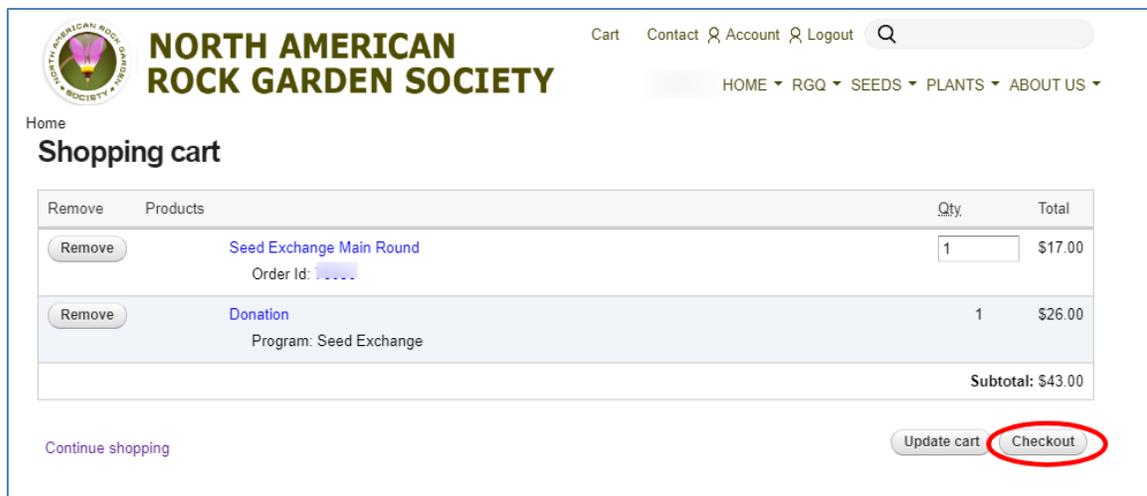
- 14) You can also see your order list from your **User page** (click on “Account” in the top menu) then go to “Seedex Order - Main Round” or “Seedex Order - Surplus Round” box just below the yellow section and click on the blue link to current seedex year “Seed Exchange Order”.



- 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.

Home

Shopping cart

Remove	Products	Qty.	Total
Remove	Seed Exchange Main Round Order Id: 10000	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.