Visual Guide for Ordering Seed Using the Online Ordering Process

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

NORTH AMERICAN ROCK GARDEN SOCIETY If you are already logged in it will say 'Logout'	R Account R Login Q HOME ▼ RGQ ▼ SEEDS ▼ PLANTS ▼ ABOUT US ▼

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

NORTH AMERICAN		Contact & Account & Logou	
NOCK GARDEN SOCIET	GENERAL INFORMATION Seed Exchange NEWS	CURRENT SEED EXCHANGE	IMPORTING SEED Restricted Seed
	Seed Exchange Helpful LINKS	- READ FIRST Order Seed	Small Lots of Seeds Permit Information
	Basic Information Seed Donation Instructions		Understanding APHIS

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

NORTH AM	ERICAN	Co	ntact Q Ac	count 🎗 Logo	ut Q	
ROCK GAR	DEN SOCIETY			▼ RGQ ▼	SEEDS - PLANTS	 ABOUT US
ome » Seeds » Seed List Ordering						
	Description (see)					
eedex Main Round order for:	Donor/volunteer status? yes					
	2019-2020 Main Ro	und Seed List				
Jse alphabetical buttons or the search numbers at bottom to go to next page	boxes below to navigate through list. To view only Gard of listing. Click on seed name to open Google search pa	en or Wild collected seed, us ge for that seed name.	e the Garde	en/Wild box a	and then refine search	i. Use page
o select seed from within the seed list only use Second choices (preferred) (choices.	, click on the choice button you want for that item. To ch 2nd*) to indicate the Second choices selections you war	ange the choice category clic It most, to help the order filler	k on one of s decide wi	the other op nat to pull firs	tions or "No" to unsele it if they need to pull fi	ect an item. rom second
You may also enter your seed selection which is viewable by clicking the >>>R ange selections in the Instant Add boy	ns by using the grey Instant Add box. Ranges can only b eview your order so far button. To make changes to a ra . Click on Finalize Order - Checkout button only when y	e added using the Instant Ad nge choice, you must first rer ou are all done and ready to p	d box and o nove the lis pay for you	only removed ting for that r order.	l on the Your Selectior range and then re-ente	ns page er the new
>>> Review your order so fa	r			Fi	inalize Order - Che	eckout
First choices: 0 selected 35 more allowed	Second choices: 0 selected 50 more allo	wed			2019-2020 D	onors List
ype a seed number or range (complete num	nbers e.g. 342-347) in the instant add box then select a choice bu	utton for that item.				
Instant Add: Add to:	First choices Second choices (p	referred)				
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/Sp	ecies	Garden/Wild	Search
Seed # Genus/Species	Description	Garden/Wild	First choices	Second choices	Second choices (preferred)	
4 Abies because 5	numle blue conce 10,19m E9	G		O and	A public	

 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:

ALL A B C C	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	(Search)
	A.m.	search

Use page numbers at the bottom to go to the next page of the 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 🔇	Abelmoschus manihot&	pale yellow/purple center 1- 2m 23 81	G	⊚ 1 st	⊚ 2 nd	⊚ 2 nd *) 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 st	• 2 nd	© 2 nd *	O No
1	Acacia baileyana 'Purpurea' 🖉	yellow flr/purple-tinged new lvs 3-6m 12	G	0 1 st	• 2 nd		O No
2	Acacia pravissima 🗗	yellow to 5m 12	G	0 1 st	O_2^{nd}	2 ^{nd*}	O No
3	Acantholimon acerosum	pink flr/blue-grey lvs 5-10cm 86	G	◯ 1 st	O_2^{nd}		🖲 No
4	Acantholimon puberulum 🖉	bright nink 5cm 32	G		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	ange (complete numbers e.g. 3	342-347) in the inst	ant add box then select a choice button for that	item.
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 ran	de (complete	numbers e.a. 3	42-347) in the insta	ant add box then select a choice butto	on for that item.
	3- (
	Add to:	First choicos	Focond choicos	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 nondonor, 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.

I will accept substitute seed packet	is if my selections are gone so I receive the allowed amount of packets. st
No	
Yes	
How would you like to receive the S	Surplus seed list? 🚽
N/A	
Email reminder when Surplus list is	online
Printed Surplus list by mail	
Donation amount	
\$25.00	
◎ \$50.00	. Check Add a donation box and
◎ \$100.00	the donation amount list shows.
● \$250.00	Either select set amount or
◎ \$500.00	in Amount box
Other	
Add a donation	
Amount	
\$	
Continue	

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:

NORTH	AMERICAN	Cart	Contact & Account & Logout Q	
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ome				
Seed Exchange Main Round	Order 2018 Seed Exchange Order has been	created.		
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Checkoul				
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1 × Order Id: 68342			\$	17.00
	1		Subtotal: \$	17.00
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Order comments	si quaanana ragarang yaan naan			
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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.c	om (edit)		/	
Billing information Se	lect correct saved address or			
Enter your billing address aprinform	ter it below if not already filled	in		
Saved addresses	1			
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* City				
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* Postal code				
Phone number				
Payment method				
Select a payment method from the fo	lowing options.			
PayPar PayPal - pay without sharir	g your financial information. 🔶 S	elect]	rayment method Subtotal: \$	17.00
Check or money order	u	lien ell	Order total: \$	17.00
Continue with checkout to complete	ayment.			
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			Cancel	inue
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	© Copyrig	ht 2018		
lasruerade	© Copyrig	ht 2018		
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lasquerade	© Copyrig	ht 2018		

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

me Review order	EN SOCIETY	НОМІ	E ▼ RGQ ▼ SEEDS ▼ PLANTS ▼ ABOUT (
Your order is almost complete. Please review th changes to your order if necessary.	e details below and click 'Submit	order' if all the information is	correct. You may use the 'Back' button to make
	Cart co	ontents	
	Qty Products	Price	
	1 × Seed Exchange Main Ro Order Id: 70047	ound \$17.00	
	1 × Donation Program: Seed Excha	\$26.00	
	Customer i	nformation	
	E-mail:	seedintal address in com-	
	Billing inf	formation	
	Address:	CALMA SERVICE	
		UNCOME. MI ADDRESS TOOL	
	Phone:	1040222284	
	Payment	t method	
	Subtotal:	\$43.00	
	Order total:	\$43.00 Obeek (Seed Eveloppe)	If information is correct
	Make Check Payable To:	NARGS	click on Submit Order butto
	Mail To:	NARGS Seed Exchange	
		10% calls, for Millington, for 27545-1854	
		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 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.

Pay with PayPal Pay with PayPal Pasword Pasword Stay logged in for faster checkout Stay logged in for faster checkout Stay logged in for faster checkout Cor Pay with Debit or Credit Card Pay with Debit or Credit Card Korth American Rock Garden Society Payment completed!	North American Rock Garden Society	
Pay with PayPal Ensure Email Password Stay logged in for faster checkout (?) Stay logged in for faster checkout (?) Encycour security, we'll always ask you to log in the prate your Pay to proceeding in the prate to prate your Pay to proceeding in? Or Pay with Debit or Credit Card	PayPal 🗧 \$15.00 USD 🗸	North American Rock Garden Society
Email Password Stay logged in for faster checkout ① Stay logged in for faster checkout ① Stay cours security, well always ask you to log in the poster your Pay the power for the course Up to North American Rock Garden Society Details C Pay with Debit or Credit Card	Pay with PayPal Engrow	PayPal
Stay logged in for faster checkout ③ Ere your security, well always ask you to log in the peale your Pays are you. Log In Having trouble logging in? or Pay with Debit or Credit Card Interpret of the peale o	Email Password	\bigtriangledown
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Pay with Debit or Credit Card Payment completed!	Log In Having trouble logging in?	Details
	Or Pay with Debit or Credit Card	Payment completed!
		Policies Terms Privacy Feedback © 1999-2018 🔒 Englis)

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.

A DOTETT	NORTH AM ROCK GARI	ERICAN DEN SOCIETY	
∃ Menu	Q SEARCH	Contact & Account & Logout	
ome		Your seed order number	
Seed e	exchange 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	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.	
will accept	substitute seed packets if my	selections are gone so I receive the allowed amount of packets.:	
Yes			
First choices	s:	• use 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.

ADMIN + HOME + RGQ + SEEDS + PLANTS + ABOUT US + POINT OR Seed Exchange Order Image: Seed Final Section of the section o	2 CAN ROOT B	NORTH AMERICAN	Contact & Account & Logout				
Print order Print order	BOCIST"	ROCK GARDEN SOCIETY	ADMIN - HOME - RGQ - SEEDS - PLANTS - ABOUT US -				
2018 Seed Exchange Order View Edt Print order Print a copy of your order here Order status: Submitted I via ccept substitute seed packets if my selections are gone so I receive the allowed amount of packets.: Yes Order Payment Date: You can also copy and paste the lists below to spreadsheet program First choices Seed # Genus/Species 6 Google search links are still active on this page 1 Google search links are still active on this page	lome						
View Edt Print order Print a copy of your order here Order status: Submitted Issues Issues You can also copy and paste the lists below to spreadsheet program First choices First choices Seed # Genus/Species 6 Google search links are still active on this page 1 Google search links are still active on this page 2 Issues	2018 See	d Exchange Order					
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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".

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Home ROCK	GARDEN SUCIET	T A	DMIN ▼ HO	NE ▼ RGQ ▼ SEED:	S ▼ PLANT	S - ABOUT US -
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and the profile	You have 12 persistent login sessions	created with the "Re	member Me" lo	gin option on this site. It	you no longe	r trust the
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Content Table	can erase persistent logins now. This	will not log you out o	your current s	ession but you will have	to provide you	ur username and
Haraget	password to log in the next time you vi	sit this site.				
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Create Local Chapter	Real Contemps Interested					
Create News Item						
Create Newsletter Issue						
Create Page						
Create Panel	Seedex Order - Main Foun	d				
Create Photo		Order Status	Username	Name	Donor #	Volunteer
Create Plant	2040 Deed Furthering O. J.	Ochechard			-	Mar
County Direct of the Marsh	2018 Seed Exchange Order	Submitted	1000	And I Real Property lies, Name		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 the Checkout page (see step 10 above):

ome	ORTH AMERICAN OCK GARDEN SOCIETY	Cart	Contact & Account & Logout Q HOME • RGQ • SEEDS	▼ PLANTS ▼ A	ABOUT US 🕶
Remove Proc Remove	Aucts Seed Exchange Main Round Octoold			Qty.	Total \$17.00
Remove	Donation Program: Seed Exchange			1	\$26.00
Continue shopping		Subtotal: \$43		al: \$43.00 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 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.

NORTH AMERICAN ROCK GARDEN SOCIETY	Cart Contact & Account & Logout Q HOME + RGQ + SEEDS + PLANTS + ABOUT US +
Home 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.