HOW TO ORDER SEEDS ONLINE

LOGIN TO BEGIN:
You must be a current NARGS member and be logged into the NARGS website to gain access to the members-only areas of the website. Use the **Log in** link found in the top menu on the web page. It will show 'Logout' if you are already logged in. If you need help joining NARGS, logging in, or renewing your membership, use the **Contact Us** link in the top menu to send us a message.

START YOUR ORDER:
Click on SEEDS in the main menu; in the drop-down menu, click on **Current Seedex**. This takes you to your personal 'Seed List' page; your name and donor/volunteer status will show just below the instructions section as verification. The Seed List page consists of the Main Round Seed List and buttons and boxes for making your selections. This page is also viewable before the opening of ordering, so members can plan their order ahead of time – but it does not have the ordering buttons until ordering begins. There is also a 'Login to order' button on this page if you have not already logged in.

VIEW THE SEED LIST:
The default setting for the Main Round Seed List **is alphabetically by Genus/Species name** (not by seed number), with Garden-collected and Wild-collected listed together and marked as either G (Garden) or W (Wild). Click on any of the letter buttons to go to the list of seeds that begin with that letter. You may also search by genus, genus and species, or even partial name, using the Genus/Species search box. Further refine the search by first using the Garden/Wild search box to select G, W, or Any (to view only garden- or wild-collected, or both), and then by letter or genus/species. Click on the '**ALL**' letter button to have any search or sort result revert to the default complete seed list by seed name. Note - there may be a few addendum seeds that are listed by the genus name, so they will be out of numerical order.

Click on the plant name in the seed list **to open a Google search page** for that entry in a new tab to find more information and images to help with your selection process.

Be sure to close **only the Google search page tab when finished looking at the entry; accidentally closing your browser window would take you out of the 'Seed List' page as well.

MARK YOUR SEED CHOICES:
Seed donors and volunteers are allowed 35 First choices; non-donors are allowed 25 First choices, and all are allowed up to 50 Second choices. Many seed numbers are in short supply and will be gone before your order is processed, so **you must select plenty of Second choices** for the order fillers to pull from to complete your order. You are not allowed more than one packet of any seed number.

There are two methods available for entering your seed choices on the 'Seed List' page: you can **browse through the seed list** and click on a choices button within the seed list as you find items you are interested in – *or*– if you have already made your selections from the seed list, you can **type in each seed number** individually and select the choice category.

For either method, **there are 3 choice categories** you may assign for the item: First choices (1st); Second choices (2nd); and if you have a few Second choices that are most wanted, use Second choices (preferred) (2nd*). Your order will be filled first from your First choices, so be sure to select your allotted number of First choices (25 or 35). If a First choice selection is gone, we will next pull from any Second choices (preferred) you may have selected, and then select from the regular Second choices listings.

Many seeds are in short supply, so you must select plenty of second choices. PLEASE help the order fillers see which of your many Second choices to pull first if a First choice is gone by listing only a FEW as 'Second choices (preferred)'; do not mark all your second choices as preferred.

To use the Seed List method for entering your choices, browse through the seed list or use the search features to go to listings for specific genera or by letter of the alphabet. When you find an item you are interested in, simply click on the round choice button for whichever choice category (1st, 2nd, or 2nd*) you want for that item. If you change your mind, you can change the choice categories by clicking on one of the other options or selecting 'No' to unselect an individual item. All items are set to 'No' when you begin your seed order. You will be able to tell if an item is selected because the round button will change to a black dot in the center of the button. Ranges cannot be changed using the round choice buttons, so the other choice buttons will not show if the number is part of a range - see below about ranges for more information.

To use the Quick Add box method for entering your choices, type a seed number into the white box in the grey Quick Add section above the letter buttons. Then click on the choice button for that item to add it to your selections. Do not use the enter/return key on your keyboard after typing in the seed number, or the seed number will automatically be put in as a First choice. Be sure to use the correct Second choices button (preferred* or regular) if entering all your selections using the Quick Add box.

To select a RANGE choice, you must use the Quick Add box. Type in the range of numbers to indicate you would accept any ONE number within that range; ranges count as one choice. You must enter the complete numbers, such as 1355-1362 (NOT 1355-62). If you change your mind about a range and want to adjust the numbers within the range, the choices category, or delete the range choice, you can ONLY do so by deleting it from the 'Review Selections' page (see next section). Then you can re-enter a new range in the Quick Add box, if desired. You CANNOT make any changes to a range from within the seed list itself using the round choice buttons – the other buttons will be missing, to indicate that it is part of a range and that buttons cannot be used to make the changes directly. Please note that ranges are pulled strictly by seed number, so garden and wild seed selections (or addendum numbers) are NOT included in the same range, even though they may be listed together on the seed list.

Please do not request any items that are considered noxious weeds or not allowed in your state or country. US Members should check with their state list of Noxious Weeds or https://www.ams.usda.gov/sites/default/files/media/StateNoxiousWeedsSeedList.pdf.

REVIEW YOUR SELECTIONS:
To see what you've selected, click on the "Review your selections" button to be taken to the "Review Selections" page. On this page, you will see the First and Second choices sections with the selections you have made so far. Your Second choices (preferred) will be listed separately. The items will be arranged numerically within each choice selection.

You can switch the Choices level for your selection by clicking on another one of the choice buttons. You can also **delete an item** from the "Review Selections' page by selecting "Remove" for the listing and then OK to the pop-up message. Ranges must first be deleted from the 'Review Selections' page if you want to change or remove them from your lists. New selections can be added from the Quick Add box on that page. Changes are processed by either using your browser's Refresh/Reload button or by using the "Return to Seed Selections List" button.

Use the First and Second choices counter boxes **to monitor how** *many First and Second choices* you have selected and how many more you are allowed. If you reach the limit on your First or Second choices and try to add another item to that choice category, a message will pop up letting you know you reached the limit. You can **adjust the choice of any of the individual seed number selections** within the seed list by simply clicking on one of the other choice buttons for that item or the 'No' button. **Ranges can only be changed by deleting them** from the "Review selections" page.

Saving Your Order and Finding It Again: You do not have to complete your order in one session; your selections are saved automatically to your user account. You can access your order again to continue adding or changing selections by going to the 'Current Seedex' link. **You cannot change an order after you click on the "Finalize Order" button.** We recommend you save a copy of what you are ordering, either by using the Print selections button to print from the "Review Selections" page (or save as PDF to save to your computer) or writing down the seed numbers/choice selection before leaving the website, just in case.

FINALIZE AND PAY FOR ORDER:
Once you have made all your selections and any changes, you are ready to finalize your order. Click on the '**Finalize Order**' button. ***Note - you cannot make any changes to or re-enter your order once you have finalized it.***

The first page you are sent to, "Checkout", gives you several options regarding your order:

1st - Mark if you will **accept substitute** seed packets if your choice selections are gone, so you receive the full allowed amount of packets. If you do not check the box, ONLY packets still available from the choices you listed will be sent, even though it may be less than your allowed amount. No refunds can be made, and no multiple packets of the same seed number are allowed.

2nd - Indicate if you would like to receive the printed **Surplus Seed list** by mail or an email reminder when it is ready on the website. Please note that the printed Surplus Seed list shows only the seed numbers, so you will need to check the NARGS website or have a printed seed list to see the seed names. Or you can simply return to the Seedex page on March 1st when the Surplus round begins to view the Surplus list and place your order online (see more about the Surplus round below).

3rd - If you would like to **Add a donation** to your order, you can do so by checking the box and either selecting one of the suggested amounts or choosing Other and adding whatever dollar amount you want in the Amount box. The donation amount will be added to your checkout payment. (Thank you!)

Next, you will see the **Cart Content**. Make sure it has only the product you want. Then there is a list of the **Seed Selections** by numbers for you to verify if you made a list of the seed numbers. Then we ask you to check that we have the correct **email address** for you so we can send you the Order information.

Below that is where you will verify or enter your Shipping Information. It should have the mailing address used for your membership account. If you have changed your address, you can enter it here. If you want just your seed order sent to another address, use the Order Comments section to let us know. If the Billing address on your credit card is different from your shipping address, enter it in the Billing Information section; otherwise, we will use your shipping address. You may add a Comment in the Order Comment section if you wish, but comments like "zone 4 plants only" will not get transmitted to the order fillers (who only fill by seed number, not zone, or any other planting conditions).

The **Payment Method** section is next – you can either pay securely via Credit card or a Check/Money Order. If you select **"Credit card,"** you will enter your credit card number, the expiration month and year, the CVC number (usually found on the back of your card), and sometimes it will require your zip or postal code. If you select **"Check or Money order,"** a message will appear with the address where you should send your payment. Write that address down. Please send the payment to that address as soon as possible; your order will not be put in the queue for filling until your payment is received. Include your Order # on the check, or send a copy of your email confirmation with the order # on it.

Once the payment method is entered, click on the **"Review order"** button to go to that page and ensure everything is correct. If you need to make a correction to the Payment method or address, or add a donation, use the 'Back" button at the bottom. Otherwise, click on the **"Submit Order"** button to complete the order.

After you have submitted your order, it will take you to the "Order Complete" page. From here, you can either **view your current order** status or return to the front (Home) page.

If you select "View your Current Order Status," it will take you to the Order # page. Click on the "Review and print selections" button, about halfway down. This will take you to the **"Review Selections"** page, except now you cannot make any changes to your selections. Click on the "Print" button to print a copy of your order, or select "Save as PDF" (or similar wording) from your browser print preview and save it to your computer. You can also copy/paste the list of seeds into a spreadsheet or a Word document.

An Order Confirmation email will be sent to your email address (with Subject: "Your Order at NARGS") to verify the submission was successful - if you do not receive it, check your spam folder before contacting us. You can click on the Order # link in the email to view your seed selections later, or by clicking on your 'My Account' link (in the top menu), then go to "Orders" and click on the Order number link next to Order type 'Seed Exchange Order'.

HELP:
If you are **having trouble logging into the website, with the ordering program, or with the checkout process**, please do not hesitate to ask for help immediately by using the **Contact Us** link at the top of the Home page – select Category: Seed Exchange - to leave us a message. We will get back to you as soon as possible.

****If you got out of the payment process before completing payment and** need to get back in - or the 'Finalize Order' button now says "View Order," look for the Cart link in the top menu near where you log in. If you see the Cart link, click on it, and it will take you to your Shopping Cart order; verify your seed order is in the cart (it will say Seed Order), then click on the Checkout button to try your payment again. **If you need help completing your seed order, Contact Us immediately by selecting 'Seed Exchange' from the Category drop-down.**

Do not try to re-enter your seed selections after you've clicked on the 'Finalize Order' button - the program will not allow a second attempt to place your order if the Finalize Order button is inactive. The 'Finalize Order' button may also be greyed out if your membership has expired, so check your membership status from the 'My Account' link in the top menu.

ABOUT THE SURPLUS SEED ROUND:
Many seeds are still available at the close of the Main Seed distribution. The Surplus Seed distribution offers NARGS members an opportunity to purchase the remaining seed. The Surplus Seed List will appear on the NARGS website on March 1st, and order-filling begins immediately. Surplus seeds are $12 per 20 packets, with a maximum of 100 packets allowed.