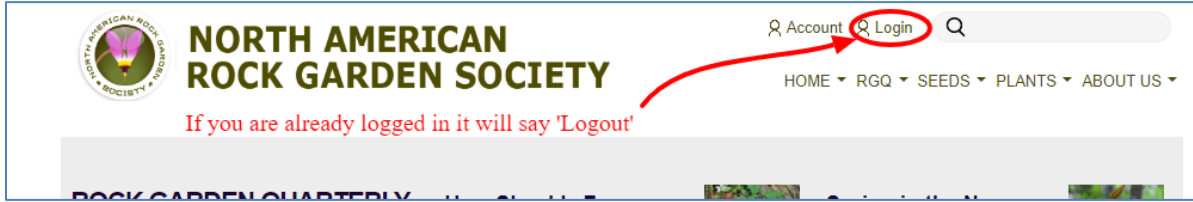
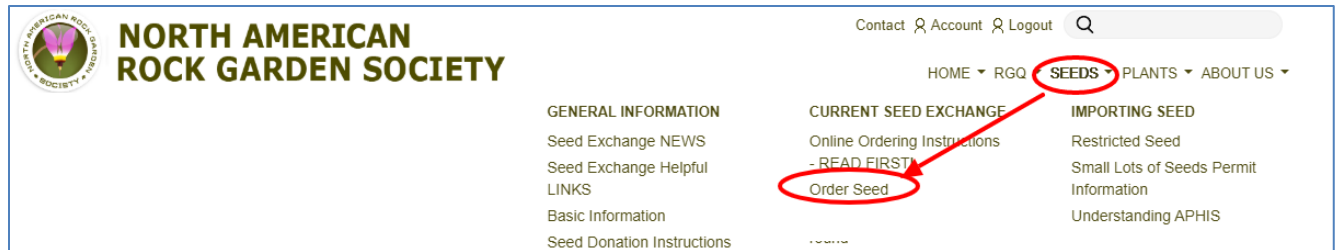


## Visual Guide for Ordering Seed Using the Online Ordering Process

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



2) Click on [Seed List Ordering](#) link under **SEDEX** menu. You will only see the link if you are logged in.



It will take you to the [Seed List Ordering](#) page with the list of seeds and the choice buttons:

NORTH AMERICAN ROCK GARDEN SOCIETY

Contact Account Logout

HOME ▾ RGQ ▾ SEEDS ▾ PLANTS ▾ ABOUT US ▾

Home » Seeds » Seed List Ordering

### Order Seed

Seedex Main Round order for:  Donor/volunteer status?  yes

#### 2019-2020 Main Round Seed List

Use alphabetical buttons or the search boxes below to navigate through list. To view only Garden or Wild collected seed, use the Garden/Wild box and then refine search. Use page numbers at bottom to go to next page of listing. Click on seed name to open Google search page for that seed name.

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. Only use Second choices (preferred) (2nd\*) to indicate the Second choices selections you want most, to help the order fillers decide what to pull first if they need to pull from second choices.

You may also enter your seed selections by using the grey Instant Add box. Ranges can only be added using the Instant Add box and only removed on the Your Selections page which is viewable by clicking the >>>Review your order so far button. To make changes to a range choice, you must first remove the listing for that range and then re-enter the new range selections in the Instant Add box. Click on Finalize Order - Checkout button only when you are all done and ready to pay for your order.

>>> Review your order so far

Finalize Order - Checkout

First choices: 0 selected  
35 more allowed

Second choices: 0 selected  
50 more allowed

[2019-2020 Donors List](#)

Type a seed number or range (complete numbers e.g. 342-347) in the instant add box then select a choice button for that item.

Instant Add:  Add to:

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/Species  Garden/Wild

Seed #	Genus/Species	Description	Garden/Wild	First choices	Second choices	Second choices (preferred)	
1	<a href="#">Abies koreana</a>	purple-blue cones 10-18m 58	G	<input type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd*</sup>	<input checked="" type="radio"/> No

### 3) 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:

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

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

Page navigation interface showing page numbers 1 through 9, a 'next' button, and a 'last' button.

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	<a href="#">Abelmoschus manihot</a>	pale yellow/purple center 1-2m 23 81	G	<input type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd</sup> * <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	<a href="#">Abies lasiocarpa</a>	15m Montana: Storm Lake, Deer Lodge Co 2743m 130	W	<input checked="" type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd</sup> + <input type="radio"/> No
1	<a href="#">Acacia baileyana 'Purpurea'</a>	yellow flr/purple-tinged new lvs 3-6m 12	G	<input type="radio"/> 1 <sup>st</sup>	<input checked="" type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd</sup> + <input type="radio"/> No
2	<a href="#">Acacia pravissima</a>	yellow to 5m 12	G	<input type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input checked="" type="radio"/> 2 <sup>nd</sup> + <input type="radio"/> No
3	<a href="#">Acantholimon acerosum</a>	pink flr/blue-grey lvs 5-10cm 86	G	<input type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd</sup> + <input checked="" type="radio"/> No
4	<a href="#">Acantholimon puberulum</a>	bright pink 5cm 32	G	<input type="radio"/> 1 <sup>st</sup>	<input type="radio"/> 2 <sup>nd</sup>	<input type="radio"/> 2 <sup>nd</sup> + <input checked="" type="radio"/> No

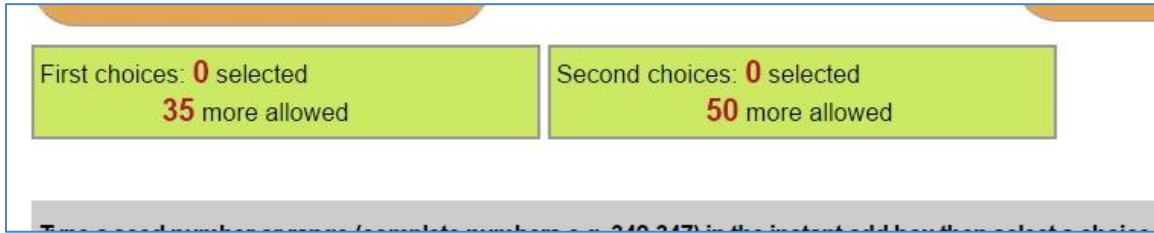
### 5) To enter your seed selections by using the grey Instant Add box, type a seed number or range in the Instant Add box then select a choice button for that item:

Instant Add:  Add to:  First choices  Second choices  Second choices (preferred)

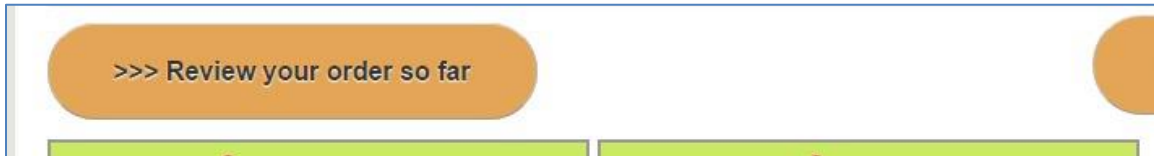
Ranges can only be added using the Instant Add box:

Instant Add:  Add to:  First choices  Second choices  Second choices (preferred)

- 6) **To keep track of what you selected**, look for the green boxes that list how many choices you have selected and how many more are allowed:



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



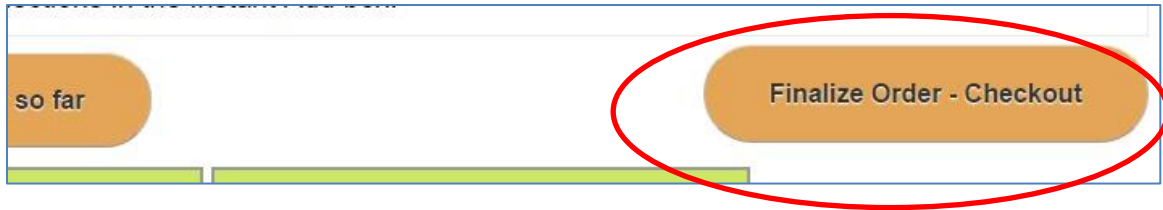
This will take you to **"Your selections"** page that lists your selections by First and Second choices:

A screenshot of the "Your selections" page from the North American Rock Garden Society website. The page header includes the society's logo, name, and navigation links. The main content area has a heading "Your selections" and instructions on how to delete selections. Below the instructions are two orange buttons: "Back to Seed List Ordering page" and "Print selections". A large red arrow points from the "Back to Seed List Ordering page" button to the "Back to Seed List Ordering page" button. Below the buttons are two green boxes showing selection counts: "First choices: 3 selected, 32 more allowed" and "Second choices: 2 selected, 48 more allowed". Below these boxes are lists of selected items with red (x) icons next to them. A red arrow points from the text "use red (x) to delete selection" to the red (x) icon next to the range selection "[5 Acantholim...] - [6 Acantholim...] (x)".

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 **Seed List Ordering** page.

Use the **"Back to Seed List Ordering page"** button to go back.

- 8) When you have made ALL your selections and are ready to finish your order, use 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 your User name in top right menu to see if you need to renew your membership ) or you already placed 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.

A screenshot of a form with several sections. At the top, it says 'I will accept substitute seed packets if my selections are gone so I receive the allowed amount of packets. \*'. Below this are two radio buttons: 'No' and 'Yes', with a red arrow pointing to the 'Yes' button. The next section is 'How would you like to receive the Surplus seed list?' with 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 'Donation amount' section has six radio buttons: '\$25.00', '\$50.00', '\$100.00', '\$250.00', '\$500.00', and 'Other'. A red arrow points to the 'Other' button. Below this is a checkbox labeled 'Add a donation', which is checked and circled in red. A red arrow points to this checkbox. To the right of the form, there is a red text box 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'. Below the 'Add a donation' checkbox is an 'Amount' section with a text input field starting with a '\$' sign. A red arrow points to this input field. At the bottom of the form is a green button labeled 'Continue', which is also circled in red.

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:

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 green notification box stating: "Seed Exchange Main Round Order 2018 Seed Exchange Order has been created." The main heading is "Checkout".

**Cart contents**

Qty	Products	Price
1 ×	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

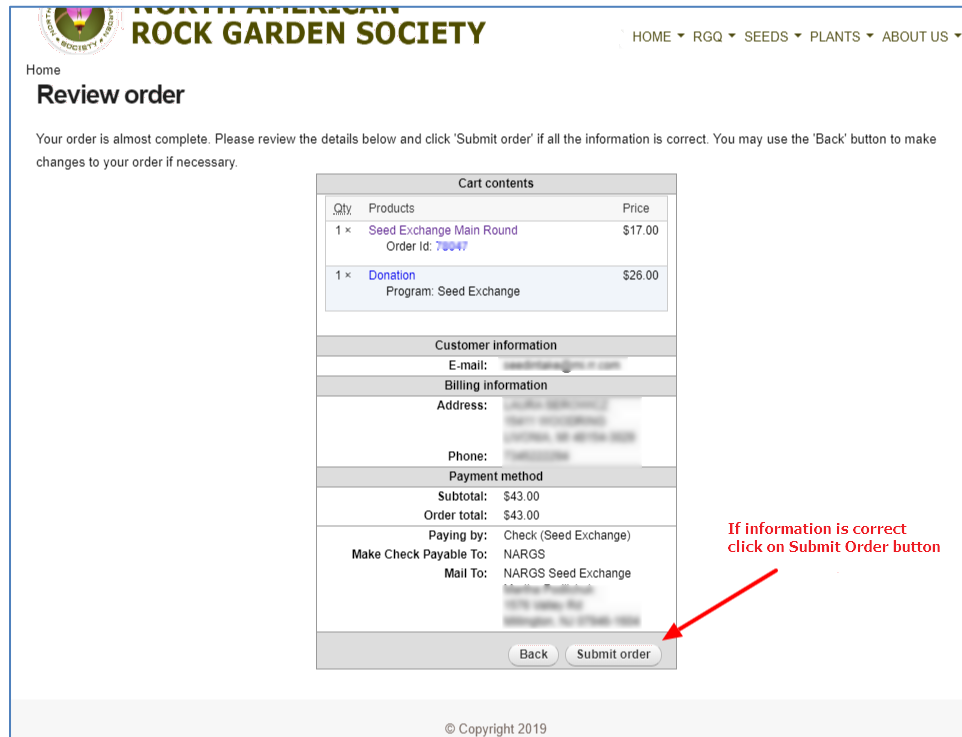
Continue with checkout to complete payment.

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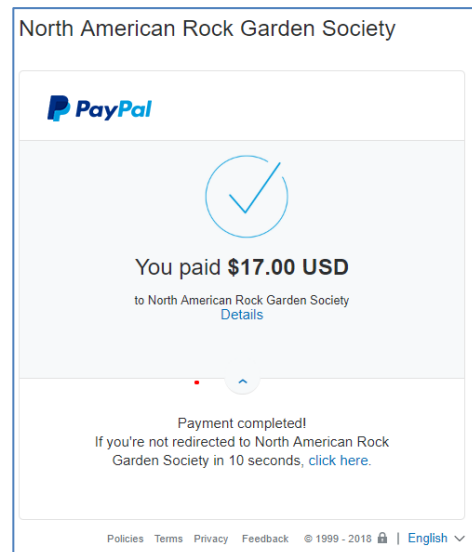
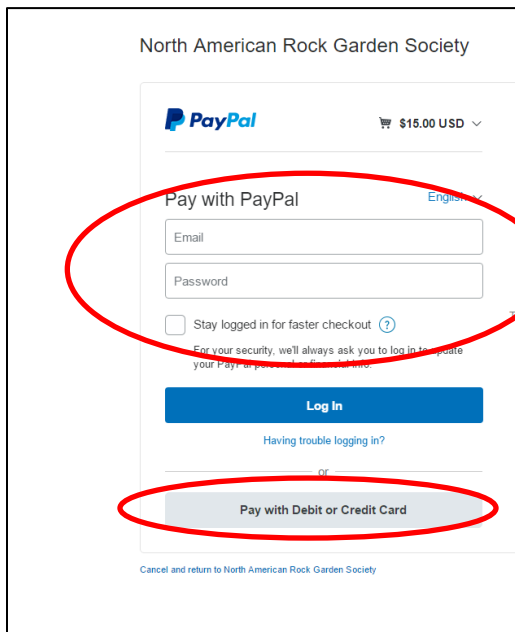
**Masquerade**

Enter the username to masquerade as.

11) On the “Review order” page make sure everything is correct 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. Then continue through the PayPal site, entering your credit card information, etc. until you reach 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 Goggle search links are active on this page. You can copy/paste the list to a spreadsheet or word processing program or use the "Print Order" button to print out a copy for your records.

Home

**2018 Seed Exchange Order**

View Edit Print [Download](#) [Share](#)

[Print order](#) **Print a copy of your order here**

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:

First choices:

Seed #	Genus/Species	First choices
15	<a href="#">Adiantum species</a>	
15	<a href="#">Adiantum species</a>	
201	<a href="#">Adiantum species</a>	<a href="#">Adiantum species</a>
201	<a href="#">Adiantum species</a>	<a href="#">Adiantum species</a>
202	<a href="#">Adiantum species</a>	<a href="#">Adiantum species</a>
401	<a href="#">Adiantum species</a>	<a href="#">Adiantum species</a>
401	<a href="#">Adiantum species</a>	<a href="#">Adiantum species</a>

- 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".

Home

**2018 Seed Exchange Order**

View Edit [Print](#) [Download](#) [Share](#)

Account

Security

Remembered logins

Plaintext email only

Member

Managers

Manager Responsibility:

Website

Role:

Seedex Order - Main Round

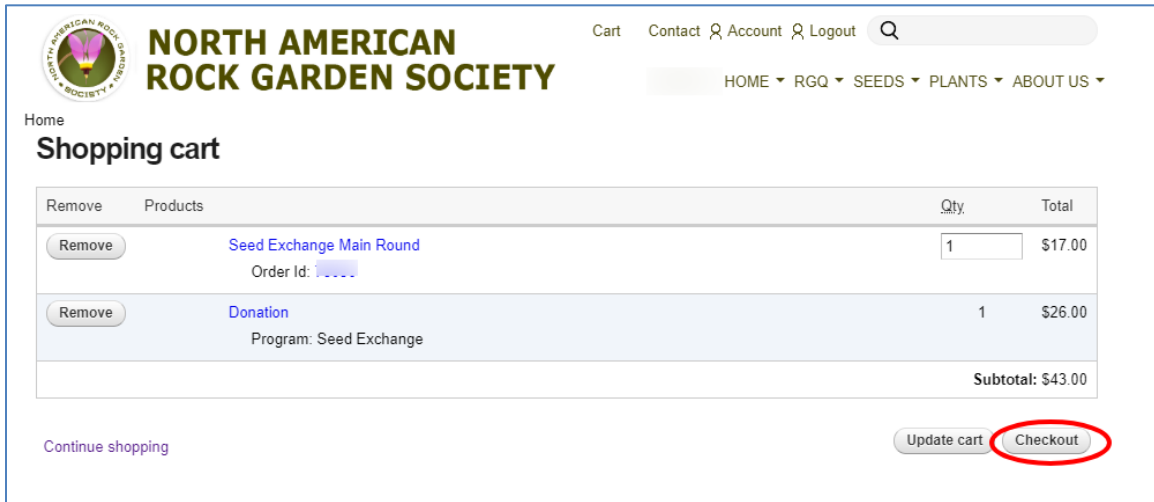
Order Status	Username	Name	Donor #	Volunteer
<a href="#">2018 Seed Exchange Order</a>	Submitted			Yes



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).

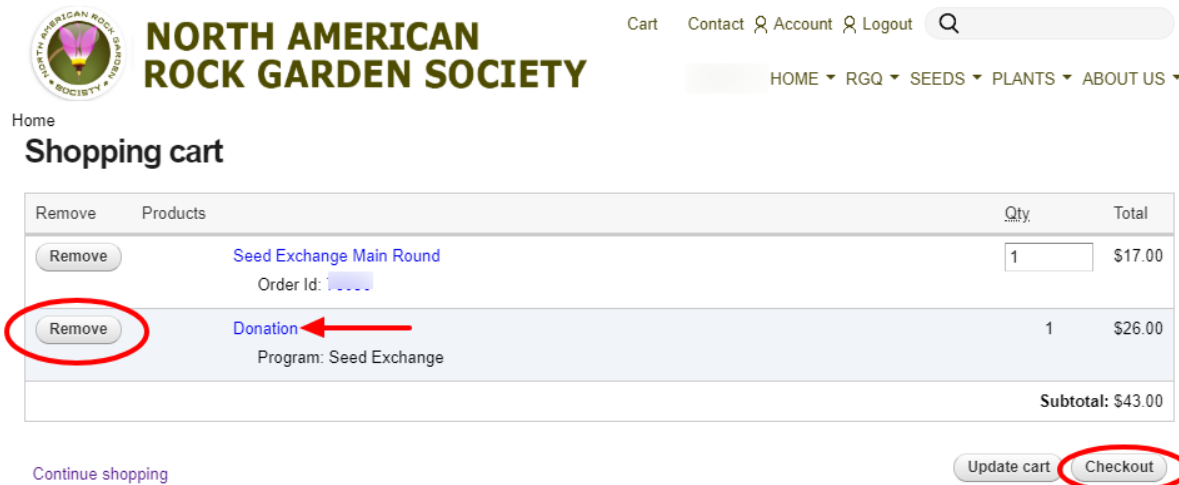


Click on the Checkout button to proceed to Checkout page (see step 10 above):



If you **need to delete a donation** from the cart, click on the Remove button to the left of Donation. **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.