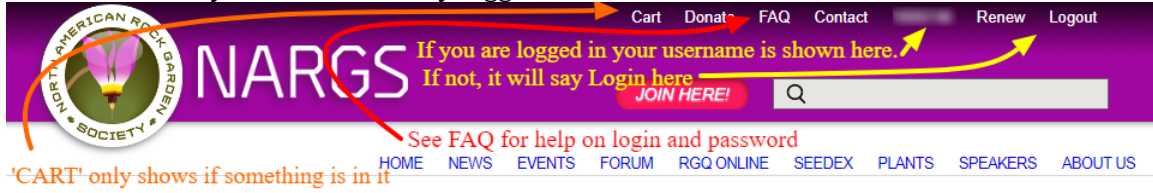
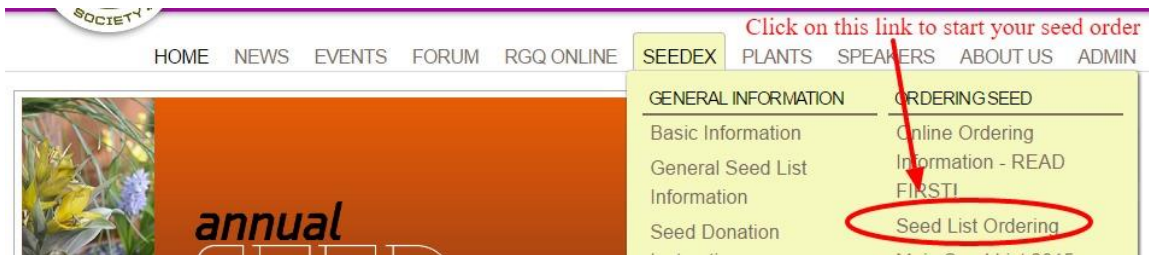


Visual Guide for ordering seed using the Online Ordering process

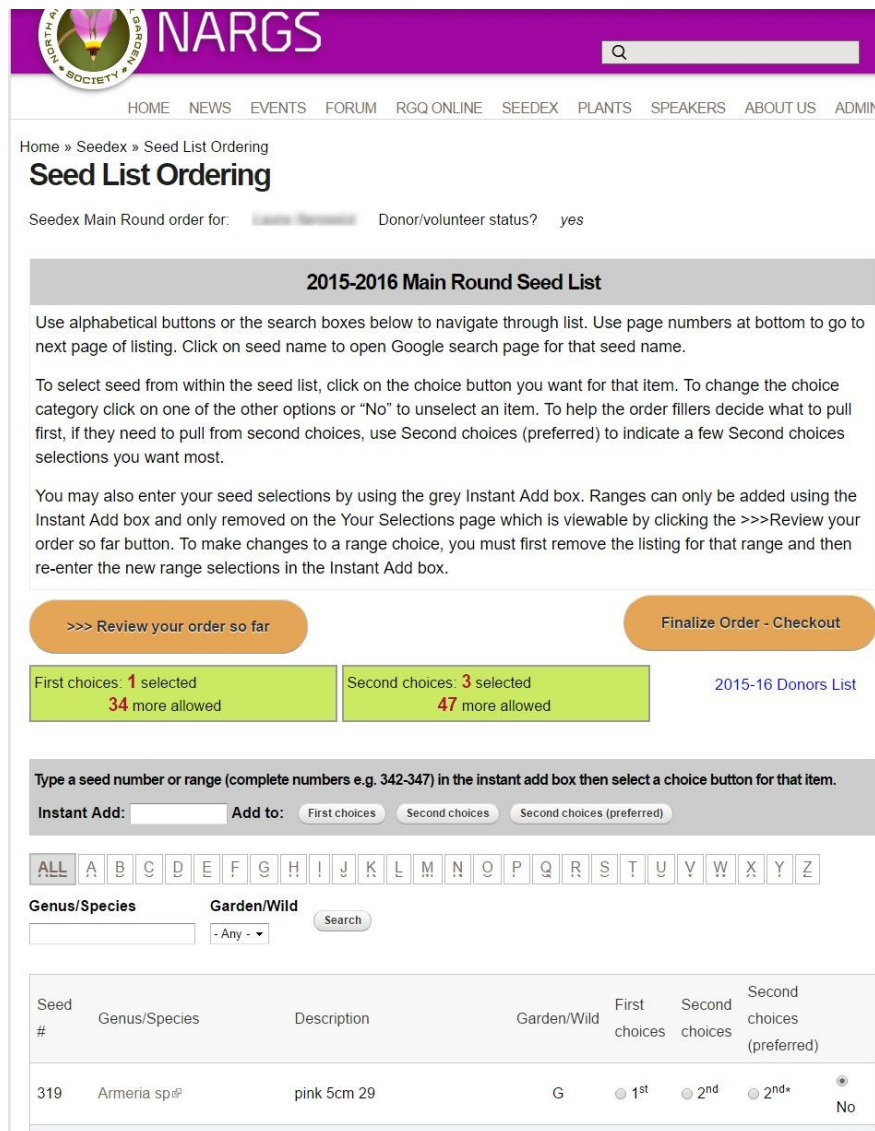
1) Login to the website if you are not already logged in.



2) Click on **Seed List Ordering** link under **SEEDEX** 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:



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:



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



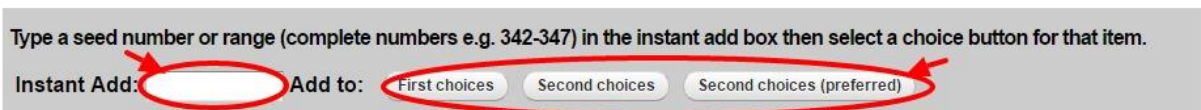
Click on a seed name to open the Google search page for that seed name:

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	<input type="radio"/> 1 st	<input type="radio"/> 2 nd	<input type="radio"/> 2 nd * <input checked="" type="radio"/> No

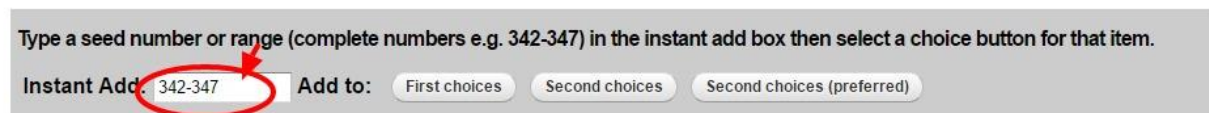
4) To select seed from within the seed list, click on the choice button you want for that item. To change the choice category click on one of the other options or “No” to unselect an item:

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 nubertium	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

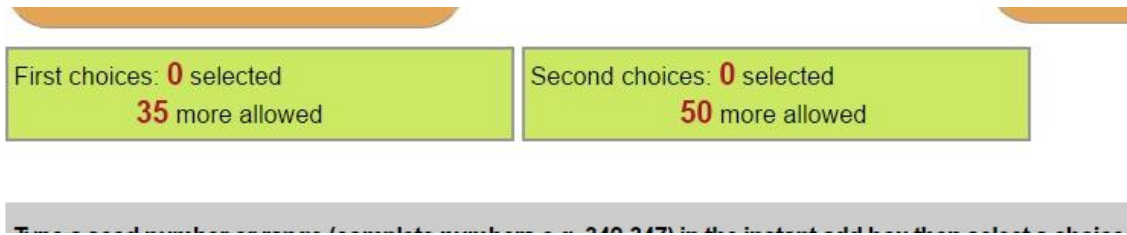
5) To enter your seed selections by using the grey Instant Add box, type a seed number or range in the Instant Add box then select a choice button for that item:



Ranges can only be added using the Instant Add box:



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:

HOME NEWS EVENTS FORUM RGQ ONLINE SEEDEX PLANTS SPEAKERS ABOUT US ADMIN

Home

Your selections

You can delete selections on this page by clicking on the (x) button.

Second choice selections marked with * before the seed number indicate they are Second choice (preferred).

You **must** use this **Back to Seed List Ordering page** button for any changes to show on the **Seed List Ordering** page. Do not use your browser BACK button.

Back to Seed List Ordering page

First choices: 1 selected
34 more allowed

Second choices: 3 selected
47 more allowed

1 Abelmoschus manihot (x)

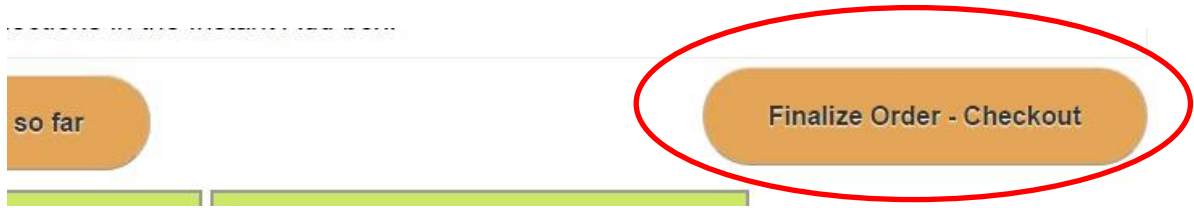
2 Abies koreana (x)
* 3001 Abies magnifica v sh... (x)

Ranges
[342 Asclepias ...] - [347 Asclepias ...] (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 web form titled "Edit Seed Exchange Main Round Order 2016 Seed Exchange Order". The form has a "View" button and an "Edit" button. Below these are two sections with radio button options. The first section is "I will accept substitute seed packets if my selections are gone so I receive the allowed amount of packets." with "No" and "Yes" options. The second section is "How would you like to receive the Surplus seed list?" with "N/A", "Email reminder when Surplus list is online", and "Printed Surplus list by mail" options. Below these is a "Donation amount" section with radio button options for "\$25.00", "\$50.00", "\$100.00", "\$250.00", "\$500.00", and "Other". A checkbox labeled "Add a donation" is checked. Below the "Add a donation" checkbox is a text input field labeled "Amount" with a dollar sign and a red circle around it. At the bottom is a green "Continue" button, also circled in red. Red arrows point to the "Yes" radio button, the "Email reminder when Surplus list is online" radio button, the "Other" radio button, and the "Amount" input field. A red bracket labeled "Optional" is next to the "Other" radio button.

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 NARGS checkout page. At the top, there is a navigation bar with links for Cart, Donate, FAQ, Contact, fumiofujita, Renew, and Logout. Below this is a search bar and a 'JOIN HERE!' button. The main navigation menu includes HOME, NEWS, EVENTS, FORUM, RGQ ONLINE, SEDEX, PLANTS, SPEAKERS, and ABOUT US. A green notification box at the top states: 'Seed Exchange Main Round Order 2016 Seed Exchange Order has been updated.'

Checkout

Cart contents

Qty	Products	Price
1 x	Seed Exchange Main Round Order Id: 49858	\$15.00
		Subtotal: \$15.00

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: [redacted] (edit)

Billing information

Enter your billing address and information here.

Saved addresses
Select one...

* First name [input]
* Last name [input]
Company [input]
* Street address [input]
[input]
* City [input]
* Country [dropdown]
State/Province: - None - [dropdown]
* Postal code [input]
Phone number [input]

Payment method

Select a payment method from the following options.

PayPal - pay without sharing your financial information.
 Check or money order

Subtotal: \$15.00
Order total: \$15.00

Continue with checkout to complete payment.

Cancel **Continue**

© Copyright 2015
Masquerade
You are masquerading as fumiofujita.
Quick switches:
[Switch back](#)

Red annotations on the page include: a circle around the cart item, two arrows pointing from the 'Verify information is correct' text to the cart item and the billing information fields, and an arrow pointing from the 'Select payment method' text to the PayPal radio button. The 'Continue' button is also circled in red.

11) On the “Review order” page make sure everything is correct and then click on the “Submit order” button.

Qty	Products	Price
1 x	Seed Exchange Main Round Order Id: 49532	\$15.00

Customer information

Email: [Redacted]

Billing information

Address: [Redacted] 29

Subtotal: \$15.00

Order total: \$15.00

Paying by: PayPal

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 bottom. Then proceed through PayPal site, entering your credit card information, etc.

North American Rock Garden Society

PayPal \$15.00 USD

Pay with PayPal English

Email [Redacted]

Password [Redacted]

Stay logged in for faster checkout

Log In

Having trouble logging in?

Pay with Debit or Credit Card

New. Faster. Easier.
Welcome to the new PayPal checkout!
The security you rely on – now even faster.
It's everything checkout should be.

Cancel and return to North American Rock Garden Society Policies Terms Privacy Feedback © 1999 - 2016

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 what seeds you ordered. You can also get back to this page from your User page (click on your Username 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”. The goggle search links are active on this page and you can also copy/paste the list to a spreadsheet or word processing program, or use the “Print Order” button to print out a copy.