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:

   ![Seed List Navigation](image)

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

   ![Page Numbers](image)

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

   ![Seed Selection](image)

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 Selection](image)

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](image)

   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:

<table>
<thead>
<tr>
<th>First choices</th>
<th>Second choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 selected</td>
<td>0 selected</td>
</tr>
<tr>
<td>35 more allowed</td>
<td>50 more allowed</td>
</tr>
</tbody>
</table>

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:

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

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 google 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.