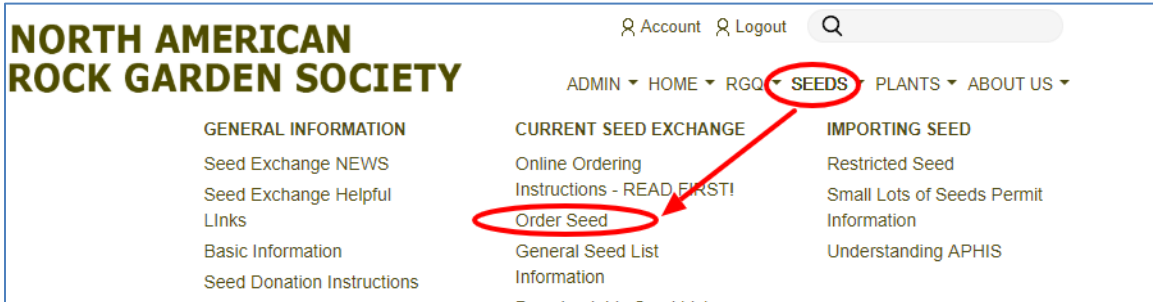


## Visual Guide for Ordering Seed Online

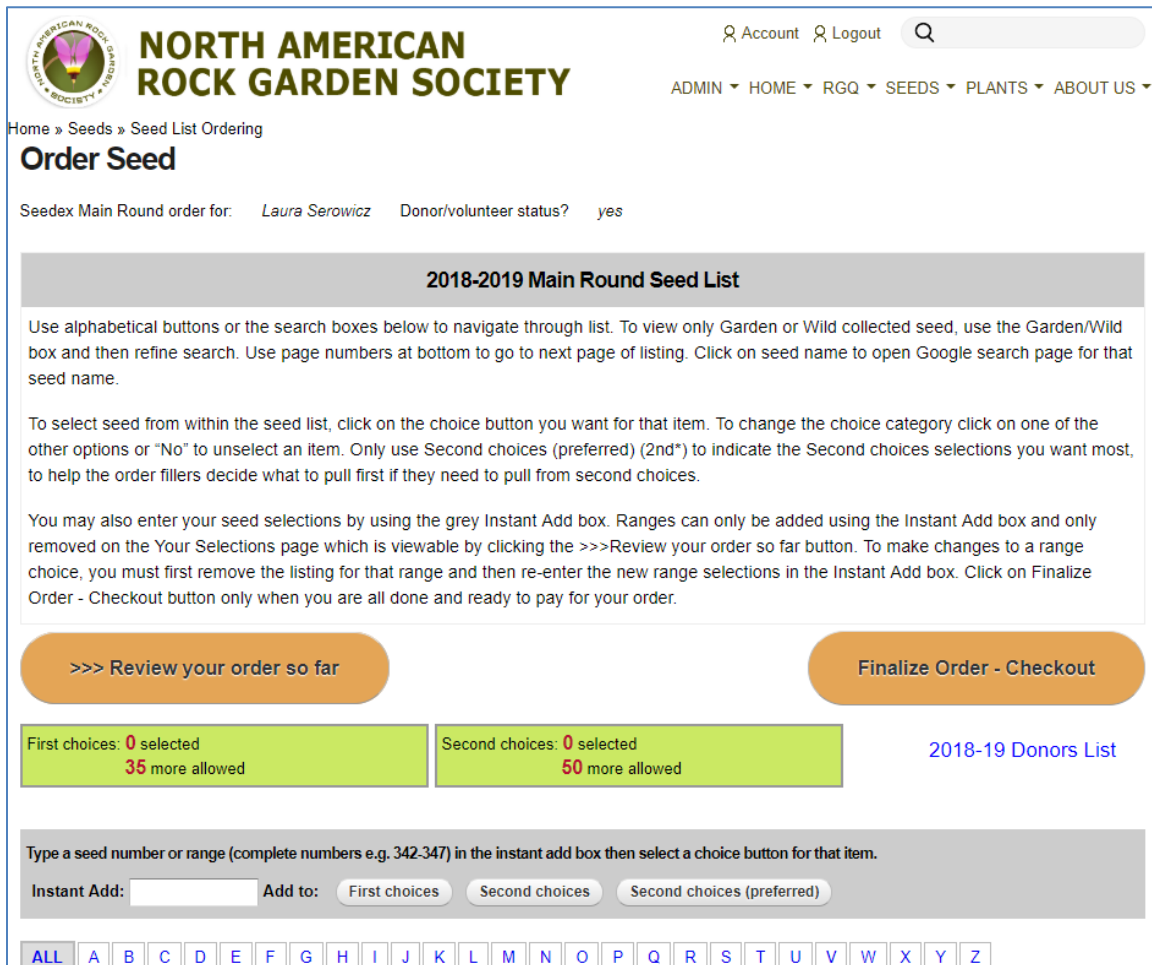
1) **Login to the website** if you are not already logged in.



2) Click on **Order Seed** link under **SEEDS** 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:

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 a row of numbered buttons (1-9) and "next" and "last" buttons.

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

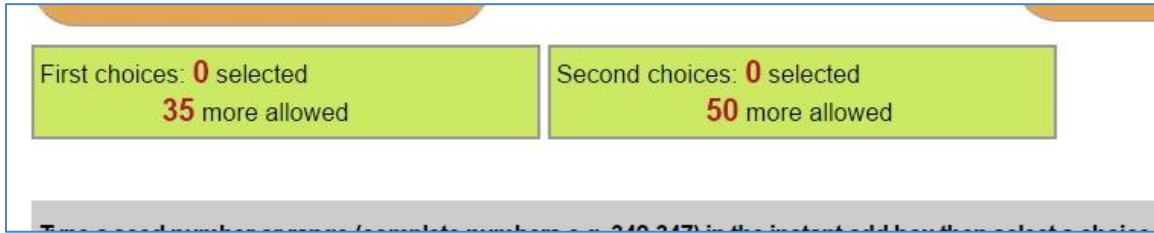
### 5) To enter your seed selections by using the grey Instant Add box, type a seed number or range in the Instant Add box then select a choice button for that item:

Instant Add box interface showing a text input field and choice buttons (First choices, Second choices, Second choices (preferred)).

Ranges can only be added using the Instant Add box:

Instant Add box interface showing a text input field with the range "342-347" and choice buttons (First choices, Second choices, Second choices (preferred)).

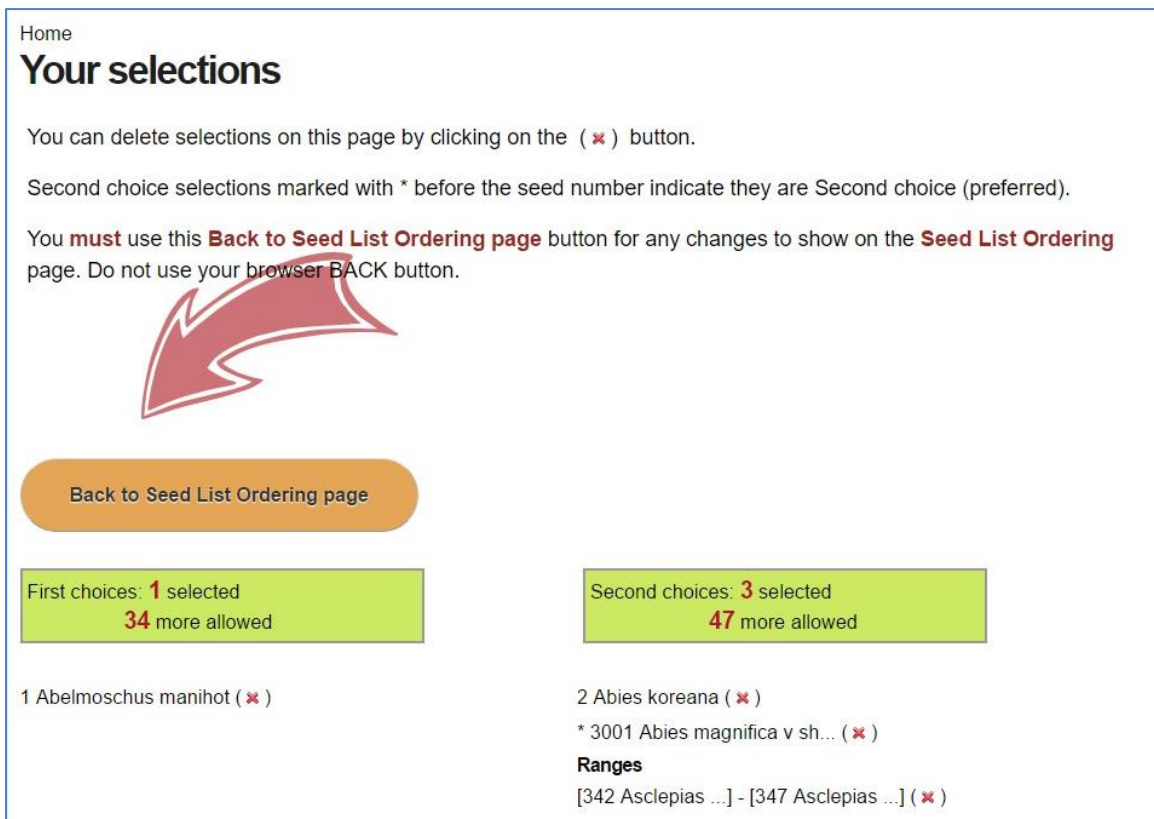
6) To keep track of what you selected, look for the green boxes that list how many choices you have selected and how many more are allowed:



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



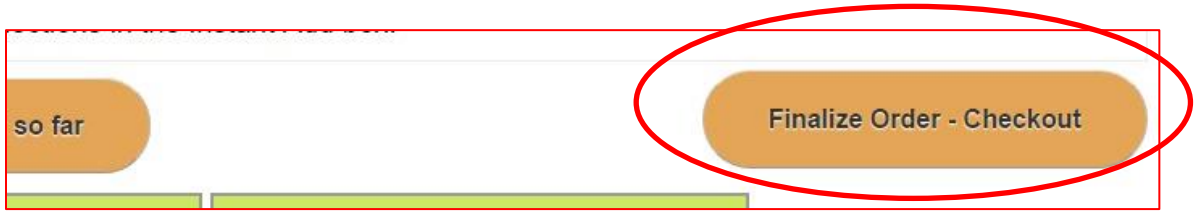
This will take you to “**Your selections**” page that lists your selections by First and Second choices:



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 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.



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 "Account" in top right menu to see if you need to renew your membership) or you already clicked on the **Finalize Order - Checkout** button 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 white background with a blue border. At the top left, it says "Home » 2016 Seed Exchange Order". Below the title are two buttons: "View" (yellow) and "Edit" (grey). The form contains several sections with radio button options:

- "I will accept substitute seed packets if my selections are gone so I receive the allowed amount of packets. \*": Radio buttons for "No" and "Yes". A red arrow points to the "Yes" option.
- "How would you like to receive the Surplus seed list?": Radio buttons for "N/A", "Email reminder when Surplus list is online", and "Printed Surplus list by mail". A red arrow points to the "Email reminder when Surplus list is online" option.
- "Donation amount": Radio buttons for "\$25.00", "\$50.00", "\$100.00", "\$250.00", "\$500.00", and "Other". A red arrow points to the "Other" option. A red bracket labeled "Optional" spans the first five options.
- A checkbox labeled "Add a donation" is checked.
- Below the checkbox is an "Amount" input field with a "\$" symbol and a red circle around it.
- At the bottom is a green "Continue" button with a red circle around it.

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:

**NORTH AMERICAN ROCK GARDEN SOCIETY**

Home

Seed Exchange Main Round Order 2018 Seed Exchange Order has been created.

### Checkout

#### Cart contents

Qty	Products	Price
1 x	Seed Exchange Main Round Order Id: 68342	\$17.00
		<b>Subtotal: \$17.00</b>

#### 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.rg.com (edit)

#### Billing information

Enter your billing address and information here.

Saved addresses: **Select one...**

\* First name  
\* Last name  
Company  
\* Street address  
\* City  
\* Country: United States  
State/Province: - None -  
\* 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.

Cancel Continue

If you opted to pay by “Check or money order” a section will appear with information on where to send payment. You will also receive an email Invoice with the address for sending in your payment. Please send a copy of your invoice with payment. Click on the green “Continue” button to proceed.

#### Payment method

Select a payment method from the following options.

Check or money order

PayPal - pay without sharing your financial information.

Check or money order

Subtotal: \$65.00  
Order total: \$65.00

Make Check Payable To:  
NARGS  
Mail To:  
NARGS Seed Exchange

Personal and business checks will be held for up to 10 business days to ensure payment clears before an order is completed/shipped.

Cancel Continue

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

ome  
**Review order**

Your order is almost complete. Please review the details below and click 'Submit order' if all the information is correct. You may use the 'Back' button to make changes to your order if necessary.

Cart contents		
Qty	Products	Price
1 ×	Seed Exchange Main Round Order Id: 49532	\$15.00

**Customer information**  
E-mail: hepatica@mi.rr.com

**Billing information**  
Address: [REDACTED]  
LIVONIA, MI 48154-3029

Subtotal: [REDACTED]  
Order total: [REDACTED]  
Paying by: [REDACTED]

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 to pay as a guest on PayPal. Proceed through PayPal process, entering your credit card information, etc. until you reach page that says your Payment is completed.

North American Rock Garden Society

PayPal \$15.00 USD

Pay with PayPal English

Email

Password

Stay logged in for faster checkout

For your security, we'll always ask you to log in to update your PayPal personal or financial info.

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card

Cancel and return to North American Rock Garden Society

North American Rock Garden Society

PayPal

You paid \$17.00 USD  
to North American Rock Garden Society  
Details

Payment completed!  
If you're not redirected to North American Rock Garden Society in 10 seconds, [click here.](#)

Policies Terms Privacy Feedback © 1999 - 2018 | English

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. 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.

**NORTH AMERICAN ROCK GARDEN SOCIETY**

Contact Account Logout

ADMIN HOME RGG SEEDS PLANTS ABOUT US

Home

### 2018 Seed Exchange Order

View Edit

**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
5		
5		
2		
2		
4		
4		

Google search links are still active on this page

14) You can also get back to this page from the link on the order confirmation email you will be sent. Or from seed 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".

**NORTH AMERICAN ROCK GARDEN SOCIETY**

Contact Account Logout

ADMIN HOME RGG SEEDS PLANTS ABOUT US

Home

View Edit

Security

**Remembered logins**

First Name: Last Name: Email:

**Plaintext email only**

Send this user a private message

Member

Managers

**Manager Responsibility:**

Website

Role:

**Seedex Order - Main Round**

Order Status	Username	Name	Donor #	Volunteer
Submitted				Yes

2018 Seed Exchange Order