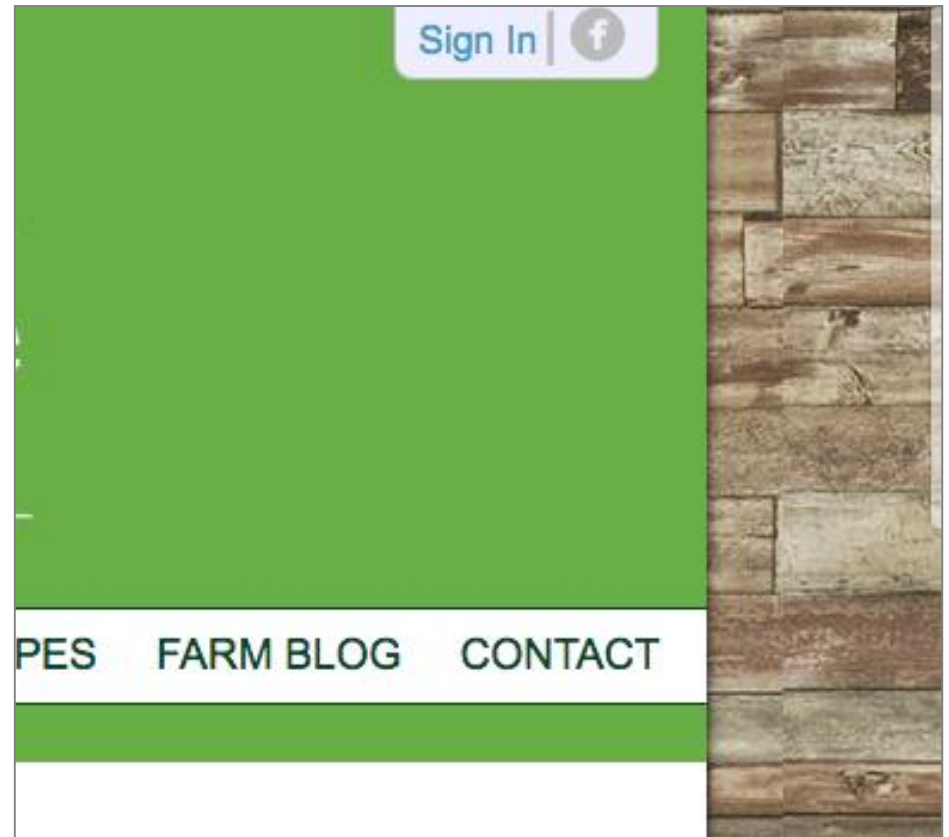


CSA Tutorial



Step 1 of 12 - Click on sign in

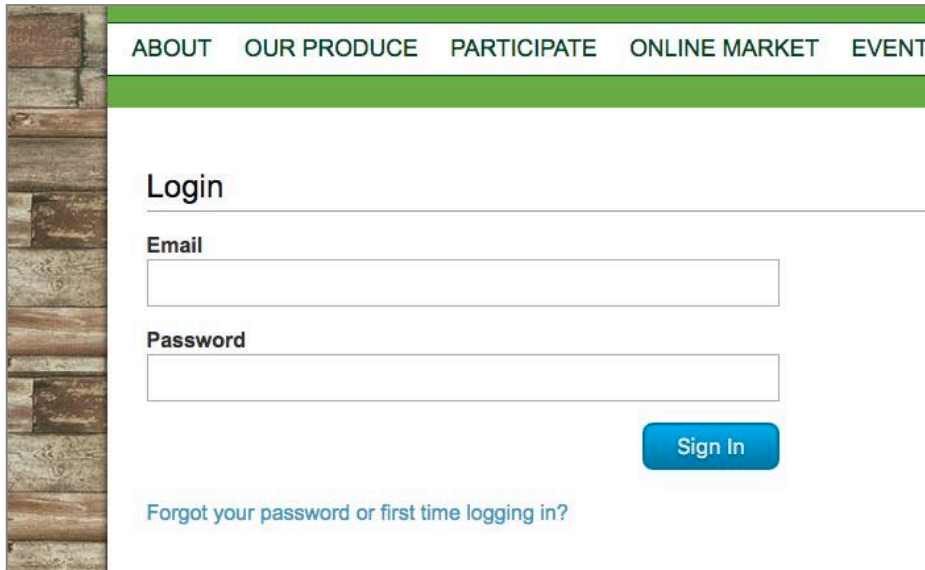
Please click on the 'SIGN IN' button in the right-hand corner



CSA Tutorial

Step 2 of 12 - Set password

To set your password, ENTER YOUR EMAIL and click on 'FIRST TIME LOGGING IN' and follow the instructions to create your account.



ABOUT OUR PRODUCE PARTICIPATE ONLINE MARKET EVENTS

Login

Email

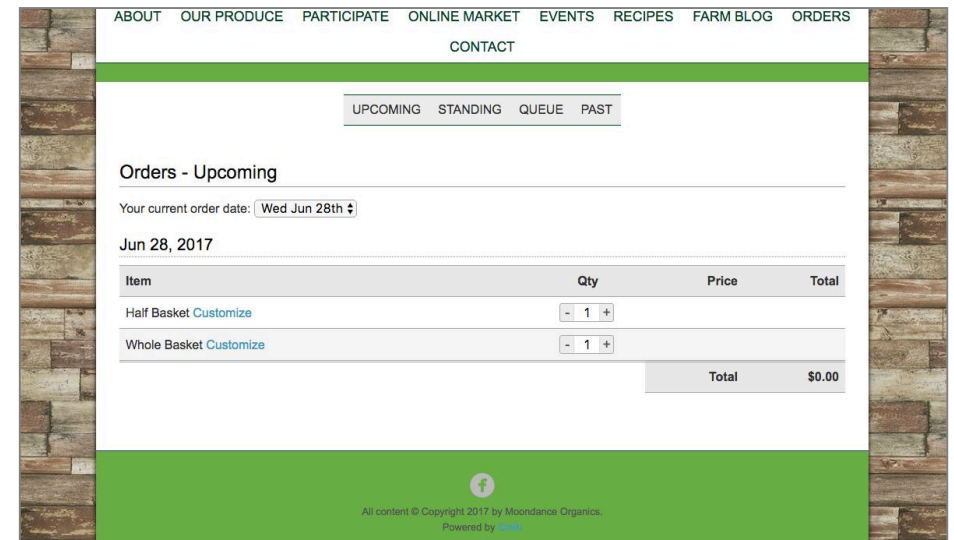
Password

[Sign In](#)

[Forgot your password or first time logging in?](#)

Step 3 of 12 - Orders

1. Once you are logged in, you will see the ORDERS tab will be added to your menu on the website across the top automatically.
2. Click on the ORDERS tab.
3. Please check your 'Current Order' is set for the correct date.
4. You will have the basket size you signed up for under 'item'. Then click on 'CUSTOMIZE' to modify/ see what will be in your basket



ABOUT OUR PRODUCE PARTICIPATE ONLINE MARKET EVENTS RECIPES FARM BLOG ORDERS CONTACT

UPCOMING STANDING QUEUE PAST

Orders - Upcoming

Your current order date: [Wed Jun 28th](#)

Jun 28, 2017

Item	Qty	Price	Total
Half Basket Customize	- 1 +		
Whole Basket Customize	- 1 +		
Total			\$0.00

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CSA Tutorial

Step 4 of 12 - Customizing your Basket

What we have set as the basket for the week will appear here and the amount you will receive of each item. Scroll down the page to see extra items that are available to substitute.

Orders - Half Basket - Jun 28, 2017

To customize your basket, adjust item quantities to enable other items to be added. Once your basket is full, you will not be able to add any more items.

Item	Qty
Garlic Scapes	- 1 +
Green Onions	- 1 +
Lambsquarters	- 1 +
Mixed Kale	- 1 +
Potatoes	- 2 + lbs
Salad Mix - 160 g	- 1 +
Sprouts - Pea Sprouts	- 1 +
Tomato Seedling	- 1 +

Your Basket is full.

Step 5 of 12 - Adding/ Removing items

Use the (-) buttons to remove items and then you will be able to add (+) items of equal or lesser value. The bar below your basket will inform you if you can add items or if your basket is full.

Orders - Half Basket - Jun 28, 2017

To customize your basket, adjust item quantities to enable other items to be added. Once your basket is full, you will not be able to add any more items.

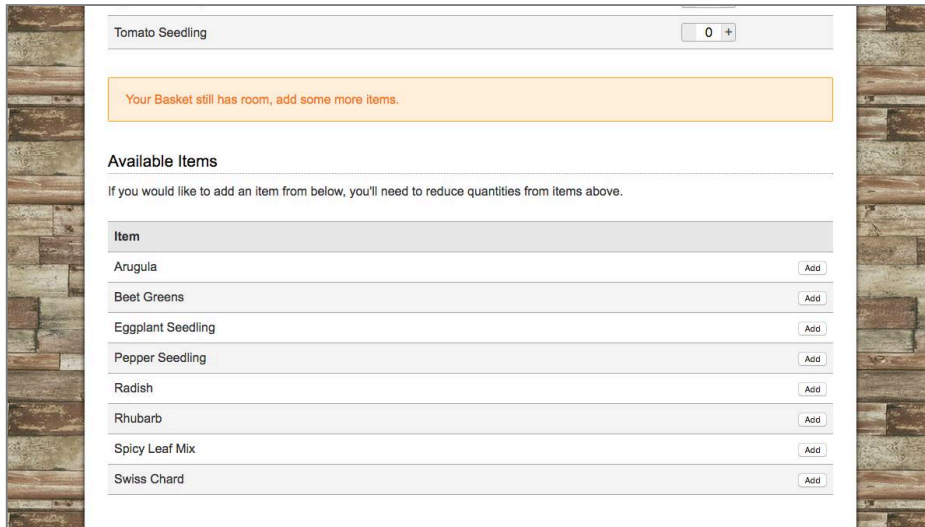
Item	Qty
Garlic Scapes	- 1 +
Green Onions	- 1 +
Lambsquarters	- 1 +
Mixed Kale	- 1 +
Potatoes	- 2 + lbs
Salad Mix - 160 g	- 1 +
Sprouts - Pea Sprouts	0 +
Tomato Seedling	0 +

Your Basket still has room, add some more items.

CSA Tutorial

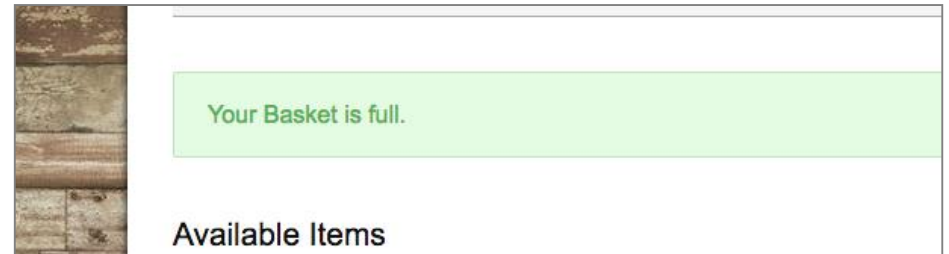
Step 6 of 12 - Substitute items

The available items can be added to your basket and then will be moved to the list above.



Step 7 of 12 - Basket full

Once you are satisfied with your order and your basket is full, you are done. There is NO submit button and you have until 8 AM the morning before your pick up day to make changes.



CSA Tutorial

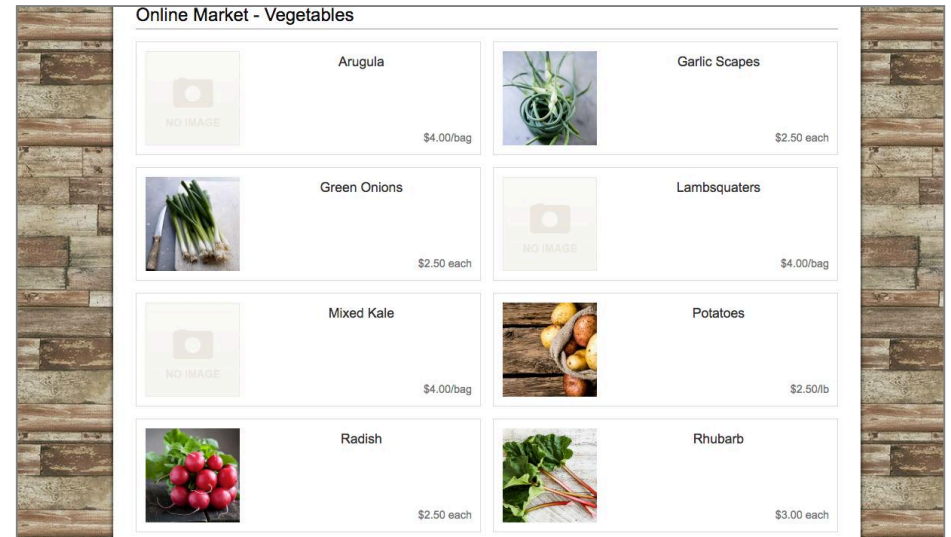
Step 8 of 12 - Online market

If there are extra items you would like that are not available in your basket the online market, they are available to add to your basket here.



Step 9 of 12 - Available items

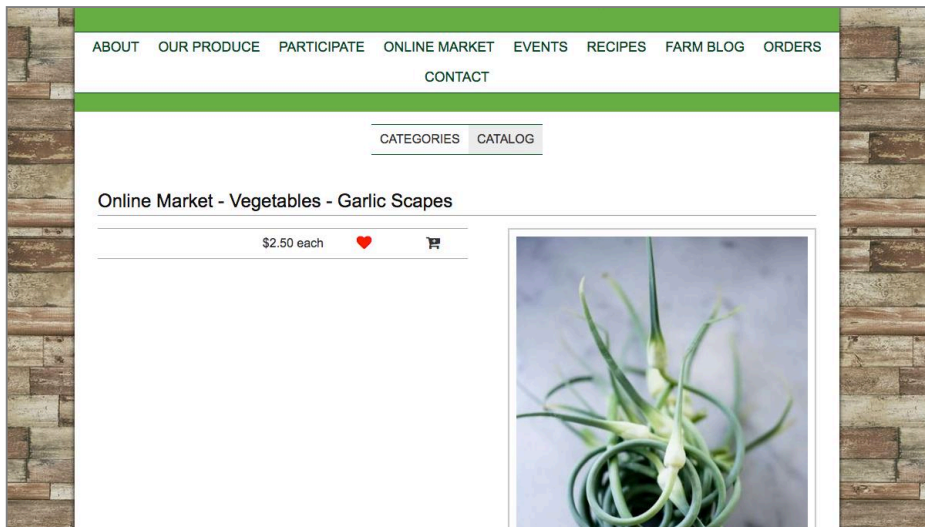
To view an item, click on it from the list.



CSA Tutorial

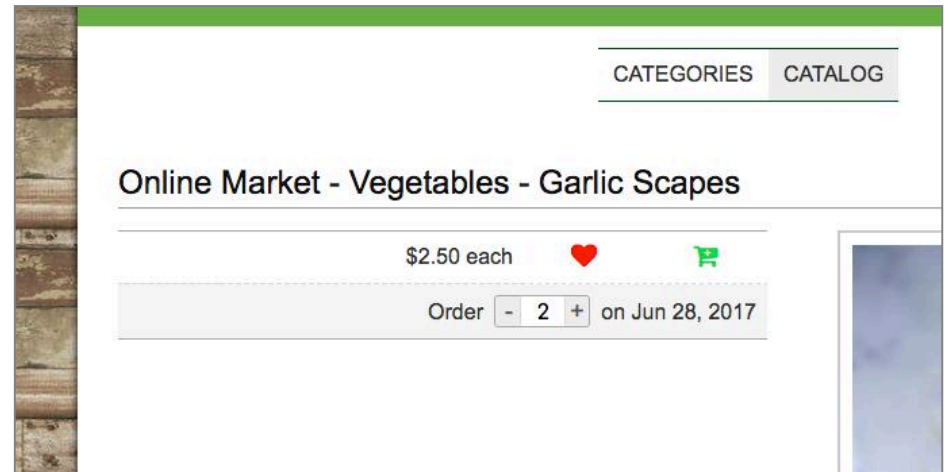
Step 10 of 12 - Favourites

You can favorite items by clicking the heart and they will be added to your favourites section on the online market screen.



Step 11 of 12 - Add items

To add items, click on the grocery basket and use the (+) or (-) to choose how much you would like. It will be added to the packing list for your basket and you will pay at the market stand when you pick up your basket.



CSA Tutorial

Step 12 of 12 - Skip Weeks

If you are away or can't pick up your basket, you can choose to skip a week. Click on the "CSA Season" tab under the "orders" section. This will show you a list of all your basket weeks and their status. You will then have the option to skip a week by clicking the "skip week" button and then confirm.