

How to order your Concordia Charter School Farm Bag

Let's get started:

- Go to SunProduceCoop.org
- Click on the Get Farm Bag tab or the Get Farm Bag button





Click the BUTTON below to get your Farm Bag



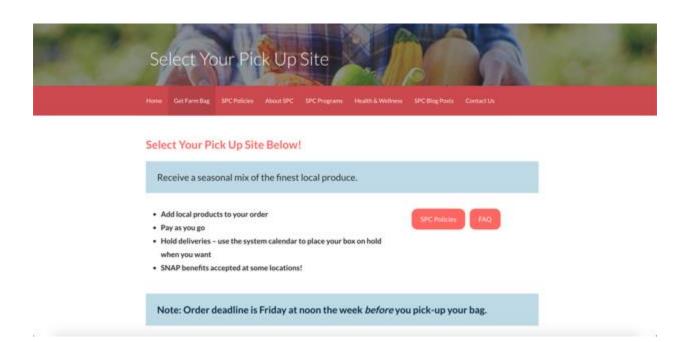
Learn more about Sun Produce Cooperative!

While you are on this page, please take a minute to read the Sun Produce Co-op Farm Bag program:

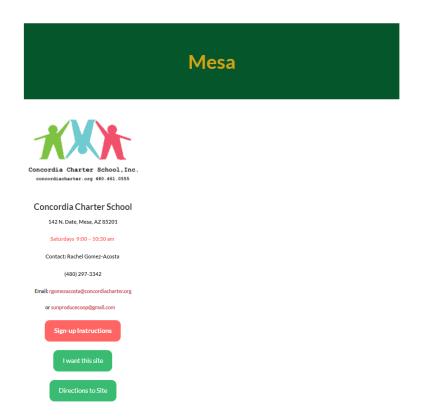
- Policies
- Statement of Privacy
- Terms and Conditions and
- FAQs (Frequently Asked Questions)!
- Be sure to note order deadline

Next, select your pick-up site. (Click on "I want this site button").





If you need directions to the site, select the Directions to Site button Go ahead and select "I want this site" button under the Concordia Charter School icon.



Note the pick-up times and location and click on the 'Choose' button.



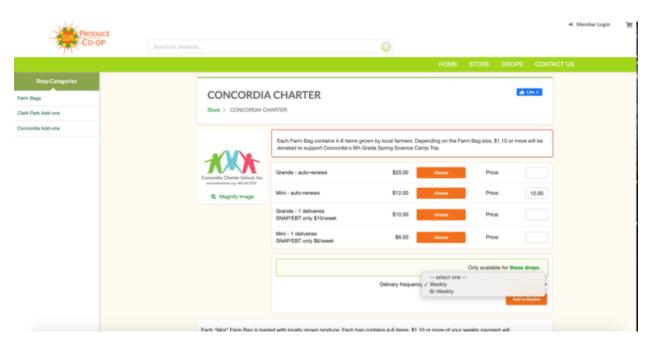
One of the great features of this software is that you will only have to tell us when you DON'T want a bag! Otherwise, your subscription will auto-renew.

On the following screen you will be able to select what size bag you want. If you are paying with credit or debit card you will choose Grande – auto renews or Standard – auto renews.

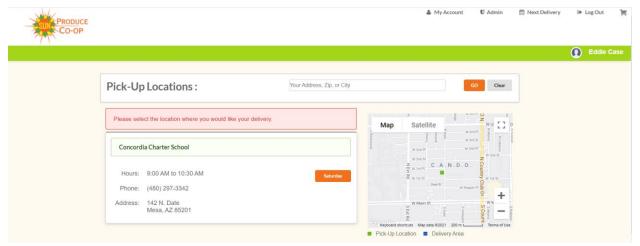
If you are using your SNAP / EBT card as payment you will choose Grande – 1 delivery SNAP / EBT or Mini – 1 delivery SNAP / EBT. Your EBT selection will also auto-renew.

Choose your bag, then click on "Add to basket." **

** If you would like to order more than 1 bag, you will need to go through the ordering process again.







Next you will see this screen where you may click on Choose to make Concordia your pick-up



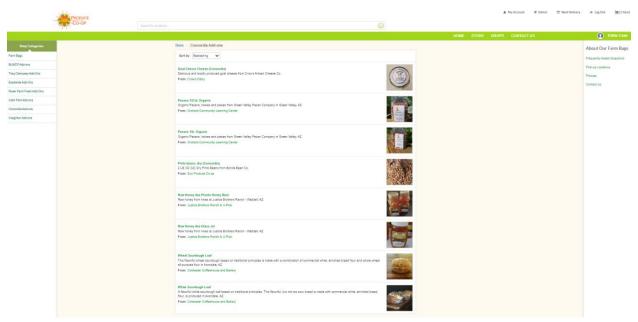
You have 2 options to add extra items to your Farm Bag.

- Click on the Concordia Add-ons button in the column on the left.
- Click on the individual item in the center of the screen.

At Concordia Charter School we are pleased to offer Add-ons of local goat cheese, pecans, raw honey, white or wheat sourdough loaves, pinto beans and occasionally eggs!



On the following screen you may choose to add any or all of these items to your bag.



For each add-on you would like you will get a screen like the one below prompting you to select the quantity of the item you want – you may order multiple quantities if you like –And you need to go to each item separately to order.

NOTE: You will be asked to choose your payment method for each item.

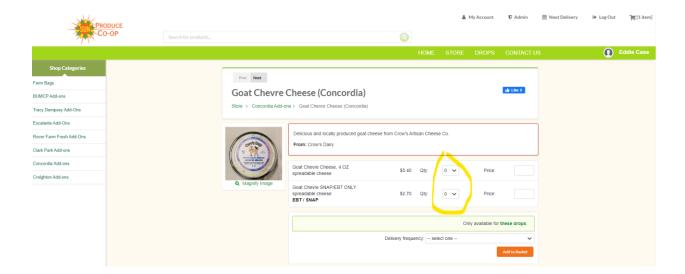
- There is a selection for Add-ons if you are paying with credit or debit.
- There is a selection for SNAP-eligible Add-ons if you are paying with SNAP / EBT only.

Once you have selected the payment method and quantity of the individual Add-on, you also must select 'Delivery frequency' in the right-hand corner, asking you to let us know if this is a one-time add-on to your next delivery of your Farm Bag or if you would like the Add-on for every delivery of your Farm Bag.

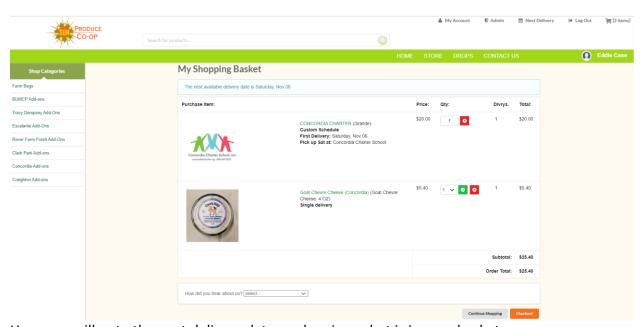
-Then click on Add to Basket.

Repeat for any additional Add-on items you would like!





Once you have completed your Add-on selections a screen with your order will pop up.



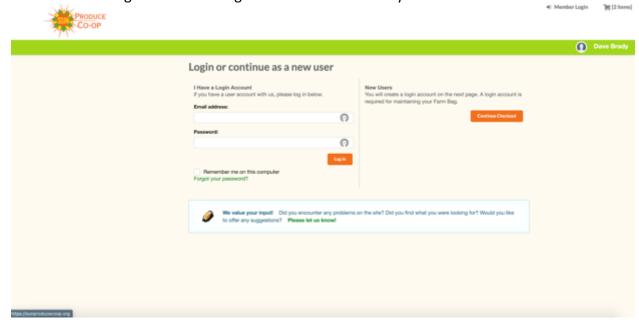
Here you will note the next delivery date, and review what is in your basket.

And you may either "Continue Shopping" or click on "Checkout" at this point. (Please be sure to fill out the 'How did you hear about us' drop-down in the left bottom corner of the page – to help us improve outreach).

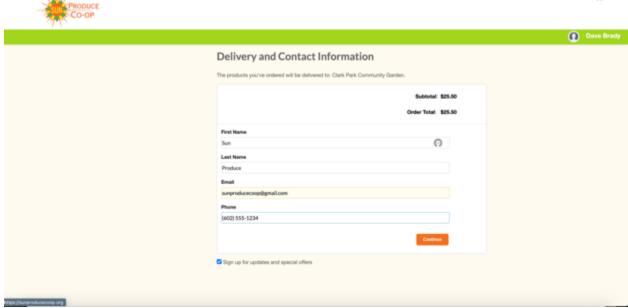
The next page is where you enter your delivery and contact information. You only have to do this one time.



The first time you subscribe you will be asked to create an account and from then on you will be able to click on log-in as a returning user. This is the screen you will see:



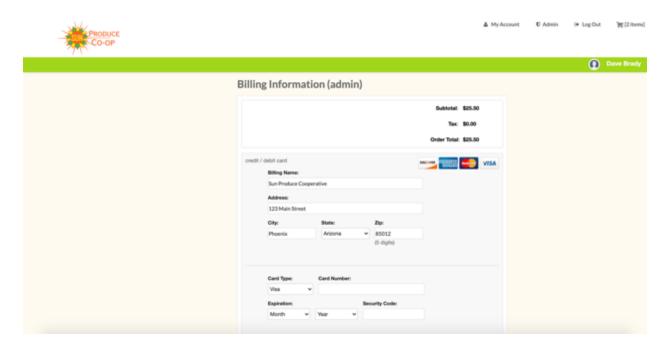
Once you are logged in you will see this Delivery and Contact screen:



If everything is correct, click on Continue.

If you are using debit or credit this screen will come up.





If you are using SNAP / EBT to pay this screen will come up. SNAP / EBT is not yet able to be processed online so you will need to bring your card to each pick-up.

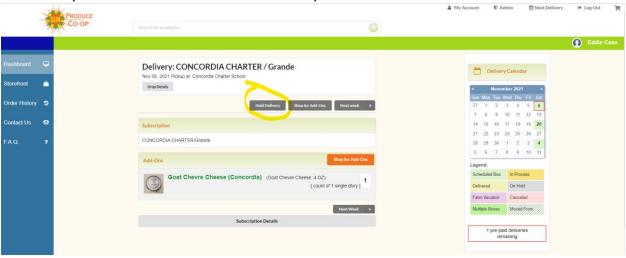
Check "I accept these terms" and click on confirm order!

You will get an email confirming your order and payment.

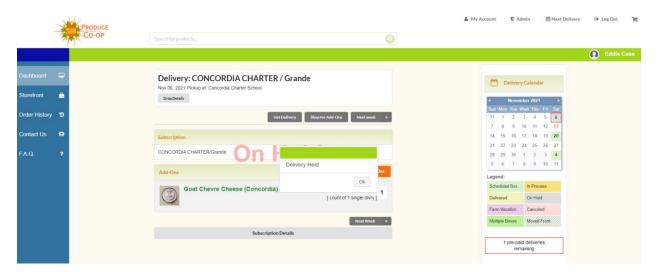




HOW TO PUT YOUR BAG ON HOLD - If you wish to place a future bag on hold, click the date on the delivery calendar then click the Hold Delivery button.



Congratulations! Your future bag is now on hold.



Please note: Placing a future bag on hold does not cancel your subscription!

HOW TO CANCEL YOUR SUBSCRIPTION - While we hate to see you go, we understand you may want or need to cancel your subscription at some point. Here is what to do. To cancel your subscription, log into your member dashboard, click on "view modify subscription," select "cancel my subscription." At this point a box will pop up. Just select "cancel my subscription" again. From here, you will get a confirmation page. If you do not, please notify us at sunproducecoop@gmail.com.

Thank you for your support for Concordia Charter School, as well as local farms and Sun Produce Co-op.