



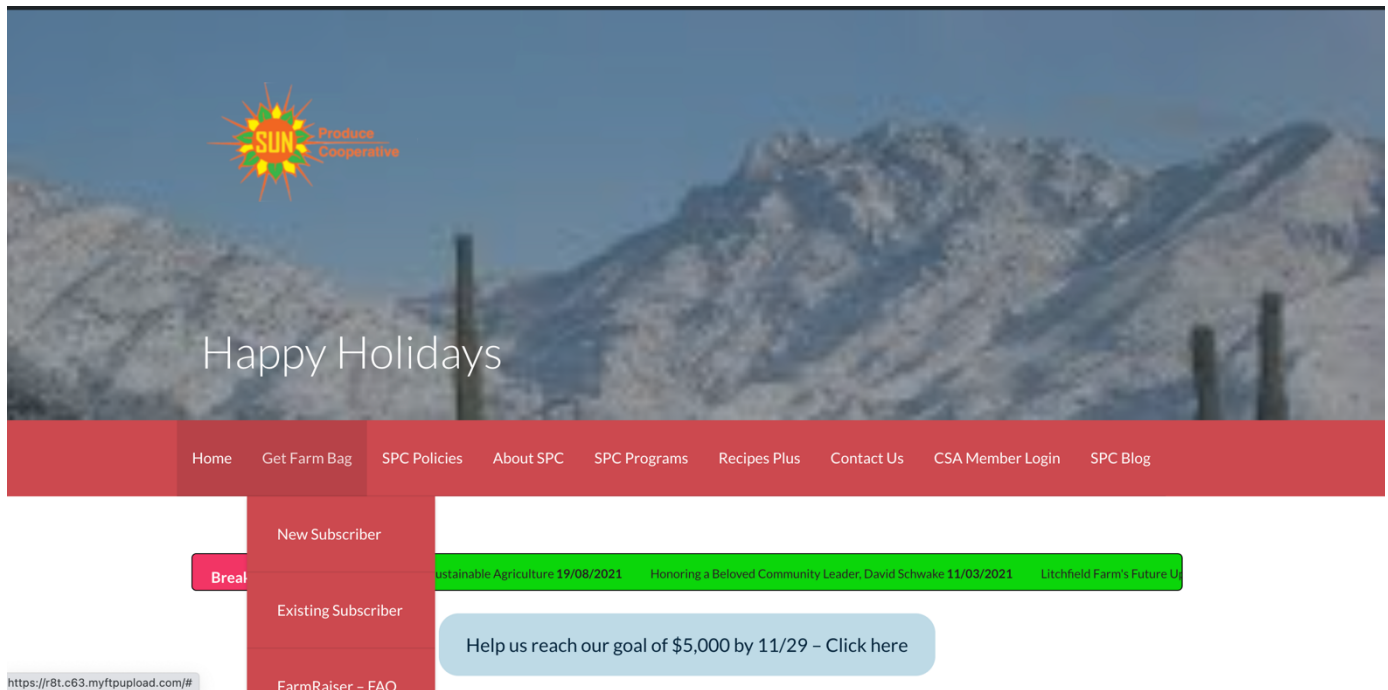
How to Sign-up for a Farm Bag

How to order your TESD Employee's Farm Bag

Let's get started!

Step #1

- Go to SunProduceCoop.org



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)!

Step #2

- Click on the **Get Farm Bag** tab
- If you are already enrolled in our Farm Bag program, Select the **Existing Subscriber** option, otherwise Select the **New Subscriber** option.

Step 2a Existing Subscriber

- If you logged out the last time you visited the Farm Bag site, you will be taken to the **Login** page (go to Step # 4b)
- If you did not log out the last time you visited the Farm Bag site, you will be taken to your **Dashboard** page (go to Step # 5)



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Step 3 New Subscriber

- If you are a **New Subscriber**, you will be directed to the **Select Your Pick Up Site** page
- Scroll down the page until you find the Tempe Elementary Employees site in the Tempe section.
- Go ahead and select **I want this Site** button under the Tempe-Elementary Employees.



Tempe Elementary Employees

(Sorry Employees Only)

Eat healthy, eat seasonally, and support your local farms. Pickups will be every 1st and 3rd Tuesday afternoons from 3-5 pm inside the Sanchez District Office. This pickup site is restricted to Tempe Elementary Employees.

Dates – Every 1st and 3rd Tuesday (1/17, 2/7, 2/21, 3/7, 3/21, 4/4, 4/18, 5/2, 5/16)

Email: Sandra.Barrat@tempeschools.org

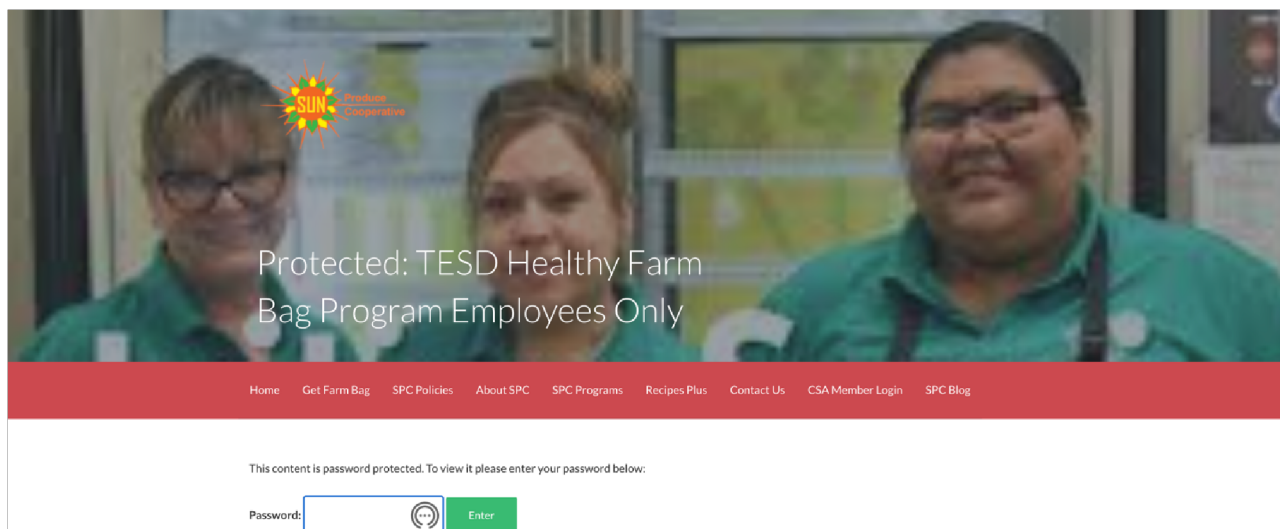
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[Sign-up Instructions](#)

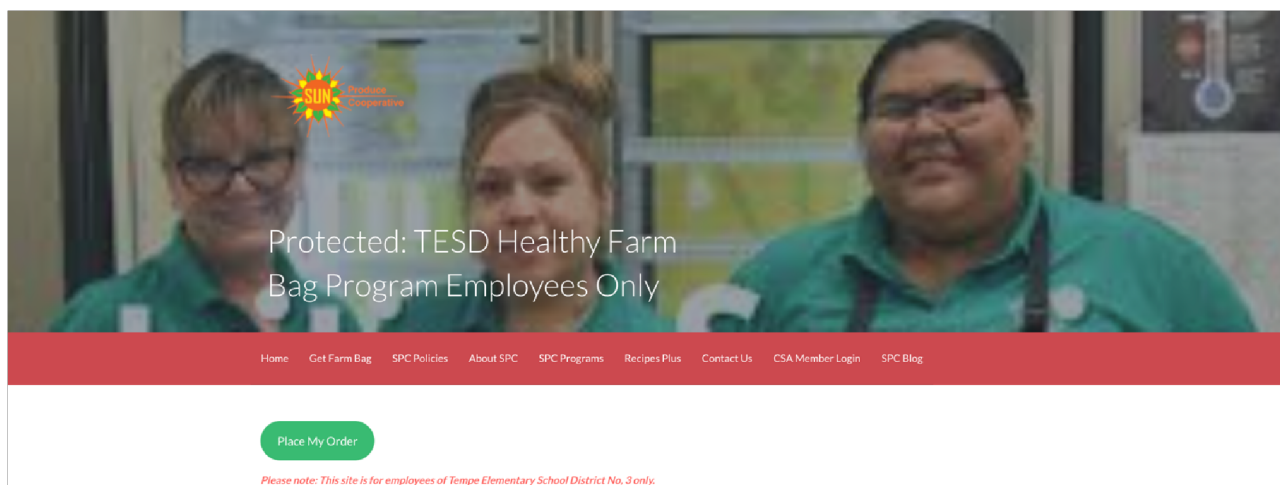
[I want this Site](#)

Step #3a Security Check

This program is for TESD employees only. To help insure this, there is a Password page that requires a password to continue signing up for the program. You should have received the password in a separate notice. If you don't know the password, please call or email Sandra Barrat,



Enter the current password and Click **ENTER**



If you successfully enter the correct password, you will receive a new button (Place My Order) Click the button and you will be directed to the **New Subscriber Login** page.



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Step #4a Login for a New Subscriber

- As a **New Subscriber** click on the **Sign Up for one** label.

A login form for SUN Produce Co-Op. At the top is the logo. Below it are two input fields: "email@example.com" and "Password". To the right of each field is a circular icon with two dots. Below the password field is a checkbox labeled "Remember me" and a link labeled "Forgot Password?". A yellow "Login" button is below these. At the bottom, there is an information icon, the text "Don't have a Login account yet?", and a green link "Sign Up for one!".

Complete the form below and press the **Create Login Account** button.

A "Create Login Account" form. It has a title "Create Login Account" with a person icon. Below the title is a welcome message: "Welcome! Please give us your email address as login ID and a password you would like to use to access your account in the future." The form contains five input fields: "First Name:", "Last Name:", "Email Address:", "New Password:", and "Verify Password:". Below these fields is an orange "Create Login Account" button. At the bottom, there is a checkbox labeled "Sign up for updates and special offers" which is checked.

Go to Step #5

Step #4b Login for a Existing Subscriber



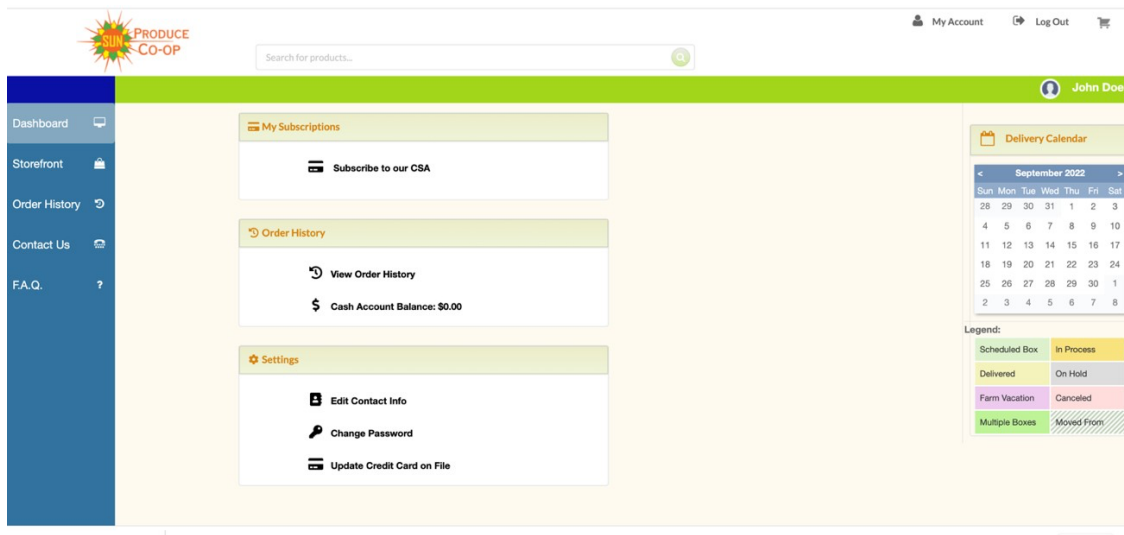
How to Sign-up for a Farm Bag

Provide your login credentials and press the **Login** button.

The login form is titled "SUN PRODUCE CO-OP". It contains a text input field for the email address "JohnDoe@gmail.com" and a password field with masked characters "*****". Below the password field are two checkboxes: "Remember me" (checked) and "Forgot Password?". A yellow "Login" button is positioned below the checkboxes. At the bottom of the form, there is a link that says "Don't have a Login account yet? Sign Up for one!" with an information icon to the left.

Step # 5 the Dashboard

- Your **Dashboard** is your Farm Bag site landing page. When it is convenient, take some time to familiarize yourself with its features.
- Select **Storefront** option in the left column menu.

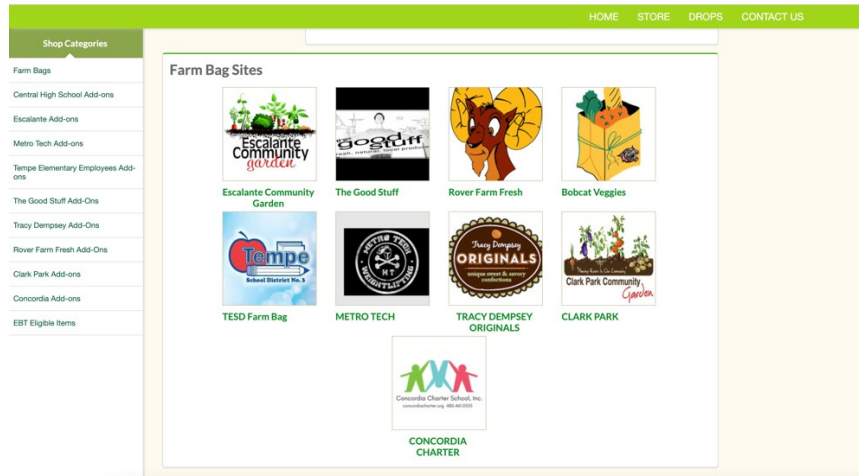


Step #6 Storefront

- Scroll down the Farm Bag Sites until you see the **TESD Farm Bag** icon.
- If you want to order a Farm Bag, select the **TESD Farm Bag** icon. Go to (Step #7).

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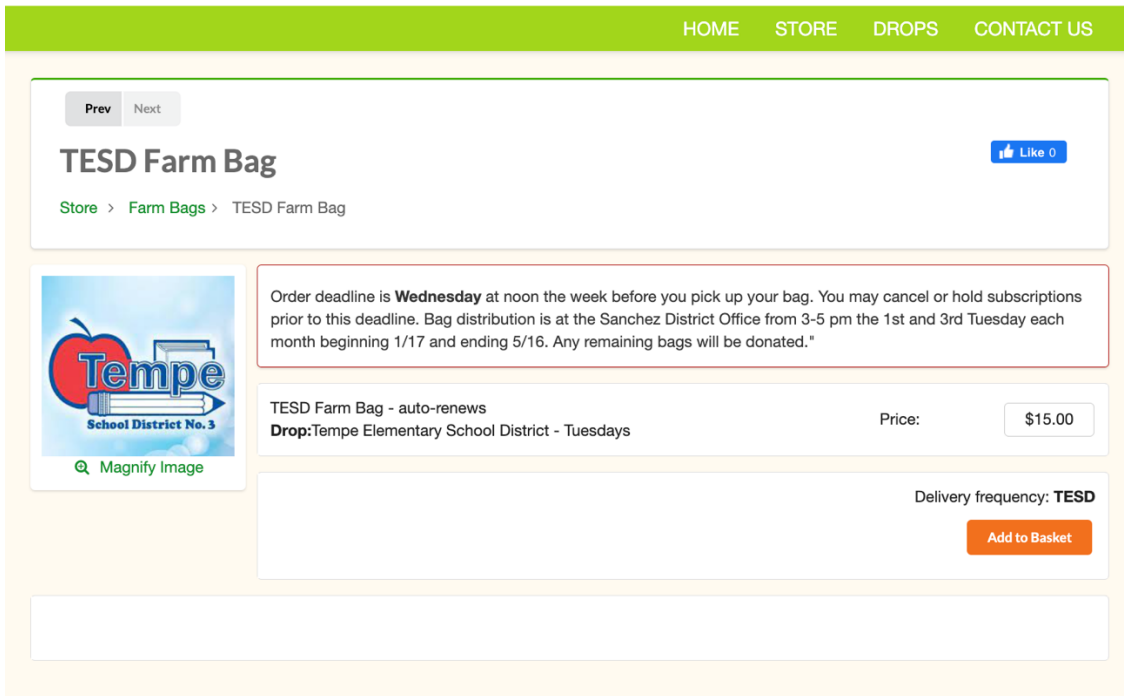
- If you want to add any Add-ons to an existing order, Select the **Tempe Elementary Employees Add-ons** in the Shop Categories menu in the left column.



Step #7 Choose your Farm Bag

- Select the Farm Bag size you want to receive 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.
- Once you have chosen your Farm Bag, click on **Add to Basket**

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

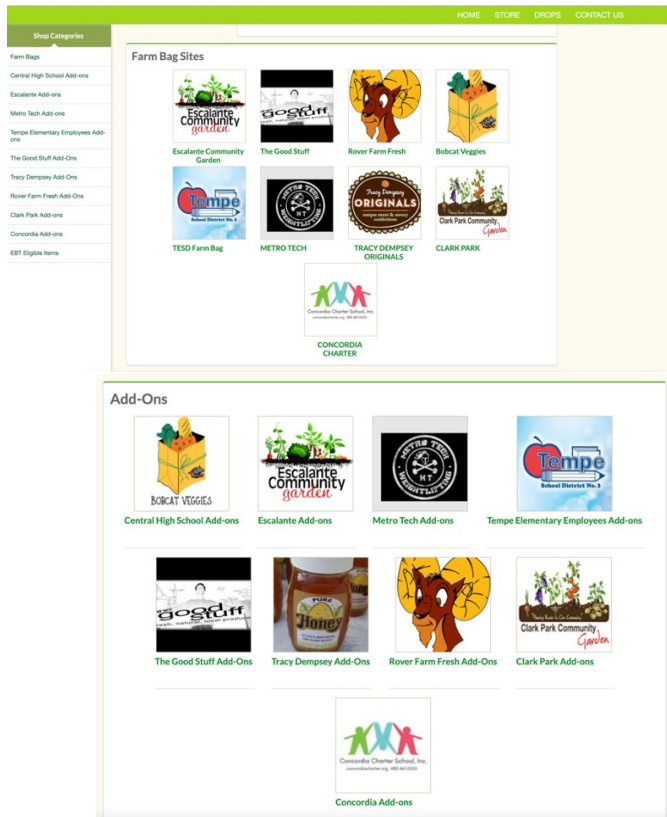


Step #8 Select Add-ons

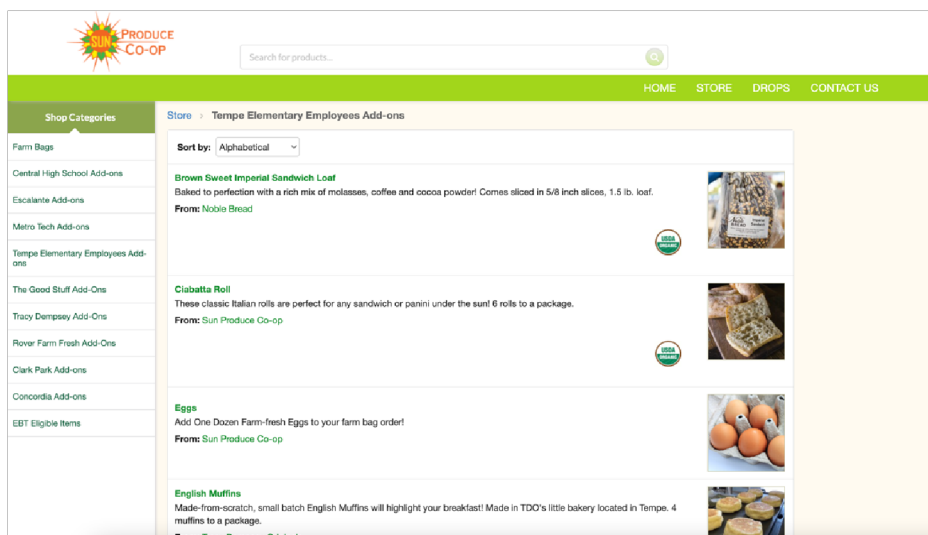
Once you have added your bag to the basket you will come to the following screen where you may choose to add additional items to your bag. If you want to add any Add-ons to your order, Select the **Tempe Elementary Employees Add-ons** in the Shop Categories menu in the left column or the **TESD** icon in the Add-Ons section below the Farm Bags Sites.



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At TEDS, we are pleased to offer a large variety of Add-ons such as artisan breads, rolls, and muffins, raw honey, , and eggs.

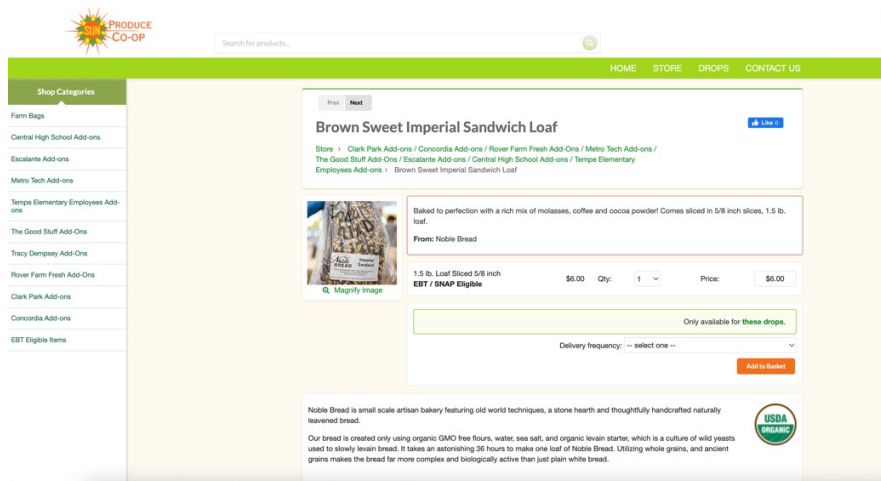


- To select an item, click on the **GREEN** item name.



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- 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 as many Add-ons as you like. You need to go to each Add-on product separately to order.
- Once you have selected the quantity of the Add-on, you also must select 'Delivery frequency' in the right-hand side, 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



You can repeat Step # 8 for as many Add-ons you need.

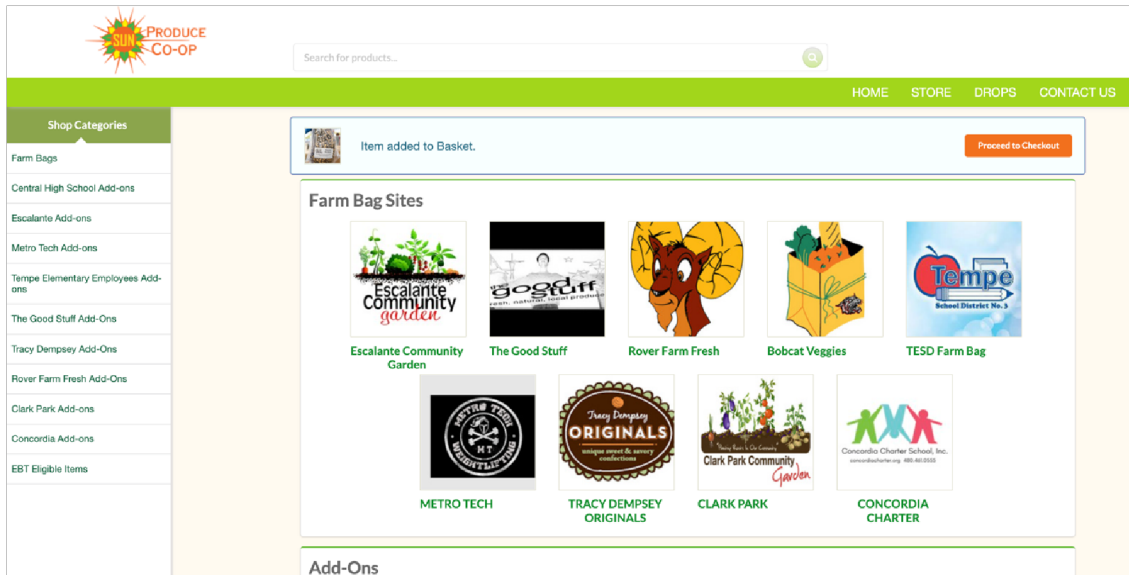
Step #9 Checkout

Now you may proceed to check-out by clicking on that button!

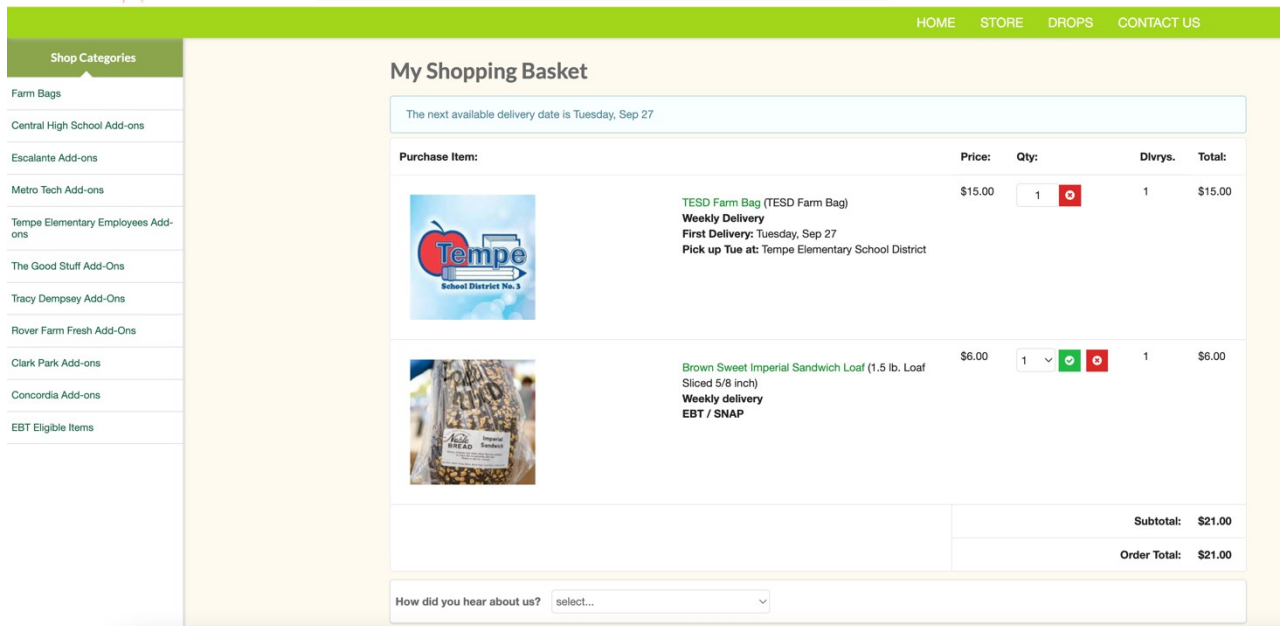
Once you are at Checkout – you will note the next delivery date, and review what is in your basket.



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And you may either “Continue Shopping” or click on “Proceed to 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.

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



How to Sign-up for a Farm Bag

Delivery and Contact Information

The products you've ordered will be delivered to: Clark Park Community Garden.

Subtotal: \$25.50
Order Total: \$25.50

First Name: Sun
Last Name: Produce
Email: sunproducecoop@gmail.com
Phone: (602) 555-1234

☒ Sign up for updates and special offers

<https://sunproducecoop.org>

If everything is correct, click on Continue.

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

Billing Information (admin)

Subtotal: \$25.50
Tax: \$0.00
Order Total: \$25.50

credit / debit card

Billing Name: Sun Produce Cooperative
Address: 123 Main Street
City: Phoenix State: Arizona Zip: 85012 (5 digits)

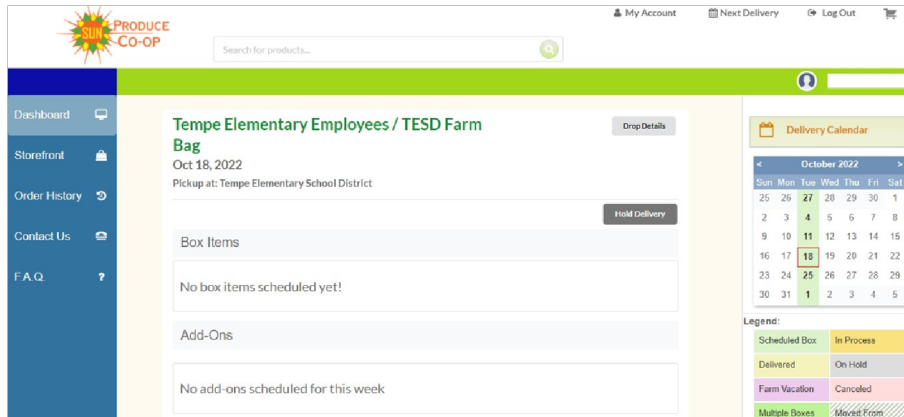
Card Type: Visa Card Number:
Expiration: Month Year Security Code:

Step #10 Putting Deliveries on HOLD

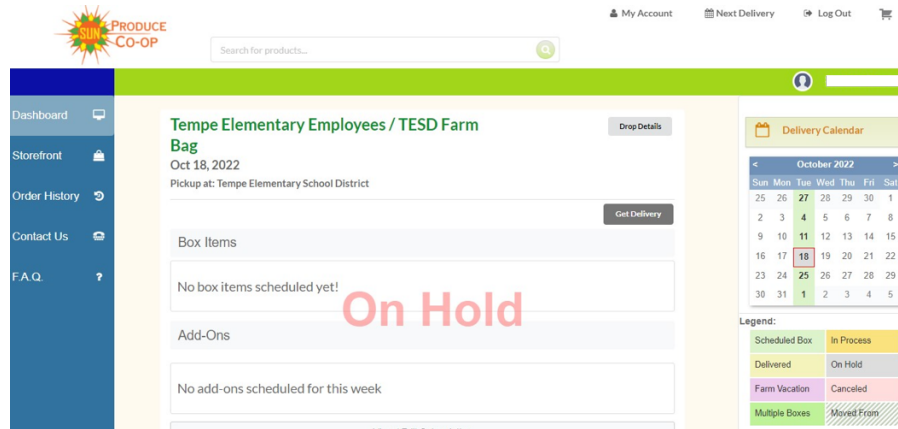
HOW TO PUT YOUR BAG ON HOLD - If you wish to place a future bag on hold, click the date on the delivery calendar then click the Hold Delivery button. If you are not on the **Dashboard** page, Click on the **My Account** label in the upper right of any page.



How to Sign-up for a Farm Bag



Congratulations! Your future bag is now on hold.



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

Step # 11 Cancelling a 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 Tempe Elementary Employees, as well as local farms and Sun Produce Cooperative.