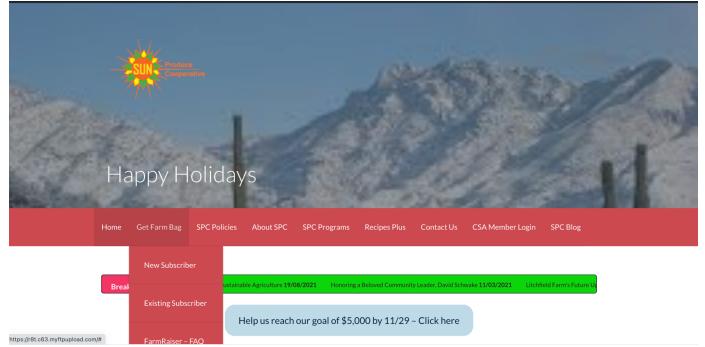


How to order your TESD Employee's Farm Bag

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)



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

480-730-7142





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.



Step #4a Login for a New Subscriber

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

email@example.com	
	()
Password	()
Remember me	Forgot Password?
Logi	n

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

	us your email address as login ID and a password o access your account in the future.
	o dooss your doodint in the latate.
First Name:	
Last Name:	
Email Address:	
New Password:	
Verify Password:	
	Create Login Account

Go to Step #5

Step #4b Login for a Existing Subscriber



Provide your login credentials and press the Login button.

JohnDoe@gmail.com	\bigcirc
- ••••••	\bigcirc
 Remember me 	Forgot Password?
Log	jin

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.

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						🚺 John Do
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					Legend:	
			Settings		Scheduled Box	In Process
					Delivered	On Hold
			B Edit Contact Info		Farm Vacation	Canceled
			Change Password		Multiple Boxes	Moved From
			Update Credit Card on File			

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).



• 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.

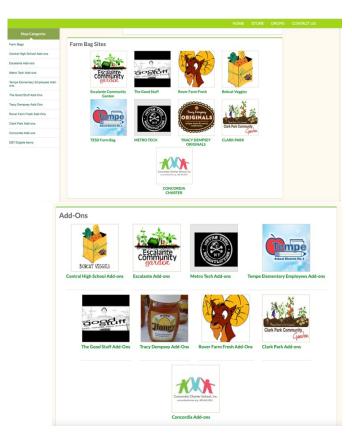


		HOME	STORE	DROPS	CONTACT US
Prev Next TESD Farm Ba Store > Farm Bags > TE	-				1 Like 0
School District No. 3	Order deadline is Wednesday at noon the week before prior to this deadline. Bag distribution is at the Sanchez month beginning 1/17 and ending 5/16. Any remaining TESD Farm Bag - auto-renews Drop: Tempe Elementary School District - Tuesdays	District Office	e from 3-5 pm		
Q Magnify Image				Delive	ny frequency: TESD Add to Basket

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.





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

	CE P Search for products	Q			
		HOME	STORE	DROPS	CONTACT US
Shop Categories	Store > Tempe Elementary Employees Add-ons				
Farm Bags	Sort by: Alphabetical ~				
Central High School Add-ons	Brown Sweet Imperial Sandwich Loaf				
Escalante Add-ons	Baked to perfection with a rich mix of molasses, coffee and cocca powder! Comes sliced in 5/8 inch slices, 1.5 I From: Noble Bread	b. loaf.		14.9	
Metro Tech Add-ons			4	A COMPANY	
Tempe Elementary Employees Add- ons				GRAN	
The Good Stuff Add-Ons	Ciabatta Roll		and the second		
racy Dempsey Add-Ons	These classic Italian rolls are perfect for any sandwich or panini under the sunt 6 rolls to a package. From: Sun Produce Co-op		-	- Carlo	
lover Farm Fresh Add-Ons		USSA		33.00	
lark Park Add-ons		(Maxim			
oncordia Add-ons	Eggs		Y	1. 1	
EBT Eligible Items	Add One Dozen Farm-fresh Eggs to your farm bag order!		4	1.	
	From: Sun Produce Co-op		Y		
	English Muffins		AND IN	2	
	Made-from-scratch, small batch English Muffins will highlight your breakfast! Made in TDO's little bakery located muffins to a package.	i in Tempe. 4	1		
	From: Tracy Demosey Originals			× 1/	

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

- 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

CO-OP	Search for products			0				
					HOME	STORE	DROPS	CONTACT US
Shop Categories		Prev Next						
arm Bags			Immenial Conducial	last				uf Like 0
Central High School Add-ons			Imperial Sandwick					
iscalante Add-ons		The Good Stuff Add-Ons /	ns / Concordia Add-ons / Rover Far Escalante Add-ons / Central High Si			ons /		
Aetro Tech Add-ons		Employees Add-ons > Bro	wn Sweet Imperial Sandwich Loaf					
empe Elementary Employees Add- ns		- Louis -	Baked to perfection with a rich m	ix of molasses, coffee a	nd cocoa po	wder! Comes	sliced in 5/8 inc	th slices, 1.5 lb.
The Good Stuff Add-Ons		2417 1	From: Noble Bread					
racy Dempsey Add-Ons		Anter Trans						
lover Farm Fresh Add-Ons		Q. Magnify Image	1.5 lb. Loaf Sliced 5/8 inch EBT / SNAP Eligible	\$6.00	Qiy: 1	~	Price:	\$6.00
Clark Park Add-ons								
oncordia Add-ons						(Only available f	or these drops.
BT Eligible Items				Delivery frec	uency: se	lect one		~
								Add to Basket
		Noble Bread is small scale an leavened bread.	tisan bakery featuring old world tech	iniques, a stone hearth a	and thoughtfu	illy handcrafte	d naturally	USDA
		used to slowly levain bread. It	ng organic GMO free flours, water, si takes an astonishing 36 hours to m ore complex and biologically active	ake one loaf of Noble B	read. Utilizing			ORGANIC
		-						

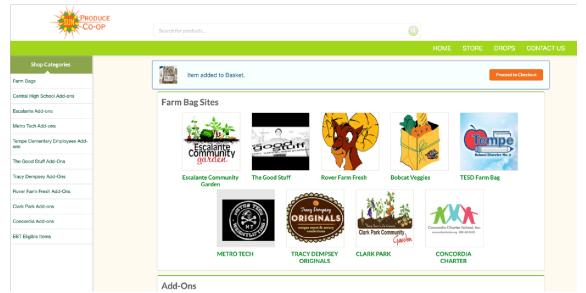
You can repeat Step # 8 for as many Add-ons you need. <u>Step #9 Checkout</u>

ODUCE

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.





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).

All High School Add-ons Price: Rty: Dhrys. Tot anta Add-ons Tot. Add-ons Sto.00 I O 1 D 1 Sto.00 1 Sto.00 I			НО	IE STORI	E DROPS	CONTACT L	JS
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oncordia Add-ons BT Eligible Items BT Eligible I	lark Park Add-ons		Brown Sweet Imperial Sandwich Loaf (1.5 lb. Loaf	\$6.00	1 🗸 🖸 🕴	1	\$6.0
BT Eligible Items U U U U U U U U U U U U U U U U U U U	oncordia Add-ons		Weekly delivery				
Order Total: \$2	BT Eligible Items	And the second sec	EBT / SNAP				
						Subtotal:	\$21.
						Order Total:	\$21
How did you hear about us? select		How did you hear about us? select.					

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:



SIM PRODUCE CO-OP		🛔 My Account	I Admin	🕪 Log Out	") [2 items]
				0	Dave Brady
	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 Contact Address				
	Produce Email sunproducecoop@gmail.com				
	Control				
https://supproducecopp.org	Sign up for updates and special offers				

If everything is correct, click on Continue.

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

SIN CO-OP		🛔 My Account	10 Admin	🖙 Log Out 🛛 📜 [2 item
				Dave Brady
	Billing Information (admin)			
	Subtotat Tax Order Total	\$0.00		
	credit / debit card	VISA VISA		
	123 Main Street City: State: Zip: Phoenix Arizona (5 digits)			
	Card Type: Card Number: Visa Epipetition: Security Code:			
	Month Vear V			

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.



		DUCE -OP	& My Account	🛗 Next Delivery 🕒	Log Out)H
7	M	Search for products		0		_
	-	Tempe Elementary Employees / TESD Farm	Drop Details	PA Delive	y Calendar	
Storefront	-	Bag Oct 18, 2022			ober 2022	
Order History	9	Pickup at: Tempe Elementary School District			28 29	
Contact Us	•	Box Items	Hold Delivery	9 10 11	12 13	
F.A.Q.	2	No box items scheduled yet!		23 24 25		
	Add-Ons		Legend: Scheduled Box			
				Delivered	On Hold	
	No add-ons scheduled for this week		Farm Vacation Multiple Boxes	Canceled Moved Fr		

Congratulations! Your future bag is now on hold.

	CC CC	DO-OP Search for products								
						0	C.			
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		No add-ons scheduled for this week			wered m Vac			On Hol		
				Mult	tiple B	loxes	8	Noved	Fram	

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.*