



The National Allotment Society

National Society of Allotment and Leisure Gardeners Ltd

KINGS SEEDS SCHEME – ONLINE

Accessing the Shop

For Association members you need to ask your Association Secretary to set up your login. You should provide your email address and your main postal address. Your Association Secretary will set up your account and provide you with the website address and password. Your email address will also be your user logon.

Registering with the Shop

Most Associations, Life and Individual members will already be registered automatically with the shop. However, there is a small chance that your particular NAS membership isn't recognised by the shop. Once logged in to the National Allotment Society website, click on the "Kings Seeds Logo" and complete your registration details. Kings Seeds will receive this application and will endeavour to enable your account as quickly as possible. You will then receive an email from Kings with your new login details this should take no more than two working days.

If you are an Association Affiliate Member then you will be asked to contact your Association Secretary who can set up your account for you. Please supply your Association Secretary with your current email address and your main postal address.

Using the Shop

Finding Items

If you have already chosen your items offline and know the product code numbers or the majority of the product code numbers please use the "Quick Order" button, located on the black navigation bar at the top of the page.

Just type in the codes you know and tab and then the page will confirm the item code, name and price. Once you start entering the code it suggests items (so you can select from the suggested list as required). When you have added the products to the quick order list press the Add to Cart button and your chosen items will go into the basket. Then simply browse online to find the items you do not have the numbers for.

If you know the product number of the items you require, the quickest way to select these items is to use the Search function. For example, in the right hand corner below the product navigation bar, you will see a box headed "search". Type in the product number required e.g. 12618 and click on "Search". This will then take you directly to that item.

If you do not know what the product number is, simply select a category from the top navigation e.g. Vegetables. Click on "Vegetables" and then click on the sub category you wish to view. This will load all the items in this category, you can also search this category by when to sow and when to harvest using the left hand filter. Select the item you require, and follow the same instructions as above.

If you require further information concerning that variety, you simply click on the number, description or picture and this will display additional information.

Once you are happy with your choice, enter the quantity you require and click on the "buy" button. You then continue, using the same method until you have chosen all the items you require. Once you have finished selecting your items, click "View Basket". The next window displayed will give you a summary of your order, including the total cost.

You can at this stage, remove any items if selected incorrectly, once you are completely happy with your selection, click on "Checkout".

- Select a billing address.

If you are an Association Secretary, Life or Individual Member then your billing address will be pre-determined by your membership and will not be selectable. Association Affiliate Members can have multiple billing addresses.

- Select a delivery Address. All addresses visible in your Address Book will be selectable.

For associations if the order is placed for **delivery to the association's main address** it will be placed as a **Consolidation Order** and will be delivered as part of multiple packages by Kings Seeds once the order is consolidated – see below.

- Complete the order, paying during the checkout process.

Finally, you will be taken to a page with the title Order Complete, this will also confirm the status of your order (E.g. STATUS: OK) and the order number. If you wish to continue using the site on this visit use the navigation at the top of the page to return to the catalogue.

If you should experience any problems with when ordering, please do not hesitate to contact Kings on nsalg@kingsseeds.com who will try to rectify the situation as soon as possible.

My Account – Supporting Information

Personal Details Tab

- Your name, email, contact number and, if applicable, association name are held here.
- These details are supplied from the National Allotment Society web site or, for Association Members, by your Association Secretary.

Address Book

- If you are an Association Secretary, Life or Individual Member you can edit your own addresses and those associated with your membership.
- If you are an Association Affiliate Member you can add your own addresses and maintain them. You cannot edit or delete the association addresses or the main contact address you have provided to your Association Secretary. If you wish to change your main address please contact your Association Secretary.
- The primary Association Secretary, Life or Individual Member addresses cannot be deleted.

Saved Baskets

- You can create, view and update your own baskets and save them for later use. They are kept until you delete them.
- To update, click the "Saved Basket Order" button (to load the saved basket to the shopping basket) update it and save the basket again. This creates a new saved basket.
- To order, click the "Saved Basket Order" button (to load the saved basket to the shopping basket) and complete the order.

Order History

- View your order history for orders you have placed for yourself or, if you are an Association Member, order which may have been placed on your behalf.

Using the site as an Association Secretary

My Account

Click on My Account

My Buyers

- Association Secretaries can add Association Affiliate Members to the association account.
- Before adding an Association Affiliate Member please create their primary postal address in the address book. Please note only the Association Secretary can edit/amend this primary postal address. This is for security reasons.
- Go to Add New Buyer.
- Enter the buyer name, email and select the buyer's delivery address that you have created.
- **Enter a password that you will share with the member.**
- You can edit buyer details as well as delete buyers.
- If you do not wish to allow your members to order directly you can place orders on behalf of a Member (by selecting the checkbox next to the buyer in the My Buyers List) and start placing the order. The purpose is to ensure that the delivery address includes your member's name if the order is consolidated.
 - Once you have created an order on behalf of a member go back to "My Account", click on "My Buyers List" and uncheck the checkbox for that buyer, you will now be back to ordering on the association's behalf.
 - If placing an order on behalf of a member for delivery to the association address then that order will be added to your list 'Orders for Consolidation'.
 - Once consolidated that order will then appear in the member's order history and not in the association's order history.

Consolidate Orders

- View all orders waiting to be consolidated.
- Orders for consolidation are either placed by you the secretary using the main account, or by selecting an association member to work with (see above) or by an Association Member independently but in all cases for an order to be available for consolidation "**the delivery address**" must be the main association delivery address.
- View order details. You cannot edit an order in the 'to be consolidated' status.
- You can consolidate a single order or multiple orders by selecting the orders from the Consolidation section.
- Once consolidated, the orders' status is changed to 'Consolidated' and they then become visible on the Order History Tab.
 - The visibility is dependent on who the order is placed for.
 - Orders placed by or on behalf of members for delivery to their own address are not listed here but are listed on their own account.

Placing Orders on behalf of an Association Member

- Go to My Account, then click on "My Buyers" tab.

- Select the Association Affiliate Member by checking the check box next to their details.
- You can now complete the order in the standard way selecting a shipping address for your member during the checkout process or having the order delivered to the main association address as part of a consolidated order (see Consolidated Orders).
 - Once you have created an order on behalf of a member go back to My Account, then click on "My Buyers List" and uncheck the checkbox for that buyer, you will now be back to ordering on the association's behalf.
 - If placing an order on behalf of a member for delivery to the association address then that order will be added to your list 'Orders for Consolidation'.
 - Once consolidated that order will then appear in the member's order history not in the association's order history.

Delivery Charges

- Carriage free on association orders over £50.
- For orders delivered to the Association's main address anywhere in the UK – a flat fee of £1.20 applies (applies to all members, if individual packing).
 - For all other orders delivered to a UK mainland address – a flat fee of £2 applies.
 - If you have Vegetable Plug Plants in the basket – one charge of £5.85
 - If you have Wallflower Plug Plants in the basket – one charge of £3.50
 - If you have Flower Bulbs in the basket – one charge of £3.50
- All other orders delivered to UK postcode areas: AB, BT, DD, IM, IV, KA, KW, KY, PA, PH and the Isle of Wight.
 - If you have seeds or mushrooms in the basket – one charge of £3.50
 - If you have potatoes in the basket – one charge of £14.00
 - If you have fruits in the basket – one charge of £14.00