



Machias MarketPlace

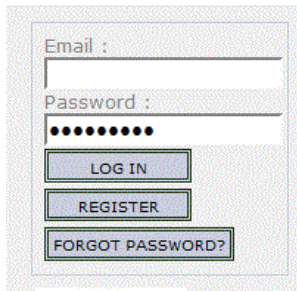
On-Line Ordering System Quick Start Guide

1 Visit www.machiasmarketplace.org, click on "click here for on-line store"

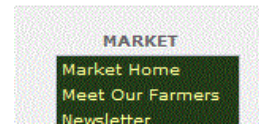


Is the market open for orders? If so "Pickup Option - Machias" is shown. Hover your cursor over the word "Machias" for details. If the market is not open, a notice appears with the next opening time. If the market is not open, you can browse but not order.

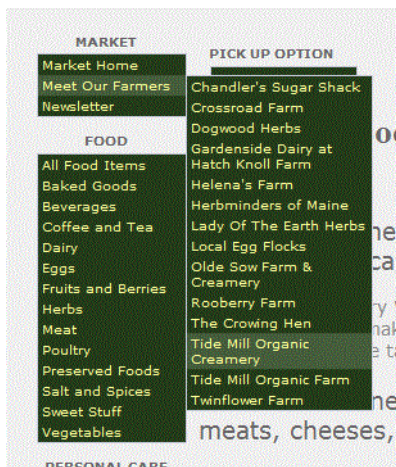
3 Login. If you are preregistered enter your email address and the password "eatlocal". If you are not pre-registered (see Inez to find out) click on Register and follow the links. After you login you can select "Profile", and set your own password.



4 Any time to return to the home page, select Market Home

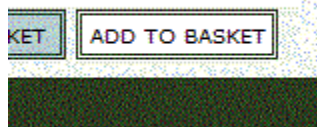


5 Browse for products by farm... Select Meet Our Farmers and choose a farm.

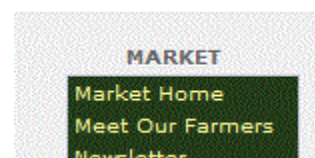


Product Description	Farm	Unit	Price	Quantity
Organic - Ground Beef	Tide Mill Organic Farm	lb.	5.50	<input type="text" value="2"/>
Organic - Heart 1 per package, About 3 - 4 lbs. Approx. Price Shown. \$ 3.00 per lb.	Tide Mill Organic Farm	Package	10.00	<input type="text"/>
Organic - Liver	Tide Mill Organic Farm	lb.	3.00	<input type="text"/>
Organic - Ribeye Steak, 1 per package, 0.5 to 0.8 Lbs. Approx. price shown. \$ 13.00 per lb.	Tide Mill Organic Farm	Package	8.45	<input type="text"/>
Organic - Roast - Chuck, Approx. 3 to 4 lbs. Approximate Price shown. \$ 6.00 per lb.	Tide Mill Organic Farm	Package	21.00	<input type="text" value="1"/>

6 Enter quantities and click on Add to Basket



Or 6 browse for products by category... Select Market Home



7 Scroll down to the icons and choose a product category, like Dairy...



8

Goat Cheese - Chive & Black Pepper Chevre	Gardenside Dairy at Hatch Knoll Farm	5oz	6.00	<input type="text" value="2"/>
Goat Cheese - Crushed Red Pepper Chevre	Gardenside Dairy at Hatch Knoll Farm	5 oz	6.00	<input type="text"/>
Goat Cheese - Crushed Red Pepper Chevre	Gardenside Dairy at Hatch Knoll Farm	8 oz	9.00	<input type="text"/>
Goat Cheese - Dill & Garlic Chevre	Gardenside Dairy at Hatch Knoll Farm	5 oz	6.00	<input type="text" value="1"/>

Select quantities and click on Add to Basket

9 Click on Show Basket and check you have everything you need...

PICK UP OPTION
MACHIAS

My Profile
My Basket
Admin »
LOG OUT

What's in your basket?

Please check your basket and make any changes you need to.

Basket for: Peter Aldridge (Buyer ID #1357)

ITEM	SECTION	CATEGORY	DESCRIPTION	VENDOR	UNIT	PRICE	QTY	SUBTOTAL
6006	Dairy	Cheese	Goat Cheese - Chive & Black Pepper Chevre	Gardenside Dairy at Hatch Knoll Farm	5oz	\$6.00	<input type="text" value="2"/>	\$12.00
6010	Dairy	Cheese	Goat Cheese - Dill & Garlic Chevre	Gardenside Dairy at Hatch Knoll Farm	5 oz	\$6.00	<input type="text" value="1"/>	\$6.00
5645	Meat	Beef	Organic - Ground Beef	Tide Mill Organic Farm	lb.	\$5.50	<input type="text" value="2"/>	\$11.00
5652	Meat	Beef	Organic - Roast - Chuck, Approx. 3 to 4 lbs. Appro	Tide Mill Organic Farm	Package	\$21.00	<input type="text" value="1"/>	\$21.00
TOTAL =								\$50.00

UPDATE BASKET CHECKOUT

10 Click Checkout

Then click Place Order

Please select a pick up location

Machias (pick up)

Please select a payment method that

Pay at Pick Up, cash or check.

PLACE ORDER

11 Look for an Email confirmation.

No email - no order!

From Orders - Machias MarketPlace <support@harvesttomarket.com> ☆
Subject **Machias MarketPlace - Customer Order**
To Peter Aldridge ☆

Hello Peter,

The attached pdf file is a copy of your order.
A copy has been sent to each of the farmers that you ordered from.
Please review your order carefully and contact us if there are any issues.