

ONLINE ORDERING INSTRUCTIONS:

For student/parent registering for first time:

Go to: www.ashleyfarmsinc.com

Click on: ONLINE STORE

Click on: Register

Enter your organization code and hit enter

Enter information into Participant Registration

You will then be given a 6 digit participant ID number –

THAT IS YOUR ID CODE FOR YOUR GROUP

YOU WILL RECEIVE AN EMAIL WITH A LINK THAT YOU CAN SEND TO YOUR FAMILY AND FRIENDS. ONCE THEY CLICK ON THE LINK, IT WILL TAKE THEM TO A 'SHOPPING PAGE'

IF **YOU** WANT TO SHOP AFTER YOU HAVE REGISTERED, YOU WOULD GO BACK TO WWW.ASHLEYFARMSINC.COM, CLICK ON ONLINE STORE, THEN CLICK ON 'SHOP NOW'. PUT IN PARTICIPANT ID (THE 6 DIGIT NUMBER YOU WERE ASSIGNED) AND CLICK 'GO'. CHOOSE HOW YOU WANT ITEMS TO BE SHIPPED (SHIP TO SCHOOL OR SHIP TO HOME) THEN START SHOPPING. YOU CAN NOT GO BACK AND FORTH BETWEEN SHIP TO HOME AND SHIP TO SCHOOL. CHOOSE ONE OR THE OTHER.

IF YOU WANT TO CHECK ON WHETHER ANYONE HAS PURCHASED ITEMS, GO TO WWW.ASHLEYFARMSINC.COM, CLICK ON ONLINE STORE, THEN CLICK ON 'LOGIN' AND CLICK ON 'SALES'. THIS WILL TELL YOU THE CUSTOMERS WHO HAVE BOUGHT ITEMS.