

Step 1: Going to the Online Website.

In order to place an order go to the website- <https://extension-colostate.nbsstore.net/denver-master-gardener-online-plant-sale-2>. The website should look like this:

Featured products



Cherry Tomato-Cherry Sun Gold

\$5.00

ADD TO CART



Cherry Tomato-Yellow Pear

\$5.00

ADD TO CART



Heirloom Tomato-Brandywine Red

\$5.00

ADD TO CART

Step 2: Placing an Order.

To order plants- click on the “ADD TO CART” green button below each variety. This will add 1 plant in that variety to your shopping cart.

Featured products



Cherry Tomato-Cherry Sun Gold

\$5.00

ADD TO CART



Cherry Tomato-Yellow Pear

\$5.00

ADD TO CART



Heirloom Tomato-Brandywine Red

\$5.00

ADD TO CART

After your click the “ADD TO CART” green button a slider should pop up on the top of the page. It should look like this:

The product has been added to your [shopping cart](#) ✕



Cherry Tomato-Cherry Sun Gold

\$5.00

ADD TO CART



Cherry Tomato-Yellow Pear

\$5.00

ADD TO CART



Heirloom Tomato-Brandywine Red

\$5.00

ADD TO CART

Step 3: Ordering Multiple Plants in Each Variety.

There are two ways to add multiple plants in 1 variety to your cart. Say I wanted 3 “Cherry Tomato-Cherry Sun Gold” plants. The first way is to click the “ADD TO CART” green button 3 times. This will add three of those plants to your shopping cart.

Featured products



Cherry Tomato-Cherry Sun Gold

\$5.00

ADD TO CART



Cherry Tomato-Yellow Pear

\$5.00

click x 3
ADD TO CART



Heirloom Tomato-Brandywine Red

\$5.00

ADD TO CART

The other way to order multiple plants in a variety is in your shopping cart. There are two ways to get to your shopping cart.

Step 4: Going to your Shopping Cart.

First, you can scroll down to the bottom of the page to where it says- “My Account’ and under it “Shopping cart”. Click “shopping cart”.

Sweet Pepper-California Wonder Bell Pepper \$5.00	Sweet Pepper-Italian Marconi Sweet Pepper \$5.00
ADD TO CART	ADD TO CART

Information	My account
Privacy Notice	My account
Disclaimer Statement	Orders
Contact us	Addresses
	Shopping cart

The other way is clicking on the underlined “shopping cart” link in the slider header when it pops up after you add a plant to your cart.

The product has been added to your [shopping cart](#)



		
Cherry Tomato-Cherry Sun Gold \$5.00	Cherry Tomato-Yellow Pear \$5.00	Heirloom Tomato-Brandywine Red \$5.00
ADD TO CART	ADD TO CART	ADD TO CART

Once you are inside your shopping cart it should look like this:

Shopping cart

Remove	SKU	Image	Product(s)	Price	Qty.	Total
Remove: <input type="checkbox"/>			Cherry Tomato-Yellow Pear	Price: \$5.00	Qty.: <input type="text" value="1"/>	Total: \$5.00

[Update shopping cart](#) [Continue shopping](#)

Discount Code

Enter your coupon here

[APPLY COUPON](#)

Sub-Total: \$5.00

Tax: \$0.00

Total: \$5.00

I agree with the Terms of Service. [\(read\)](#)

[CHECKOUT](#)

Step 5: Ordering Multiple Plants in Each Variety from Your Shopping Cart.

You can now manually change the number of plants your want for each variety you have in your cart. Click the “Qty:” box and manually enter the number of plants you want.

Shopping cart

Remove	SKU	Image	Product(s)	Price	Qty.	Total
Remove: <input type="checkbox"/>			Cherry Tomato-Yellow Pear	Price: \$5.00	Qty.: 1	Total: \$5.00

<p>Discount Code</p> <p>Enter your coupon here</p> <input type="text"/>	<input type="button" value="APPLY COUPON"/>	<p>Sub-Total: \$5.00</p> <p>Tax: \$0.00</p> <p>Total: \$5.00</p> <p><input type="checkbox"/> I agree with the Terms of Service. (read)</p> <input type="button" value="CHECKOUT"/>
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Step 6: Checkout with Credit Card.

To pay with your credit card. Check the box next to “I agree with the Terms of Service (read)” above the green “CHECKOUT” button

Discount Code Enter your coupon here	<input type="text"/>	<input type="button" value="APPLY COUPON"/>
Sub-Total:		\$25.00
Tax:		\$0.00
Total:		\$25.00
<input checked="" type="checkbox"/> I agree with the Terms of Service. (read)		
<input type="button" value="CHECKOUT"/>		

You should be taken to another page that reads “Welcome, Please Sign In” at the top. It should look like this:

Welcome, Please Sign In!

Checkout as a guest or register	Returning Customer
<p>Register and save time! Register with us for future convenience:</p> <ul style="list-style-type: none">• Fast and easy check out• Easy access to your order history and status	<p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> Remember me? Forgot password?</p>
<input type="button" value="CHECKOUT AS GUEST"/> <input type="button" value="REGISTER"/>	<input type="button" value="LOG IN"/>

You can either checkout as a guest, register an account, or log in (if you already have an account). Registering will make checking out easier and faster in the future.

Step 7: Checkout as a Guest.

Click the green button for “CHECKOUT AS GUEST”. Enter in your information (last name, email, address, etc.).

1. Address Order summary

Billing address Edit Shopping Cart

Fields with asterisk are required.

SKU	Image	Product(s)	Price	Qty.	Total
		Cherry Tomato-Yellow Pear	Price: \$5.00	Qty.: 3	Total: \$15.0
		Hybrid Tomato-Better Boy	Price: \$5.00	Qty.: 2	Total: \$10.0

First name *

Last name *

Email *

Company

Country *

Address 1 *

Address 2

Sub-Total: \$25.00

Tax: \$0.00

Total: \$25.00

At the bottom of the page, it should read “2. Payment method” click the circle next to the credit card picture. It should then have a button that says, “ADD CREDIT CARD DETAILS”. Click that to move on.

Phone number *

UPDATE

2. Payment method



ADD CREDIT CARD DETAILS

A new smaller screen will pop up and look like this.

CSU Extension eStore - Google Chrome

extension-colostate.nbsstore.net/OnePageCryptpayRedirect/OnePageCheckoutForm

Payment Method Disclosure

Card transactions for CSU Extension are processed by Nelnet Business Services, USA.

Fields with asterisk are required.

Card Holder Name *

Card Number *



Expiration * /

CVV *

 

Your card will be charged after you complete the order.

NEXT

Enter in your credit card information (this is a secure website) and click “NEXT”. Follow the rest of the instructions to finish placing your order.

Step 8: Registering and Checkout.

Click the green “REGISTER” button.

Welcome, Please Sign In!

<p>Checkout as a guest or register</p> <div style="border: 1px solid #ccc; padding: 10px;"><p>Register and save time! Register with us for future convenience:</p><ul style="list-style-type: none">• Fast and easy check out• Easy access to your order history and status</div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;">CHECKOUT AS GUESTREGISTER</div>	<p>Returning Customer</p> <div style="border: 1px solid #ccc; padding: 10px;"><p>Email: <input style="width: 90%;" type="text"/></p><p>Password: <input style="width: 90%;" type="password"/></p><p><input type="checkbox"/> Remember me? Forgot password?</p></div> <div style="display: flex; justify-content: center; margin-top: 10px;">LOG IN</div>
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LOGIN WITH SSO

Enter in all your information and a password. Click the “I am not a robot” button and “Continue”.

This will take you back to your shopping cart. Then click “I have read the terms of service” and the green “CHECKOUT” button again.

You will get to a page with some of your information already entered. Fill in the remaining fields or scroll to the bottom to complete your payment.

1. Address

Order summary

Billing address

[Edit Shopping Cart](#)

Fields with asterisk are required.

First name *

Last name *

Email *

Company

Country *

Address 1 *

Address 2

SKU	Image	Product(s)	Price	Qty.	Total
		Cherry Tomato-Yellow Pear	Price: \$5.00	Qty.: 3	Total: \$15.0
		Hybrid Tomato-Better Boy	Price: \$5.00	Qty.: 2	Total: \$10.0

Sub-Total: \$25.00

Tax: \$0.00

Total: \$25.00

At the bottom of the page, it should read “2. Payment method” click the circle next to the credit card picture. It should then have a button that says, “ADD CREDIT CARD DETAILS”. Click that button.

Phone number *

UPDATE

2. Payment method



Credit Card

ADD CREDIT CARD DETAILS

A new smaller screen will pop up and look like this.

CSU Extension eStore - Google Chrome

extension-colostate.nbsstore.net/OnePageCryptpayRedirect/OnePageCheckoutForm

Payment Method Disclosure

Card transactions for CSU Extension are processed by Nelnet Business Services, USA.

Fields with asterisk are required.

Card Holder Name *

Card Number *



Expiration * /

CVV *

 

Your card will be charged after you complete the order.

NEXT

Enter in your credit card information (this is a secure website) and click “NEXT”. Follow the rest of the instructions to finish placing your order.

Step 9: Playing by Check.

If you do not want to pay with a credit card and want to pay with a check on the day of plant pick up:

To pay by check you must enter a code in the “Discount Code” coupon area in your shopping cart. First, go to your shopping cart (instructions above). This is what your page should look like and where you will enter your pay by check coupon code.

Shopping cart

Remove	SKU	Image	Product(s)	Price	Qty.	Total
Remove: <input type="checkbox"/>			Cherry Tomato-Yellow Pear	Price: \$5.00	Qty.: <input type="text" value="1"/>	Total: \$5.00

[Update shopping cart](#) [Continue shopping](#)

<p>Discount Code Enter your coupon here</p> <input type="text"/> APPLY COUPON	<p>Sub-Total: \$5.00 Tax: \$0.00 Total: \$5.00</p> <p><input type="checkbox"/> I agree with the Terms of Service. (read)</p> <p>CHECKOUT</p>
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Next, enter in the code “PAYBYCHECK” (all in capital letters and no spaces) in the “Discount Code” coupon area and click “APPLY”.

Remove: <input type="checkbox"/>		Hybrid Tomato-Better Boy	Price: \$5.00	Qty.: 2	Total: \$10.00
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<p>Discount Code</p> <p>Enter your coupon here</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">PAYBYCHECK</div> <input type="button" value="APPLY COUPON"/>	<p>Sub-Total: \$25.00</p> <p>Tax: \$0.00</p> <p>Total: \$25.00</p> <hr/> <p><input type="checkbox"/> I agree with the Terms of Service. (read)</p> <div style="text-align: right;"><input type="button" value="CHECKOUT"/></div>
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This will zero out your total. Check the “I agree with the Terms of Service (read)” button and green “CHECKOUT” button. Following the remaining instructions to place your order.

<p>Discount Code</p> <p>Enter your coupon here</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <input type="button" value="APPLY COUPON"/> <p style="font-size: small; color: green;">The coupon code was applied</p> <p style="font-size: small; color: green;">Entered coupon code - PAYBYCHECK <input type="checkbox"/></p>	<p>Sub-Total: \$25.00</p> <p>Tax: \$0.00</p> <p>Discount: (\$25.00)</p> <p>Total: \$0.00</p> <hr/> <p><input type="checkbox"/> I agree with the Terms of Service. (read)</p> <div style="text-align: right;"><input type="button" value="CHECKOUT"/></div>
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Please bring your check when you come to pick up your plants. Please make check payable to ‘CSU Extension’.

Step 10: What to do after your order is placed?

Once your order is placed you will receive a confirmation of your order immediately via email from CSU Extension eStore.

We will be in touch within 5 days via email after you place your order with another confirmation and a link to Sign Up Genius where you will be able to pick the date/time to pick up your plants as well as pick up instructions. The email will be from merrill.kingsbury@colostate.edu. In this email, you can select a time to schedule your plant pick up at City Park Greenhouses. This window will be 15 minutes long.

For additional information or questions visit our website at <https://denver.extension.colostate.edu/programs/horticulture/csu-denver-plant-sale-2021/>. Or contact our Master Gardener Coordinator, [Merrill Kingsbury](#), or our office at 720-913-5270.

Thank you for your support!