

On-line ordering Guide for Allotment Association affiliate members

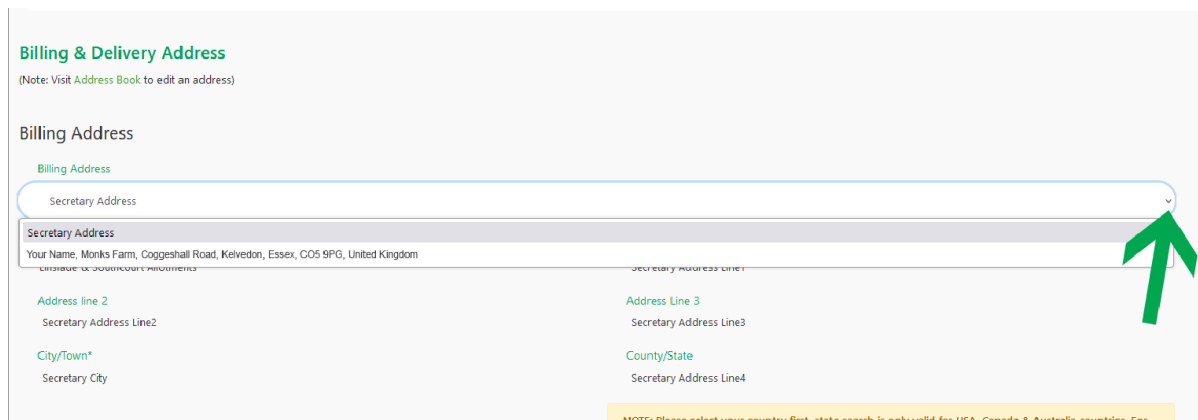
Registering with the Shop - Affiliate members wishing to order on-line will need to ask their allotment secretary to register, set up an account and add them as a member. Once they have done that you will receive an email requesting that you set your password. Please note that the link in the email is only valid **for 48 hours**. If this expires, please click and follow the 'Forgotten your password' link. Alternatively, you can contact us and we can set a password for you.

You will need to access our allotment website to login. **Login details will NOT work on our standard Kings Seed website.** You can access our allotment website via www.thenas.org.uk. Login, and go to the 'Members Area', select the 'Seeds Scheme' page. Click 'Login to Kings Seeds', and enter your email address or you can use this direct link: <https://nas.kingsseeds.com/>

Setting up the Account- Once you have set your password you will need to choose the default address for deliveries. The Association address will be pre-filled, but you can add other addresses. To do this, go to 'My Account', 'Address Book' and '+ New Address'. If you would like to make your own address the default address, please check the tick box at the bottom of the page.

Affiliate members can;

- Place orders to be delivered to the default association address as part of a bulk order - This will incur the individual Packing Fee charge. These orders will need to be consolidated by the secretary and will be delivered with all the other online orders for the Association. **A single order should not sent to the secretaries address, this is for bulk ordering only!**
- Place orders to be delivered to their own or another address which will then be subject to the appropriate delivery charges. These orders will be processed as soon as they are placed – *No waiting for consolidation.*



Billing & Delivery Address
(Note: Visit Address Book to edit an address)

Billing Address

Billing Address

Secretary Address

Secretary Address

Your Name, Monks Farm, Coggeshall Road, Kelvedon, Essex, CO5 9PG, United Kingdom

Address line 2
Secretary Address Line2

City/Town*
Secretary City

Address line 3
Secretary Address Line3

County/State
Secretary Address Line4

NOTE: Please select your country first, state search is only valid for USA, Canada & Australia countries. For

Checking out section

- You **MUST** set the billing address as your own address. **This will always be defaulted to the secretary's address.** Please click the downward arrow at the end of the address box to bring up a dropdown menu to select or add your own address. (Screenshot below).
- Select the delivery address (your home or the association) – the delivery charges will automatically update. – *If you choose your secretary's address for delivery, then your order will only be processed when your order has been consolidated by the secretary, along with orders from other members of the association. A single order cannot be sent to the secretary. Orders going to your own address will not require consolidation, and will therefore be despatched quicker.*



Please note that the secretary will be able to view any orders and addresses for orders placed online via the scheme.

Despatch times

During our busiest times of the year (typically October to March), please allow up to 25 working days for despatch.

Ordering On-line Help Please see the Kings' website Help section for how to use the Quick Order facility and saving baskets etc. Email nas@kingsseeds.com if you need further help.