

PROCEDURE FOR APPOINTMENT AND ON-LINE SHOPPING

1. APPOINTMENT TIME FOR SHOPPING

- a. Go To: WWW.FEEDINGTHEVALLEY.ORG
- b. Click on: BOOK NOW
- c. First time user must create your password (This is your personal Password)
- d. Log In
- e. Select Location (Columbus or LaGrange)
- f. Select Appointment Date & Time
- g. Remember to make appointment for pickup and shopping the same time and day.
- h. Complete Appointment Information
- i. Click and set appointment
- j. Next time use your password and login to Appointment Site

2. On-Line Ordering

- You must have codes to go into the On-Line Shopping
- To get pass codes send email to dshemwell@feedingthevalley.org requesting a code for you.
- In return you will get you pass codes for the On-Line Ordering
- Go To : WWW.FEEDINGTHEVALLEY.ORG
- Click on: AGENCY LOG ON
- Enter your 3 code credentials
- Click on green words "Order Entry"
- Set the warehouse location, pick-up date and time
- Order the items you need for your pantry
- Finished shopping, choose "view cart" located on right side of the screen
- Complete contact information
- Satisfied with your order click "Checkout"
- You should get a "Thank-you order submitted"