

PROCEDURE FOR APPOINTMENT AND ONLINE SHOPPING

1. APPOINTMENT TIME FOR SHOPPING

- a. Go to: WWW.FEEDGINTHEVALLEY.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, LaGrange, or Albany)
- f. Select Appointment Date and Time
- g. Remember to make an 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. ONLINE ORDERING

- a. Go to: WWW.FEEDINGTHEVALLEY.ORG
- b. Click on: **AGENCY LOG ON**
- c. Enter your 3 codes credentials
- d. Click on green words "**Order Entry**"
- e. Set the warehouse location, pickup, date and time
- f. Order the items you need for your pantry
- g. Finished shopping, choose "**View Cart**" located on the right side of the screen
- h. Complete contact information
- i. Satisfied with your order then click "**Checkout**"
- j. You should get a "**Thank you order submitted**" to confirm your completed order.