

# Ort Farms CSA

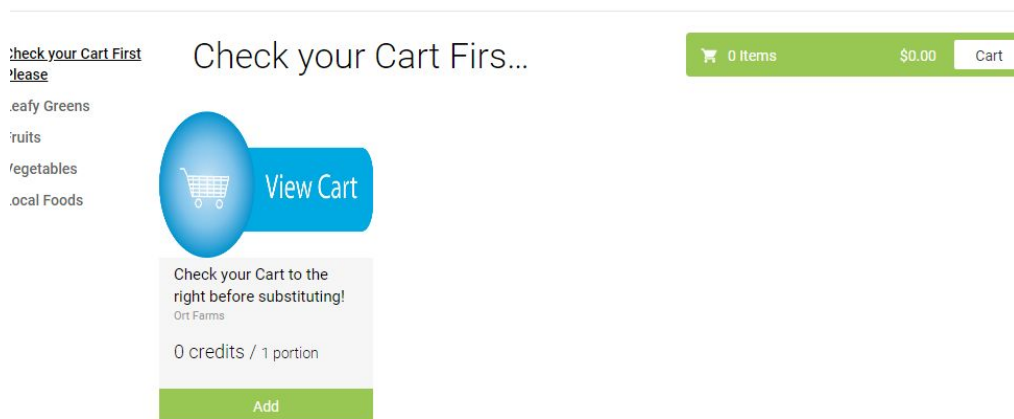
## How to Navigate Farmigo

Hello! This document will include step by step directions on how to navigate the Farmigo "store" and website when it is time to see and pick your weekly shares! Every week, an email will be sent on Sunday or Monday to let you know the store is now open and you can see what your shares are filled with! At that time, you may log on to the store and swap out anything you want. If you want to keep your cart just the way it is, you do not need to make any changes!

**Hint:** Early bird gets the worm! Some items that are offered as substitutions have limited amounts.

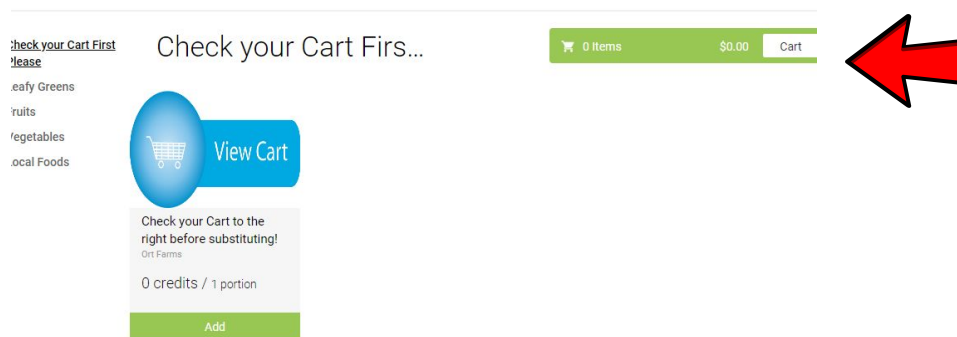
**You have just received the email to let you know the CSA "store" is open. Now what??**

1. Visit the link <https://csa.farmigo.com/store/ortfarms>
2. Log on with your Farmigo username and password. If you need your password reset--please contact us.



- a. Your screen will look like the above photo. Your cart on the right hand side will be filled with items ranging from 7-20

3. Check out the items in your cart. Those are what are pre-decided to be in your share that week.
4. **If you want to swap or get rid of something in your cart**, navigate the different categories on the left hand side of the screen (*Leafy greens, fruits, vegetables, Local foods*) to see what else is available for the week!
  - a. Some of the items, specifically in the Local food section may be limited and first come first serve!
5. Next, **If you see an item you want to *replace* of something in your cart**, go to your cart and click the "minus" button to get rid of that item. Then, go to the item you want and click the "add" button to add it to your cart.
6. **If you see something in your cart that you want to double up on**, click the "add" button next to the item to change the quantity from 1 to 2.
7. Once your cart looks exactly the way you want it, including items and quantities, you may click the check out button at the bottom!
8. **If you do not want to change anything** and are happy with your cart just the way it is, you may leave it as is or click "check-out"
9. **When you are all finished, be sure your cart has a subtotal of \$0.00**



Any problems or questions with the website, please view the video tutorials on our members-only section of our website.

If you still need help, please email [sarah@ortfarms.com](mailto:sarah@ortfarms.com) :)