

Checklist
Online registration tool

Since the 2015 summer season, the farm has used the online registration tool produced by the Family Farmer Network (FFR) to manage subscriptions to organic vegetable baskets. This tool allows you to move your delivery dates yourself, within a defined season. So you can move a delivery from one date to another or from one delivery point to another. You can also edit your profile or check your current or future subscriptions. You can also place orders for additional products. Below is a cheat sheet that will help you navigate through the options.

How to move a delivery

1	Go to our website home page:	http://fermecadetrroussel.org
2	Find the table, right column, directly under the menu: inscriptions en ligne : inscriptions en ligne	
3	Click on the option: Accès au calendrier	
4	Enter your email address.	Make sure to use the address you registered with.
5	Click on Soumettre	
6		
(a)	Check your email inbox	
	Click on Follow this link in the email.	
	Or,	
(b)	click on Send an SMS	You must have entered a cell phone number in your profile previously.
	Enter the 6-digit code that was sent to you by SMS.	Advice for holders of a Microsoft email address (Hotmail, MSN, Live or Outlook).
7	Click on Connect	
8	You are in your personal calendar.	
9	Find the delivery you want to move.	
10	Click on the green basket which is under the date of this delivery	A basket in gray cannot be moved.
11	Choose the date and the delivery point to which you want to move your basket.	
12	Click on Move delivery	
	Or,	
13	Click on Reimbursement to the slate	Credit the value of the basket to the slate for future purchases.
		Weekly schedules are entitled to 3 refunds, biweekly schedules are entitled to 1 refund.
14	There it's done	

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How to edit your profile		
1	Go to our website home page:	http://fermecadetrroussel.org
	Find the table, right column, directly under the menu: :	
2	inscriptions en ligne	
3	Click on the option: Accès au profil	
4	Enter your email address.	Make sure to use the address you registered with.
5	Click on Soumettre	
6		
(a)	Check your email inbox	
	Click on Follow this link in the email.	
	Or,	
(b)	Click on Send an SMS	
	Enter the 6-digit code that was sent to you by SMS.	
7	Click on Connect	
8	You are in your profile.	
9	Modify the field you want	
10	Click at the bottom of the page on: Update.	
11	Your changes are now in effect.	
You can even change your email address by following the link next to your address.		

How to check your subscriptions		
1	Go to our website home page:	http://fermecadetrroussel.org
	Find the table, right column, directly under the menu:	
2	inscriptions en ligne : inscriptions en ligne	
3	Click on the option: Accès aux commandes	
4	Enter your email address.	Make sure to use the address you registered with.
5	Click on Soumettre	
6		
(a)	Check your email inbox	
	Click on Follow this link in the email.	
	Or,	
(b)	click on Send an SMS	
	Enter the 6-digit code that was sent to you by SMS.	
7	Click on Connect	
8	You are in the list of your current and subsequent orders.	
9	To check the details of a specific order, all you have to do is click on the subscription number.	

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How to order additional products		
1	Go to our website home page:	http://fermecadetrroussel.org
2	Find the table, right column, directly under the menu: : inscriptions en ligne	
3	Click on the option: Commandes supplémentaires	
4	Enter your email address.	Make sure to use the address you registered with.
5	Click on Soumettre	
6		
(a)	Check your email inbox	
	Click on Follow this link in the email.	
	Or,	
(b)	click on Send an SMS	
	Enter the 6-digit code that was sent to you by SMS.	
7	Click on Connect	
8	You are in our online store.	
9	Click on Details under the product you wish to purchase.	
10	Click on the desired format.	
(a)		
(b)	Choose the desired number.	
11		
(a)	Click Continue shopping if you would like to purchase additional products.	
	Or,	
(b)	Click Finalize the order if you are finished.	
	Choose the delivery point and the date you want to receive the order.	
	Click on Order	
	If you wish to pay by credit card, enter your card information in the invoice.	
	Click on Pay	

You can also find a user guide at the following address: <https://www.fermierdefamille.com/en/wiki/>