

How to register on the Local Food Coop website

Note: this document describes how to register on the Local Food Coop website. Once you have registered, an account will be created for you. You can then log in to the website to make orders – see the “How to make an order on the Local Food Coop website” document for more information. Read below to find out how to register.

1 Go to the registration form

Click the link below to open the registration form in your web browser:

http://localhost/foodcoop/shop/members/member_form.php

You should see a webpage like this:



The screenshot shows a web browser window with the address bar displaying `fgu.ttkingston.org/shop/members/member_form.php`. The page header features a green banner with the "Transition Town Kingston Food Group" logo and the "from the ground up" tagline. Below the banner are links for [Shopping Home | Help | Contact Us]. The main heading is "From the Ground Up Registration". A paragraph of text thanks the user for their interest and provides instructions on how to register, including a link to the Terms and Conditions. Below this, a note states that if the user is already registered, they should log in, and otherwise, they should fill out the form below. The form is divided into two sections: "General Information" and "Contact Information". The "General Information" section contains two text boxes for "First Name" and "Last Name", both marked with a red asterisk (*). The "Contact Information" section contains a text box for "Contact Phone", also marked with a red asterisk (*), and a note that says "Please enter a number that you can be reached on on collection days".

2 Fill in the registration form

Fill in the registration form. Boxes marked with a red asterisk (*) must be filled in. An example form is given below.

From the Ground Up - Shop

fgu.ttkingston.org/shop/members/member_form.php

General Information

First Name: * Sam Last Name: * Smith

Contact Information

Contact Phone: * 07987654321 *Please enter a number that you can be reached on on collection days*

Email Address: * sam.smith@myemail.com

Repeat Email Address: * sam.smith@myemail.com

Access to Ordering System

Password: * *Your password is case sensitive*

Repeat Password: *

Enter the following security word: * endive endive

Additional Information

How you heard about From the Ground Up: * Stall or Event

Please give more detail: Ham House event
What website, from whom, which publication/date, etc.?

* ☒ I acknowledge that I have read and understand the From the Ground Up [Terms and Conditions](#).

☒ YES! I'm interested in volunteering to help From the Ground Up.

☐ I am interested in supplying From the Ground Up.

Submit

3 Submit the registration form

Once you have filled in the registration form, press the “**Submit**” button at the bottom:

☒ YES! I'm interested in volunteering to help From the Ground Up.

☐ I am interested in supplying From the Ground Up.

Submit

That's it! Once you submit your registration form, you will receive a **confirmation email**.