

CASE Online Ordering Guide

Follow the steps below to place a CASE Online order.

NOTE: You must complete these steps even if you have already placed an order for the 2016-2017 school year in order to access your accounts. You will not receive another invoice if you have already been invoiced for your 2016-2017 accounts.

1. Go to <http://ecommercecaseonline.org/> and select “Login”.

The screenshot shows the CASE Online eCommerce homepage. At the top, there is a search bar and a navigation bar with links for Home, View Cart, Check Out, and Login (highlighted with a red box). Below the navigation bar is a sidebar with a 'Catalog' section containing links for Course Demonstration, Individual Pricing for Funding States, Individual Pricing for Non-Funding State, Lead Teacher Pricing, and Subscription Pricing (Tiers 1-4). Below the sidebar is a 'My Account' section with a 'Log In' button. The main content area features a welcome message, a paragraph about CASE Online's components, a paragraph about the fee-based system, and a table titled 'Open Rate' and 'Funding State Rate'. The table shows annual prices for open and funding states, and a section for 'State and Regional Block Pricing' with four tiers. Below the table is a 'Need further assistance?' section with contact information for technical support and billing assistance. At the bottom, there is a 'Please address all purchase orders to:' section with contact information for NAAE, Inc., and two additional links for more information and a promotional flyer.

| Open Rate | Funding State Rate |
|---------------------|---------------------|
| Annual Price | Annual Price |
| \$15.00 per account | \$13.50 per account |

| State and Regional Block Pricing | |
|----------------------------------|---------------------------|
| Tier 1 | 250 - 500 users \$13/user |
| Tier 2 | 501 - 750 users \$9/user |
| Tier 3 | 751 - 1000 users \$8/user |
| Tier 4 | 1000+ users \$8/user |

*Rates are based on per student per course

Figure 1. CASE Online eCommerce Homepage

2. Select “New User? Register for an account here.”

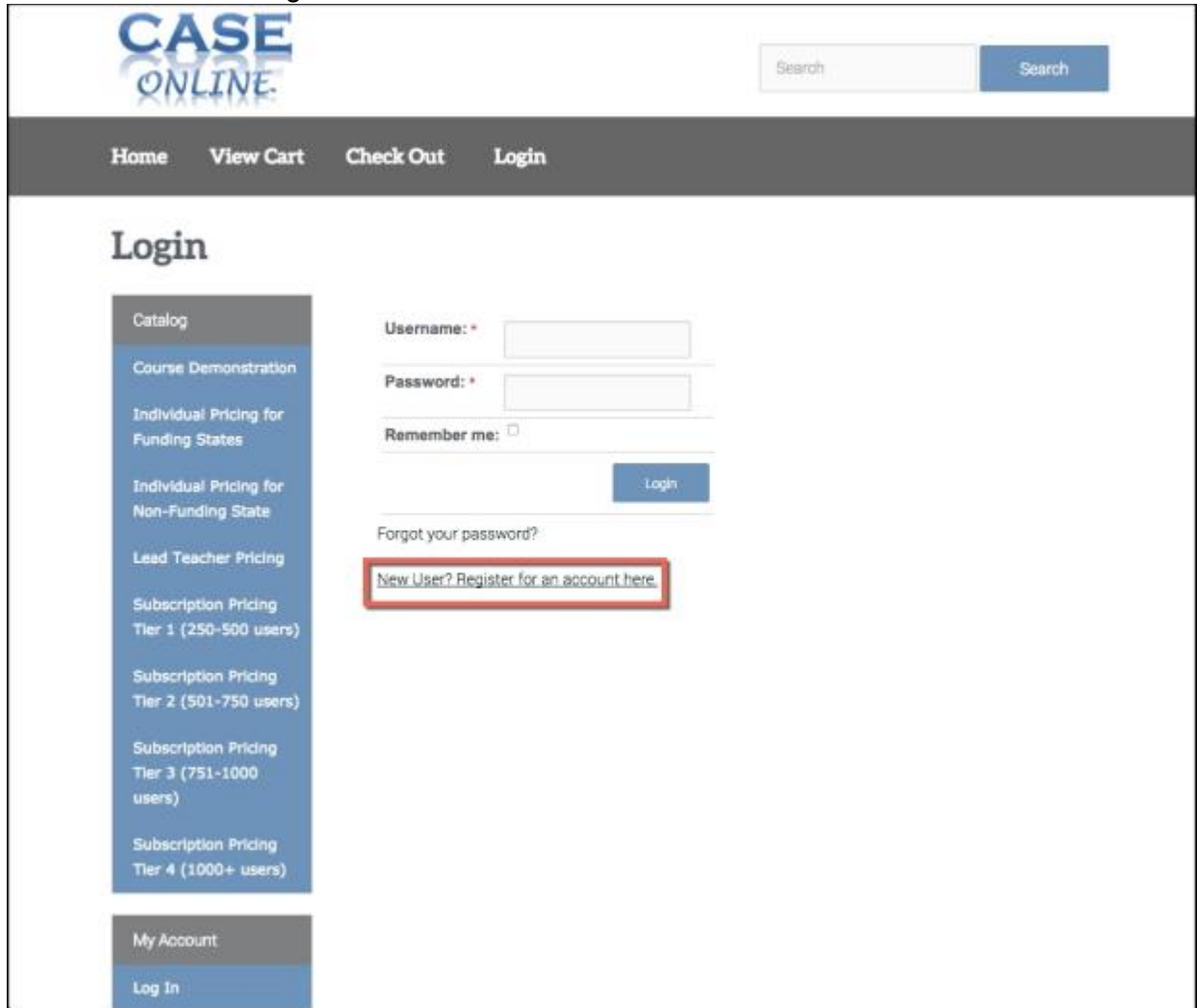


Figure 2. CASE Online Login

3. Complete the registration form. (NOTE: Depending on browser you may be prompted to grant access to leave the site. If this occurs, select “Leave”.)

Registration

- Catalog
- Course Demonstration
- Individual Pricing for Funding States
- Individual Pricing for Non-Funding State
- Lead Teacher Pricing
- Subscription Pricing Tier 1 (250-500 users)
- Subscription Pricing Tier 2 (501-750 users)
- Subscription Pricing Tier 3 (751-1000 users)
- Subscription Pricing Tier 4 (1000+ users)
- My Account
- Log In

Use the form below to sign up for an account.

Create a username and password:

Username:

Password:

Re-type Password:

Certifications

AFNR

APB

APT

Mailing / Billing Information

Title:

First Name:

Last Name:

Suffix:

Email:

Phone:

Address:

City:

Country/State:

Postal Code:

Shipping Information: same as contact info

Name:

Address:

City:

Country/State:

Postal Code:

Figure 3. CASE Online eCommerce Registration Form

4. You will receive an email containing a link to the website and your account username and password. Please retain this email for your records.
5. Go to <http://ecommercecaseonline.org/> and login.
6. Select the catalog item that corresponds to your pricing structure. For example, if you are a teacher in a funding state you would select “Individual Pricing for Funding States” to place your order.

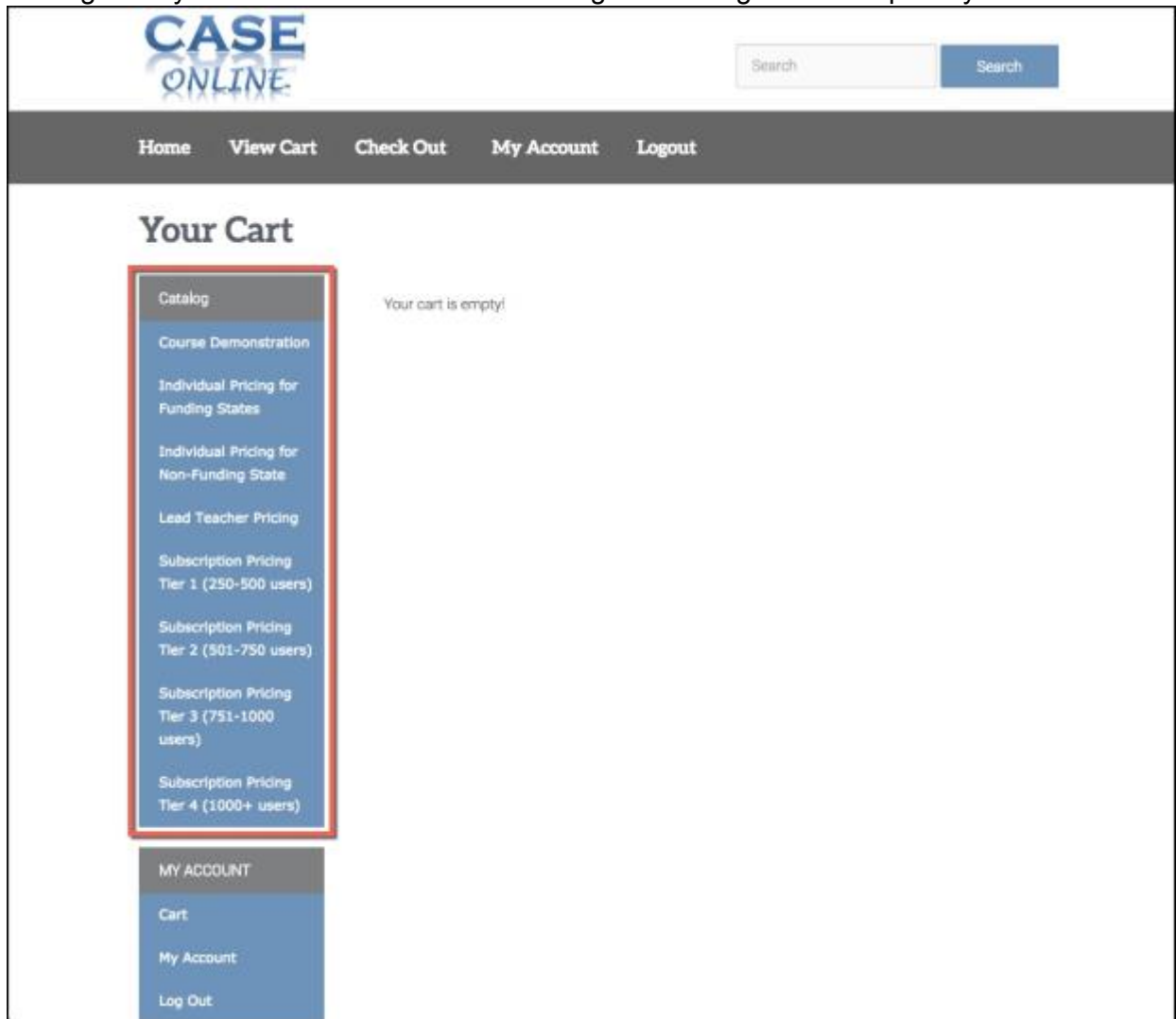


Figure 4. CASE Online eCommerce User View

7. Add the appropriate courses to your cart.
 - a. Only courses in which you are certified will be displayed. If necessary, update certifications under “My Account”.
 - b. You must add a teacher account to your order. For example, to order a class set of 20 students accounts you would order 21 accounts (20 students + 1 teacher account).

Individual Pricing for Non-Funding State

LIST GRID

| Course Title | Price |
|--|---------|
| Agricultural Power and Technology | \$15.00 |
| Agricultural Research and Development | \$15.00 |
| Animal and Plant Biotechnology | \$15.00 |
| Environmental Science Issues | \$15.00 |
| Food Science and Safety | \$15.00 |
| Introduction to Agriculture, Food, and Natural Resources | \$15.00 |
| Natural Resources and Ecology | \$15.00 |
| Principles of Agricultural Science - Animal | \$15.00 |
| Principles of Agricultural Science - Plant | \$15.00 |

Figure 5. CASE Online eCommerce Individual Pricing for Non-Funding State Course List

The screenshot shows the CASE Online eCommerce interface. At the top left is the 'CASE ONLINE' logo. To its right is a search bar with a 'Search' button. Below this is a navigation bar with links for 'Home', 'View Cart', 'Check Out', 'My Account', and 'Logout'. The main content area features the product title 'Introduction to Agriculture, Food, and Natural Resources' in a large, bold font. To the left of the product description is a vertical menu with options: 'Catalog', 'Course Demonstration', 'Individual Pricing for Funding States', 'Individual Pricing for Non-Funding State', 'Lead Teacher Pricing', 'Subscription Pricing Tier 1 (250-500 users)', 'Subscription Pricing Tier 2 (501-750 users)', 'Subscription Pricing Tier 3 (751-1000 users)', and 'Subscription Pricing Tier 4 (1000+ users)'. Below this menu is a 'MY ACCOUNT' section with links for 'Cart', 'My Account', and 'Log Out'. The product description is centered and includes a yellow sun icon. To the right of the description is a pricing box with a red border, containing 'List Price: \$115.00', a 'Quantity:' input field with the number '1', and an 'Add To Cart' button. The bottom of the page contains the text 'Curriculum for Agricultural Science Education' on the left and 'CASE Online Ordering Guide – August 29, 2016– Page 6' on the right.

Figure 6. CASE Online eCommerce Adding to Shopping Cart

8. Select “Checkout” or “Continue Shopping” based on your needs.

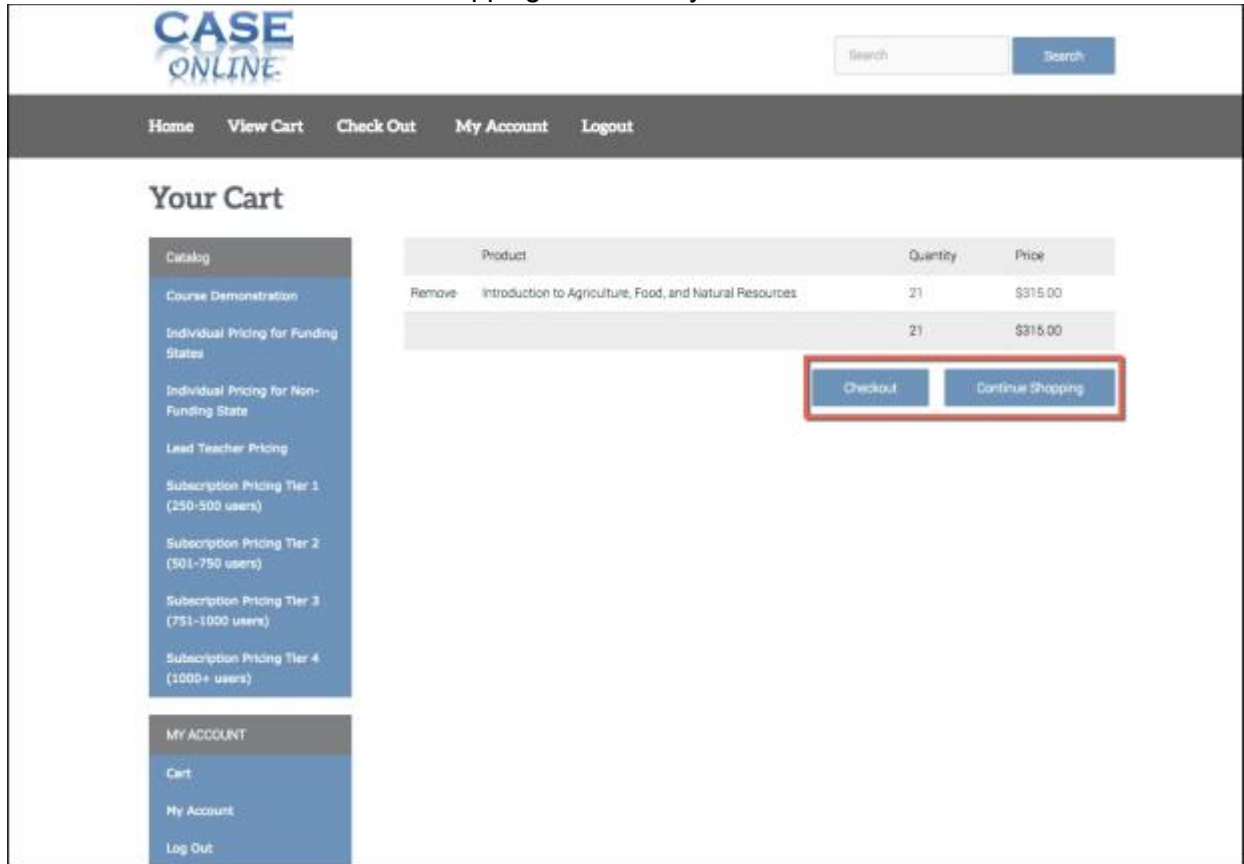


Figure 7. CASE Online eCommerce Shopping Cart

9. Checkout Instructions:
- Verify your billing information.
 - Agree to the Terms of Service.
 - Enter your Purchase Order Number.
 - NOTE: If you have previously placed an order for the 2016-2017 school year use the same purchase order number, which was previously invoiced.
10. Once an order has been placed you will receive an email with access instructions. Access will be granted once CASE Staff have approved your order.



Figure 8. CASE Online eCommerce Order Placed Email

Adding Students

1. Go to <http://ecommercecaseonline.org/> and select “Login”.
2. Select “My Account” > “View Products”.

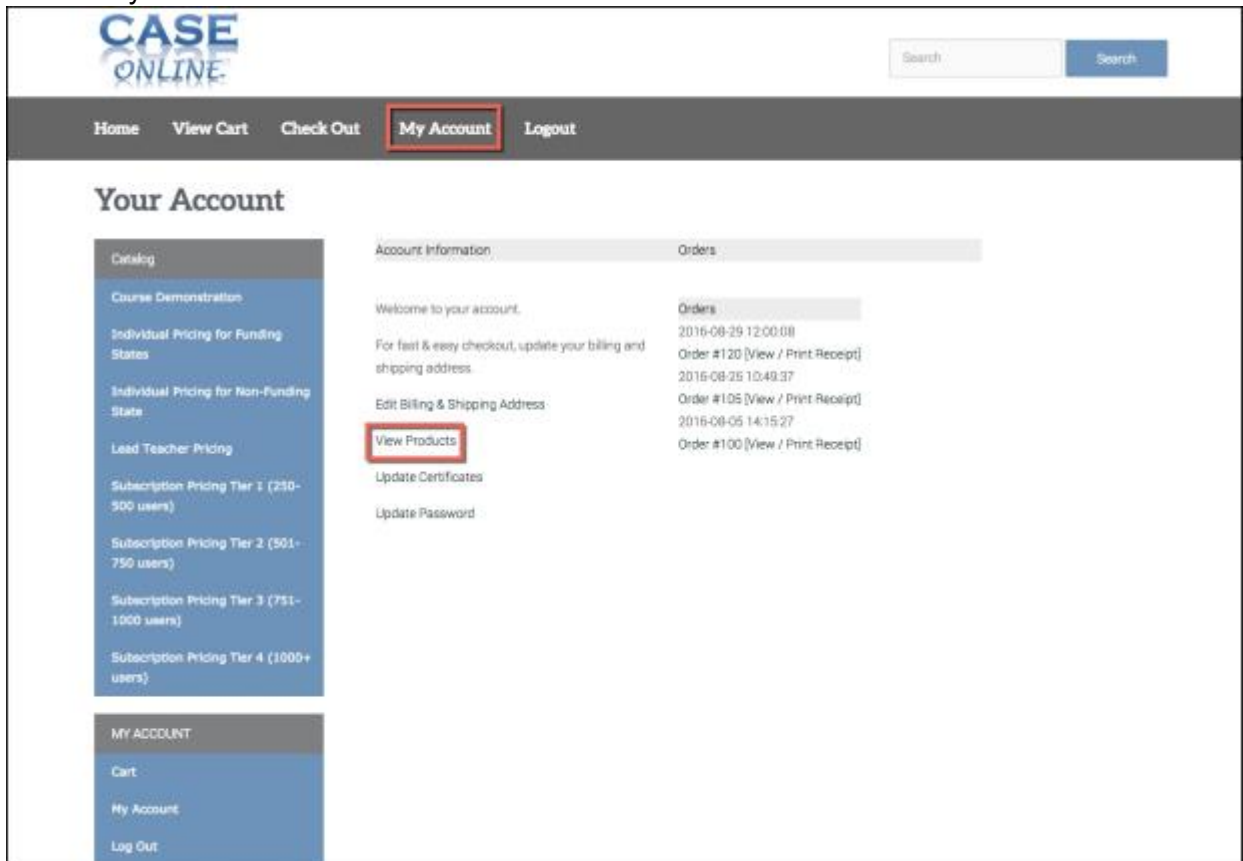


Figure 9. CASE Online eCommerce “My Account” > “View Products”

3. Select the course.

CASE ONLINE

Home View Cart Check Out My Account Logout

My Products

| Product | Students | Order Date |
|--|----------|------------|
| Introduction to Agriculture, Food, and Natural Resources | 5 | 06/29/2016 |
| Demonstration Course: AFNR | 1 | 06/25/2016 |
| Principles of Agricultural Science - Plant | 5 | 06/25/2016 |

Select the course you wish to add students to.

Warning: mysql_free_result() expects parameter 1 to be resource, null given in /home/casee3dns/public_html/store_member_products.php on line 134

4. Complete the student registration information. Click “Save” when complete.
 - a. Click “Export” (will appear after saving) to activate student accounts.
 - b. Print Sign-in Sheets to retrieve student usernames and passwords.

The screenshot shows the CASE ONLINE interface. At the top, there is a search bar and navigation links: Home, View Cart, Check Out, My Account, and Logout. The main content area is titled 'Product Detail' and includes a sidebar with pricing options and a main section for order and registration details.

Order Details:

- Order Date: 08/25/2016
- Product: Principles of Agricultural Science - Plant
- Quantity Purchased: 5
- Quantity Active: 0
- Sign-In Sheets: [View](#) (highlighted in red)

Registration Table:

| | First Name | Middle | Last Name | Email | Student Id |
|----|----------------------|----------------------|----------------------|----------------------|------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 2. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 3. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 4. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 5. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

A 'Save' button is located below the table and is highlighted in red.

5. Students will go to <http://case.edvance360.com> and log in to access the course.

For questions regarding billing contact:

Miranda Chaplin

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 National Association of Agricultural Educators
 300 Garrigus Building
 Lexington, KY 40546-0215
 Phone: (859) 257-2224 or (800) 509-0204
 Fax: (859) 323-3919

For questions regarding technical issues contact:

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