

# Managing your Tantre Farm Summer CSA

Please review these directions to use your new CSA account dashboard, and to make changes to your Summer CSA during your subscription.

## Table of Contents

- [Dashboard](#)
- [Change your pick up location](#)
- [Vacation Holds](#)
- [Subscription Details](#)

## Dashboard

The screenshot shows the Tantre Farm CSA dashboard. At the top, there is a navigation bar with links for "My Account", "Admin", "Next Delivery", and "Log Out". Below this is a search bar and a green banner that says "this is your dashboard". A red arrow points to this banner from a yellow callout box that says "This shows your CSA Subscription (Summer CSA)".

On the left side, there is a sidebar with links for "Dashboard", "Storefront", "Order History", and "Contact Us". The main content area is titled "My Subscriptions" and contains a list of actions: "See what's in my box / View calendar", "Place box on hold for a week", "View/Modify subscription", "Drop Point Details", and "Purchase or renew subscription".

On the right side, there is a "Delivery Calendar" for April 2021. It shows a grid of dates with a legend for "selected date", "on hold", "farm vacation", "scheduled box", "canceled", and "delivered".

At the bottom, there is a section for "Cash Account Balance" showing a balance of -\$320.00 and a "Pay Off Balance" button. A red oval highlights this section, and a red callout box says "If you choose to pay via check, cash or Venmo this will reflect your unpaid balance".

If you owe money it will show on your cash account balance as a negative number. Click "pay off Balance" to pay via paypal or make arrangements to pay via Cash, Check or Venmo

# Change your pick up location

**Choose Modify subscription to change the pick up location**

Delivery: Summer CSA Share 2021 / Box  
Jun 04, 2021  
Pickup at: Tantre Farm - Fri

[ Modify Subscription ]

**Hold delivery for a missed week**

Hold Delivery Next week >

**choose a date on the calendar or click next week**

**Delivery Calendar**

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

selected date scheduled box  
on hold canceled  
farm vacation delivered

Box Notes: (admin)

If you know you will be missing a week you may choose to make arrangements for someone else to pick up your share. If you choose not to, please login to the system and place the share on hold by using the “modify subscription” feature.

**Summer CSA Share 2021 / Box**

Subscription ID: #239191

Pick-Up at: Tantre Farm - Fri

On: Fridays

Frequency: Weekly

Share Size: Box

First Delivery: Week 22 of 2021 - 06/04/2021

Split with:

Authorized for COD payment. (on or after delivery)

**Save Changes**

**Delivery Calendar**

April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

selected date scheduled box  
on hold canceled  
farm vacation delivered

Payment History for Subscription Renewals

Please choose “save changes” to finalize your pick up location changes

**Delivery: Summer CSA Share 2021 / Box**

Jun 04, 2021  
Pickup at: Tantre Farm - Fri

[Drop Details](#) [\[ Modify Subscription \]](#)

[Hold Delivery](#) [Next week >](#)

**Subscription**

Summer CSA Share 2021/Box

[Next Week >](#)

**Subscription Details**

**Reschedule Single Delivery**  
Change the drop-off site and/or weekday for this week's delivery.  
**Note:** To permanently change this subscription's drop and delivery date, use your "CSA Subscription" page.

**Delivery Calendar**

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

selected date:  scheduled box:

on hold:  canceled:

farm vacation:  delivered:

Box Notes: (admin)

When you choose to modify your subscription, you have an option to change the your pick up location as well.

**Delivery: Summer CSA Share 2021 / Box**

Jun 04, 2021  
Pickup at: Tantre Farm - Fri

[Drop Details](#) [\[ Modify Subscription \]](#)

[Hold Delivery](#) [Next week >](#)

**Subscription**

Summer CSA Share 2021/Box

[Next Week >](#)

**Subscription Details**

**Reschedule Single Delivery**  
Change the drop-off site and/or weekday for this week's delivery.  
**Note:** To permanently change this subscription's drop and delivery date, use your "CSA Subscription" page.

**Delivery Calendar**

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

selected date:  scheduled box:

on hold:  canceled:

farm vacation:  delivered:

Box Notes: (admin)

Your current pick up location and date are displayed at the top

search for nearby locations using your address, zip code or city

Pick-Up Locations :

Please select the location where you would like your delivery.

PRIVATE LOCATION (SunVillage members ONLY)

**Please pay attention to day for your location** Wednesday

This is for a specific organization who has arranged CSA shares for pick up at their chosen private location.

Ann Arbor Farmers' Market

Map Satellite

Map data ©2021 Google 100 km Terms of Use

■ Pick-Up Location ■ Delivery Area

Please pay attention to the date you are modifying. You can choose to change the pick up location for any week in your 18 week share. Please be sure to make note if you are only changing the pick up location for one week.

## Vacation Holds

Delivery: Summer CSA Share 2021 / Box

Jun 05, 2021  
Pickup at: Chelsea Farmers Market

**Subscription**

Summer CSA Share 2021/Box

**Subscription Details**

**Reschedule Single Delivery**

Change the drop-off site and/or weekday for this week's delivery.  
**Note:** To permanently change this subscription's drop and delivery date, use your "CSA Subscription" page.

**Delivery Calendar**

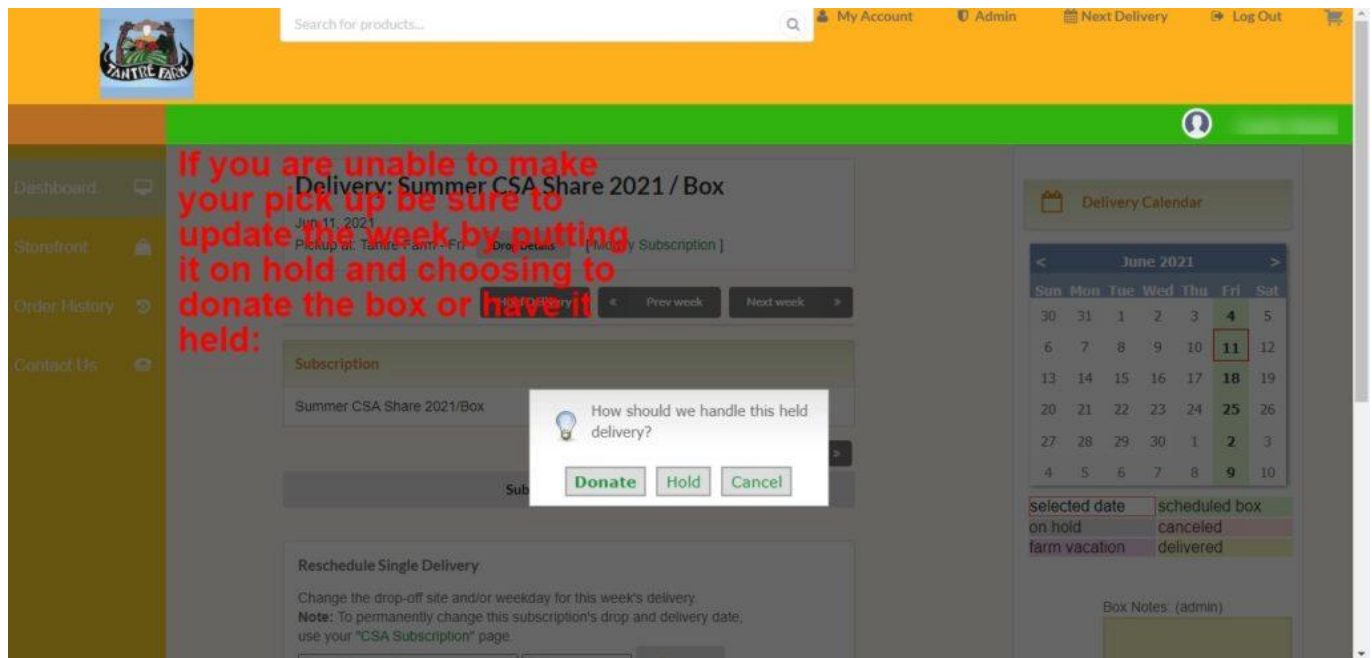
< June 2021 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

selected date scheduled box  
on hold canceled  
farm vacation delivered

Box Notes: (admin)

Choose "hold delivery" if you are unable to pick up your share. \*Please note, if you put your share on hold and it is not claimed within 24 hours, we will donate your share.



You may put your share on hold if you are not able to pick it up. We recommend you have a friend or family member pick up the share or that you donate the share because held shares will be donated.

### Reschedule Single Delivery

Change the drop-off site and/or weekday for this week's delivery.

**Note:** To permanently change this subscription's drop and delivery date, use your "CSA Subscription" page.

Chelsea Farmers Market

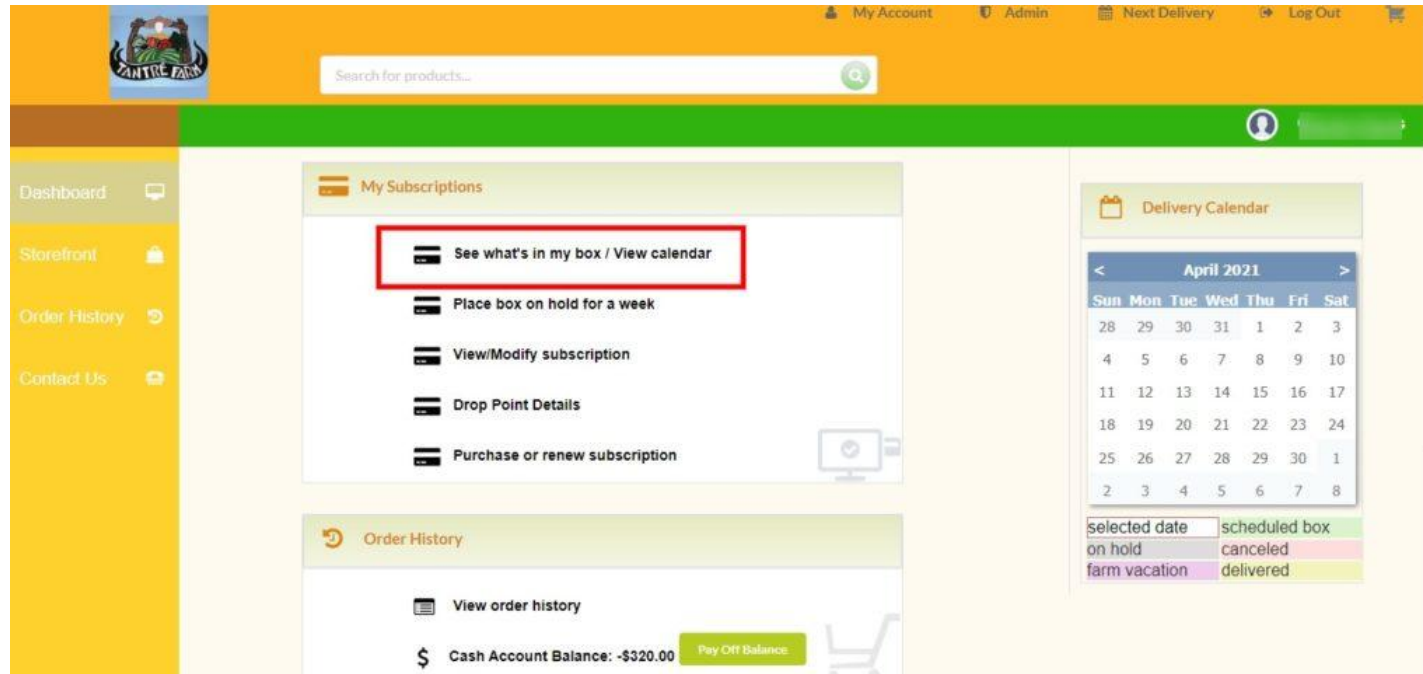
Saturday

Change

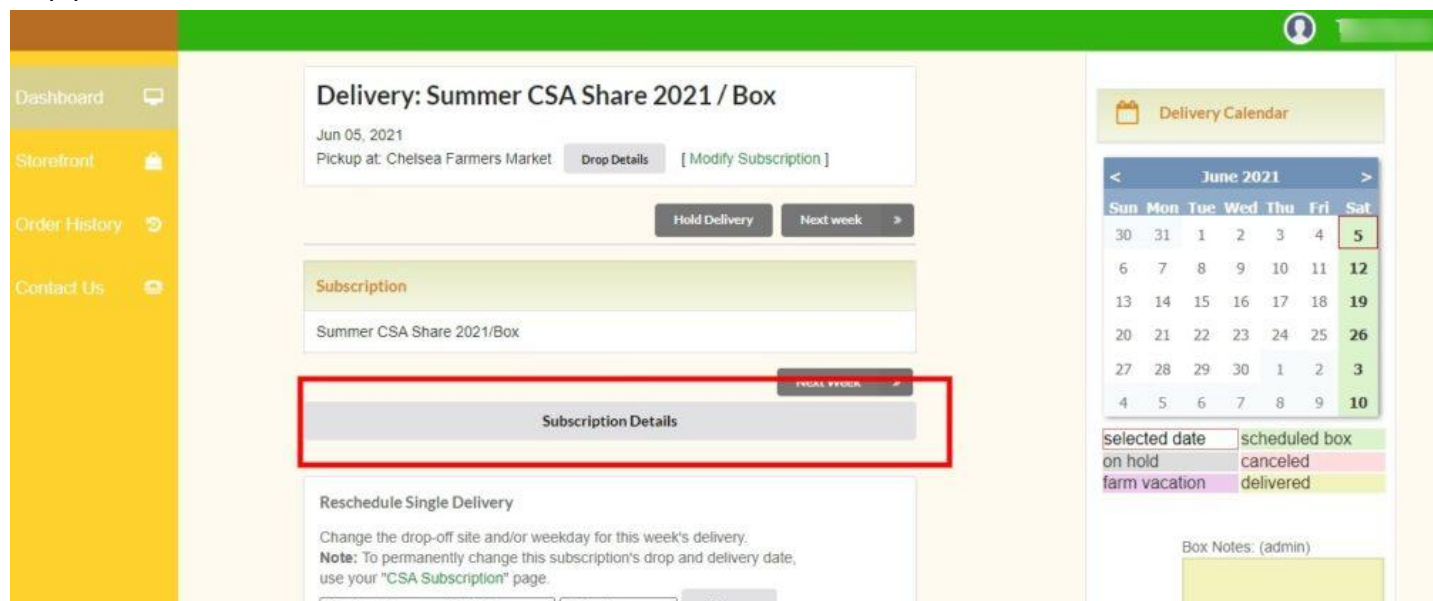
You may choose to reschedule a single delivery if you scroll down.



## Subscription Details



Your Dashboard allows you to view your box details, place holds, modify your subscription or drop point details



When you choose "see what's in my box" on your dashboard, you can view your subscription details