

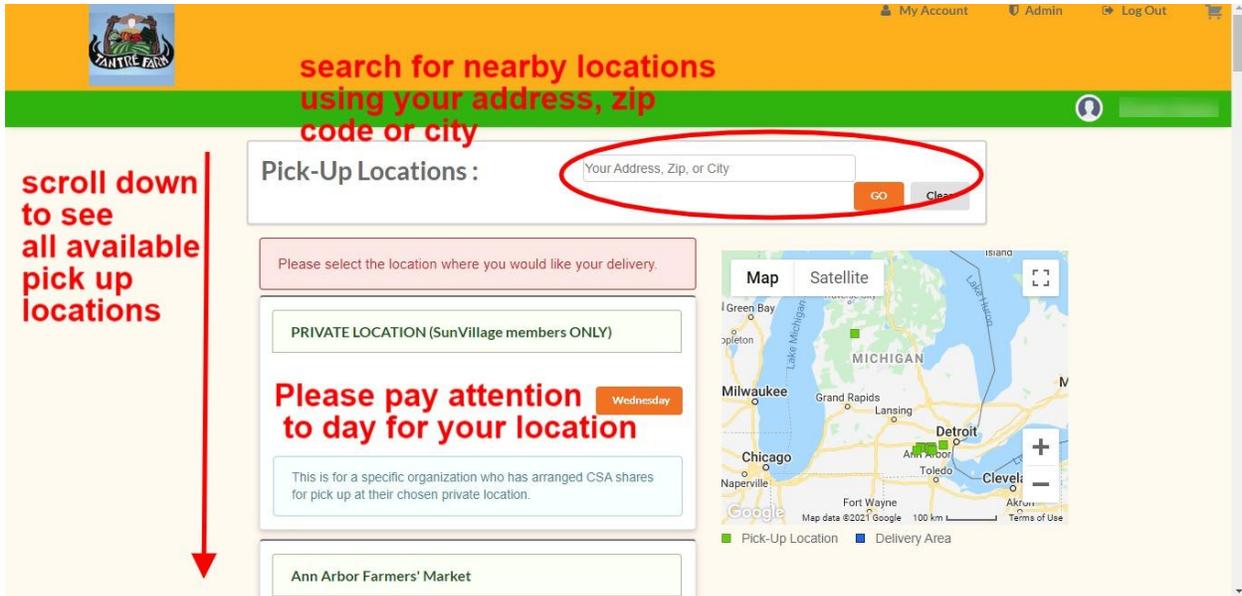
Splitting a Tantre Farm Share in CSAWare

The instructions below show the Summer share as the product for a split share. The instructions are the same for the Extended Fall CSA.

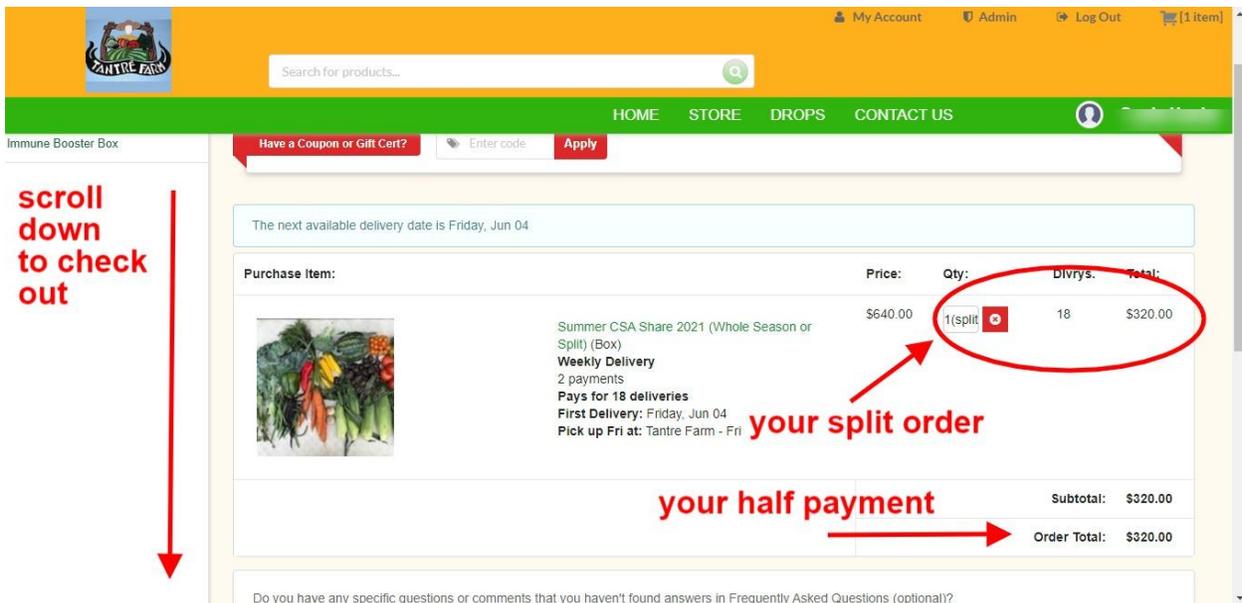
Split Share instructions:

The screenshot shows the CSAWare website interface. At the top, there is a search bar and navigation links for 'My Account', 'Admin', and 'Log Out'. Below the search bar is a green navigation bar with 'HOME', 'STORE', 'DROPS', and 'CONTACT US'. The main content area displays the 'Summer CSA Share 2021 (Whole Season or Split)' product. A modal window is open, asking 'Is this share to be split with another family? (Each pays half the price.)' with two buttons: 'Split Share' and 'Single Buyer'. Red arrows point to these buttons with explanatory text. The 'Split Share' button is highlighted with a red arrow and the text 'Choose this if you are going to split the payment 1/2 with another member. You will need the email address of the person you are splitting with'. The 'Single Buyer' button is highlighted with a red arrow and the text 'Buy 1 share for yourself'. The product description includes a price of \$640.00 and a delivery frequency of 'Weekly'. A 'NEW this year' note states: 'You can split your payment for a Whole Season share with another CSA Member. Please have your second person's e-mail address available at this sign up. You will be billed for your half, and they will be billed for their half. This allows both of you to sign up for other CSA programs at the same time, but separately if you wish.'

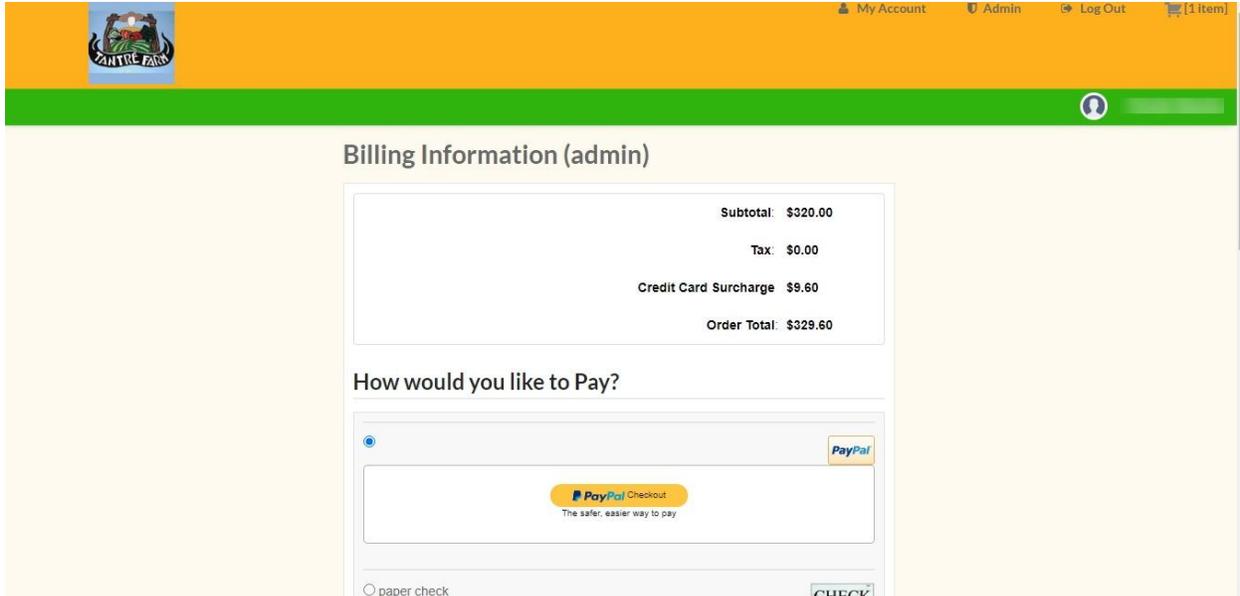
1. When you choose to purchase a split share, you will see the box asking you to decide between “split share” and “single buyer”. You need to confirm that you want a split share by choosing that option, rather than purchasing the entire share for yourself as a single buyer.



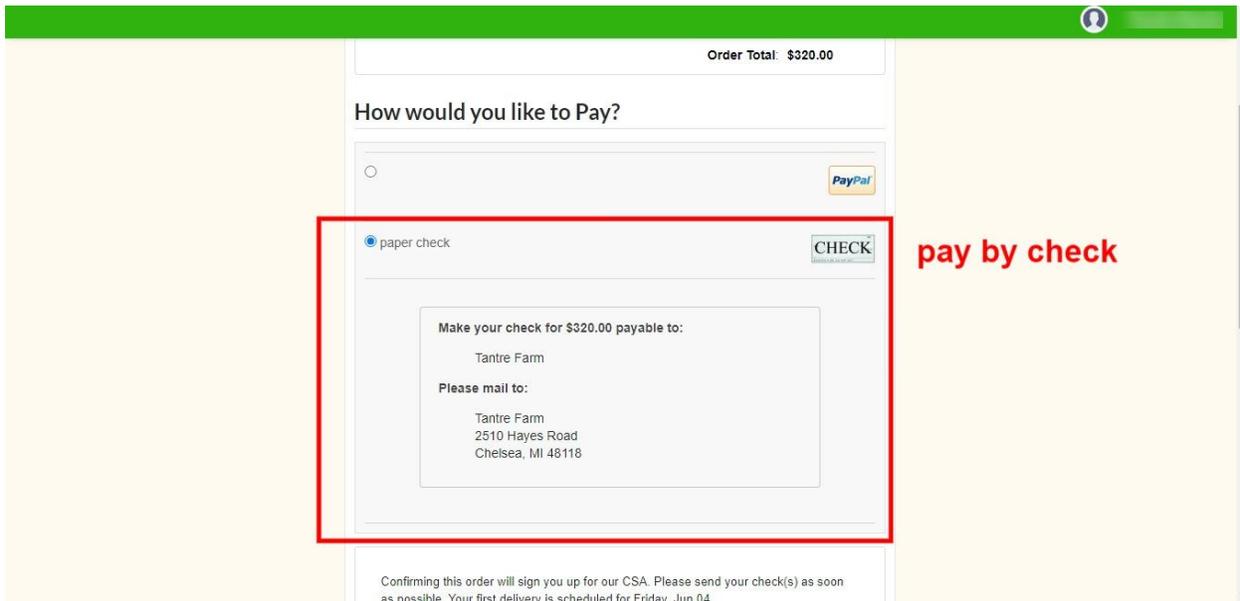
2. Next you will choose your pick up location.



3. Your total will reflect the cost of half of the total amount for your Summer CSA. Scroll down to click "continue" and continue to complete your payment.



4. You may pay using Paypal (which is preferred). If you choose the check option, you will see the check information displayed:



5. You will be prompted to share your partner's contact information. An email will be sent to them inviting them to sign up and complete their half of the purchase. Please be sure to touch base with your share partner so that they know to look for the email.

This is your confirmation that this is a split share. Please provide their info so they can get signed up

Last Name
Harris

Email
carrinharris@gmail.com

You are purchasing a "Split Share", to be shared with a second subscriber. We'll send an invitation via email to the person you specify below, asking them to pay for the balance on this subscription.

To Split With:

Full Name
null

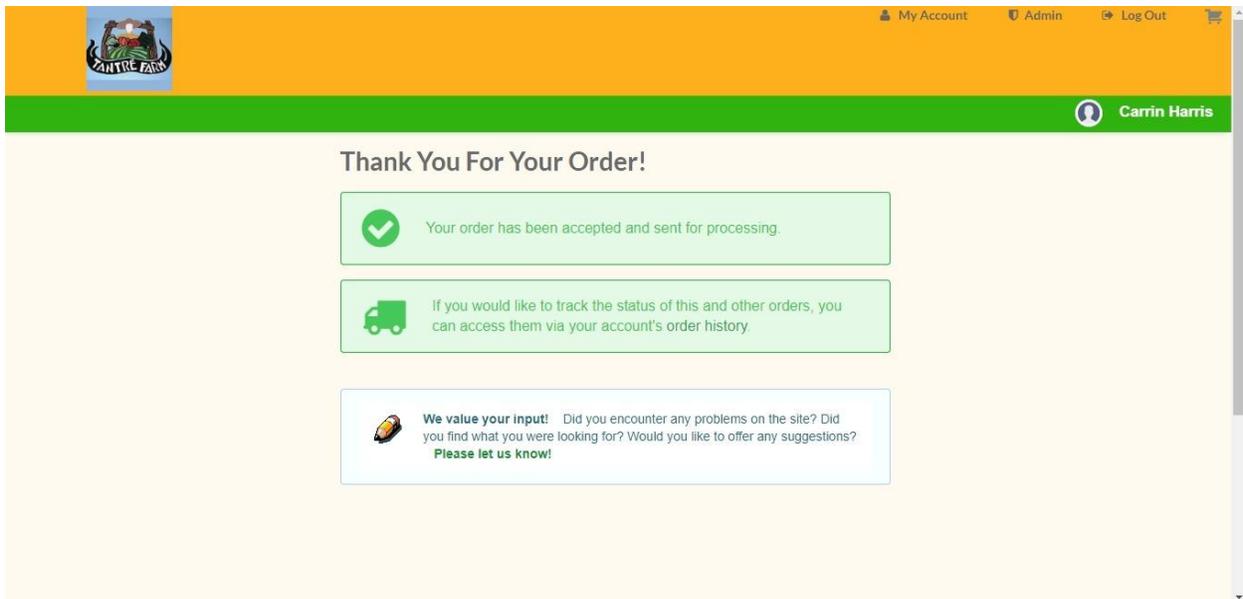
Email
null

Phone
(734) 330-9125

Sign up for updates and special offers

powered by Our Contact Info

6. Once your order is complete, you will see the following screen:



Your share partner will receive an email from "info@tantrefarm.com" with the subject "Join me on this CSA Subscription" including the subscription number. Please see below:

From: info@tantrefarm.com <info@tantrefarm.com>
Sent: Wednesday, April 21, 2021 4:01 PM
To: info@tantrefarm.com <info@tantrefarm.com>
Subject: Join me on this CSA subscription! [Subscription #239191]



You are invited by Carrin Harris to co-purchase a split share subscription from our farm. Please follow this link to confirm and make your payment:

<https://tantrefarm.csaware.com/store/resubscribe.jsp?split&subscriptionId=239191>

Thank you for supporting your local food system!

- Tantre Farm

This email was sent to you by Tantre Farm.

You can access your account at:

<https://tantrefarm.csaware.com/accounts/>. Please add info@tantrefarm.com to your address book or whitelist us to ensure message delivery.



Your share partner needs to click the link in the email to complete their half of the sign up process. Your share partner will see a screen that reflects step 3 above, They will need to enter payment information to complete the order. They will receive a confirmation order for the Summer CSA.

Please contact us if you are having trouble with the split share process.