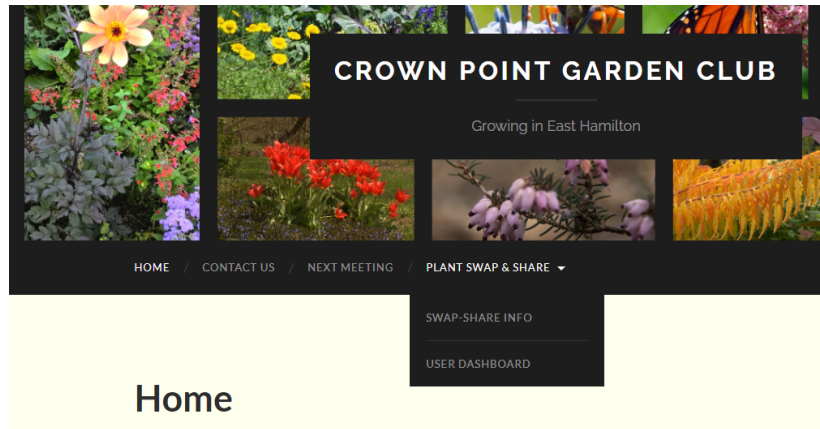


Crown Point Garden Club Online Plant Swap

Go to the Crown Point Garden Club's website - <http://crownpointgardenclub.org/>

Click on Plant Swap & Share



Set up your account

You do not need an account to view items available for swap, but you do need an account to request items or list items. Be sure to read through the information on the website before registering.

You will need to create a WordPress login. This login is specific to this site; if you have a WordPress login for a different site (your own, perhaps), this login will be different.

You should bookmark the login page and document your password. The system asks for your name, email address and phone number. The garden club will not share your information with anyone.

Register your account here - http://crownpointgardenclub.org/register/?redirect_to=http%3A%2F%2Fcrownpointgardenclub.org%2Fuser-dashboard

Once you've registered, you will be able to list the plants or other items you have to swap.

View listings

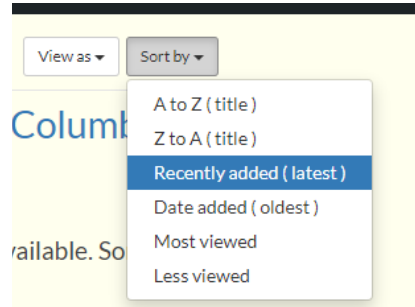


Listings can be viewed in a list or grid format.

List is just that, a list of available items running down the page.

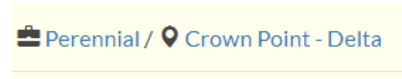
Grid shows the items both across the page and down. We don't recommend this view, as not all the text fits properly.

Sort



You can sort the listings in several ways. “Recently added” is a good one to use if you're checking in frequently.

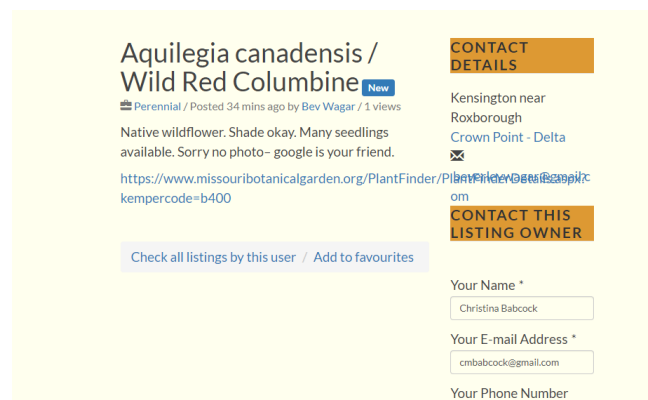
By category or location



Each listing includes a category and location. You can filter by those terms simply by clicking on them in a listing. You can also click on the listing person's name to see other items they have available.

Details

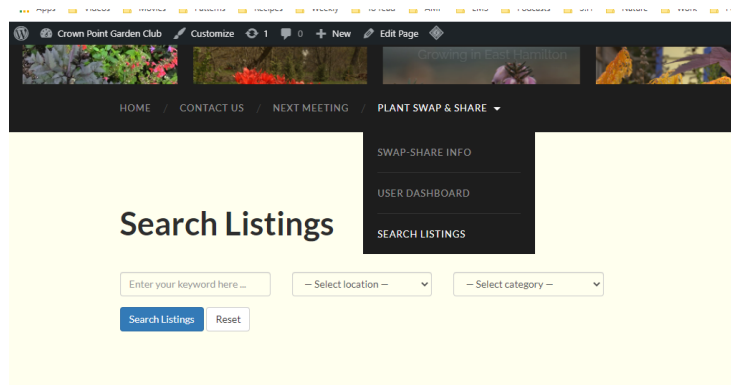
Clicking on the listing title takes you to the detailed listing.



You can see there are additional options available now: Check all listings by this user, and Add to favourites. You must be a registered user to add to favourites. You can view your favourites through the User Dashboard.

Search listings

You do not need to register to view the listings. These means they're public, so keep that in mind if you're posting items – provide only as much personal/identifying information as you're comfortable with.



You can search listings by keyword, location, or category.

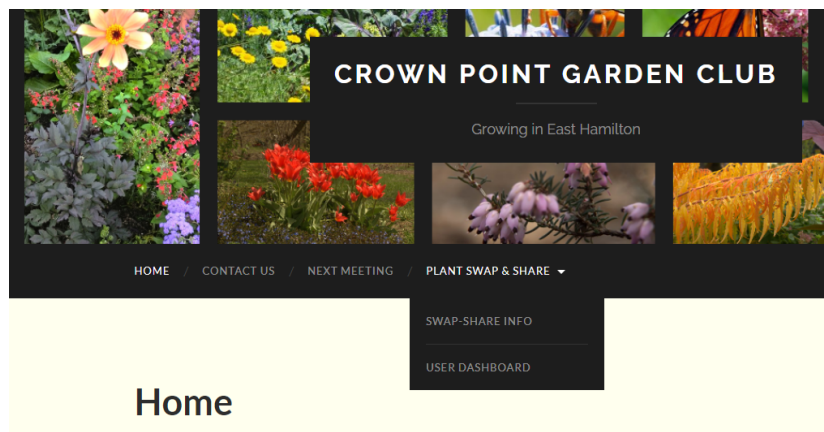
Arrange a swap

If you're interested in an item, you must register in order to send a message to the owner through the site. Your name and email address will auto-populate. Giving your phone number is optional. The listing person will respond to your message and together you will arrange for pick-up / drop-off.

Remember, although some items may be a straight swap (I'll give you this in exchange for that), the listing person should not be charging you for the item. If you would like, you can send a donation to the Crown Point Garden Club by etransfer to cpgc_admin@crownpointgardenclub.

Your listings

You will need to register to create a listing. Please remember to delete your listing once the item has been spoken for.



Go to your user dashboard. Here you will have several options.

User Dashboard



Christina Babcock

[Add New Listing](#) | [Manage Listings](#) | [Favourite Listings](#) | [Payment History](#) | [User Account](#)

Total Listings

0

Active Listings

0

Add new listing

Listing Form

Please note: the "address" field will be visible to the public. You may leave this blank, or just type your nearest major intersection if you like.
Your phone number and email are not public. Only registered users can contact you about your listing, via a form. All users are vetted.
This listing is "live" as soon as you click "Place Listing"

Choose category

Category *

-- Select category --

-- Select category --

Annual - Veggie

Garden Items

Perennial

Shrub - Tree

Listing details

Title *

Your listing must include a category and a title. Use both the common name as well as the botanical Latin name. We can help with that; send an email to cpgc_admin@crownpointgardenclub.org.

Listing details

Title *

Description

Paragraph B I [List Icons] [Link Icon] [Unlink Icon] [Table Icon] Visual Text (HTML)

Describe the item, including its requirements (sun, shade), current size, and final height. If you expect something in return, please say so in the description.

You do not need to provide your specific contact details. Select a location from the neighbourhoods listing in the dropdown menu. If you want to be more specific, you can include the nearest major intersection in the address field. Remember, though, that you must be in Hamilton (and that this information is public). Most of our members are in the Crown Point neighbourhood, although there are a few outliers. If you're willing to deliver, please say so in the description.

Don't forget to include a photograph! Or two!

Once you click on "Place Listing", the listing is live. You will receive an email letting you know it's been posted. If you aren't ready to go live, you can save your listing and go back to it later.

Manage listings

From here you can edit your listings, add a new listing, and delete listings.

Be sure to delete your listing once someone has claimed the item.

Questions?

If you have any questions, or need help with anything, send an email to cpgc_admin@crownpointgardenclub.org and we'll do our best to help you.