



St. Louis Genealogical Society

StLGS Website: The Online Store

The St. Louis Genealogical Society website www.stlgs.org provides the genealogical community with a convenient way to register for society events and to purchase products designed to enhance genealogical research. As soon as we receive a new product or an event is open for registration, it is placed in our online store. You can visit the store via the Navigation Bar on our home page OR go directly to store.stlgs.org/.

The store is completely secure, so you do not have to be afraid to type in your credit card or other personal information. That information does not come to the office but goes directly to *VirtualMerchant*, the insured, bonded company providing financial service for us.

Accessing the Online Store

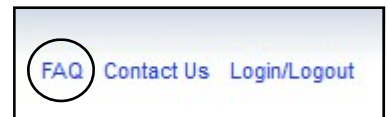
The Online Store is one of the tabs in the Navigation Bar on the society's home page. Before you click on it, you will want to log yourself in as a member. If you do not do so, you will not be able to use the coupon codes that give you your member discount.



Logging In

StLGS members are entitled to discounts on many products and events. Society members must log in, however, to get these benefits.

If you are not sure of how to log in, please go up to the very top of the home page to the line of blue print on the right side and click on the **FAQ** (Frequently Asked Questions) link.



Login

Passwords are case sensitive. You will be able to change them from the **My Account** page, once logged in.

Username

Password

Login

[Forgot Username/Password](#)

If you have lost your password and need another or if you need any other assistance logging in, be sure to click on the link under the **Login** button. If you are not a member but would like to become one, click on the blue **Become a Member** button to begin the process.

Please note: we do **NOT** have access to your password. If you lose or forget it, we can issue you a temporary password but you will have to then create a new one. **Please write your password down somewhere, since we will never see it.**

If you have any trouble logging in, call the office during regular business hours and someone will help you with the process, or send an e-mail to infosystems@stlgs.org.

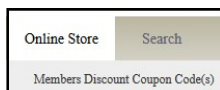


Online Store Coupon Codes

If you are a member of StLGS and want to take advantage of your member's discount, you must use the appropriate coupon code(s) when you purchase items from the online store.

You can find the coupon codes in multiple ways. Each works equally well.

- Hover your mouse over the *Online Store* tab in the Navigation Bar **OR**
- Click on the **Online Store** tab and then on the blue link for discount codes **OR**
- Go directly to the Online Store <http://store.stlgs.org/>, where you will find a red link for the coupon codes in the center of the page and a blue link for the codes on the left.

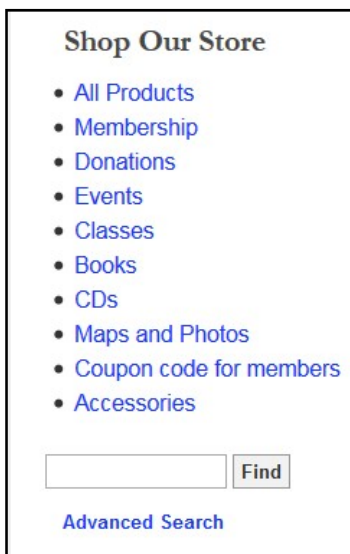


When you go to the Coupon Code(s) page, you will see the information you need to type your code into the box. Once

you have done that, the store will implement your member's discount. ***Without the appropriate code, you will not get your discount!***

Online Store Components

- **All Products:** Just want to browse or not sure of exactly what you are looking for? This is the place to access everything.
- **StLGS Membership:** Click on this to become a member or renew a membership.
- **Donations:** StLGS appreciates the generosity of all of its members and friends. All money that is donated to the society goes to fulfill its mission of educating genealogists and collecting, preserving, and publishing St. Louis records.
- **StLGS Events:** This is where you can register for any upcoming StLGS events or research trips.



- **Classes:** Registering for an StLGS class is as easy as clicking on a link and following the directions. Please do pre-register for all classes. If we do not know how many people are coming, classes may be canceled, and instructors may not have sufficient handouts.
- **Books:** Books in the online store are our most current inventory. Although we publish a printed catalog twice a year, prices and titles on the website are the most up-to-date.
- **CDs:** Here is where you will find CDs produced by the society as well as others we occasionally carry for resale. During the year, we sometimes have audio CDs of our special events available for sale. These always have deadlines for purchase, based on our contracts with speakers and the recording company, so the titles and availability will vary.
- **Maps & Photos:** We have several interesting maps of St. Louis available. The selection varies over time, so you will want to check this area often.
- **Coupon Codes:** See the column on the left.
- **Accessories:** Selection will vary, although we offer badge holders and pins on a regular basis.

FAQs, Shipping, and Privacy

On the lower left of each page in the store you will find clickable links to a page of Frequently Asked Questions about the store and a page of information about how to contact us for store-related issues. Please read both so you have no confusion about your order.

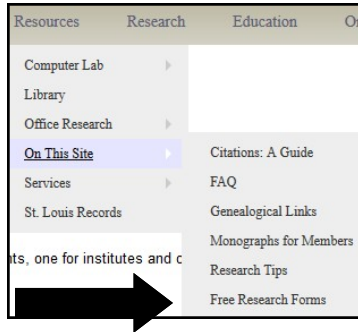


Free Research Forms

These used to be part of our online store, but we have moved them back to our website. The list of free forms changes as we create new forms and as older forms become obsolete. These forms are free to all, regardless of membership status. They are PDFs, so they can be used on all computers, either Macs or Windows-based, as long as you have a PDF reader, such as Adobe Acrobat or Preview, installed on your computer.

You may make as many copies as you like for your own research.

To find a list of free forms, go to the **Resources** tab in the Navigation Bar. Hover your mouse on the tab until the drop-down menu opens, and then hover your mouse over “On This Site.” Click on “Free Research Forms.”



StLGS Gift Certificates & Trading Post

Hover your mouse on the **Online Store** tab, and you will find links to our gift certificates order form and for our Trading Post.

We offer gift certificates made to order for membership, classes, special events, or in specific dollar amounts. These make perfect gifts for genealogists for birthdays, holidays, or say thank you or “I care about you.” You can call in your order or download a form to fill out and mail in.



The Trading Post is the society’s used book store, where we sell older or gently used genealogy-related books, journals, and digital media. These items come from generous donations by members and friends.

Do you have books or other genealogical materials that need a new home? We have a set of guidelines for Trading Post donations posted on the Trading Post page. These guidelines can be printed or saved as a PDF and instruct potential donors on what we will gladly accept or what we just do not have room for. As you clean out your bookshelves or go through Grandma’s collection, we hope you will think of StLGS as a place to donate usable genealogical materials.

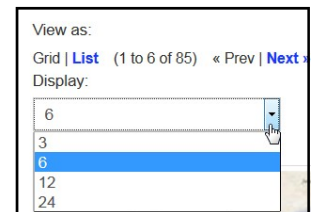
We often receive hard-to-find or out-of-print books. Items in the Trading Post come and go rapidly, so we encourage you to call or e-mail the office if you are looking for something special. There is a physical Trading Post area in our office, in the front lobby, where the current selections are on display. You are always welcome to come in and browse if you are in St. Louis.

Shopping Online

Registering for an event or a class or buying a product can all be done in our online store seven days a week, twenty-four hours a day. Again, the first thing you want to do is to sign in as a member, so that you can access the coupon codes that give you the member benefits to which you are entitled.

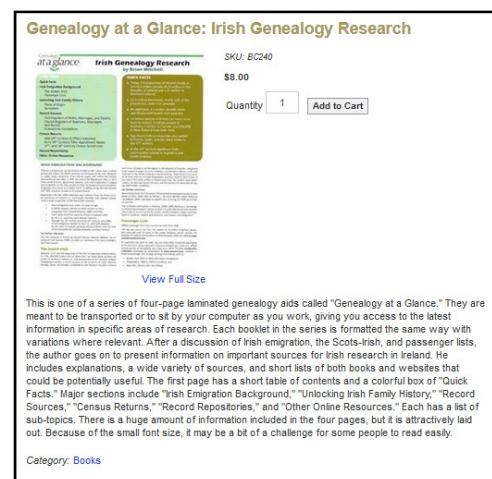
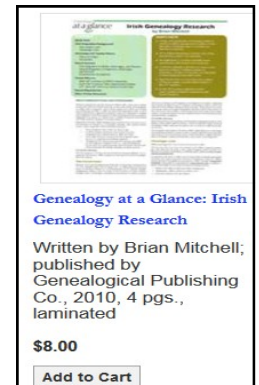
Once you are logged in, you can either browse through the categories or search for a specific item or event.

Let’s say you want to buy a book. Clicking on the “Books” link will bring up a small selection of available products. Notice you can choose to view the selections as a grid or as a list. You can choose to display as many as 24 items at a time by clicking on the small arrow, to the right of the number 6.



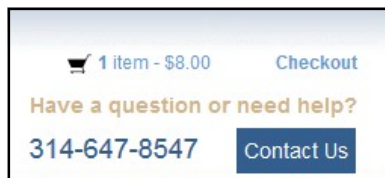
Suppose you are looking for an Irish research guide and you notice something of interest. Your next step might be to look at the information more closely.

There is some brief description of every item on the store pages. If you know that this is exactly what you want, you can click on “Add to Cart” and continue. But if you are still a bit uncertain, be sure to click on the name of the book title, written in blue. That will take you to much more information on each product so that you can decide whether it suits your needs. For instance, on your Irish choice, here is what you will see.



If this is a book that you want to purchase, your next step is to click on the “Add to Cart” button.

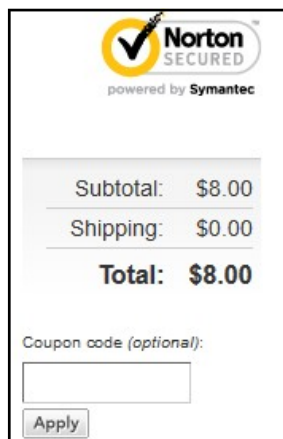
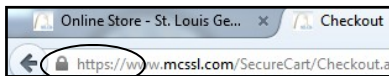
Once you have everything in the cart that you want to buy, look on the top of the right-hand side of your screen. You will see a link that looks like a little shopping cart and tells you how many items you currently have in your cart and how much money you owe. Click on that link to see what is in your cart. Here is where you can make changes, clear your cart, go back to other items, or proceed to checkout.



Notice the small box on the bottom left that asks for your coupon code. Don't forget to insert the appropriate code to get your discount, if you are a member.

Once your order is complete, click on the “Check Out” button. Notice that your transaction is protected in several ways.

Look at the top of your screen in the address bar and you can see the lock and the “https” at the beginning of the site's URL. This tells you that the site is secure. You can also see the logo for Norton Secured above your order total. This powerful encryption software means you need not worry about typing your personal information.



Checking out is now just a matter of providing a billing address, a shipping address (if different), and your credit card information, and then following the instructions on the screen. We take Discover, MasterCard, and Visa only.

Once you have entered all the required information, be sure you press the “Submit Order” button **only one time**. Sometimes it takes a few seconds for payments to be processed, so please be patient. **If you hit that button multiple times, you will submit multiple orders!** (If that does happen, be sure to call the office so we can take care of the problem for you.)

Registering for StLGS events follows exactly the same steps. The name of the event, in blue, is always a link to a page that tells you more about the event. The “Add to Cart” button and the registration process is identical to ordering a book or CD.

We have tried to make our online store easy to use and to provide you with all the information you need to make decisions. As always, if you have a problem logging in or placing an order, we hope you will contact us. If you see something wrong, or if a link does not work, we rely on you to tell us about it so we can fix it. Having an easy-to-use online store is a very important component to our website, and we hope you will find it convenient, fully-functional, and helpful as you look for genealogical products and join us for conferences and other events.