

How To Do an Online Groceries Shop

First of all you will need an email address, if you don't have one follow these easy steps.

- Type "Hotmail" or "Yahoo" in to your internet search bar (these are free to create email accounts with)
- Click **"Create Account"**
- Now you need to enter a user name and password that you will remember – this will likely need a mixture of letters numbers and characters such as a question mark, *make a note of this somewhere safe as you will need to enter this each time you log in.*
- Your email address should now be set up.

Now choose which supermarket you would like to shop with

Asda | Sainsburys | Tesco | Morrisons | Waitrose

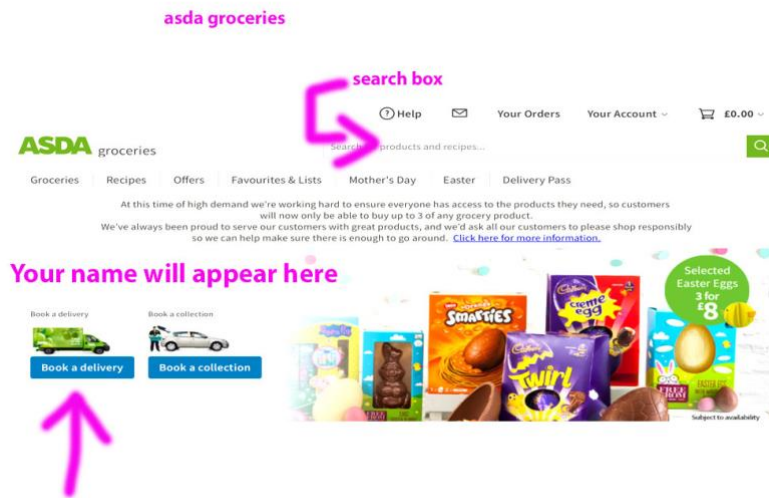
(you can create separate accounts with each of them if you wish)

- Type in to your internet search bar the selected supermarket and the word "groceries"
(many of these companies have clothing and homeware departments too)
- There will now be at the top of the page or on a pop up window in the middle of the screen two buttons **"Sign In"** and **"Register"**
You need to select **"Register"**.
- Now you need to enter your details, Name, address, email address and a password this should be different to the password you created for your email address for security reasons. Again it is best to make a note of these details somewhere safe for future reference.
- Once you have entered all your details and clicked the confirm button the supermarket will send you an email to **"Confirm Your Email Address"** all you have to do is sign in to your email account, open the email from the supermarket and click **"confirm my email address"** (or something along those lines, it is normally a little link in a different colour to the rest of the text on the page.

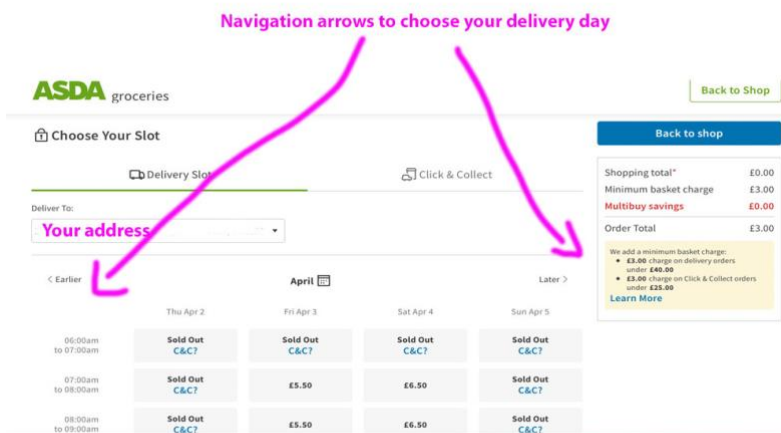
OK now you should be ready to shop!

- Back to your internet search bar to type in your chosen supermarket for example "Asda Groceries"
- At the top of your page should be a "Sign In" button
- Enter your email address and password in the provided boxes and you should be logged in.

- You will see two options on this first page **“Collection”** Or **“Delivery”** to have the food delivered to your door click on the **“Delivery”** button.



- Now this will Bring up a list of dates and times with navigations arrows to go forwards and back to search for more options. Select the date/ day and time that suits you (this service is likely to be very busy at the moment so you may be limited in options).



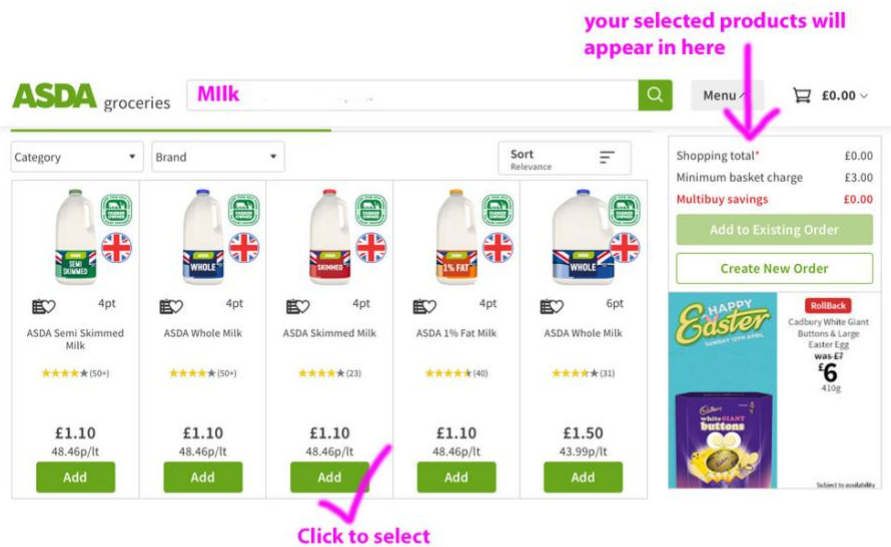
- To start adding items in to your basket there are a couple of ways depending on how you shop and which you find the easiest way.

Option 1.

- In the search bar at the top of the web page see image above), you can type specific items in to this such as **“Milk”** then press enter (Enter button will look a bit like this).



- Scroll through the images of products there will be descriptions with the different varieties, sizes and weights so you can choose the right one for you, there will be an “Add” button under the descriptions of each product.

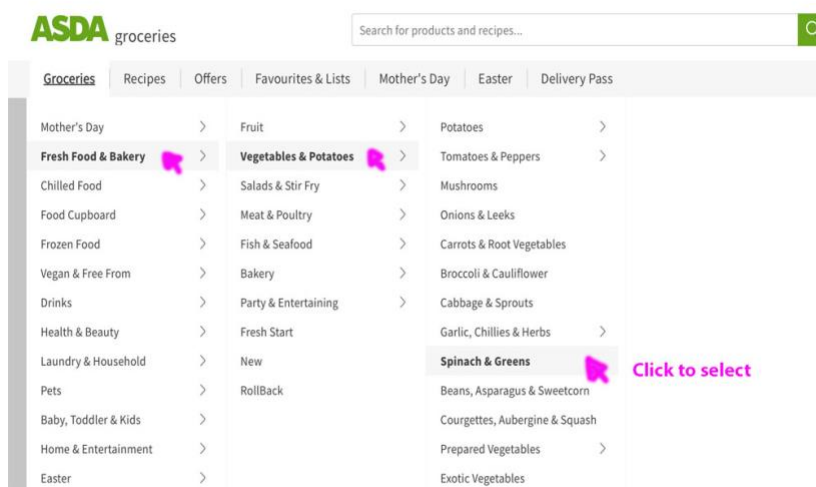


- You can keep typing in each individual product and selecting the ones you want this way.

OR

Option 2.

- You can also shop by category, at the top if the page just under the main header will be the category options hover the mouse arrow over something on the list and it will open up more menus to the right with more specific options.



- Once you click a selection you will be given the big page of all the variants under this category.
- If you want to browse all fruit just click the fruit and scroll down adding the products you want as you go.
- There may be multiple pages of options the arrows to the next page will be at the bottom of the page under all the product pictures.

Once you have completed your shopping you can view the shopping basket before you pay by clicking **“Full View”** Or **“My Basket”** (depending which website you are on. By clicking this button you can see all the items that are in your basket to make sure you have everything you need.

- If you are happy with your selection you can click **“Continue To Checkout”**
- Enter your card details (instructions of which numbers to enter where will be on the screen).
- If you have not used your card online before it may come up with an additional security measure called **“Master Card Secure”** this is OK it will pop up on your screen and ask you to create a password, try and use a new one from the others you have created and again write this down in a safe place.
- This will then ask you to confirm the shopping total and then you are all done, your shopping is on it's way!

This may seem like a really long process and the first shop is a bit tedious but the next time will be much simpler as it will remember what you have ordered before as will appear as favourites at the top of the screen when you log in.

The best advice I can give is to take your time and don't worry.

If you get really stuck please just call a family member or one of the village volunteers numbers for help and one of us will talk you through it as you go.

Important:

The supermarkets will not call you and ask for your card details.

Keep your passwords safe.

If you are stuck we are here to help.

You can do this we believe in you!