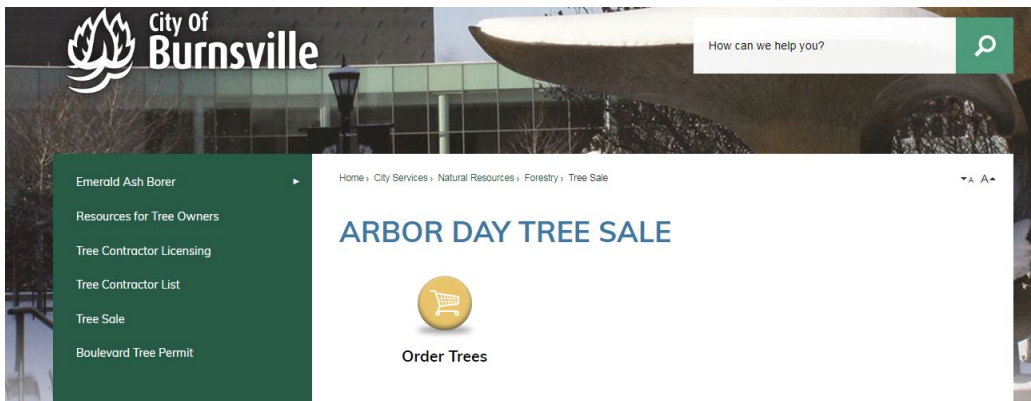


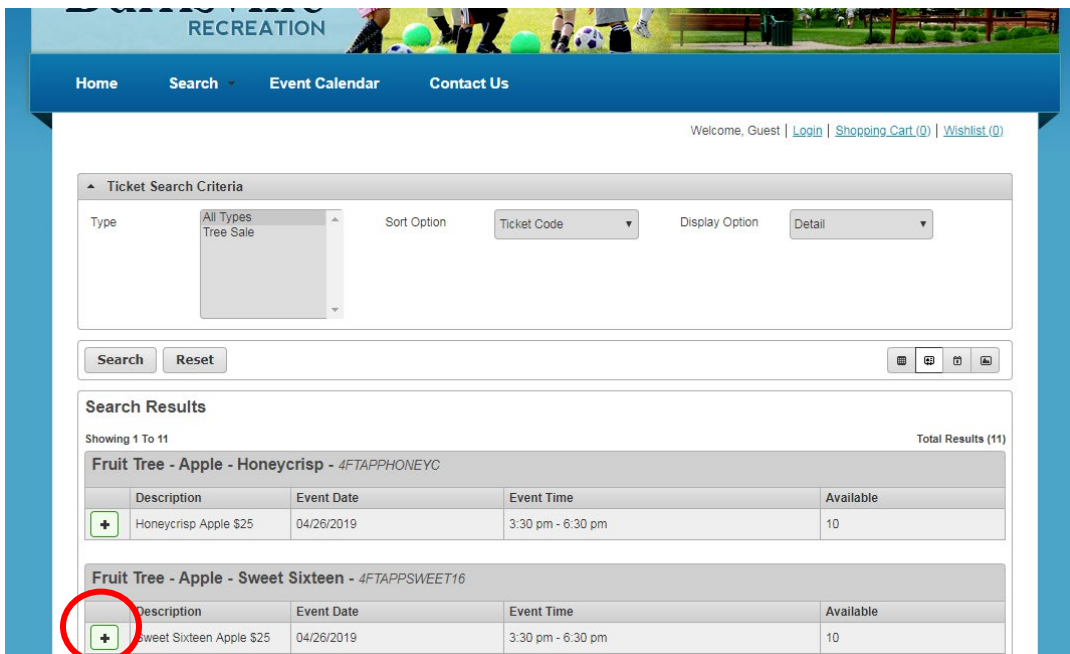
# 2019 Arbor Day Tree Sale

## Online Ordering Instructions

- 1) Visit [www.burnsvillemn.gov/treesale](http://www.burnsvillemn.gov/treesale). Browse tree varieties and information. When ready to order, click the “Order Trees” button at the top of the page.



- 2) On the order page, browse the trees that are available. The number shown under the “Available” column shows how many of that type of tree are available to order.
- 3) Click the “+” next to the tree you’d like to purchase.



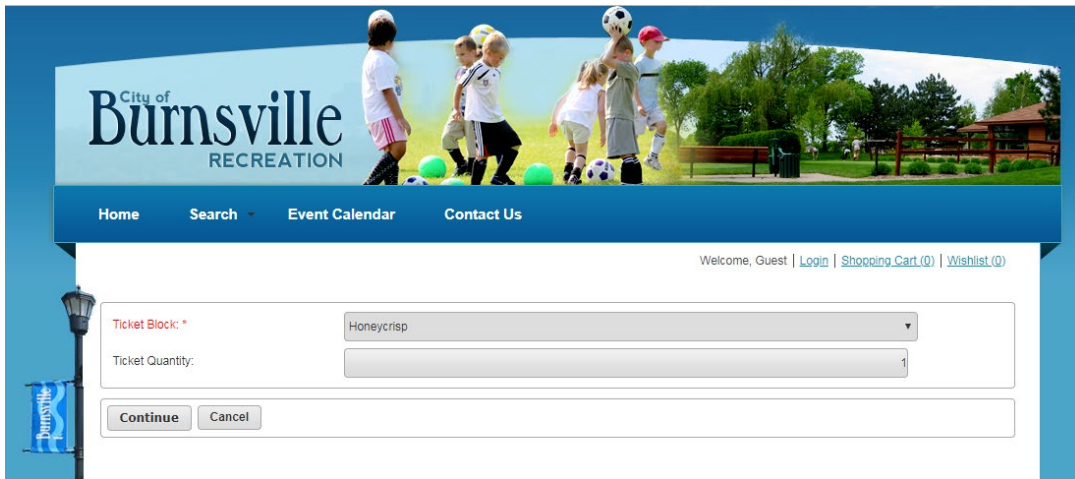
- Log in or create a RecTrac account. If you have registered for Recreation programs in the past you likely already have an account. **Do not** choose “Continue as Guest” – you need an account in order to provide your address (the Tree Sale is for Burnsville residents only).



- If creating a new account, you only need to fill in the required fields. Required fields are shown in red and marked with an “\*.”

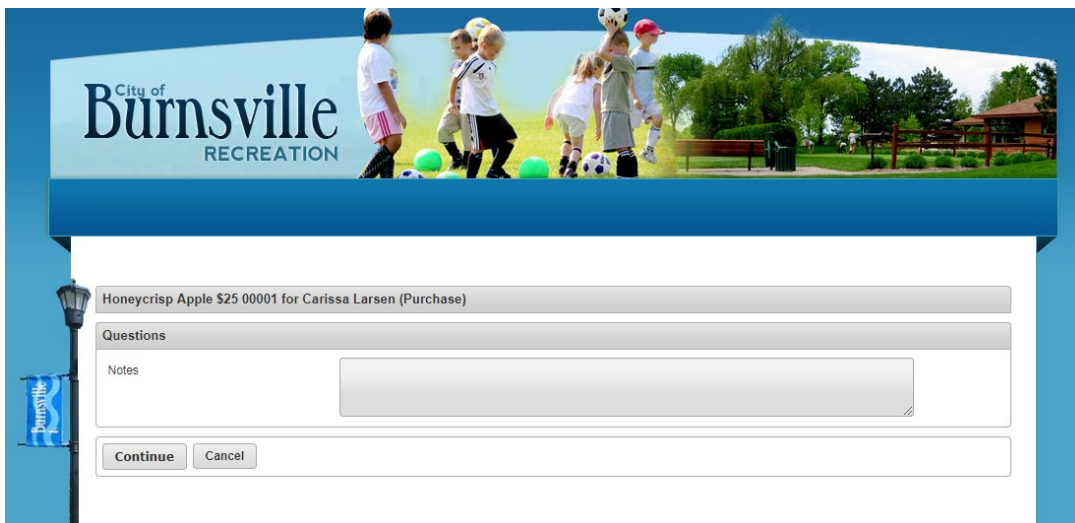


6) Confirm the tree type and quantity and click “Continue.”



The screenshot shows the City of Burnsville Recreation website. The header features the logo and navigation links: Home, Search, Event Calendar, and Contact Us. A user is logged in as a guest. The main content area displays a form for selecting a tree. The 'Ticket Block' dropdown is set to 'Honeycrisp'. The 'Ticket Quantity' is set to 1. There are 'Continue' and 'Cancel' buttons at the bottom of the form.

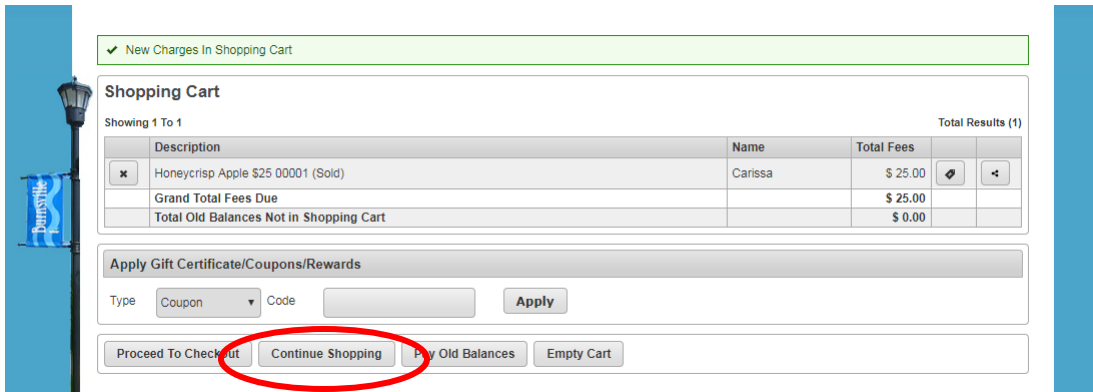
7) Submit any questions you have for the sale coordinators and click “Continue”



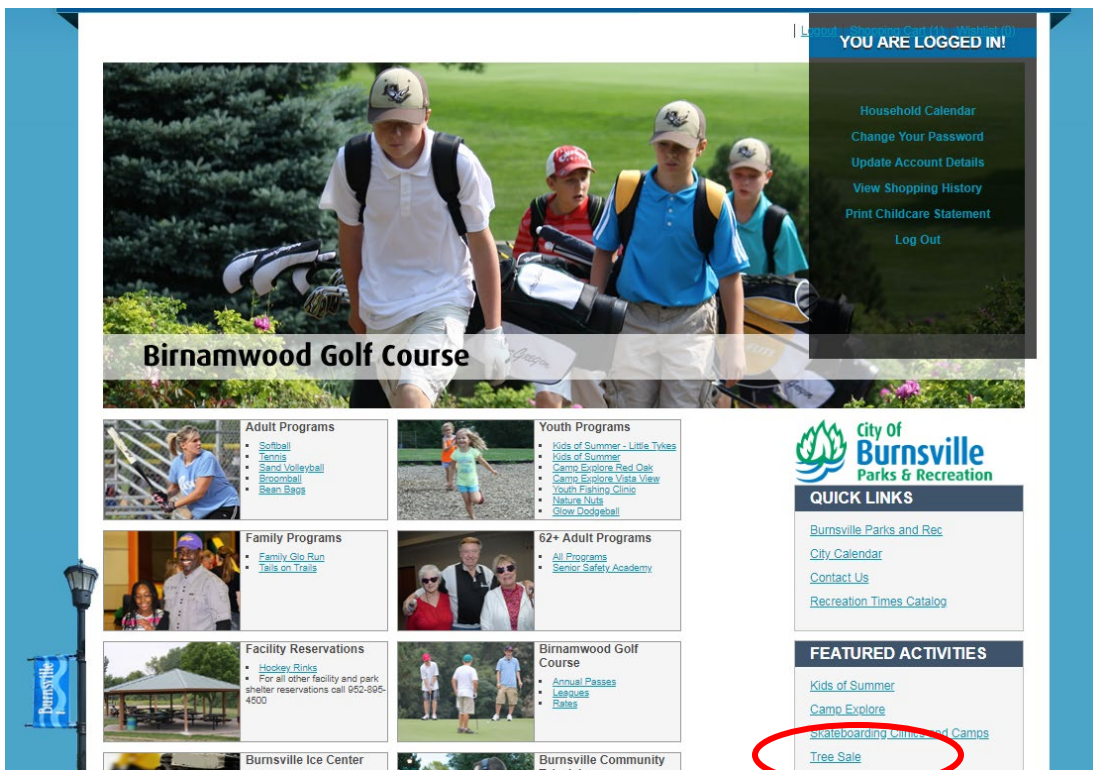
The screenshot shows the City of Burnsville Recreation website with the tree selection form completed. The 'Ticket Block' is now 'Honeycrisp Apple \$25 00001 for Carissa Larsen (Purchase)'. Below this, there is a 'Questions' section with a 'Notes' text area. There are 'Continue' and 'Cancel' buttons at the bottom of the form.

8) The tree is now in your shopping cart! Trees will remain in your cart for 30 minutes. To secure your tree you must check out before 30 minutes expires.

- 9) To purchase another tree click “Continue Shopping” (purchases are limited to two trees per household). If you’re done shopping click “Proceed to Checkout” (skip to step 11 for instructions).



- 10) If you click “Continue Shopping” you will be taken back to RecTrac’s main page. Click “Tree Sale” under “Featured Activities” on the right.



- 11) Purchase your second tree by following the steps above.

12) Once your trees are in your cart click “Proceed to Checkout.”

New Charges In Shopping Cart			
Shopping Cart			
Showing 1 To 2			Total Results (2)
Description	Name	Total Fees	
<input type="checkbox"/> Honeycrisp Apple \$25 00001 (Sold)	Carissa	\$ 25.00	<input type="checkbox"/>
<input type="checkbox"/> Sweet Sixteen Apple \$25 00001 (Sold)	Carissa	\$ 25.00	<input type="checkbox"/>
Grand Total Fees Due		\$ 50.00	
Total Old Balances Not in Shopping Cart		\$ 0.00	

Apply Gift Certificate/Coupons/Rewards

Type:  Code:

13) Confirm your information and fill in your payment method. Click “Continue.”

Summary of Charges

New Charges In Shopping Cart:	\$ 50.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 50.00
Minimum Amount Due Today:	\$ 50.00
Maximum Amount Due Today:	\$ 50.00

The Following Information is Required to Complete Your Transaction

Amount To Be Paid Today: \*

Using This Payment Method: \*

Apply Gift Certificate/Coupons/Rewards/Scholarships

Type:  Code:

Billing Information

First Name: \*

Last Name: \*

Home Phone w/area code: \*

14) Your payment will be processed and you will be emailed a confirmation receipt. If possible, please bring a printed confirmation of your purchase to pick up your trees. This will help staff at the sale.

15) If you have questions about the sale or tree varieties, contact City Forester Dave Grommesch at 952-895-4508. If you have questions about using RecTrac contact the Recreation Department at 952-895-4500.