

# How to use your online account

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## Logging In

Please see below instructions for getting logged into the Paper4trees website and other features.

**To log in to your account for the first time:**

<http://www.paper4trees.co.nz>



### Schools and preschools

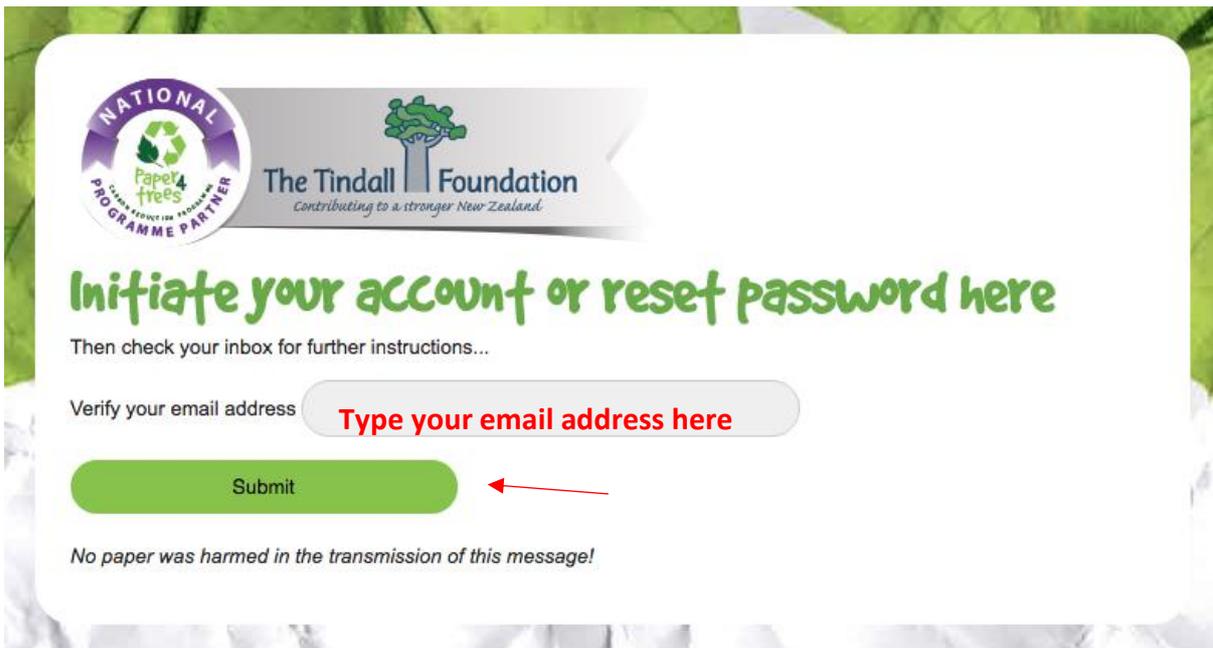
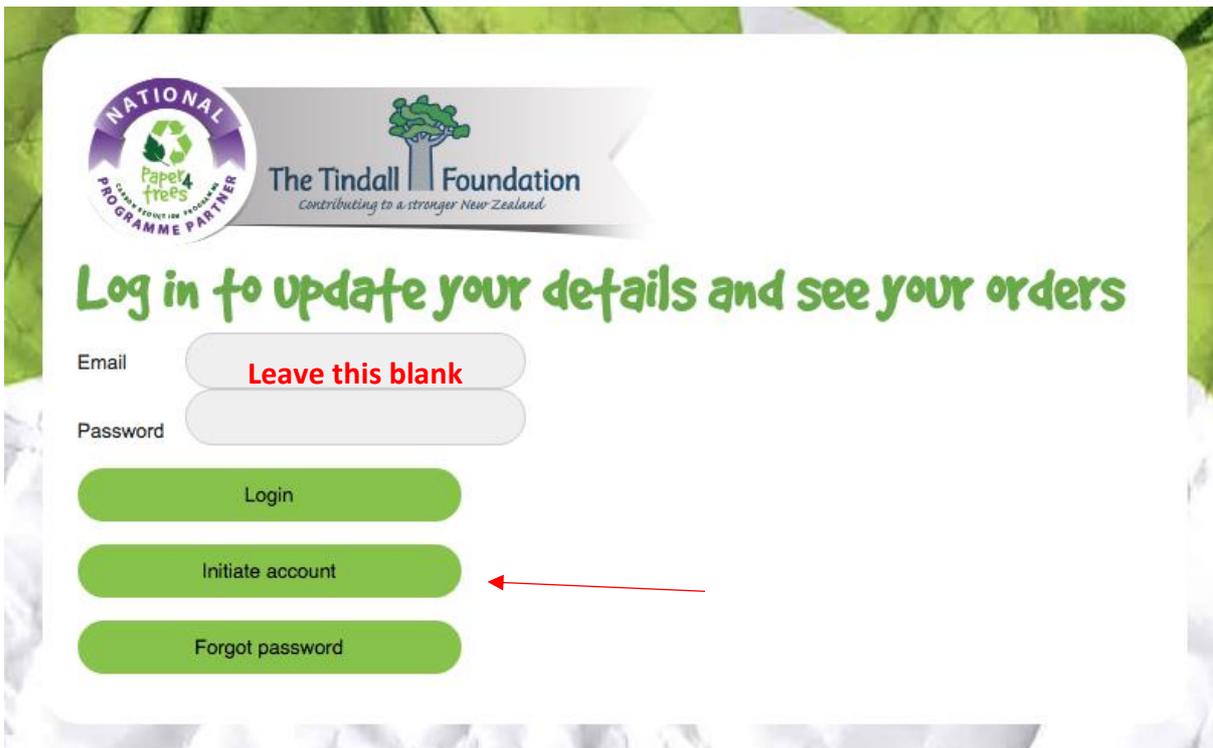
School or early childhood centre signed up to Paper4trees?  
Log in to your online account here.

[School/Preschool Login](#)

### Native Tree Nurseries

Tree nursery supplying the Paper4trees programme?  
Log in to your online account here.

[Tree Nursery Login](#)



Your Request for login details

[Details](#)

To: **your email address** Cc: paper4trees@eerst.co.nz,  
Reply-to: paper4trees@eerst.co.nz

This is in response to your request for login details for Paper4trees

Login Email: **Your school** : **your email address**

To reset your password, please click the link below ( or copy and paste this link in your browser window )

[http://www.p4tdata.co.nz/interface/activepasswordschool.php?ak=be28d8145622ed3096bf867de6600d27&username=\[redacted\]&password=Satsuki\\_Takenouchi&reemail=paper4trees@eerst.co.nz&tele=07\\_578\\_7025](http://www.p4tdata.co.nz/interface/activepasswordschool.php?ak=be28d8145622ed3096bf867de6600d27&username=[redacted]&password=Satsuki_Takenouchi&reemail=paper4trees@eerst.co.nz&tele=07_578_7025)

Thank You

Satsuki Takenouchi  
07 578 7025  
[paper4trees@eerst.co.nz](mailto:paper4trees@eerst.co.nz)

Click the link.  
The link expires within 24 hours



## creating/changing log in details .....

New Password

Type new password

Re-enter New Password

Type new password

Continue

← Click here

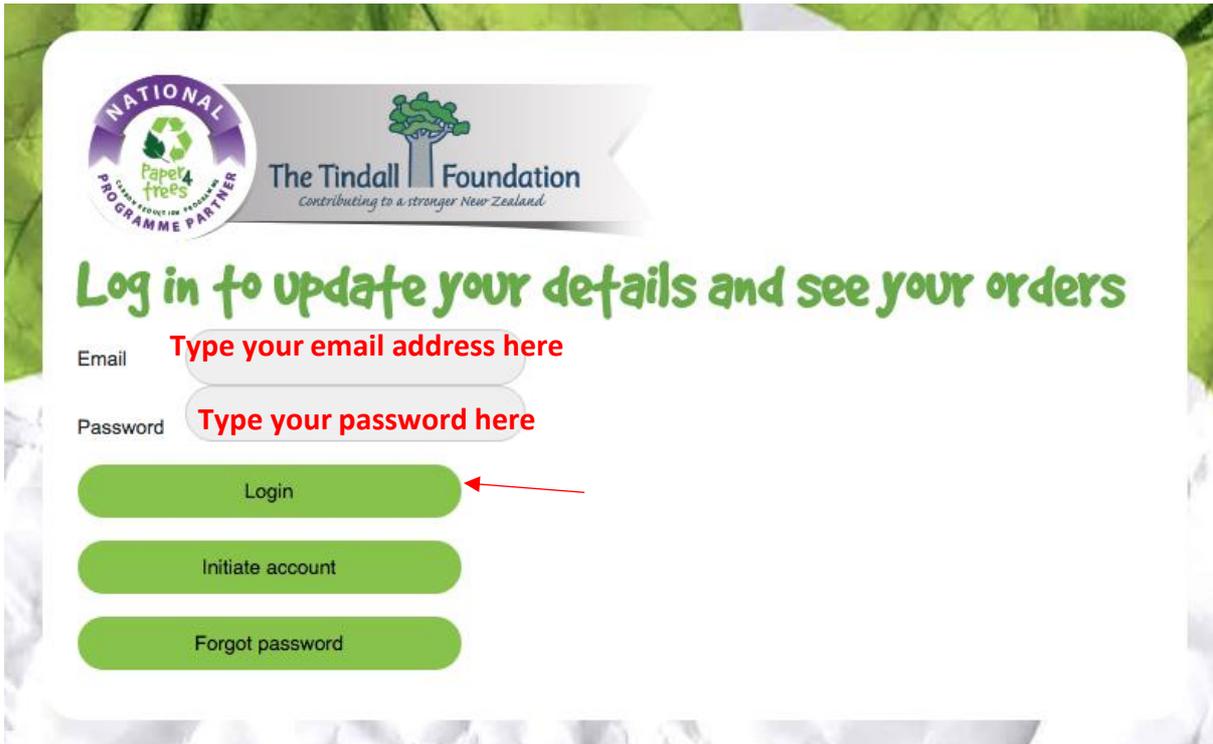


# Thanks

## Your new password is stored successfully.

[Log into Paper4trees](#)

← Click here

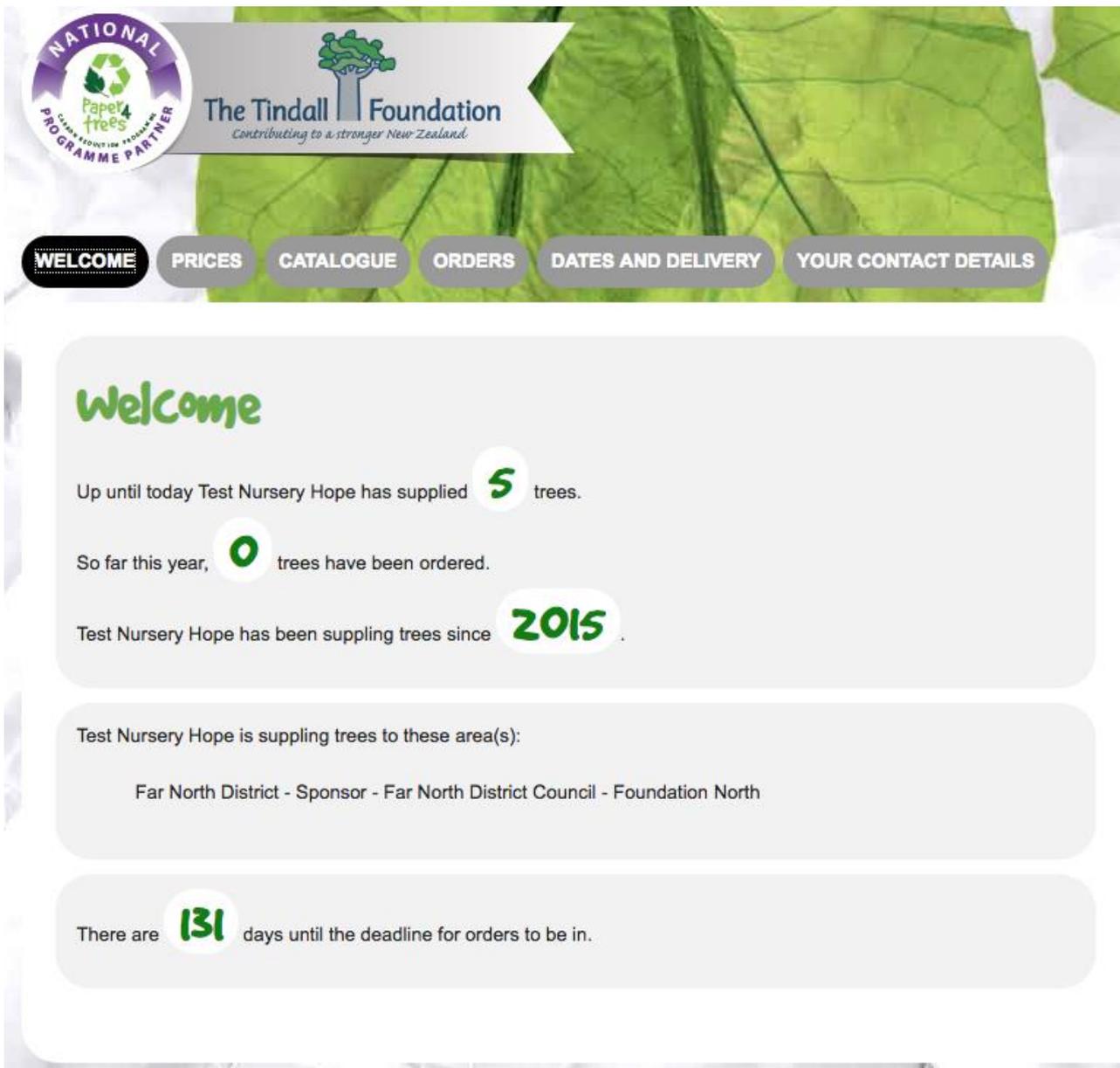


If you have any issues with the screen not displaying correctly, please ensure you have cookies enabled in your internet settings and that your web browser is up to date.

## Welcome tab

This page will show you:

- How many trees you have supplied to the Paper4trees programme since we first started working together.
- How many trees have been ordered so far in the current year.
- What year you started supplying trees to Paper4trees
- Whether there are sponsors for the areas you supply trees to and if so, who they are
- Number of days until the ordering deadline you provide.



**NATIONAL**  
Paper4trees  
CLEAN REDUCTION PROGRAMME  
PROGRAMME PARTNER

**The Tindall Foundation**  
Contributing to a stronger New Zealand

**WELCOME** PRICES CATALOGUE ORDERS DATES AND DELIVERY YOUR CONTACT DETAILS

### Welcome

Up until today Test Nursery Hope has supplied **5** trees.

So far this year, **0** trees have been ordered.

Test Nursery Hope has been supplying trees since **2015**.

Test Nursery Hope is supplying trees to these area(s):

Far North District - Sponsor - Far North District Council - Foundation North

There are **131** days until the deadline for orders to be in.

# Prices Tab

## To update prices in October for the following year:

Click on the Prices tab.

You will see the current year's price that you have given me and also previous year's prices.  
To add a new price in October for 2019:

1. Click Add New Prices
2. Enter the year (2019)
3. Enter the price per tree
4. Check the box if the price per tree is plus GST
5. Enter your delivery costs per tree or per school
6. Add any notes and then click Save

On the same page, you can also upload your quote which helps us with funding applications. If possible, please note on your quote that the price is valid for the year it is for. Many funding organisations ask for quotes that are less than three months old but if you note that the price is valid for the whole year, this should help me not having to repeatedly ask some of you for quotes.

The screenshot shows the 'Paper4trees' website interface. At the top left, there is a logo for 'NATIONAL Paper4trees PROGRAMME PARTNER' and 'The Tindall Foundation' with the tagline 'Contributing to a stronger New Zealand'. To the right, a white box contains the text 'Test Nursery Hope', 'Your friendly contact is Hope Lawsen', and 'Call me on 07 578 7025 or Email [hopenl@eerst.co.nz](mailto:hopenl@eerst.co.nz)'. Below the header is a navigation menu with buttons for 'WELCOME', 'PRICES', 'CATALOGUE', 'ORDERS', 'DATES AND DELIVERY', 'YOUR CONTACT DETAILS', and 'LOGOUT'. The main content area is titled 'Prices' and includes the text: 'On this page you can Add/Edit your prices. Please add prices for the next year before October so that we can budget and get sponsorship. Use this page to also upload your quotes. \*Use the Notes field to advise us if you have given 'Paper4trees' a discount price as a form of sponsorship.' Below this is a green button labeled 'Add New Prices'. A table displays a single price entry:

Click to Update	Year	Average Price	Plus GST	Delivery Charges	Note*
<a href="#">203</a>	2015	4.00	<input checked="" type="checkbox"/>	Free	

Below the table is a section titled 'Upload your quote' with the text 'If you have your quote ready, please click below.' and a green button labeled 'Please CLICK HERE to upload quotes'. At the bottom of the page, there are two logos: 'REGIONAL SPONSOR' and 'SPONSOR REQUIRED'.

# Catalogue Tab

## To update your plant list:

Click the Catalogue tab.

You will see the current list of species you provided us with. Any updates to the plant list for the next year need to be done after trees have been delivered for the current year and before January 1st the following year.

To add a plant from the list already in the database, select a plant from the drop down list and then click Add Plant to Catalogue. If you can't find a species you want to add in the drop down list, click Add New Plant and fill in the details. Then go back to the drop down list and you will find it there. Select it and then click Add Plant to Catalogue.

The screenshot shows the website header with logos for 'National Paper4trees Programme Partner' and 'The Tindall Foundation'. A navigation menu includes 'WELCOME', 'PRICES', 'CATALOGUE', 'ORDERS', 'DATES AND DELIVERY', 'YOUR CONTACT DETAILS', and 'LOGOUT'. A contact box for 'Test Nursery Hope' lists 'Hope Lawsen' with phone number '07 578 7025' and email 'hopel@eerst.co.nz'. The main content area is titled 'catalogue' and contains a form with a dropdown menu for 'Select Plant:', two buttons 'Add Plant to Catalogue' and 'Add New Plant', and a table of plants.

ID	Type	Scientific Name	Common Name	Description	
1776	Grass	Acaena inermis	Native Bidibidi	Attractive deep purple leaves, hardy	
1777	Shrub	Agapanthus Dwarf Assorted		Perennial, flowers above clumps of strappy green leaves, sun or semi shade, well drained soil.	

At the bottom of the page, there are two sponsor logos: 'REGIONAL SPONSOR' and 'SPONSOR REQUIRED'.

# Orders Tab

## To check current orders:

Click on the Orders tab.

You will see you can download orders as an Excel spreadsheet or as a PDF.

### Export Orders to Excel

There are three types of exports you will need to download based on order type - specific, general and vouchers. You will need to select the district for each order export as well. Then click the green button under the section you are wanting to download.

### Download pdf orders

Again you can filter the orders by district and then download them. There are two types of pdfs you can download - orders by area or orders alphabetically. Both pdfs will download all orders per district. You can also check the box if you only want to download pdfs with new orders, so it won't include orders you have already processed.

You will also see all of the orders displayed underneath the downloads and you can click on the school name and open them up one by one if you wish. When you have processed an order, you will need to click the processed button so that next time you download orders, it will display the new orders first.

You can choose when you want to download/process orders - you can check regularly for updates, or you can wait until the deadline for orders has passed. Totally up to you, but please make sure you 'process' each order.

Call me on 07 578 7025 or Email [hopel@eerst.co.nz](mailto:hopel@eerst.co.nz)

WELCOME PRICES CATALOGUE **ORDERS** DATES AND DELIVERY YOUR CONTACT DETAILS LOGOUT

## Export orders to Excel

Select District  Select District  Select District

General Orders Specific Orders Voucher Orders

## Download pdf orders

Select District (Blank for All)  Select District (Blank for All)

New Orders Only  New Orders Only

Order Report By Area Order Report - Alphabetically

## Other Exports to Excel

Select District

Address List

## Your orders

District	School	Order Date	Trees	Type	Order Processed Date	Click to Process
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## Dates and Delivery Tab

### To add an ordering deadline and delivery dates:

(Please note this section is only to be completed if funding is confirmed for the districts you supply trees to. You will see if your area(s) have sponsors or not on the Welcome tab).

Ideal delivery dates for North Island trees is end of May so that the schools have their trees in time for World Environment Day on the 5th of June. If your area has funding, please enter in a delivery timeframe that suits you at the end of May.

Ideal delivery dates for South Island trees is in September. If your area(s) has funding, please enter in a delivery timeframe that suits you around this time.

The deadline is the date you need all orders placed by the schools so you can achieve the delivery timeframe. E.g: if you need all orders by the 15th of May, please put the date as the 14th of May. Most schools wait until the deadline before ordering.

- Click on the Dates and Delivery tab.
- To place a deadline, click the calendar next to the empty box under the heading Order Dates. Select the month first and then the day. Click Update if you are not adding delivery dates at the same time.
- To add your intended delivery timeframe, click the calendar for the box next to First Delivery Date. Select the month first and then the day. So for the last week of May, this date would be 28/05/2018. Then add the date in the box below for the last delivery date. For the last week of May this would be 01/06/2018.
- Then click update.

When you have delivered all orders, please head to the Dates and Delivery tab and enter in the date that the last of the orders was delivered on, where it says Dates all orders have been delivered. Then click update.

On the same page, you can also upload any signature sheets from deliveries if you have them.

**NATIONAL Paper4trees PROGRAMME PARTNER**

**The Tindall Foundation**  
Contributing to a stronger New Zealand

**Test Nursery Hope**  
Your friendly contact is Hope Lawsen  
Call me on 07 578 7025 or Email [hope1@eerst.co.nz](mailto:hope1@eerst.co.nz)

WELCOME PRICES CATALOGUE ORDERS **DATES AND DELIVERY** YOUR CONTACT DETAILS LOGOUT

### order Dates

Last Date by which schools can put in an order:

### Delivery Dates

Between which dates do you intend to deliver the trees?

First Delivery Date:

Last Delivery Date:

Date all orders have been delivered:

Update

### Upload your signature sheets from deliveries

If you have your signature sheets ready, please click below.

Please **CLICK HERE** to upload sheets

# Your Contact Details Tab

## To update your contact details:

Click on the Your Contact Details tab.

### Contacts

You will see the current contact details we have listed. You can update these by clicking on the number that is before the Contact Name.

### Main Email

This is the email address you need to use to log in to your account. If this ever changes, log in using your old email address and then update your email address here. Make sure you update it in the Contacts section too. Please note that the email address that has received this email is currently the main email address we have saved for your nursery.

### Addresses

Self Explanatory.

I will still email you to remind you to add prices, plant lists and dates etc so no one forgets. This system will save double handling as you will be able to enter all information where I would've had to anyway once you sent it through :-)

If you have any questions please let me know.

Click to Update	Contact Name	Main Contact	Position	Mobile	Direct Dial	Email
<a href="#">10460</a>	Hope Lawsen	<input checked="" type="checkbox"/>	Programme Manager	0278213479	075787025	hopel@eerst.co.nz

**Main Email**  
This is your main email used for logging in

Main Email:

**Addresses**

<b>Postal</b>		<b>Physical</b>
Address:	<input type="text" value="PO Box 2523"/>	Address: <input type="text" value="184 Cameron Road"/>
Suburb:	<input type="text"/>	Suburb: <input type="text"/>
City:	<input type="text" value="Tauranga"/>	City: <input type="text" value="Tauranga"/>
Post Code:	<input type="text" value="3140"/>	Post Code: <input type="text" value="3110"/>