



PlantSelect User Instructions

For a trial run of the website log onto www.plantselect.com.au

1. Click on sign up
 2. Select and click on either Landscaper/Architect/Designer or Grower/Nursery
- Select a Plan of your choice
 - Complete the registration form
 - Follow the online prompts

B: Landscaper/Architect/Designer/Council/Interior Plantscaper

- Click on Create a Project
- Fill in project details and click save

To add plants manually to your online PlantSelect project plant list, follow the steps below:

- Click on Add Plants
- Search by keyword or explore the categories
- Click on your chosen plant from the plant database
- Select the Date plants are required by and fill in the Quantity required for each plant
- Select a pot or bag size for the plant
- Click on add to project
- To add the same plant with a different pot or bag size, follow the above steps
- To add more plants, follow the above steps

To upload a complete project plant list

- Download the Template
- Copy your project plant list according to the example data in the template
- Include pot and/or bag size per plant
Ensure you delete the example data before you save the file
- Upload your file to import your completed project plant list
- You will be notified if any plants haven't been imported

Once you have completed your list, click on the Submit button to start the matching process to Obtain Quotes

The project plant list will be matched to growers growing plants on your list

If any plants aren't matched, you will be notified as to which ones they are

(Note: Once the matching and quoting process commences, you will not be able to add any more plants to that project plant list)

Growers/Nurseries will supply quotes directly to you

A: Grower/Nursery

To add plants manually to your online PlantSelect plant growing list, follow the steps below:

- Click on Add Plants
- Search by keyword or explore the categories
- Click on the individual plant from the plant database
- Click on Add to List
- Select Pot and/or Bag Sizes and click Add
- More plants can be added to your list by following the above steps

Your selected plant/s will appear in your online PlantSelect plant growing list

Or you can upload your complete growing list by following the steps below:

- Download the Template
- Copy your growing list according to the example data in the template
Ensure you delete the example data before you save the file
- Upload your file to import your list
- You will be notified if any plants haven't been imported

If you are having trouble uploading your list, you may request an import by using the Request Import feature

When a project's plants are matched to your growing list, you will be notified by Text message and Email with a link to PlantSelect to view the project plant list

View the project plant list and choose if you want to accept or decline the option to provide a quote

(Note: A growing list is not only your current availability list but all the plants you grow)

Download the User Manuals for further details

To accept a quote, you then liaise directly with the relevant Grower/Nursery

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