



St. Louis Genealogical Society

StLGS Website: The Online Store

The St. Louis Genealogical Society website <https://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 Elavon, 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, 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, scroll down to the Login window on the right under the banner. (See the graphic to the left.) There you will find a link to reset your password. If you are not a member but would like to become one, click on the blue **Become a Member** button directly underneath the login window 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 (see below for the phone number) and someone will help you with the process, or send an email to infosystems@stlgs.org.

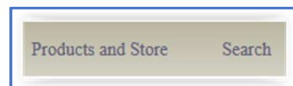


Online Store Coupon Codes

If you are a member of StLGS and want to take advantage of your member 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 *Products and Store* tab in the Navigation Bar **OR**
- Click on the **Products and Store** tab and then on the link for discount codes **OR**
- Go directly to the Online Store <https://store.stlgs.org/>, where you will find a link for the coupon codes in the center of the page.



When you go to the Coupon Code(s) page, you will see the information you will need to obtain your discount. Once you have done that and entered the information, the store will implement your member discount. ***Without the appropriate code, you will not get your discount/.***

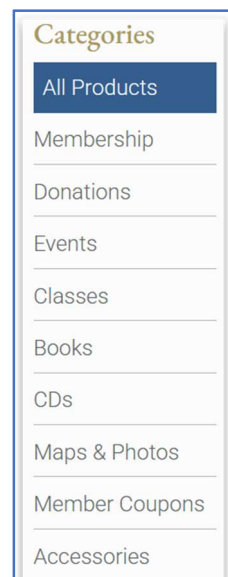
A screenshot of a web page titled 'Members Discount Coupon Code(s)'. It contains a paragraph explaining that members get a discount on products, events, and research trips. Below this, it states that the store requires a coupon code at checkout. At the bottom, there is a form with a text input field labeled 'Enter code' and an 'Apply' button. Above the input field is a small 'Add coupons' link.

Online Store Categories

- **All Products:** Just want to browse or not sure of exactly what you are looking for? This is the place to access everything.
- **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.
- **Events:** This is where you can register for

any upcoming StLGS events or research trips. Just click on a link and follow the directions. Please do pre-register for all events. If we do not know how many people are coming, some events may be canceled, and instructors may not have sufficient handouts.

- **Classes:** All of our classes are free to everyone. Click on the “Classes” button to go to our website to see what is on offer, to register, or to watch a recorded class.
- **Books:** Books in the online store are our most current inventory. Prices and titles on the website are the most up-to-date.
- **CDs:** StLGS has produced several CDs covering a wide range of St. Louis records, from burials to marriages, atlases, ward maps, and more. Some of the information on our CDs is also on our website for members but much of it is not available anywhere else.
- **Maps & Photos:** We have many interesting maps of St. Louis available. Featured are the “Official Map of St. Louis City” and a large map of St. Louis City and County known cemeteries.
- **Member Coupons:** See the column on the left for information on this section.
- **Accessories:** Selection will vary, although we offer badge holders and pins on a regular basis.



StLGS Gift Certificates & Trading Post

Hover your mouse on the *Products and 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, special events, or in specific dollar amounts. These make perfect gifts for genealogists for birthdays, holidays, or to 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 history and genealogy-related books. These items come from generous donations by members and friends.

Do you have genealogy or history-related books that need a new home? We have a set of guidelines for Trading Post donations posted on the Trading Post page of our website.

<https://stlgs.org/online-store/online-storetrading-post>

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 of genealogy books, we hope you will think of StLGS as a place to donate usable genealogy books.

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.

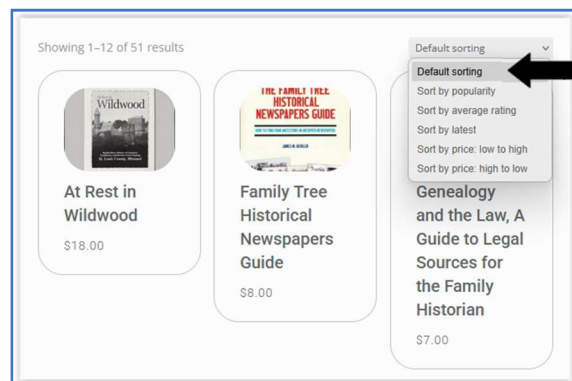
Shopping Online

Registering for an event 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.

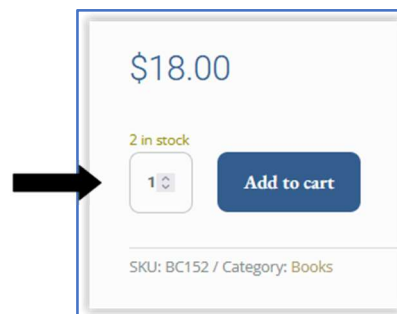
Once you are logged in, you can either browse through the categories or search for a

specific item or event.

Let’s say you want to buy a book. Clicking on the “Books” button will bring up a selection of available products. You can sort through them in several ways by clicking on the small arrow to the right of “Default sorting.” (See below.)

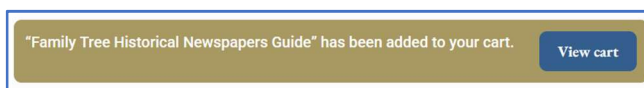


Once you find something of interest, your next step will be to look at the information more closely. Click on the product button for a description of each item. When you know that an item is exactly what you want, click on “Add to cart.”



Notice that to the left of the “Add to cart” button, you can see exactly how many are in stock and choose a quantity.

When you place items in your cart, you will get a message on the page that contains a button that says “View cart.” Here is where you can make changes, clear your cart, go back to other items, or proceed to checkout.



Now you can make sure your cart contains exactly what you want. If your order is

complete, click on the “Proceed to checkout” button. You can see that your transaction is protected by looking at the top of your screen in the address bar and noting the lock at the beginning of the site’s URL. This tells you that the site is secure.

The “Checkout” page will ask for your email address, a shipping address, and payment options. Shipping costs will be calculated once you have entered your address. In the Order Summary on the right side, under the product information, note the “Add coupons” section. (See next page.) Here is where you will enter your coupon code.

When you are done, click on the “Continue to Payment” button.

Order summary

1 Family Tree Historical Newspapers Guide	\$8.00
\$8.00	
Written by James M. Beider; published by Family Tree Books, Cincinnati, Ohio; copyright 2018; soft...	
Add coupons	▼
Subtotal	\$8.00
Delivery	Enter address to calculate
Total	\$8.00

Under the payment options section, note there is a place where you can “Add a note to your order.” (See graphic in the next column.) Use this if you need to give us any additional information, such as a roommate’s name for a Salt Lake City Research Trip booking or the name of a table mate for Trivia Night.

Payment options

Credit Card

Pay securely using your credit card.

☐ Add a note to your order

Once you have entered all the required information, the next window will ask for your credit card information: the number, expiration, and security code. Then you are ready to click the “Place order” button. **BE SURE YOU PRESS THAT 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 a button is always a link to a page that tells you more about the event. 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.