

# Beginners guide to using the NGS On-line shop.

The NGS online shop is a combined portal for buying/renewing membership and for purchasing items from the NGS Shop.

For the newcomer, the online shop can be somewhat bewildering and so this guide will help members navigate through the online shop pages. Note that only paid up members of the NGS can purchase items from the NGS Shop.

This guide includes images taken from the NGS webpage and online shop web-pages taken in June 2017. These web pages may change in content and format over time, but the basic steps for using the online shop remain the same.

## 1. Access the online shop

The online shop can be directly accessed from the web-site address of: <http://www.ngsjoin.com/>

Alternatively, there is a link to the shop from the main NGS web site by clicking the "SHOP" tab on the menu bar thus:



Click where indicated by the yellow oval above will take you to the online shop's front page.

## 2. The online shop front page

Will look something like this;

The screenshot shows the N Gauge Society online shop front page. At the top left is the N Gauge Society logo, a red square with a white 'N' and 'N GAUGE SOCIETY' below it. To the right are navigation links: Sitemap, View Basket, and Checkout. Below these is the date 'Tuesday 20-Jun-2017' and a shopping cart summary: 'Items: 0 Total: £0.00'. A horizontal menu bar contains links for Home, About Us, Constitution & Bye-Laws, Privacy + Cookies, Contact Us, and Terms & Conditions. Below the menu is a search bar with a 'Go' button. On the left side, there is a 'Categories' list with radio buttons for each item: JOIN - pay by card or Paypal, RENEW - pay by card or Paypal, Join/renew by cheque/post, Sundry payment to the Society, BR Carflat A pre-order & deposit, Hunslet Industrial Shunter pre-order & deposit, Modelmaster Transfers and Plates, DELIVERY and P&P - MUST BE INCLUDED WITH SHOP ORDERS, and NGS Shop - Society products (N.B. ensure p&p included - see above). Below the categories is a note: 'We accept credit and debit cards and PayPal via our secure payment gateway.' and logos for VISA, VISA Electron, MasterCard, VERIFIED, and MasterCard. The main content area features a welcome message: 'Welcome to the N Gauge Society online Membership /Shop Order system'. It states 'Supporting N Gauge railway modelling since 1967' and 'New members welcomed at all skill levels.' It includes a link to the main website: 'Find out more about us - click this icon -->> Our main website will open in a new window.' There are two main sections: '1. Membership Applications and Renewals' and '2. Members' Shop Order Facility'. The first section says 'Select the appropriate menu option on the left to JOIN or RENEW using your debit or credit card or Paypal account'. The second section is titled 'THE SHOP IS NOW OPEN FOR BUSINESS AGAIN' and contains a notice: 'With immediate effect the St Ives Corn Exchange ready-to-plant building model has been placed on special offer at £9 per model (reduced from £13.90). While stocks last, the business signs available for it will be free. However, if the signs are ordered on their own, they will of course attract the normal Shop p&p rate.' Below this is a bold red notice: 'IN ACCORDANCE WITH THE INFORMATION PUBLISHED IN JOURNAL 1/17, ALL NON-NGS STOCK HAS BEEN WITHDRAWN FROM SALE. SEE THE SHOP NEWS ITEM ON THE MAIN WEBSITE FOR FURTHER INFORMATION REGARDING ITS DISPOSAL.' At the bottom of the main content area is a warning: 'PLEASE DO NOT COMBINE SHOP ORDERS WITH MEMBERSHIP TRANSACTIONS AS THIS MAY DELAY YOUR ORDER'.

The main part of the page has information on the two uses of the online shop (membership and NGS Shop) and any news or announcements that have been made.

To access any of these services you select from the options provided in the list on the left-hand side under the heading "Categories".

### 3. To begin shopping with the NGS Shop

Click on the option "NGS Shop – Society Products at the bottom of the list on the left as indicated below:

The screenshot shows the N Gauge Society website interface. At the top left is the N Gauge Society logo. To the right are links for Sitemap, View Basket, and Checkout, along with a shopping cart summary: "Items: 0 Total: £0.00". The date "Tuesday 20-Jun-2017" is displayed. A navigation bar contains links for Home, About Us, Constitution & Bye-Laws, Privacy + Cookies, Contact Us, and Terms & Conditions. A search bar is present. On the left, a "Categories" list includes options like "JOIN - pay by card or Paypal", "RENEW - pay by card or Paypal", and "NGS Shop - Society products (N.B. ensure p&p included - see above)", which is circled in yellow. The main content area features a welcome message, a "MAIN NGS WEBSITE" button, and sections for "1. Membership Applications and Renewals" and "2. Members' Shop Order Facility". A prominent red notice states: "IN ACCORDANCE WITH THE INFORMATION PUBLISHED IN JOURNAL 1/17, ALL NON-NGS STOCK HAS BEEN WITHDRAWN FROM SALE. SEE THE SHOP NEWS ITEM ON THE MAIN WEBSITE FOR FURTHER INFORMATION REGARDING ITS DISPOSAL." Below this, it says "PLEASE DO NOT COMBINE SHOP ORDERS WITH MEMBERSHIP TRANSACTIONS AS THIS MAY DELAY YOUR ORDER". Payment logos for Visa, Visa Electron, and MasterCard are shown at the bottom.

This will take you to the page where the main types of NGS Hop Society products are listed, as follows.

## 4. The NGS Shop Society Products Page

The products page will be similar to this:

Home > NGS Shop - Society products (N.B. ensure p&p included - see above)

See the Society Handbook or the Website for information about our kits. Prices shown below are for 1 kit - click item for quantity discounted prices, where available.

**P&P CHARGES.** *Please ensure that for a SHOP ORDER you include and pay the required p&p charge by selecting the DELIVERY and P&P option from the list of categories on the left, otherwise your order could be delayed. P&p charges do not apply to membership payments (already included), or, normally, to pre-order deposits or sundry payments.*

|                       |                                       |
|-----------------------|---------------------------------------|
| Wagon kits 1-9        | Wagon kits 10-19                      |
| Wagon kits 20-29      | Wagon kits 30-39                      |
| Wagon kits 40 onwards | NGS Transfers (not Modelmaster)       |
| Ready to Run          | Ready to Plant                        |
| Bogies and Buffers    | Regalia, CDs, Publications & Sundries |
| Road Vehicles         | Special Purchase Kits                 |

We accept credit and debit

The main product categories are displayed in grey text in the centre of the page. These are clickable links that take you to the detail pages for each category. Note that society kits are broken down into several categories depending on the original kit number.

If you don't know the kit number for the kit you require, this can be found in the NGS Membership Handbook, or on the NGS website from the "Products" tab on the menu bar and then click "Kits".

The category labelled "Special Purchase Kits" currently refers to the ex-Parkwood wagon kits that NGS has purchased. Over time these will be transformed into standard NGS products with new Kit numbers and NGSK product codes.

The following demonstrates shopping for ready-to-run models.










## 5. Purchasing a ready-to-run model

On the NGS Society Products Page shown above, click on the grey text that says, "Ready to Run". The following page appears.

The screenshot shows the NGS Society website interface. At the top left is the NGS Society logo, a red square with a white 'N' and 'NGS SOCIETY' below it. To the right are navigation links: Sitemap, View Basket, and Checkout. Below these is the text 'Items: 0 Total: £0.00' and the date 'Tuesday 20-Jun-2017'. A navigation bar contains links for Home, About Us, Constitution & Bye-Laws, Privacy + Cookies, Contact Us, and Terms & Conditions. A search bar is on the left. Below it is a 'Categories' sidebar with radio buttons for various payment and membership options. The main content area shows a breadcrumb trail: Home > NGS Shop - Society products (N.B. ensure p&p included - see above) > Ready to Run. A notice states: 'See the Society Handbook or the Website for information about our ready-to-run items. N.B. IT IS HIGHLY UNLIKELY THAT FURTHER SUPPLIES OF SOCIETY READY-TO-RUN ITEMS WILL BECOME AVAILABLE, THEREFORE ONCE A LIVERY IS SOLD OUT, 'OUT OF STOCK' BECOMES A PERMANENT MESSAGE.' Below this are seven product listings, each with a small image, a description, and a price. The products are: 50th Anniversary Peco Wagons (£0.00), Thompson BG Full Brake (£28.00), Collett BG Brake Van (£26.00), LMS 50ft Inspection Saloon (£26.95), Queen Mary Brake Van (£19.95), 40th Anniversary Ferrywagon (£20.50), Snowplough (£15.90), and Stove R 6-wheeled Brake Van (£16.40). At the bottom left, it says 'We accept credit and debit cards and PayPal via our'.

Home > NGS Shop - Society products (N.B. ensure p&p included - see above) > Ready to Run

See the Society Handbook or the Website for information about our ready-to-run items.  
N.B. IT IS HIGHLY UNLIKELY THAT FURTHER SUPPLIES OF SOCIETY READY-TO-RUN ITEMS WILL BECOME AVAILABLE, THEREFORE ONCE A LIVERY IS SOLD OUT, 'OUT OF STOCK' BECOMES A PERMANENT MESSAGE.

|   |  |  |                                       |
|---|--|--|---------------------------------------|
|    | 50th Anniversary Peco Wagons<br>£0.00                |    | Thompson BG Full Brake<br>£28.00      |
|    | Collett BG Brake Van<br>£26.00                       |    | LMS 50ft Inspection Saloon<br>£26.95  |
|  | Queen Mary Brake Van<br>£19.95                       |  | 40th Anniversary Ferrywagon<br>£20.50 |
|  | Snowplough<br>£15.90                                 |  | Stove R 6-wheeled Brake Van<br>£16.40 |
|  | Stove 'R' - 6 wheel chassis only (NGSR0346)<br>£6.05 |  |                                       |

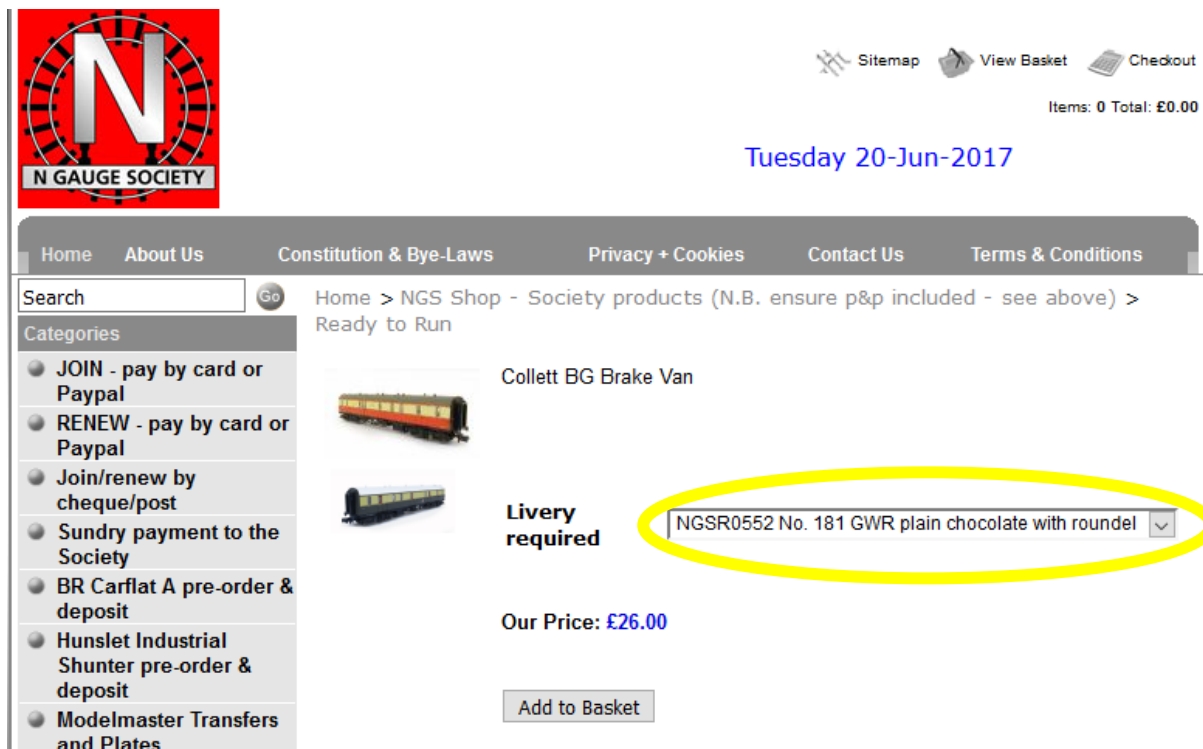
We accept credit and debit cards and PayPal via our

Note that most Society ready-to-run models are produced in a number of varieties – predominantly different liveries of the same model. Where all the varieties are the same price, this price is displayed here, e.g. all Colletts are £26.00 in the above. However, where the varieties have differing prices, then the price shown at this page may appear as £0.00, as above for the 50<sup>th</sup> Anniversary Peco Wagons (which are differentially priced according to whether they are an open wagon or more expensive tank wagon).

The following gives an example of selecting and buying a Collett Brake Van.

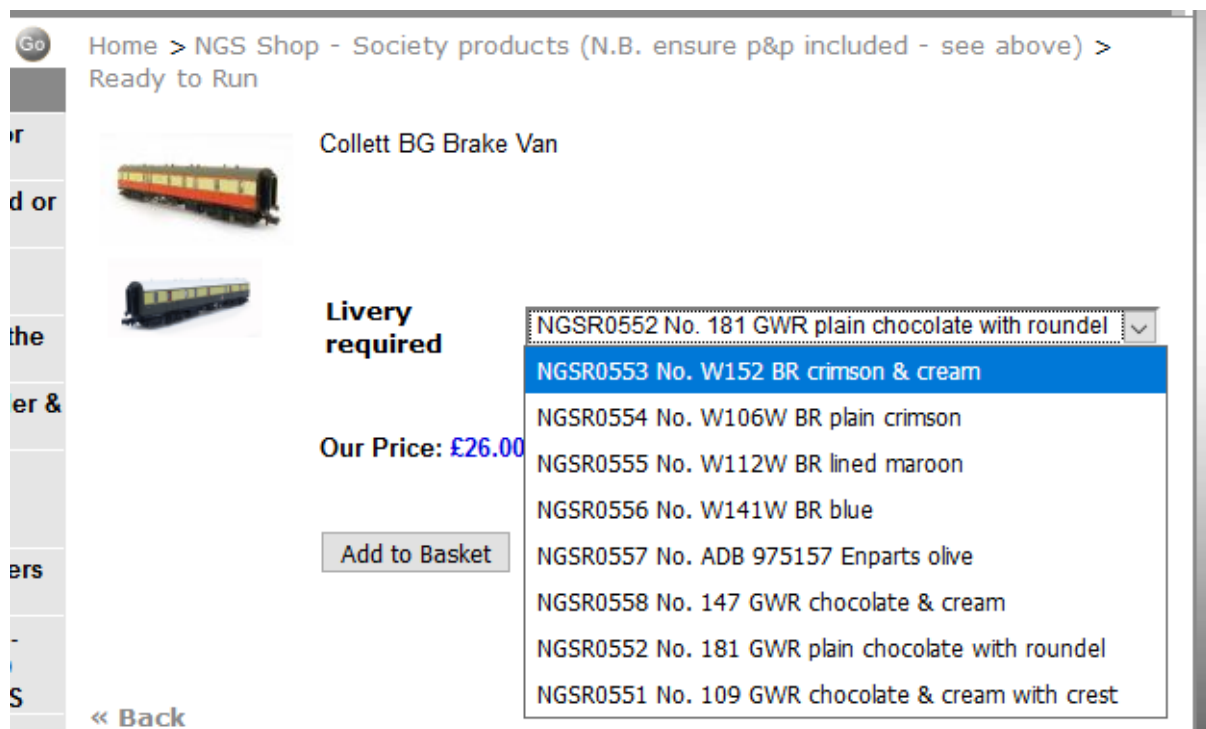
## 6: Example: Purchasing a Collett BG Van

From the Ready to Run page shown above, click on the text “Collett BG Brake Van”, or on the image next to it. This will take you to:



The screenshot shows the N Gauge Society website. At the top left is the logo, and at the top right are links for Sitemap, View Basket, and Checkout, along with the text "Items: 0 Total: £0.00". The date "Tuesday 20-Jun-2017" is displayed. A navigation bar contains links for Home, About Us, Constitution & Bye-Laws, Privacy + Cookies, Contact Us, and Terms & Conditions. A search bar is present, and a breadcrumb trail reads "Home > NGS Shop - Society products (N.B. ensure p&p included - see above) > Ready to Run". On the left, a "Categories" sidebar lists options like "JOIN - pay by card or Paypal" and "RENEW - pay by card or Paypal". The main content area shows the "Collett BG Brake Van" product with two images. Below the images, it says "Livery required" and "Our Price: £26.00". A dropdown menu is open, showing a list of livery options, with the current selection being "NGSR0552 No. 181 GWR plain chocolate with roundel". An "Add to Basket" button is located below the price.

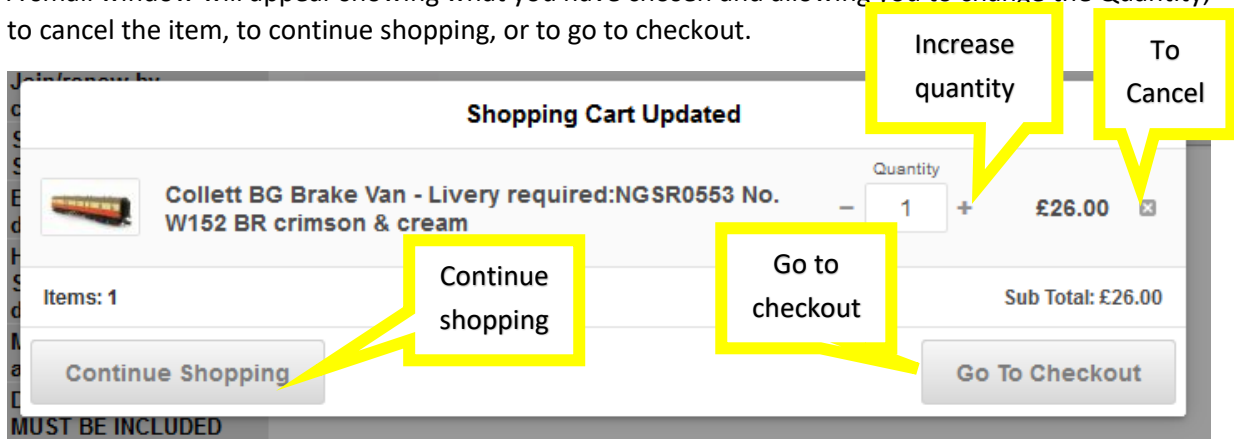
To the right of the words “Livery required” is a ‘drop-down box’ for you to select which livery variety you want. To do this click on the box or the little down-pointing arrow next to it to see the selection of available models:



This screenshot shows the same product page as above, but with the livery dropdown menu expanded. The menu lists the following options: "NGSR0552 No. 181 GWR plain chocolate with roundel", "NGSR0553 No. W152 BR crimson & cream", "NGSR0554 No. W106W BR plain crimson", "NGSR0555 No. W112W BR lined maroon", "NGSR0556 No. W141W BR blue", "NGSR0557 No. ADB 975157 Enparts olive", "NGSR0558 No. 147 GWR chocolate & cream", "NGSR0552 No. 181 GWR plain chocolate with roundel", and "NGSR0551 No. 109 GWR chocolate & cream with crest". The current selection is "NGSR0552 No. 181 GWR plain chocolate with roundel". The "Add to Basket" button is visible below the price.

Click on the version you want, in this example BR Crimson and Cream, and then click the “Add to Basket” button.

A small window will appear showing what you have chosen and allowing you to change the Quantity, to cancel the item, to continue shopping, or to go to checkout.



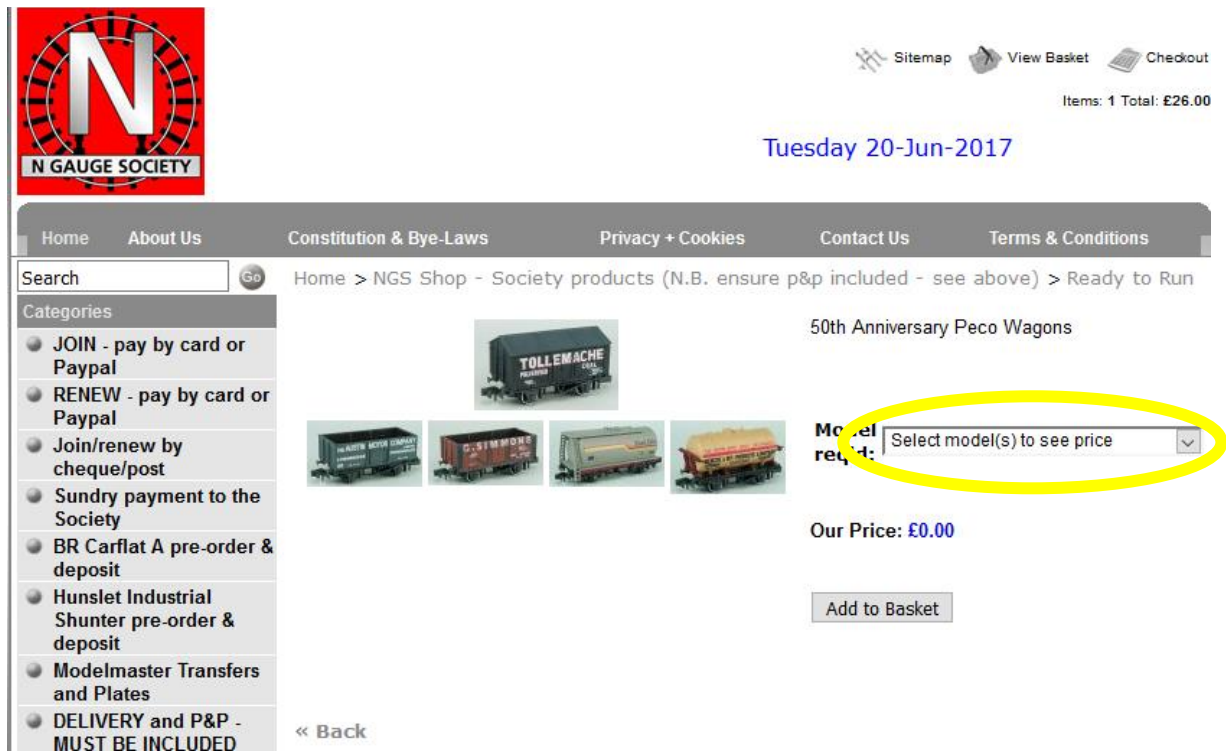
For the purposes of this guide, we will continue shopping and select a Peco Wagon as a further example:

From the Collet page, click the ‘back’ button, or click the word “Back” towards the bottom left.

This will take you back to the “Ready to run” page as shown in section 5 above.

## 6. Example: Purchasing a 50<sup>th</sup> Anniversary Peco Wagon

On the “Ready to Run” page shown in section 5 above, click on the text “50<sup>th</sup> Anniversary Peco Wagons” or on the image next to it, this will take you to:



Note that that “Our Price” still shows as £0.00.

As before, click on the box that states "Select model(s) to see price", this will show the range available, as follows:

The screenshot shows the N Gauge Society website interface. At the top left is the logo, a red square with a white 'N' inside a black circle, with 'N GAUGE SOCIETY' below it. To the right are links for Sitemap, View Basket, and Checkout, and a cart icon showing 'Items: 1 Total: £26.00'. The date 'Tuesday 20-Jun-2017' is displayed. A navigation bar contains links for Home, About Us, Constitution & Bye-Laws, Privacy + Cookies, Contact Us, and Terms & Conditions. Below the navigation bar is a search bar and a breadcrumb trail: 'Home > NGS Shop - Society products (N.B. ensure p&p included - see above) > Ready to Run'. A 'Categories' sidebar lists various options like 'JOIN - pay by card or Paypal', 'RENEW - pay by card or Paypal', and 'DELIVERY and P&P - MUST BE INCLUDED'. The main content area features a '50th Anniversary Peco Wagons' section with a grid of model images. A dropdown menu is open, showing a list of models: 'NGSR0601 Tollemache 7 plank', 'NGSR0602 Austin Motor steel open', 'NGSR0603 G.Simmons 7 plank', 'NGSR0604 Shell Oils 15' tank', and 'NGSR0605 Benzol 10' tank'. The 'Model req'd:' label is next to the dropdown, and the 'Add to' button is visible. The 'Select model(s) to see price' option is highlighted in blue.

When you click on a model, the price appears, e.g. £10 for a Shall tank:

This screenshot shows the same website interface as the previous one, but with the dropdown menu set to 'NGSR0604 Shell Oils 15' tank'. The 'Our Price: £10.00' is now displayed in a yellow oval. The 'Add to Basket' button is visible below the price. The rest of the page layout, including the logo, navigation, and sidebar, remains the same.

Click the "Add to Basket" button to purchase the item.

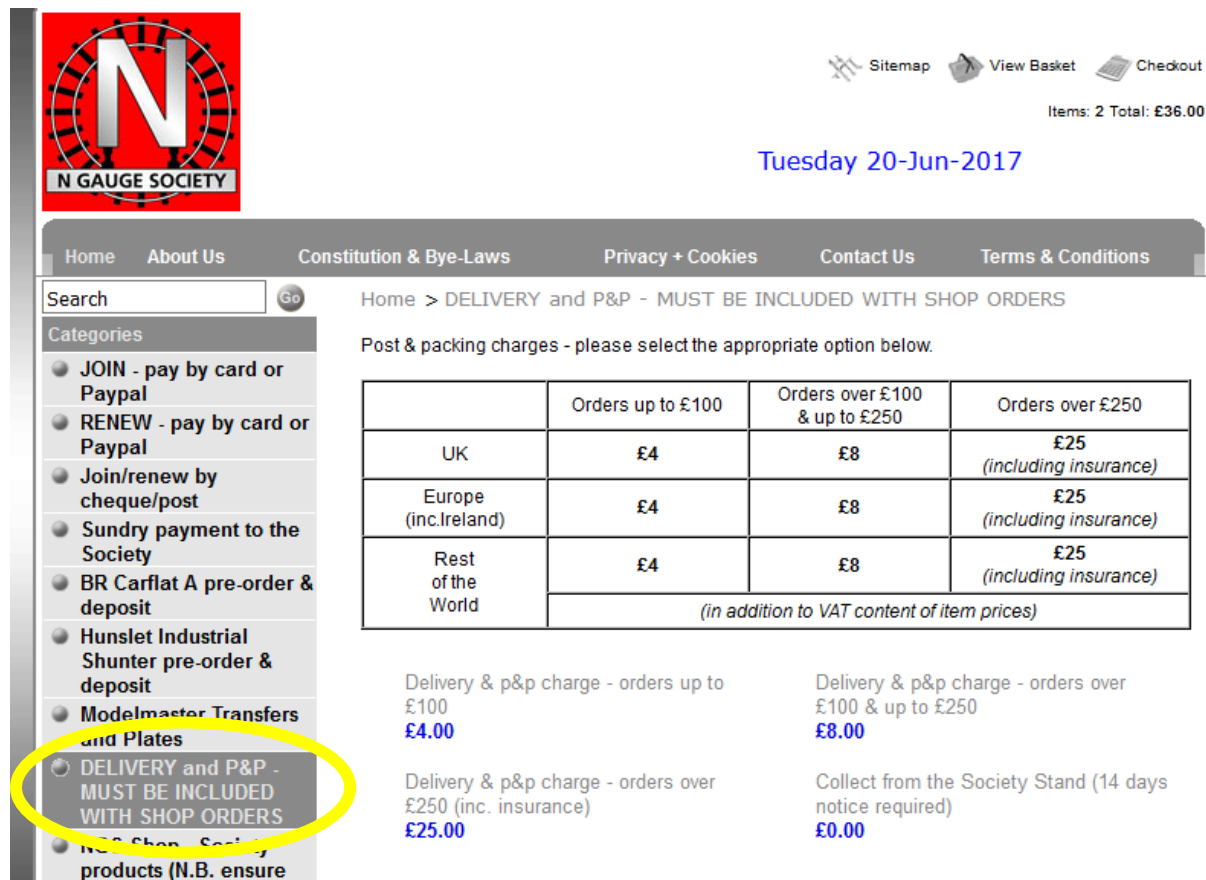
Again the "Shopping Cart updated window will appear. Click on "Continue Shopping" button, as we now have to add postage.



## 7. Adding post and packaging costs

When your selected items are in your shopping cart, add in the P&P cost.

The best way to do this is to click on the “Delivery and P&P” option in the left hand-side list:



Home > DELIVERY and P&P - MUST BE INCLUDED WITH SHOP ORDERS

Post & packing charges - please select the appropriate option below.

|  | Orders up to £100 | Orders over £100 & up to £250 | Orders over £250                    |
|--|-------------------|-------------------------------|-------------------------------------|
| UK   | £4                | £8                            | £25<br><i>(including insurance)</i> |
| Europe (inc.Ireland)                               | £4                | £8                            | £25<br><i>(including insurance)</i> |
| Rest of the World                                  | £4                | £8                            | £25<br><i>(including insurance)</i> |
| <i>(in addition to VAT content of item prices)</i> |                   |                               |                                     |

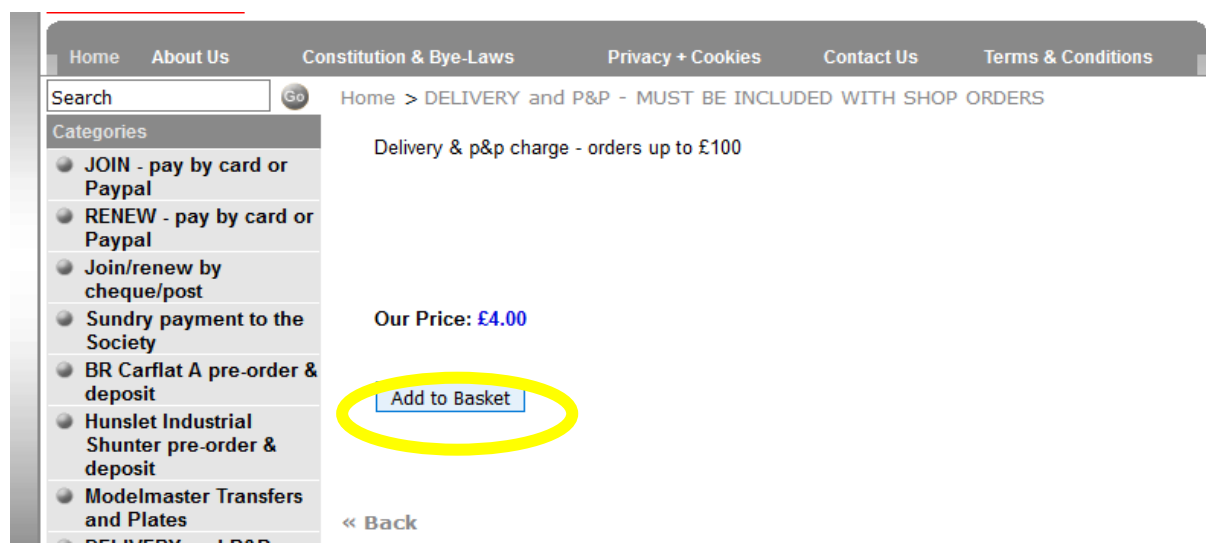
Delivery & p&p charge - orders up to £100  
**£4.00**

Delivery & p&p charge - orders over £100 & up to £250  
**£8.00**

Delivery & p&p charge - orders over £250 (inc. insurance)  
**£25.00**

Collect from the Society Stand (14 days notice required)  
**£0.00**

This brings up the postage rate options as above. Click on the one applicable to your order, and then click “Add to Basket”:



Home > DELIVERY and P&P - MUST BE INCLUDED WITH SHOP ORDERS

Delivery & p&p charge - orders up to £100



Our Price: **£4.00**

**Add to Basket**

« Back

The P&P will now show as an item in your shopping basket along with your selected items:

**Shopping Cart Updated** ✕

|   |  |  |                 |
|---|--|--|-----------------|
|  | <b>Collett BG Brake Van - Livery required:NGSR0553 No. W152 BR crimson &amp; cream</b> | Quantity<br>- <input type="text" value="1"/> + | <b>£26.00</b> ✕ |
|  | <b>50th Anniversary Peco Wagons - Model req'd::NGSR0604 Shell Oils 15' tank</b>        | Quantity<br>- <input type="text" value="1"/> + | <b>£10.00</b> ✕ |
| <b>Delivery &amp; p&amp;p charge - orders up to £100</b>                          |  | Quantity<br>- <input type="text" value="1"/> + | <b>£4.00</b> ✕  |

Items: 3 Sub Total: £40.00

Continue Shopping
Go To Checkout

p&p included - see

If you are done, click on “Go To Checkout”.

## 8. Checking out

The “Your Shopping Cart” page appears, where you can change quantities, continue shopping or click “Checkout Securely” to provide delivery information and make payment.

Home
About Us
Constitution & Bye-Laws
Privacy + Cookies
Contact Us
Terms & Conditions

Go

**Categories**




- JOIN - pay by card or Paypal
- RENEW - pay by card or Paypal
- Join/renew by cheque/post
- Sundry payment to the Society
- BR Carflat A pre-order & deposit
- Hunslet Industrial Shunter pre-order & deposit
- Modelmaster Transfers and Plates
- DELIVERY and P&P - MUST BE INCLUDED WITH SHOP ORDERS
- NGS Shop - Society products (N.B. ensure p&p included - see above)

**Payment Information:**

- M'ship payments – p&p included;
- pre-order deposits – p&p not required;
- sundry payments – p&p not required;
- Shop purchases – use 'DELIVERY & P&P' menu option to pay required amount




[Checkout Securely](#)




### Your Shopping Cart


| Items   | Quantity                           | Price         |
|---|------------------------------------|---------------|
|  <b>Collett BG Brake Van - Livery required:NGSR0553 No. W152 BR crimson &amp; cream</b><br><input type="checkbox"/> Remove | - <input type="text" value="1"/> + | £26.00        |
|  <b>50th Anniversary Peco Wagons - Model req'd::NGSR0604 Shell Oils 15' tank</b><br><input type="checkbox"/> Remove        | - <input type="text" value="1"/> + | £10.00        |
|  <b>Delivery &amp; p&amp;p charge - orders up to £100</b><br><input type="checkbox"/> Remove                               | - <input type="text" value="1"/> + | £4.00         |
| Subtotal  |                                    | £40.00        |
| Delivery (see above)  |                                    | £0.00         |
| <b>Total</b>  |                                    | <b>£40.00</b> |


[Continue Shopping](#)
[Checkout Securely](#)

We accept credit and debit cards and PayPal via our secure payment gateway.





## 9. Secure Payments

The subsequent pages are all externally hosted on a secure payments server. They collect the delivery information from you (name, address, member number etc), as well as optional survey information about your modelling preferences and then they take the transaction details for your payment. Your payment details are therefore not collected by the NGS, but are processed by the external secure payments provider, and it is they who provide authorisation for the transaction to proceed. Simply complete the forms presented to you and make your payment in the usual way.

## 10. What happens next

If you are paid up member of the society and your order has been successful you will receive a confirmation email.

After a few days, you will receive an automated email from the NGS Shop with your invoice attached. You should keep this as proof of purchase.

If your order involves a physical delivery, this will follow by Royal Mail hopefully within a week of the invoice.

Please note that the shop is run by volunteers in spare time, who may be away from time to time, and so you are asked to allow 21days for delivery before chasing up an outstanding order.

Queries should be directed to:

NGS Shop Manager,

5 Sarazen Green

Livingston

EH54 8SZ

(Note this is a new address from June 2017).

Or emailed to [shop@ngaugesociety.com](mailto:shop@ngaugesociety.com),

Or by phone to 07796 580047 (not constantly monitored).

Orders on paper NGS order forms can also be posted to the above address.

This document created by Adrian Cotterill, 20 June 2017.