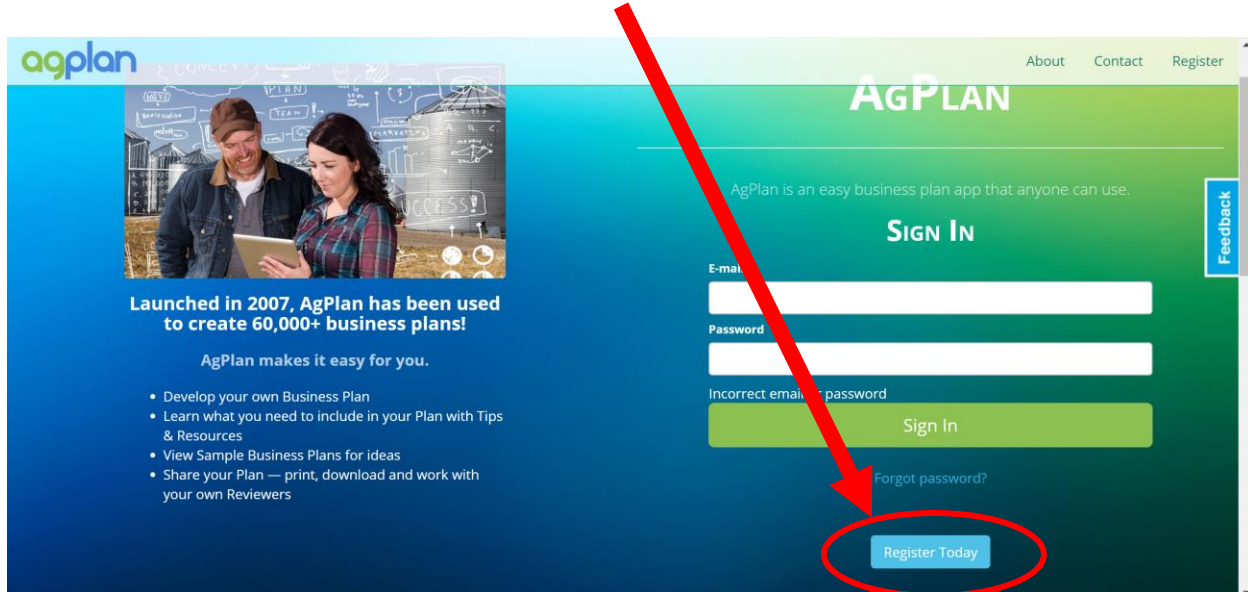


### Step 1:

- Using your internet browser on a laptop or tablet, Go to: <https://agplan.umn.edu/>

### Step 2:

- Click on the blue button link “Register Today”:



### Step 3:

- Fill out all the required fields and be sure to WRITE DOWN YOUR PASSWORD:

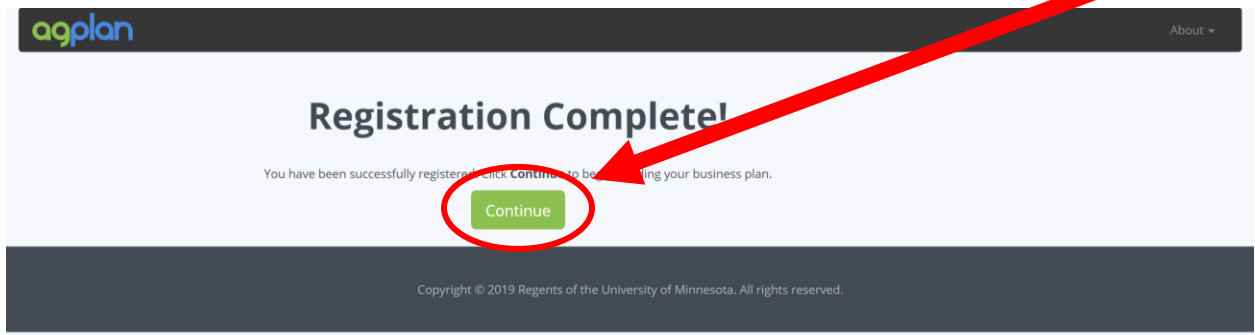
The image shows the AgPlan registration form. It has a header with the 'agplan' logo and an 'About' link. The main heading is 'Register'. Below it are several form fields: '\*Email Address', '\*Confirm Email Address', '\*First Name', '\*Last Name', '\*State/Province' (a dropdown menu with '-- Not US or Canada --'), 'Country', '\*Password', and '\*Confirm Password'. At the bottom, there are two buttons: a red 'Cancel' button and a green 'Register' button, which is circled in red. A red arrow points from this button up to the 'Register' text in the list above.

### Step 4:

- click on "Register" when you have all the fields entered.

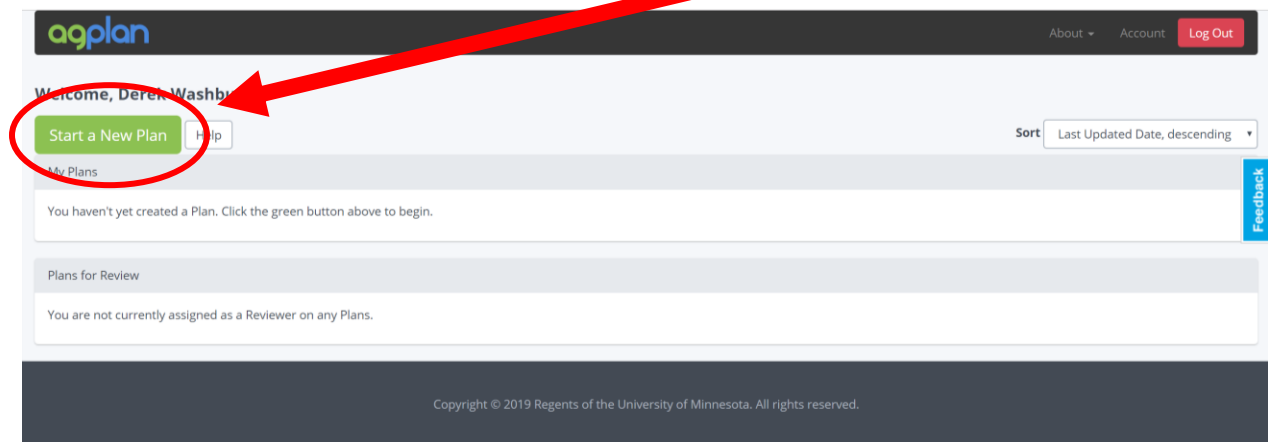
### Step 5:

- You will be redirected to a screen where you see the following, click on continue:



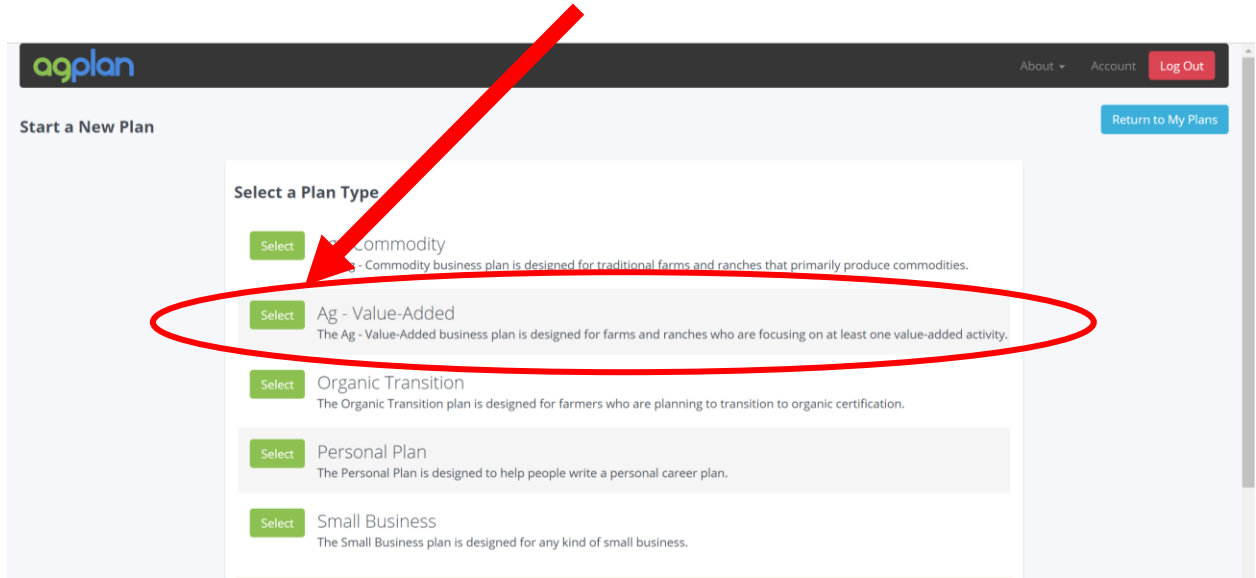
### Step 5:

- After you click continue you will be taken your new main page you can use to create a new business plan. Go Ahead and click on the start a new plan button at the top left:



## Step 6:

- You will then be taken to a page where you can select the kind of business plan you will need to create. For the purpose of NC Farm School please choose the “Ag-Value-Added” plan type by clicking on the green “Select” button:

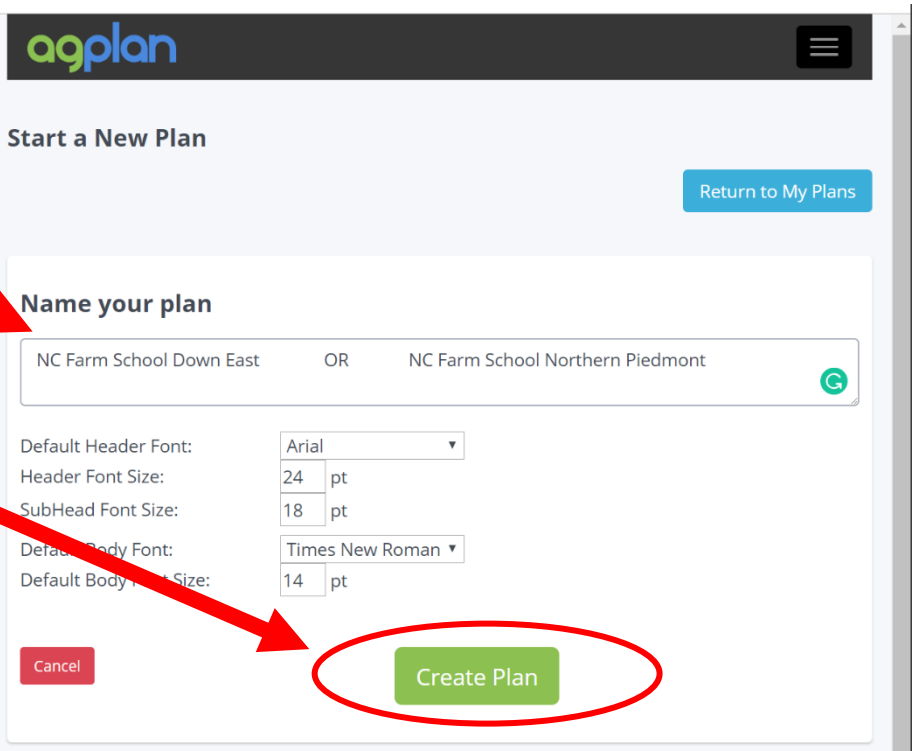


The screenshot shows the 'Start a New Plan' page on the agplan website. The page has a dark header with the agplan logo and links for 'About', 'Account', and 'Log Out'. Below the header, there's a 'Return to My Plans' button. The main content area is titled 'Start a New Plan' and contains a section 'Select a Plan Type'. This section lists five plan types, each with a green 'Select' button and a brief description:

- Commodity**: The Commodity business plan is designed for traditional farms and ranches that primarily produce commodities.
- Ag - Value-Added**: The Ag - Value-Added business plan is designed for farms and ranches who are focusing on at least one value-added activity. (This option is highlighted with a red oval, and a red arrow points to its 'Select' button.)
- Organic Transition**: The Organic Transition plan is designed for farmers who are planning to transition to organic certification.
- Personal Plan**: The Personal Plan is designed to help people write a personal career plan.
- Small Business**: The Small Business plan is designed for any kind of small business.

## Step 7:

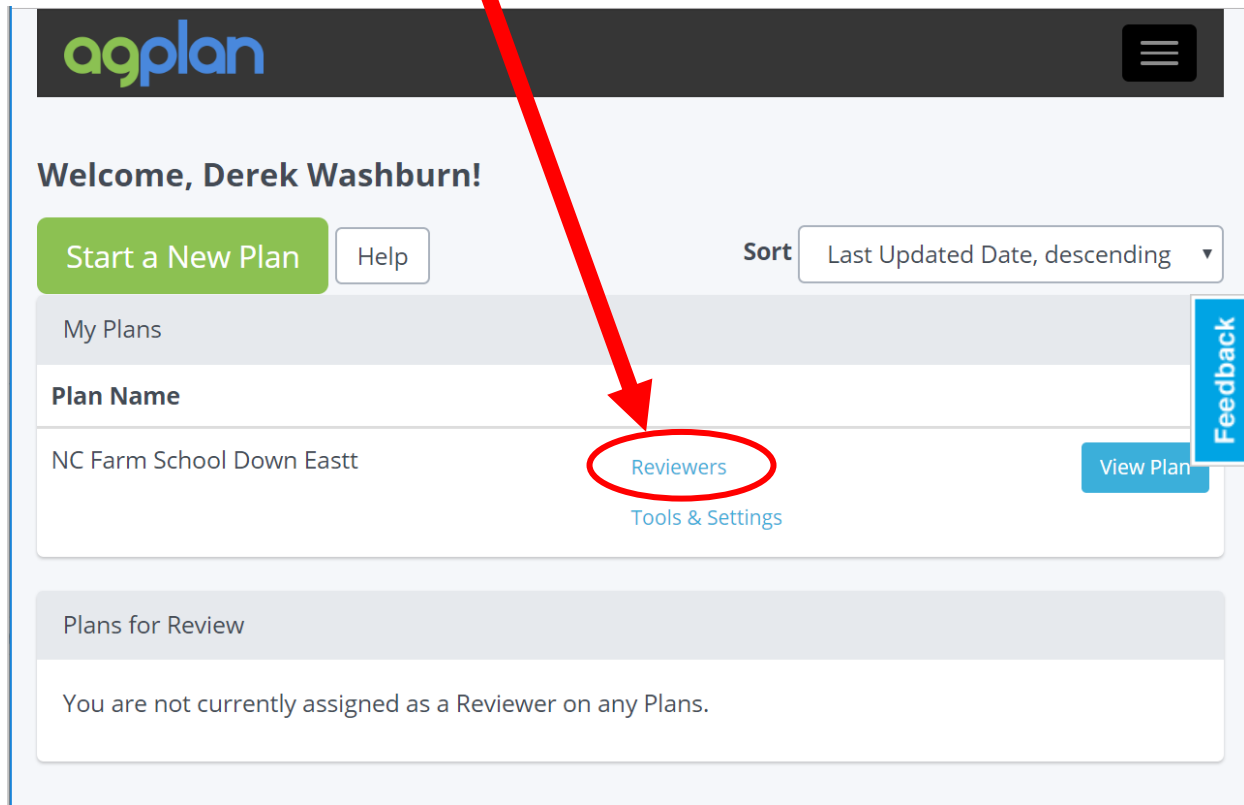
- After that is complete you will enter the name of your business plan in the next window, **make sure you put the name of your school, Northern Piedmont or Down East**, once you have entered the name, click on “Create Plan”:



The screenshot shows the 'Name your plan' window on the agplan website. The window has a dark header with the agplan logo and a menu icon. Below the header, there's a 'Return to My Plans' button. The main content area is titled 'Name your plan' and contains a text input field with the text 'NC Farm School Down East' and 'OR' and 'NC Farm School Northern Piedmont'. Below the input field are font settings for Default Header Font, Header Font Size, SubHead Font Size, Default Body Font, and Default Body Font Size. At the bottom, there are 'Cancel' and 'Create Plan' buttons. The 'Create Plan' button is highlighted with a red oval, and a red arrow points to it.

### Step 8:

Once you have done this you will be redirected to a screen where you will see your plan listed from a pick list. There is a blue link out to the right of your new business plan that says “Reviewers.” Click on this link.



The screenshot shows the aqplan dashboard interface. At the top, there is a dark header with the 'aqplan' logo on the left and a hamburger menu icon on the right. Below the header, a welcome message reads 'Welcome, Derek Washburn!'. To the left of the main content area are two buttons: 'Start a New Plan' (green) and 'Help' (white). To the right is a 'Sort' dropdown menu set to 'Last Updated Date, descending'. The main content area is divided into two sections. The first section, titled 'My Plans', contains a table with one row. The table has a 'Plan Name' header. The row contains the text 'NC Farm School Down Eastt' and a 'View Plan' button. To the right of the plan name, there are two blue links: 'Reviewers' and 'Tools & Settings'. A red arrow points from the text in the instructions above to the 'Reviewers' link, which is also circled in red. The second section, titled 'Plans for Review', contains a message: 'You are not currently assigned as a Reviewer on any Plans.' On the far right of the dashboard, there is a vertical blue button labeled 'Feedback'.

### Step 9:

You will be directed to a page allowing you to add reviewers. Giving Gary Bullen, your NC Farm School instructor access to your plan will allow him to coach you along the way on your plan and give you helpful tips. Take a moment and add him to your list of reviewers by adding his email address, [sgbullen@ncsu.edu](mailto:sgbullen@ncsu.edu). You can select “Coment Only” or “Comment and Edit.”

then click “Add Reviewer.”

agplan

## Manage Reviewers: NC Farm School Down Eastt

[Return to My Plans](#)

Plan Reviewers

Name	Email	Allow to Edit?
No records to display.		

Add a Reviewer

Reviewer Email Address

Reviewer Access

☐ Comment Only

☐ Comment & Edit

[Add Reviewer](#)

You are now all set to build your business plan. We will be giving you more instructions on what to do as a part of your participation with NC Farm School as we go through each session.