Montana Seed Growers Association
Database-Applying for Field Inspections

http://www.msgacert.org/

This Site is designed to:
• Apply for field inspections
• Enter Field inspection Results
• Enter Seed Sales and Bulk Transfers
• Invoicing
Steps Covered

1. Logging In
2. Creating and opening field inspection applications
3. Inputting data into applications
4. Choosing and drawing your fields
5. Choosing Variety and class
6. Providing past crop history information
7. Planting dates and additional comments
8. Planting dates and additional comments
9. Providing and uploading seedstock information
10. Submitting the application
Logging In

Log on to: https://www.msgacert.org/login
First time users need to click on “Reset Your Password” an email with a set up link will be sent to your email.
You will need to use either Google Chrome or Mozilla Firefox.
If you already reset your password simply enter your email and password and click the “login” button.
Setting up Log In

For initial set up type in the email address and click on “Reset Your Password”. Within a few minutes a link should be sent to the email address entered. The email will come from:

do.not.reply=msgacert.org@mg.msgacert.org; on behalf of; Montana Seed Growers Association do.not.reply@msgacert.org

If no email is received in your inbox,

1. Check your spam/junk folder.
2. If there is nothing in the spam folder a call to your email provider may be necessary to check if reply address is blocked.
3. Call MSGA
On the top bar click on Field. Inspections- This will bring you into the environment to enter your fields.
A drop down menu will appear when Fields/Inspections is chosen. Click on Field Inspection.
Begin Creating An Application for a Field Inspection

Select/Click on the green box- “Create New Field Inspection Applications”
Setting up Contact Information

Click on “Select contact from your company”. A drop down will populate and you can choose your contact.

OR

Click on “Add a new contact with your company”. Once a contact is saved it will become part of your drop down choices in the future.
Creating a New Field

“Specify the Field/Crop Area” This year you will need to add in all your fields to begin with. Once the field is entered into the database it will be automatically saved in the system and available to select in the following years.

Select “A new field—Create it below”
Fill in the boxes below “Field/Crop Area Name”, “Total Acres”, “County Where Field is Located”, and “Comments”.
“Enter a location” at the bottom left to aid in locating the field. Draw your field by Clicking the polygon at the top right. Start in 1st corner and click your mouse until you are happy with your shape. Click on the “finish”. Review and Scroll down.
Below the map Select “Yes” or “No” if you want the field inspector to call before arriving at the inspection site. Note: it is still the growers responsibility to call their assigned inspector and set up the inspection. This option is to let the inspector know if they should call before arriving.
Then select if the field is irrigated or not.
Selecting the Crop and Variety

Select “What crop are you growing” for all applications please select “Small Grains/Beans/Grasses” “Grasses” include all perennial crops.

Choose the “Variety you will harvest THIS year”, by either choosing “Select existing variety” Once you “select existing variety” begin typing the variety name into the search box to the right. Or “Create new variety” if the variety is not in the system please enter in the Variety name and the Species/ Kind.
Choosing Certification Class and Planting Date

“Inspection Class/ Type THIS year” clicking on “Select One” will generate a drop down screen to choose your class of seed you will be growing NOT THE CLASS YOU PLANTED.
Next enter the “Planting Dates” You can add multiple planting dates by selecting them from the calendar controls.

Please enter in any comments in the comment box. Then Save and Continue
Adding in Field History Last 3 Years

<table>
<thead>
<tr>
<th>Information</th>
<th>Variety/Species</th>
<th>Certification Class</th>
<th>Corn Color</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Pivot (2019)</td>
<td>Lanning × Triticum aestivum (HRS wheat)</td>
<td>Registered</td>
<td></td>
<td>Same variety and class previous cert number was 192-0000</td>
</tr>
<tr>
<td>South Pivot (2018)</td>
<td>Willow Creek × Triticum aestivum (HRW wheat)</td>
<td>Service Only</td>
<td></td>
<td>Common willow creek</td>
</tr>
<tr>
<td>South Pivot (2017)</td>
<td>Solanum tuberosum (Potato)</td>
<td>Service Only</td>
<td></td>
<td>Potato crop</td>
</tr>
</tbody>
</table>

Starting left to right: Please enter the variety and class that was grown on the field last year (2019) if it was the same variety and class as shown here please list the certification number of the previously grown field. Then do the same for 2018 and 2017. If the crop was common or not certified please select “service only”.

Then Save and Continue.
You will be auto directed to “Seedstock” screen.
Click the green “Create” button.
Fill in “Producer Lot #” and “Harvest Year” and “Pounds Planted”.
Use your certification number off of your tag or bulk certificate if the seed was grown in Montana you leave the “Country/State of Origin” blank. If it was grown in a different state or country please specify.
You will be prompted to “Add/Replace Tag Image” Seed Tag, Seed Test or Bulk Certificates can be used for this.
Note: Please scan both sides of seed tags!
Steps to add image:
1. Take a picture with your phone or scan image onto your computer.
2. If you took a picture send the picture to your email and save image as a PDF PNG or JPG on your computer.
3. Label the image with a recognizable name so you can easily find it.
4. Select Browse from the seedstock page and find your image on your computer. Select the image and upload.
5. Click the blue save button.
Uploading Seed Stock Information

When information is uploaded it will display in the Add/Replace Tag Image box. Year Grown, Variety and Lot information will display under Seed Stock Tab. Click on Blue Continue button, to complete the applications.
Submit The Field Inspection Application

The Final Step in the application is to accept the terms by checking the box in the orange highlighted area and click on Submit Application to MSGA. Once submitted items can be changed only up until MSGA acknowledges and accepts the applications. Any information that needs to be updated after MSGA accepts will need to be communicated via email or phone to MSGA.
How to Withdraw and Edit Application

If you need to edit your application please follow the instructions on the last page after you have submitted your applications. If you wish to continue to a new application select the grey bar on the bottom that says “Get Started”