

# 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

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## Login

Welcome! If this is your first time logging in on the new site, please click the 'Reset Your Password' link below to set up your password in the new system. This will only need to be done once.

**This site will not function using Internet Explorer.** We recommend using Google Chrome; you may also use Mozilla's Firefox.

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Email Address

Password

[Reset Your Password](#)

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 lick on “Reset Your Password”. Within a few minutes a link should be sent to the email address entered. The email will com from:

[do.not.reply=msgacert.org@mg.msgacert.org](mailto:do.not.reply=msgacert.org@mg.msgacert.org); on behalf of; Montana Seed Growers Association [do.not.reply@msgacert.org](mailto: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

# Landing Page



Montana Seed Growers Association

Organizations/People Fields/Inspections Seed Sales Invoices Reports Lookups Options

## MSGGA's Seed Tracking System

Welcome to the Montana Seed Growers Association's online seed tracking system. Seed producers in Montana are invited to use this system to interact more quickly and efficiently with MSGGA staff.

### Functions available on this site:

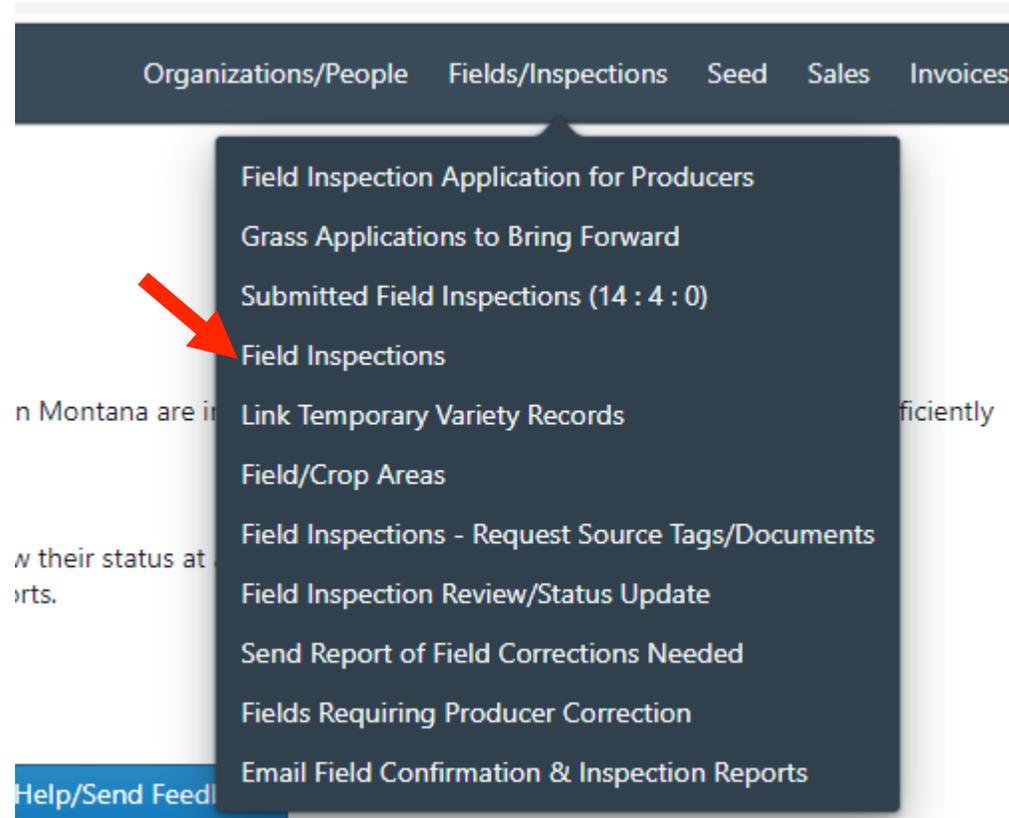
- **Field Inspection Applications:** save, edit and submit field inspection applications, then review their status at any time.
- **Field Inspections:** review inspection results during the season; view and print inspection reports.
- **Analysis Reports:** view, print and download as a PDF.
- **Daily Invoices:** view, print and download as a PDF.

### Questions?

If you have questions or problems, please let us know! Contact MSGGA at 406-994-3516 or [Get Help/Send Feedback](#)

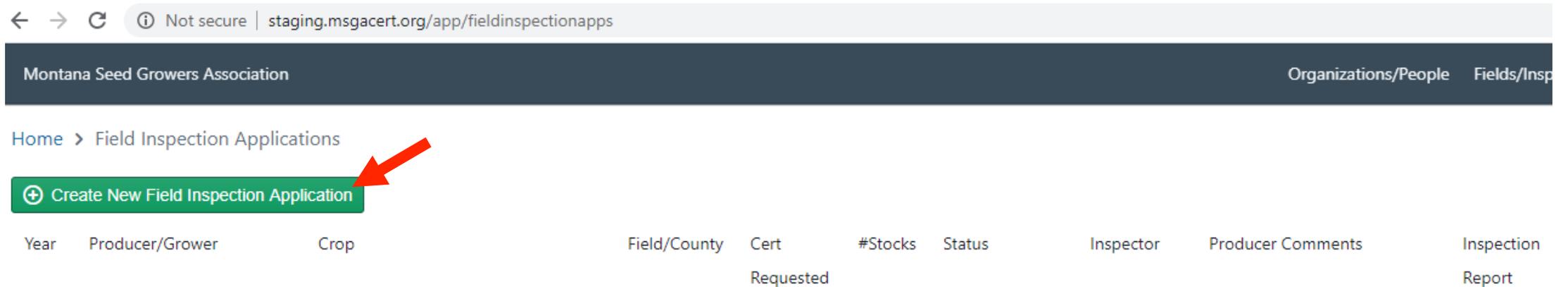
On the top bar click on Field. Inspections- This will bring you into the environment to enter your fields.

# Drop Down Menu



**A drop down menu will appear when Fields/Inspections is chosen.  
Click on Field Inspection.**

# Begin Creating An Application for a Field Inspection



The screenshot shows a web browser window with the URL `staging.msgacert.org/app/fieldinspectionapps`. The page header includes "Montana Seed Growers Association" and navigation links for "Organizations/People" and "Fields/Insp". Below the header, a breadcrumb trail reads "Home > Field Inspection Applications". A prominent green button with a plus icon and the text "Create New Field Inspection Application" is highlighted with a red arrow. Below this button is a table with the following columns: Year, Producer/Grower, Crop, Field/County, Cert Requested, #Stocks, Status, Inspector, Producer Comments, and Inspection Report.

Year	Producer/Grower	Crop	Field/County	Cert Requested	#Stocks	Status	Inspector	Producer Comments	Inspection Report
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**Select/Click on the green box- “Create New Field Inspection Applications”**

# Setting up Contact Information

[Producer](#)



**Basic Information**



Past Crops



Seedstocks



[Review/Submit to MSGA](#)

Status: **Application Started, NOT SAVED.** Once you successfully save information on this tab (i.e., no errors), you may close this application and complete it later.

## Basic information

Who is growing this crop?

We are Another grower

- Select contact from your company:
- Add new contact with your company:

- An existing field--select it:
- A new field--create it below:

Specify the Field/Crop Area

-- Select One --

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

OR

## Basic information

Who is growing this crop?

We are Another grower

- Select contact from your company:
- Add new contact with your company:

**Only add employees of YOUR company below. If the contact works for another company, select "Another Grower" at left!**

First Name\*

Joe

Last Name\*

Farmer

Phone\*

888-222-4444

Email (optional, must be unique)

joefarmer@abc.com

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

## Pointers for using the map function

- **Find a Field by Address:** Jump to a location on the map by entering the address for/near the field in the textbox in the lower left.
- **Moving around:** Drag to move the map. Zoom in and out with the +/- buttons, or scrolling your mouse wheel. Zooming also works will drawing an image.
- **Add a New Field Shape:**
  - **Starting a Shape:** Click the polygon button in the upper right, then click the corners of your field on the map to draw lines.
  - **Completing a Shape:** Click on the shape's starting point or 'Finish' menu on the polygon button.
  - **For Non-Contiguous Fields:** Repeat the steps above to draw multiple shapes.
  - **Delete the Last Point Added:** Click the polygon menu's 'Delete' item.
  - **Abort the Current Shape Being Drawn:** Click the

An existing field--select it:

A new field--create it below:

Field/Crop Area Name	Total Acres	County Where Field is Located	Comments
South Pivot	100	Gallatin	3 miles North of home place



**“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”.**

# Draw Your Field/Fields

Field/Crop Area Name      Total Acres      County Where Field is Located      Comments

South Pivot      100      Gallatin      3 miles North of home place

Finish    Delete last point    Cancel

Enter a location

Google    Leaflet

Map data ©2020 Google Imagery ©2020, Maxar Technologies, USDA Farm Service Agency    Terms of Use    Report a map error

“ 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 1<sup>st</sup> corner and click your mouse until you are happy with your shape. Click on the “finish”. Review and Scroll down.

# Inputting Data

- marker and move it around.
- **Save Changes!** You must click the polygon button's 'Finish' menu, or your changes will be lost.
- **Undo All Changes:** Click the polygon button's 'Cancel' menu.
- **Delete Shapes:** Click the trash can button, then the shape(s) you wish to delete, then 'save'. Delete all shapes using the 'Clear All' menu.

Should the inspector call before arriving at the inspection site?

- Yes  
 No

Is this field irrigated?

- Yes  
 No



**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

What crop are you growing?

Corn/Sunflowers

Small Grains/Beans/Grasses

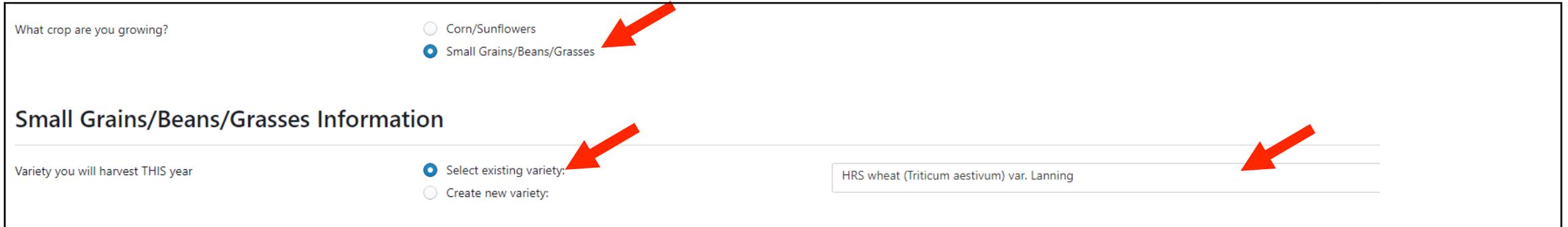
Small Grains/Beans/Grasses Information

Variety you will harvest THIS year

Select existing variety:

Create new variety:

HRS wheat (Triticum aestivum) var. Lanning



**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.**

Variety you will harvest THIS year

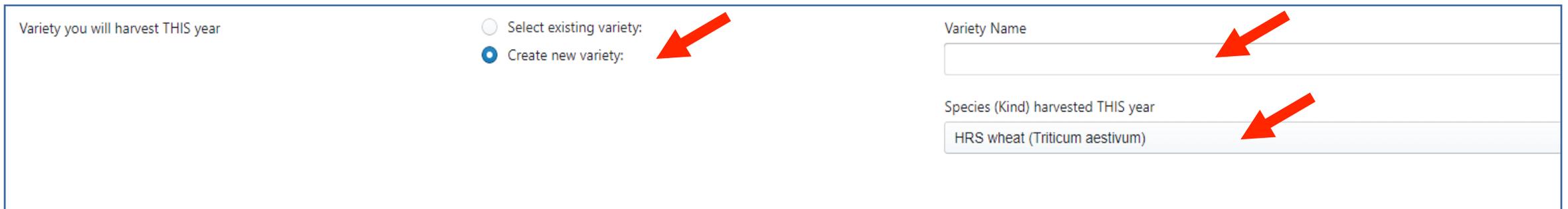
Select existing variety:

Create new variety:

Variety Name

Species (Kind) harvested THIS year

HRS wheat (Triticum aestivum)



# Choosing Certification Class and Planting Date

Inspection Class/Type THIS year

Registered

Planting Dates (type manually or click button to add from calendar)

5/25/2020, 04/25/2020, 04/13/2020

Selecting additional dates from the calendar control adds them to the end of the list.

Comments

**“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**

**Save and Continue >>**

# Adding in Field History Last 3 Years

Status: **Application Incomplete, Saved.** You may close this application and complete it later, if you wish.

Information	Variety/Species	Certification Class	Corn Color	Comments
South Pivot (2019)	Lanning :: Triticum aestivum (HRS wheat) x ▾	Registered ▾	-- Select One -- ▾	Same variety and class previous cert number was 192-0000
South Pivot (2018)	Willow Creek :: Triticum aestivum (HRW wheat) x ▾	Service Only ▾	-- Select One -- ▾	common willow creek
South Pivot (2017)	Solanum tuberosum (Potato) x ▾	Service Only ▾	-- Select One -- ▾	Potato crop

Save and Continue »

**Starting left to right: Please enter the variety and class that was grown on the field last year (2019) if it was they 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.**

# Seedstock

Status: **Application Incomplete, Saved.** You may close this application and complete it later, if you wish.

**i** Add Seed Stock records by clicking the green "Create" button at right, specifying the information and clicking "Save".

Seed Stock	Seed Planted (lb)	Country/State of Origin	Add/Replace Tag Image	Deleted
Last Year Planted, Variety, Seed Lot - Select One -	2500		Choose file... Browse	<input type="checkbox"/> Deleted
Select one above, or enter a new one below		Leave blank if in-state	Only PDF, PNG and JPG up to 1MB allowed. Before uploading, please crop the image to include only the tag without surrounding whitespace.	
Producer Lot #/Cert Lot # 191-4523				
Harvest Year 2019				
<small>If unknown, enter last year</small>				

**Create** **Save** **Cancel**

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

[Basic Information](#) > [Past Crops](#) > [Seedstocks](#) > Review/Submit to MSGA

Status: **Application Incomplete, Saved.** You may close this application and complete it later, if you wish.

**i** Add Seed Stock records by clicking the green "Create" button at right, specifying the information and clicking "Save".

Seed Stock	Seed Planted (lb)	Country/State of Origin	Add/Replace Tag Image	Delete	Create
2019, var: FourOsix (HRW wheat), Lot: 181-5706	80				Edit

Previous **1** Next  
1 record(s)

Continue >>

**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

Your application is saved and ready for submission. First, please check the following:

- If you added a new variety, did you spell the variety name correctly (including spaces and dashes)?
- Is your map drawn accurately? If not, please return to the 'Basic Information' breadcrumb above and update your drawing.
- Are your tag images uploaded? While not required, it is appreciated:
  1. Scan each tag into a separate file, no larger than 1MB each. Allowed formats include PDF, JPG and PNG. If possible, please scan only the tag, removing any surrounding whitespace (e.g., the entire scanner bed).
  2. Click the "Seed Stocks" breadcrumb above.
  3. Click 'Edit' on the record to which you wish to add a tag image.
  4. Under the 'Add/Edit Tag Image' column, click the 'Browse' button and upload your image.
  5. Save the record.
  6. Please maintain uploaded seed stock tags for one year.

When you are confident everything is correct and complete in your application, click the checkbox below indicating you agree, and press the "Submit Application to MSGA" button. Until MSGA Staff begins working with the application, you will be able to withdraw submission of your application to make additional changes.

**Terms: I agree to abide by the By-Laws, Rules, Standards and Regulations of the Association, and pay all fees and charges assessed by the Association. I understand it is the applicant's responsibility to handle certified seed so that its varietal identity is preserved through all stages of production, conditioning and shipping. I understand that all information generated by this service is confidential, except as necessary under USDA, OECD and other regulatory agencies' regulations. All liability for inspection shall be limited to the amount of the fees assessed for the inspection.**

I indicate my agreement with the terms shown above and I verify that all information in this field inspection application is true and complete.

Submit Application to MSGA

Create a New Field Inspection Application

Get Started

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

[Basic Information](#)

[Past Crops](#)

[Seedstocks](#)

Withdraw Submission and Edit

Status: **Application Submitted**. You may Withdraw Submission to Edit Application. Note, however, that MSGA Staff can take control of it at any time, at which point you will not be able to make further edits.

[Withdraw Submission to Edit Application](#)

## Application Submitted

You have successfully submitted this Field Inspection record to MSGA Staff. You can withdraw the submission to make more changes by clicking the 'Withdraw Submission to Edit Application' button above. However, staff can begin working on this application at any time, at which point you will no longer be able to make changes.

Seed stock tags are required in order to approve the field, and therefore required prior to MSGA issuing Certified Seed tags. If you have not already, please upload your tag images:

1. Scan each tag into a separate file, no larger than 1MB each. Allowed formats include PDF, JPG and PNG. If possible, please scan only the tag, removing any surrounding whitespace (e.g., the entire scanner bed).
2. Click the "Seed Stocks" breadcrumb above.
3. Click 'Edit' on the record to which you wish to add a tag image.
4. Under the 'Add/Edit Tag Image' column, click the 'Browse' button and upload your image.
5. Save the record.
6. Please maintain uploaded seed stock tags for one year.

Instead, if you wish to send in the tag stock to MSGA, please feel free to do so.

**If you press the button below, you will need to re-submit your application when completed.**

[Withdraw Submission to Edit Application](#)

## Create a New Field Inspection Application

[Get Started](#)

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"