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 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; 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.
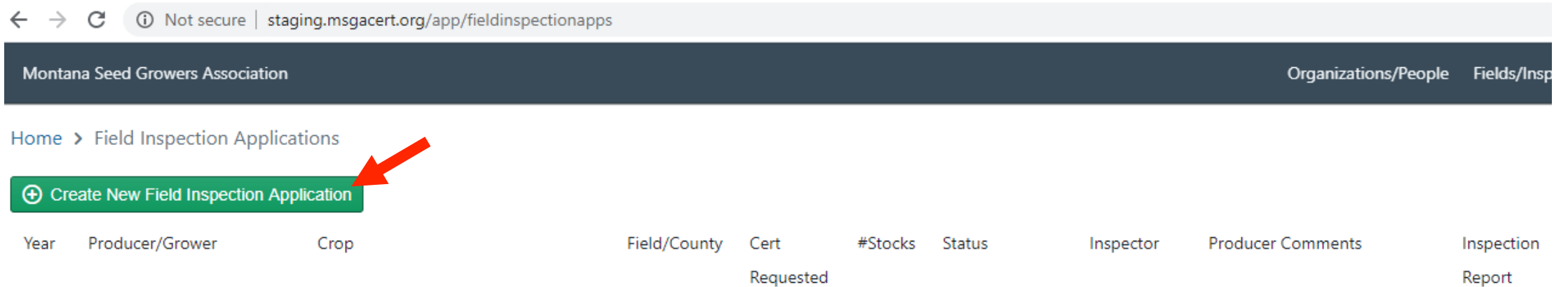
      3. Call MSGA

Landing Page

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

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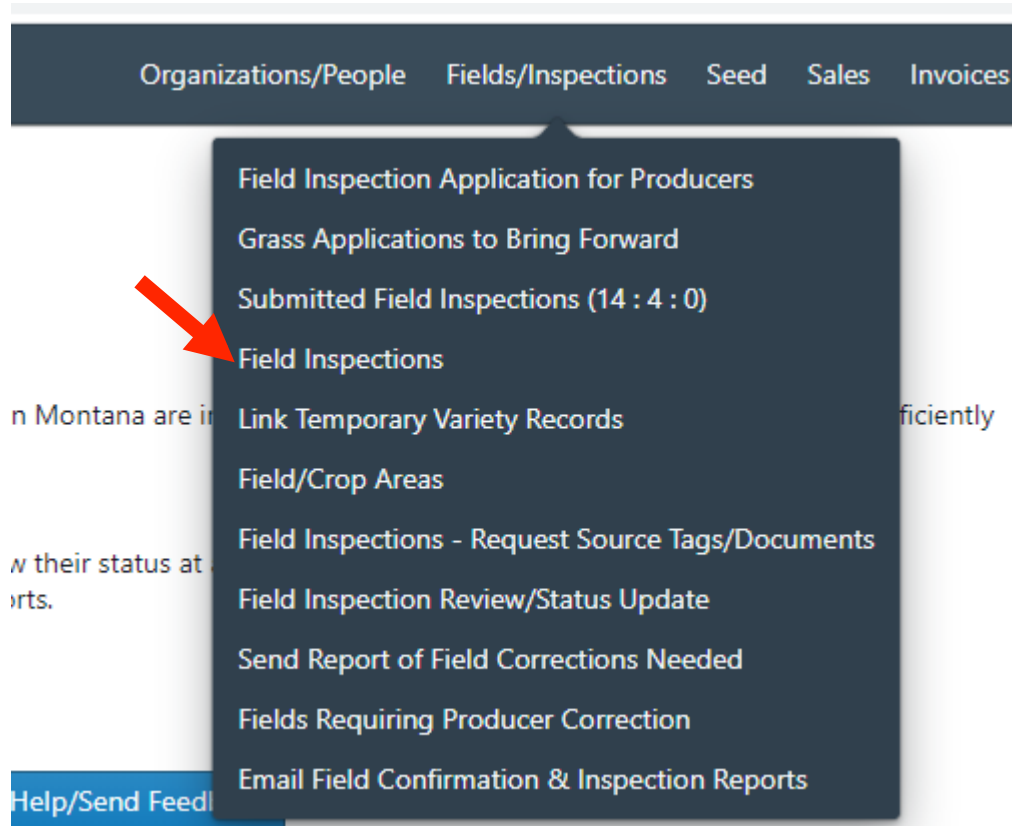
**A drop down menu will appear when Fields/Inspections is chosen.
Click on Field Inspection.**

Begin Creating An Application for a Field Inspection

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

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 if 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

"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.

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?

Is this field irrigated?

Enter a location

Google

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

If you believe a more detailed paper or electronic map will assist MSGA in finding the field or confirming the neighboring fields are within MSGA Certification Standards for isolation, please share it with MSGA.

● Yes
○ No

○ 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
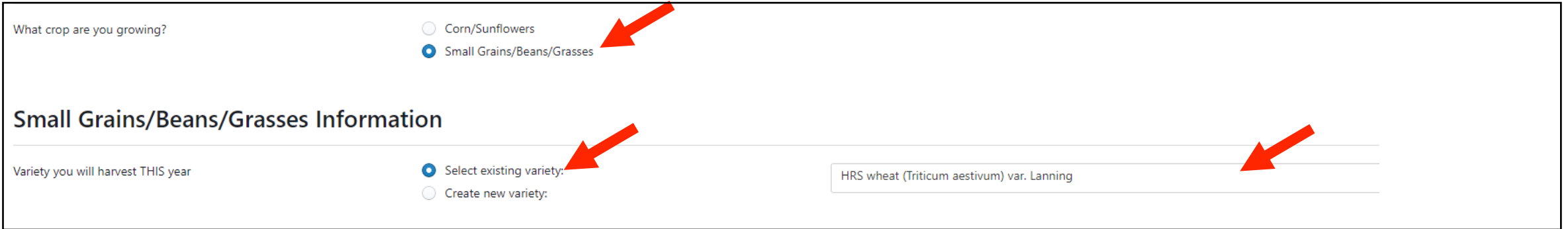
Small Grains/Beans/Grasses Information

Variety you will harvest THIS year	● Select existing variety:	HRS wheat (Triticum aestivum) var. Lanning
	○ Create new 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.
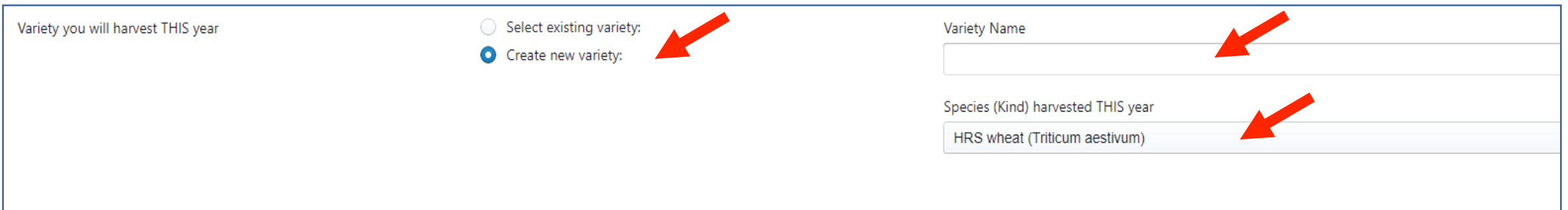
Variety you will harvest THIS year	○ Select existing variety:	Variety Name
	● Create new variety:	
		Species (Kind) harvested THIS year
		HRS wheat (Triticum aestivum)

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

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

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 | ⊕ Create |

Last Year Planted, Variety, Seed Lot

- Select One -

Select one above, or enter a new one below

Producer Lot #/Cert Lot #

191-4523

Harvest Year

2019

If unknown, enter last year

2500

Leave blank if in-state

Choose file...   Browse

Only PDF, PNG and JPG up to 1MB allowed. Before uploading, please crop the image to include only the tag without surrounding whitespace.

☐ Deleted

💾 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

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 uppated after MSGA accepts will need to be communicated via email or phone to MSGA

How to Withdraw and Edit Application

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 MSGAStaff. 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"