

# User Guide

Getting Started

Laura Docherty

### Registration

### Step 1

Using your preferred browser (e.g. Internet Explorer, Chrome) visit https://mgs-online.org.uk



### Step 2

You will then be presented with the Museums Galleries Scotland Online home page.



Click "Register"

### Step 3

Complete the "Register for MGSOnline" form

Register for MGSOnline		
How your name will appear to users of this system		
for your name win oppen to users of this system	1	
Your email address		
Password		
Your password must be at least 8 characters long		
	P	
Confirm password		
	P	

Click "Register"

### Step 4

Once the registration form has been completed you will be presented with the following message.

## Thank You For Registering

We just sent you an email to the address you provided when you registered. Please follow the instructions in that email to complete the registration process.

### Step 5

Check your email account for an email message with the subject "Confirm your MGSOnline account"

All Unread		Search Current Mailbox (Ctrl+E)	♀ Current Mailbox ▼			
!	FROM	SUBJECT	RECEIVED 👻	SIZE	CATEGO	' 🔺
⊿ Date	: Today					
	<b>Do not reply</b> Please confirm ye	Confirm your MGSOnline account our email address for your new MGSOnline account by clicking here	Fri 17/04/2015 10:57	19 KB	•	Þ

#### Important

If the email does not appear in your inbox within 10-15 minutes please check your spam or junk mail folder. If the message has arrived in the spam or junk mail folder move the email to your inbox to allow the functionality of the message to operate correctly.

### Step 6

#### Open the email

Click the link contained to complete the registration process



Fri 17/04/2015 10:57 Do not reply <noreply@museumsgalleriesscotland.com> Confirm your MGSOnline account

To Laura Docherty

🚯 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Please confirm your email address for your new MGSOnline account by clicking here

### Step 8

Successful completion will present the following screen and you will be able to log in using the <click here to log in> link



MGSONLINE My Grants	Hello laura.docherty@seriouslabz.com	Log off
My Funding		
Explore funds		
You do not have any funding applications		

### Signing your application

In order to submit an application, a second contact (the signatory authority who you are asked to identify at step 4 "Add Contacts") will need to log in to your application and sign it off, this is all done online. The signatory authority identified cannot be the same person as that listed as primary contact.

### Step 1

The person who has completed the application form (the primary contact) should click on Step 8 "Sign Application". They will then be asked to send an email invitation to the signatory authority. To do so, they should click

Send email invitation

When they do so, the name of the recipient of the invitation and the date and time it was sent will appear further down the page. Further invitations can be sent as reminders. The person who sends the invitation will receive a notification email once the signatory authority has submitted the application. They will also be able to see if the application has been submitted by logging into their online account.

### Step 2

The signatory authority contact will receive an email asking them to log into the system, review the application and 'sign' it.

### MGSOnline Getting Started

When they register or log in they will automatically be taken to the home page for your application:

MGSONLINE My Grants		Log off
<b>Recognition Fund</b>		
In Progress		
Please complete the tasks below. Not every task View Application Print Applica	has to be completed in order, but every task has to be completed before you can submit your applicati tion	on.
Tasks Options		
✓ 1. Create Applicati	OT Go to step	
✓ 2. Select Applicant	Organisation Go to step	
✓ 3. Select Museums	Go to step	

They should click on "View Application" to review the application, the application will open up in a new window.

### Step 3

Having reviewed the application, the signatory authority should close the application view and scroll down to Step 8 "Sign Application" and click on "Go to step".

#### Step 4

GSONEINE My Grants	Log o
I declare that the information provided within the application for the project listed above is correct to the best of in Scotland immediately of any variation to the details provided or if the project cannot proceed. I confirm that I have for the final and the provided provided to the provided to the provided provided to the second proceed.	ny knowledge and I agree to advise Museums Galleries e read and understood the General Conditions of Award
for the fund and accept that any offer of grant will be subject to these conditions.	
Enter your full name	Enter today's date

The signatory authority should enter their name and the date and click "Sign Application".

### Step 5

They will then be taken to the following page and asked to submit the application.

MGSONLINE My Grants			Log off
Submit Your Funding Application			
Project Title			
dtbvtrn			
Organisation requesting funding:			
Wick Society			
Fund Name			
Recognition Fund			
Enter the amount you are requesting from MGS			
Please ensure the following: The request amount is between the minumum award of £5000 and maximum award of £60000 for this fund. The request amount must be at or below the total budgeted expenses for this project. Please round your request amount to the nearest whole amount.		£ 15000	
Please select an option below:			
I'm not ready. Cancel and return to home page		Submit Application	

When the application is submitted, both the primary contact and the signatory authority will receive a notification email.