



User Guide

Getting Started

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Registration

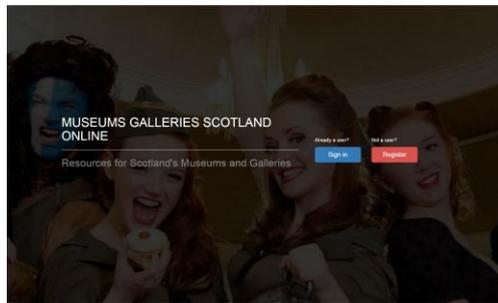
Step 1

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



Step 2

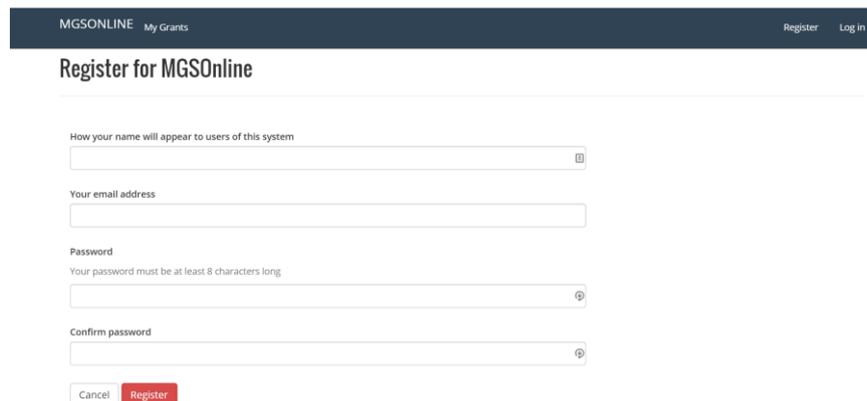
You will then be presented with the Museums Galleries Scotland Online home page.



Click "Register"

Step 3

Complete the "Register for MGSONline" form

A screenshot of the "Register for MGSONline" form. The form is titled "Register for MGSONline" and has a dark header bar with "MGSONLINE My Grants" on the left and "Register Log in" on the right. The form contains the following fields:

- A text input field for "How your name will appear to users of this system".
- A text input field for "Your email address".
- A "Password" section with a note "Your password must be at least 8 characters long" and a password input field.
- A "Confirm password" section with a password input field.
- At the bottom, there are two buttons: "Cancel" and "Register".

Click "Register"

Step 4

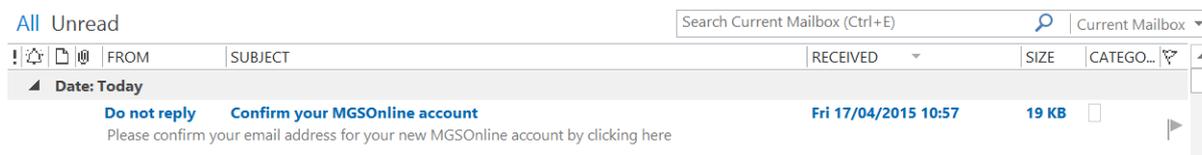
Once the registration form has been completed you will be presented with the following message.

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”



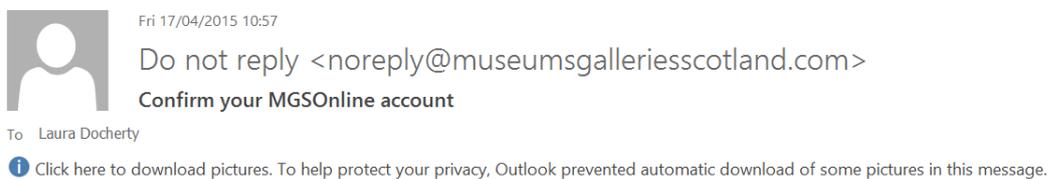
Important

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

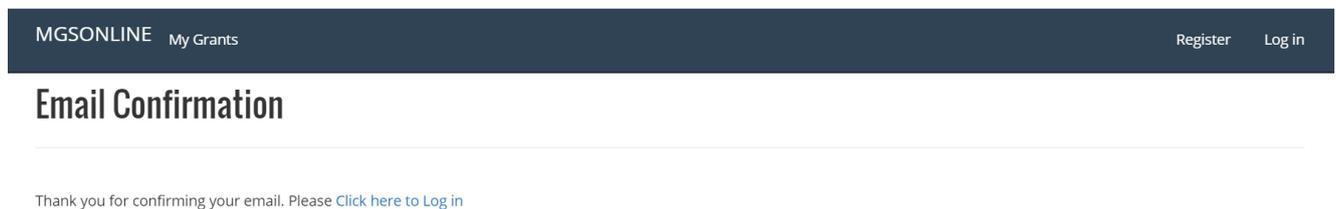
Click the link contained to complete the registration process



Please confirm your email address for your new MGSONline account by clicking [here](#)

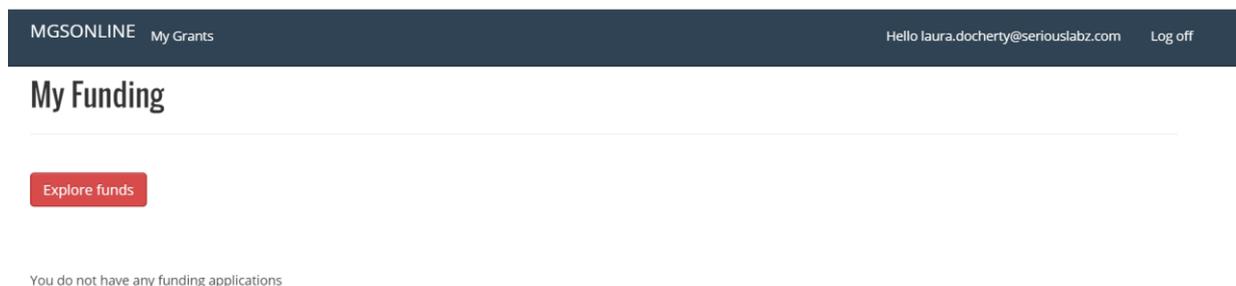
Step 8

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



Step 9

Log in using your credentials and you can now explore available funds.

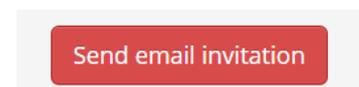


Signing your application

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



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.

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

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

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.

Submit Your Funding Application

Project Title

Organisation requesting funding:

Fund Name

Enter the amount you are requesting from MGS

Please ensure the following: The request amount is between the minimum 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.

Please select an option below:

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