

# GUIDE: HOW TO USE FORMSTACK



All parts of the Recognized Museum Program (RMP) process, including the Institutional Profile, Application, Reapplication, and Leader Application, must be submitted digitally using the website Formstack. This guide will help Alberta Museum Association (AMA) members navigate the website.

We recommend that you take a look at the questions for each part of the Program before you begin filling out the relevant form on Formstack. You can find the questions and requirements in the corresponding [RMP Workbooks](#) and the [AMA's website](#).

**STEP 1:** Please ensure that you have reviewed the necessary requirements for the part of the Program that you are working on (i.e., Institutional Profile, Application, Reapplication, or Leader Application). Use the corresponding Workbook to plan and gather all of the required information before you visit the Formstack site.

**STEP 2:** The "Members Only" section of the AMA website, under "Recognized Museum Program" contains all application links.

Follow the link to the Formstack website for the relevant part of your application.

The link for the Institutional Profile can be accessed between January 15 and May 31. The links for the Application, Reapplication, and Leader Application can be accessed between June 1 and September 15 for Draft Review and until November 30 for final submission.

**STEP 3:** Begin completing the questions on the Formstack website. Questions marked with an asterisk (\*) are required. You can navigate between pages using the Previous and Next buttons. However, all required questions must be completed, including file uploads, to submit the form.

**Note: Do not use the back / forward buttons on your browser. Use only the NEXT and PREVIOUS buttons within Formstack to move through the different sections of the form. The information you enter will not be saved if you use the back / forward buttons on your browser.**

During the most recently completed fiscal year, how many people visited your institution? \*

Save and Resume Later

« Previous Progress Next »

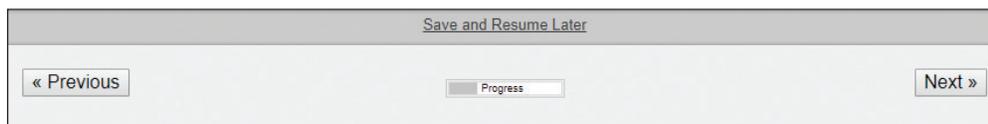
**STEP 4:** You can save your progress through Formstack’s “Save and Resume Later” button. This button provides a unique link which is sent to your email. The link gives you access to your saved form for 30 days. Please note that after 30 days you will lose your work and have to restart your form.

**Note:** Please ensure that you have either copied the link or that you received the link in your inbox before closing Formstack, to avoid losing your work. If the link email does not appear in your inbox, make sure it is not in your spam folder.

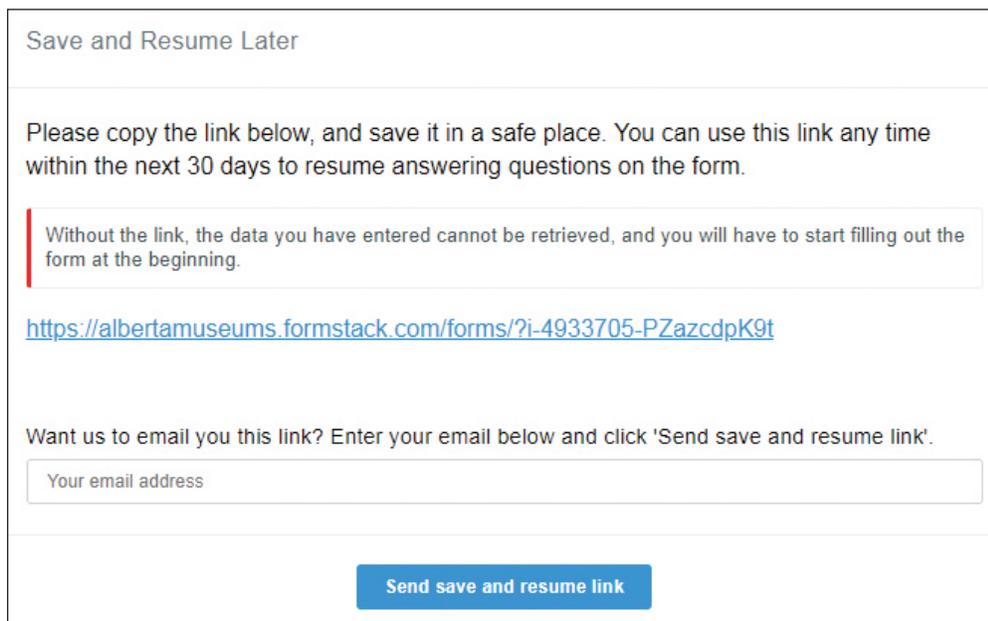
**STEP 5:** Some questions require documents to be uploaded. Please make sure to name your files using the required format (e.g., *InstitutionName\_Section5.2B\_YEAR*) as outlined in the Workbooks. When using Save & Resume, files uploaded will NOT be saved until your application is submitted. Do not upload files until you are ready to submit a completed application.

Formstack accepts all conventional file formats, including Word, PDF, Excel, JPEG, MP3, MP4, and Zip.

**Note:** You may upload up to 25 MB of data per form submission (not per file). If your files are too large, there are many web-based tools available that will allow you to create reduced size or compressed files.



A screenshot of a web interface showing a button labeled "Save and Resume Later" at the top. Below the button are three elements: a "« Previous" button on the left, a "Progress" indicator in the center, and a "Next »" button on the right.



A screenshot of a web form titled "Save and Resume Later". The form contains the following text and elements:

- The title "Save and Resume Later" at the top.
- A paragraph: "Please copy the link below, and save it in a safe place. You can use this link any time within the next 30 days to resume answering questions on the form."
- A red-bordered box containing the text: "Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning."
- A blue hyperlink: <https://albertamuseums.formstack.com/forms/?i-4933705-PZazcdpK9t>
- A paragraph: "Want us to email you this link? Enter your email below and click 'Send save and resume link'."
- An input field labeled "Your email address".
- A blue button labeled "Send save and resume link" at the bottom.



**STEP 6:** On the last page, please press the “Submit Form” button to submit your form.

### Submit and End Page

Please press the "Submit" button below to officially submit your Institutional Profile.

If you require more time, please save your form to resume the application process at a later date. You have up to 30 days to make changes to this form.

[Save and Resume Later](#)

[« Previous](#)      [Progress](#)      [Submit Form](#)