Step 1: Log-in to MEGS+

![Login to MEGS+](image)

Note: If you do not have a MEIS ID, log-in, or password visit: [https://www.michigan.gov/mde/0,1607,7-140-5236_29341--,00.html](https://www.michigan.gov/mde/0,1607,7-140-5236_29341--,00.html)

Step 2: Click view available Applications/Tasks

Hello OEII51, please choose an option below.

**View Available Applications/Tasks**

You have 5 Available Applications/Tasks available.
Select the View Available Applications/Tasks button below to see what is available to your agency.
Step 3: Initiate the Application and Agree
Step 4: View and Edit Application

a. Click View and Edit

b. Review the following pages: Cover Page, Assurances and Certifications, and Important Information.
Nonpublic Schools Only: complete the competition selection page prior to completing step 4.c (Team Page). Public School Applicants will not see this link on the view/edit page.

Please complete all required forms below.

<table>
<thead>
<tr>
<th>Status</th>
<th>Page Name</th>
<th>Comments</th>
<th>Created By</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cover Page</td>
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<td></td>
<td>Assurances and Certifications</td>
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<td>Important Information</td>
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<td>Team Information</td>
<td>Competition Selection</td>
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<td>Partnership Information</td>
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<td>Attachments</td>
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<td>State of Michigan Attachments</td>
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</tbody>
</table>
c. Complete Team Information Page

Ann Arbor Public Schools - 81010

Quick Links: View/Edit | Change Status | Management Tools | Examine Related Items | View Comments

Application: FY 2021 - 99h: Robotics Competition Program Grant | Status: Application In Progress | Security Level: MEGS+: Level 5 Authorized Official

TEAM INFORMATION

Instructions: Please complete one team page per team in your district. Click Save after each team's information is added to the page. To add a new team page, click Add to create a new blank team page for completion. Do NOT type over a team's information.

Team Information

Robotics Program Type: FRC - Rookie (First Year)

*Team Name:* RoboTech

*Team Number:* A111000

*Building Team is Associated With:* [Dicken Elementary School]

Team Coach Information

First Name: Ashley

Last Name: Arias

Telephone Number: 517-241-6066

Email address: [email protected]

Team is applying for:

- A coach stipend [Yes] [No]

- District agrees to provide at least 25% of the total robotics competition program grant award with local in-kind or cash match.

- If program team advances and competes, district agrees to provide local match of at least 25% of total advancement award.

Note: To add a new team page, click Save, then click Add to create a new blank team page for completion. Do NOT type over a team's information.

Related Pages

<table>
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<tr>
<td></td>
<td>Partnership Information</td>
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</tbody>
</table>
d. Complete Partnership Information

Complete the Team Page first in order to generate the dropdown options.
e. Download the Student Roster and Spending Plan. Once completed save on your local drive and upload under the Attachments section.

ATTACHMENTS

Instructions:

1. Type in a descriptive title for the document that will be uploaded.
2. Click the Browse button and search for your document on your computer.
3. Once selected, the path to your file will appear in the Document Source field.
4. Click the Save button.

NOTE: When you name your file to be uploaded, DO NOT leave any spaces, place a period between the words OR use any special characters, e.g., ".", in the document name. Attachments may be in Word, PDF, JPG, XLS or GIF format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

*Spending Plan Title:  
*Spending Plan Document Source:  
1028675-2017-18 first robotics district spending plan.xlsx

*Team Roster Title:  
*Team Roster Document Source:  
1028675-17-18FIRSTRoboticsStudentRoster-Protected.xlsx
Step 5: Add Main Contact
Ann Arbor Public Schools - 81010

Quick Links: View/Edit | Change Status | Management Tools | Examine Related Items | View Comments

Application: FY 2021 - 99h: Robotics Competition Program Grant | Status: Application In Progress | Security Level: MEGS+: Level 5
Authorized Official

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the SAVE button to save your changes.

Person Search
Enter a name or partial name: ________________ SEARCH

Current People Assigned

Search
Active Status: Active
Partial Name:
Agency: Ann Arbor Public Schools
SEARCH

Sort By: Name

<table>
<thead>
<tr>
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<th>Agency</th>
<th>Role</th>
<th>Grant Contact Type</th>
<th>Active Dates</th>
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<th>Last Modified Date</th>
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</thead>
<tbody>
<tr>
<td>Ms. OSSS51 OSSS51</td>
<td>Most Holy Trinity School, Bay-Arenac ISD, Sparta Area Schools, Holy Name School, Ann Arbor Public Schools, All Saints Catholic School</td>
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<td>11/17/2020 1:26:01 PM</td>
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</tbody>
</table>
Step 6: Check for global errors
Step 7: Submit the Application
Submit Application