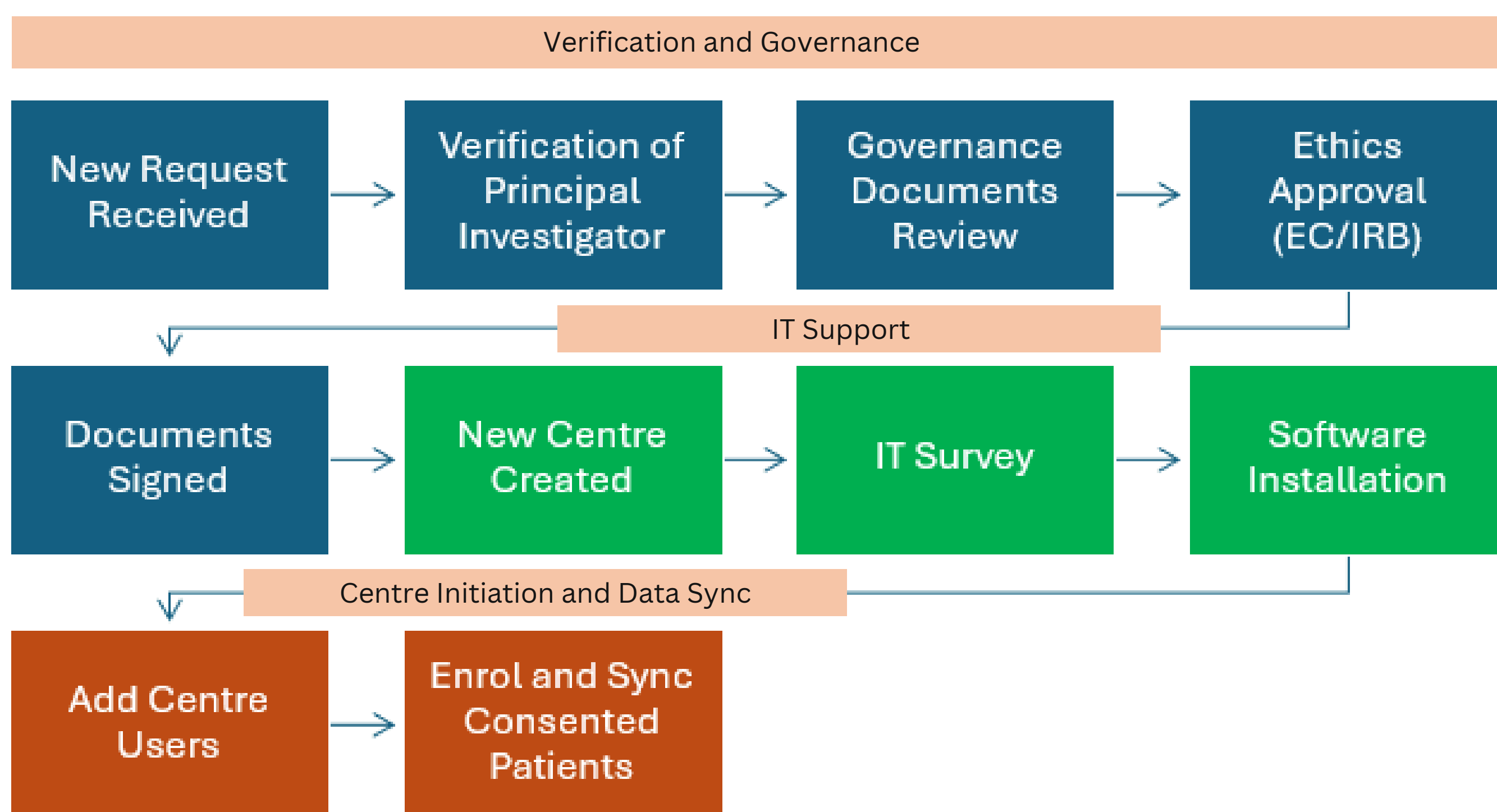# MSBase/MGBase Membership Sign-up Process

The following process overview outlines the steps to register a new centre to participate in the global MSBase or MGBase Registry observational study. Each centre is led by a Principal Investigator (PI), who as a representative of the Centre, is responsible for conducting the Study in accordance with the MSBase Foundation governance documents in addition to all laws, rules and directives applicable in their jurisdiction and practice setting.

Pre-requisites:

- Membership must be initiated by a senior, legally qualified and practicing neurologist treating patients at the requesting institution, who is authorised to lead the centre's collaboration with the MSBase or MGBase Registry.

The sign-up process involves 3 key stages, outlined below:

- Verification and Governance
- IT Support
- Centre Initiation and Data Sync

Verification and Governance

New Request Received → Verification of Principal Investigator → Governance Documents Review → Ethics Approval (EC/IRB)

IT Support

Documents Signed → New Centre Created → IT Survey → Software Installation

Centre Initiation and Data Sync

Add Centre Users → Enrol and Sync Consented Patients

MSBase
Neuro-Immunology Registry

1. Verification and Governance

NEW REQUEST RECEIVED
A membership request is submitted by the senior neurologist via the sign up link on the MSBase or MGBase Registry website

- **Multiple Sclerosis Registry:** www.msbase.org
- **Myasthenia Gravis Registry:** www.msbase.org

VERIFICATION OF PRINCIPAL INVESTIGATOR
The MSBase/MGBase Team will verify the request.
A confirmation letter may be requested to verify the position of the senior neurologist at the requested institution.

GOVERNANCE DOCUMENTS REVIEW
Once the PI's position has been verified, the MSBase/MGBase team will approve the request and provide a link to the MSBase Foundation governance package to the assigned PI to review.

ETHICS APPROVALS (EC/IRB)
The governance documents contain the terms and conditions of MSBase/MGBase membership. The PI is required to coordinate the institutional review of the governance package, including obtaining required Ethics Committee / Institutional Review Board approval prior to execution.

DOCUMENTS SIGNED
Once all approvals are in place, the documents can progress to signing by the PI, a Centre Authority and the MSBase Foundation.

2. IT Support

NEW CENTRE CREATED
Once the documents are executed, the Centre will be activated. The PI receives notice of their centre code and a copy of relevant user guides and a link to complete an IT survey.

IT SURVEY
The survey is used to help the MSBase IT team understand the current IT set up at the PI's institution. An IT contact from the centre will be requested.

SOFTWARE INSTALLATION
The MSBase IT team will assist the centre with the software installation and provide technical support to ensure the application is ready for use.

3. Centre Initiation and Data Sync

ADD CENTRE USERS
The PI can invite additional members to join their MSBase centre and support their participation with the registry. The following roles can be assigned to centre staff:
- Co-PI
- Investigator
- Member

ENROL AND SYNC CONSENTED PATIENTS
Centre members with relevant permissions can proceed to enter data and sync records from consented patients.

Patient data is pseudonymised before it reaches the registry.