GETTING STARTED
The Map4Change guidelines serve as a starting point for your exploration of this Web site; however, there is a lot more on the site than is covered in this document. We encourage you to use it to begin the process of familiarizing yourself with the site, once your basic set up is established, please feel free to explore as many features of the site as possible to enhance your maps and your message. Should you have any questions about the site, please feel free to contact Kendall Alexander at kalexander@jointcenter.org.

Step 1: Registration
In order to register with Map4Change, each PLACE MATTERS team must a valid email address to the Joint Center. Please take into consideration that the address provided will receive all important emails and updates regarding your group. Once we receive this email address, your team will be presented with a username and password. Upon receiving this information, teams may login to the site and begin to create their group pages. The login is located in the upper right-hand corner of the Map4Change site.

Teams will not be able to login or register on the site before they receive their username and password.

Step 2: Creating a Group
Once you are logged in, click “Find Groups”. On the “Groups” page, click the “Create a Group” link. This will bring you to you group information page – where you will enter all the descriptive information about your group.
The “Create New Group” page will ask you for basic information about your team including: Title, Description, and Location. You will notice that there are two places for a group description. The short description will appear under your group name on the “Groups” page, while the long description will appear at the top of you specific group page. Use the map on the right side to specify your location. Simply click on the area you would like to specify and zoom in as closely as you would like.

**Step 3: Creating Maps**

*Please note that teams should not begin creating maps until they are notified that to do so by the Joint Center*

To create a map, click the “Create a Map” button, under Group Toolbox on the lower right hand side of your group page.

Follow The Steps Below:

1. Set your location by entering city name or street address. Click Next.

2. Determine the zoom level the map will load on. (Please zoom enough that your viewers don’t have to). Then choose the default view – street, satellite, or hybrid. Street view is recommended as the others may look strange under the data overlay.
3. Click the button for “Data Layers” – this is where you choose what data you wish to include on your map.

4. First specify a Data Layer Region (i.e. California or New Mexico), then a Data Layer Theme (i.e. Average Household Income.), and finally, a specific dataset. This will be your default view when the map is opened.

Note: While this will be the default view of your map, it is still possible to view other data sets by navigating the “Data Overlays” sidebar, as well as compare to another window by clicking the “Open a copy of this map in another window” above the data layer information.

5. Finally, choose your map preferences (Advanced Options)
   a. Who is allowed to comment on your map?
   b. Would you like the scale to show?
   c. What are the dimensions of you map? (Leave blank to use default settings)
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You can edit your map at any time by clicking the edit icon above the upper right-hand corner of the map.

Step 4: Creating Blog Posts
To create a blog post, visit your group page and click “Create a Blog Post,” under the Group Tool Box on the lower right hand side of the page.

After landing on the “Create Post” page, fill in the appropriate information regarding your post.
A Few Suggestions about Blog Posts:

1. Make sure that your titles are engaging
2. The summary section is what shows up in searches, so make try and include all keys words in your summary
3. If your post is longer than a paragraph, be sure to post the first paragraph in the “Intro- Post Content” box, and the remainder in the “Body – Post Content” section, giving readers the option to “read more.”

4. Take advantage of multimedia! You have the ability to embed videos and audio into your blog posts.
   a. To do this, click the “Source” box under Post Content. Once this box is highlighted the HTML coding is exposed, and you may copy and paste embed codes from YouTube or other platforms directly into the box. Be sure to paste the code without interfering with anything you may have already written.
5. Take advantage of the Meta Data Tab, by linking blog posts to locations on your map by assigning the same tags.

**EXPLORE ADDITIONAL MAP4CHANGE FUNCTIONS**

*Adding Content to Your Map:*
Map4Change Guidelines

You may choose to mark different locations on your map, such as Health Care Centers, Areas of high pollution, etc. You can create markers for these locations by clicking the “Create New Marker Set” link. After entering the name, click “save” to continue.

1. Enter your location. Click next step.

2. Enter a title and Window Text
   a. This information will appear above the marker when you hover your cursor over it
   b. If you would like to embed a video or photograph, use the HTML box. Click on the source and enter the embed code for your media. When you save, this will be included in the text box.
Creating Images and Image Galleries

1. First create the gallery where your photos to be uploaded

2. Then upload each photo – selecting the correct gallery and you go.
Creating Wiki Pages