Service Coordinator/Boundary Map Instructions

1. Go to [Google My Maps](https://www.google.com/maps/about/mymaps/)
2. Once on the My Maps homepage, select “Get Started”
3. Sign in with your Google (Gmail) account and it will take you to the My Maps dashboard
	1. The current map data is on the Up to 3 office staff Gmail
		1. Username: Upto3officestaff@gmail.com
		2. Password: Upto3isawesome2021
	2. Note: You only need to sign into this email to EDIT the maps. Anyone can view/use the map with the link only.
4. All of your custom maps will appear on this main dashboard with organizational tabs at the tab (i.e “All”, “Owned”)
	1. 
5. To create a new map, select the red, “Create A New Map” button in the top left corner of the screen. This will bring up a website similar to Google Maps where you can start to create your own map.
	1. 
6. You can use the search bar to navigate to a specific address/location just like in Google Maps. Once you have navigated to the specific area where you want to create a map or a boundary map for, you can use the My Maps tools to create a map.
7. My Maps tools
	1. Use the “Undo” and “Redo” options to undo or redo previous actions 
	2. Use the “Select Items” option to manually move around the map and select your drawn lines for editing purposes 
	3. Use the “Add Marker” option to add a specific marker anywhere on the map. You can also name the marker, add a comment, change the color, and manually move this marker anywhere on the map 
	4. Use the “Draw a Line” option to manually draw lines or routes on your custom map. These lines can be used to draw boundaries 
		1. This option has four sub-options:
			1. Add line or shape
				1. This option allows you to draw a custom line anywhere on the map
			2. Add driving route
				1. This option allows you to plot a driving route that only follow the roads on a map
			3. Add biking route
				1. This option allows you to plot a biking route that only follow the roads on a map
			4. Add walking route
				1. This option allows you to plot a walking route that only follow the roads on a map
	5. Use the “Add Directions” option to add custom step by step directions to a map (i.e “Turn Right on 400 N”) 
	6. Use the “Measure Distance and Areas” option to measure any distance or area on the map 
8. Side Bar Options
	1. 
	2. Lines, markers, and directions that you add to your custom map will appear on this side bar.
	3. You can add a name and description to your map by clicking on the “Untitled map” part at the top of this menu
	4. The three dots to the right of “Untitled map” have several options such as:
		1. “New Map” will bring up a blank map
		2. “Copy Map” will allow you to create a copy of the current map you are working on
		3. “Open Map” will allow you to quickly open a different map you have already created
		4. “Move to Trash” will delete the current map you are working on
		5. “Set default view” will allow you to set the current portion of the map as the default starting point when the map is opened by yourself or someone you have shared the map with
		6. “Embed on my site” will bring up the HTML code that you can use to copy the map directly onto a website
		7. “Export to KML/KMZ” allows you to download the map into a KML/KMZ files which are common formats for map data
			1. Note: KML/KMZ files can be imported to your custom map on My Maps and automatically added to your map. For example, you can download one of your custom maps and then import all of your directions, lines, etc. to another custom map you are working on
		8. “Print map” will allow you to print your custom map
	5. Layers
		1. 
		2. Every line, direction, and marker can be grouped into a layer on your map which can be renamed.
		3. Use the “Add layer” option to add an additional layer to your map
		4. Layers can be deselected to hide any of the lines, directions, and markers assigned to this layer.
		5. Each layer will give you the option to import a KML/KMZ file directly into the map
		6. When creating boundary maps, it’s helpful to separate each area in a layer
	6. Sharing your map
		1. Select the “Share” option to share you map 
		2. This will bring up the “Quick Sharing” menu where you can choose to use an internet link or Google Drive to share a map.
		3. If you want to share a map using an internet link, make sure “Enable link sharing” is selected
		4. The link to the map will appear below. You can use the copy button to the right of the link to directly copy the link to be pasted elsewhere
		5. 
	7. Preview your map
		1. The “Preview” option allows you to see how your map will look to anyone viewing your map with a link 
	8. Base map
		1. Use the “Base map” option at the bottom of this side bar to change the type of map (i.e terrain, satellite, etc.)
		2. 
9. Editing existing maps
	1. You can edit any of your custom maps by using the select items tool to select and edit specific lines, directions, or routes.
10. Example Maps:
	1. Example OT Boundary [Map](https://www.google.com/maps/d/u/0/edit?mid=111hPnSx59RRFXJBxh1TWAa6nIKszPh8_&usp=sharing)
	2. Example SC Boundary [Map](https://www.google.com/maps/d/u/0/edit?mid=1-01DIeuHgQZT7NJgcgqtc2Z4TeP61Yw9&usp=sharing)