

EVENT ROUTE MAPPING

To submit your required route map please visit www.google.com/mymaps

Setting up an account:

-You may sign in with an existing Google account or you can create an account with your existing email.

Naming your map:

-Select **+Create A New Map** from the top menu bar.

-Select **Untitled map**, then title the map as your event's name.

-Select **Untitled layer**, then title the map "Event Route". (Additional layers can be added for multiple routes. Please give each layer a relevant title)

Creating your map:

-Search for the address of the event starting point in the search bar on the map.

-Select **Add marker** from the icon menu under the search bar.

-Move your cursor to the event starting point and click to drop a marker. Title the new marker "Start"

-Move your cursor to the event finishing point and click to drop a marker. Title the new marker "Finish"

-Select **Draw a line** from the icon menu under the search bar.

-Move your cursor to draw the desired route, connecting the "Start" marker to the "Finish" marker. Double click on the finishing point to stop drawing.

Sharing your map:

-Once your map is complete, choose **Share** from the left menu bar.

-Click **Change** under "Who has access" then change the setting to **Anyone with the link**.

-Next to "Access" **Can view** and change the setting to **Can edit**. Then choose **Save**.

-In the "Sharing settings" menu, copy the **Link to share** and included the link in your application under proposed street closures detail section along with your detailed turn by turn directions including information about the number of lane closures.

You're finished! The map will automatically save.