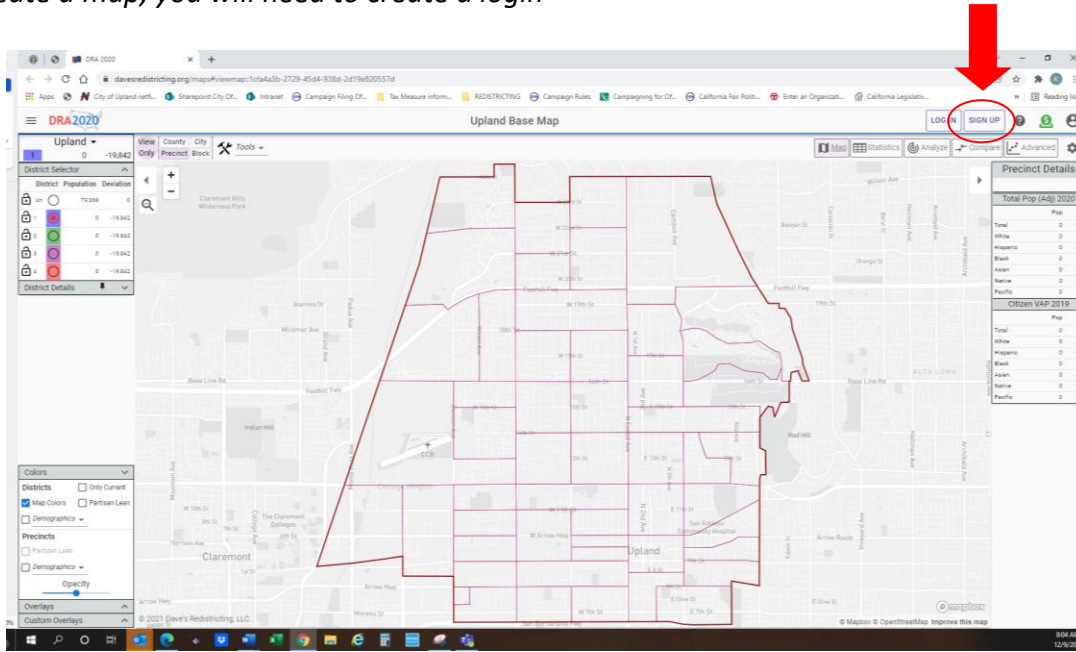
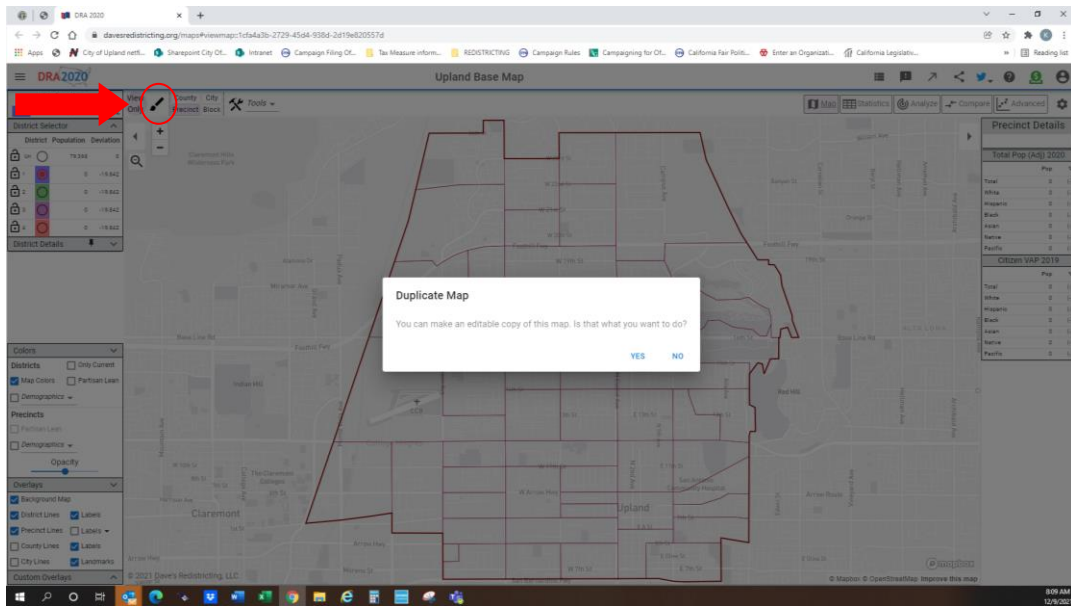




In order to create a map, you will need to create a login

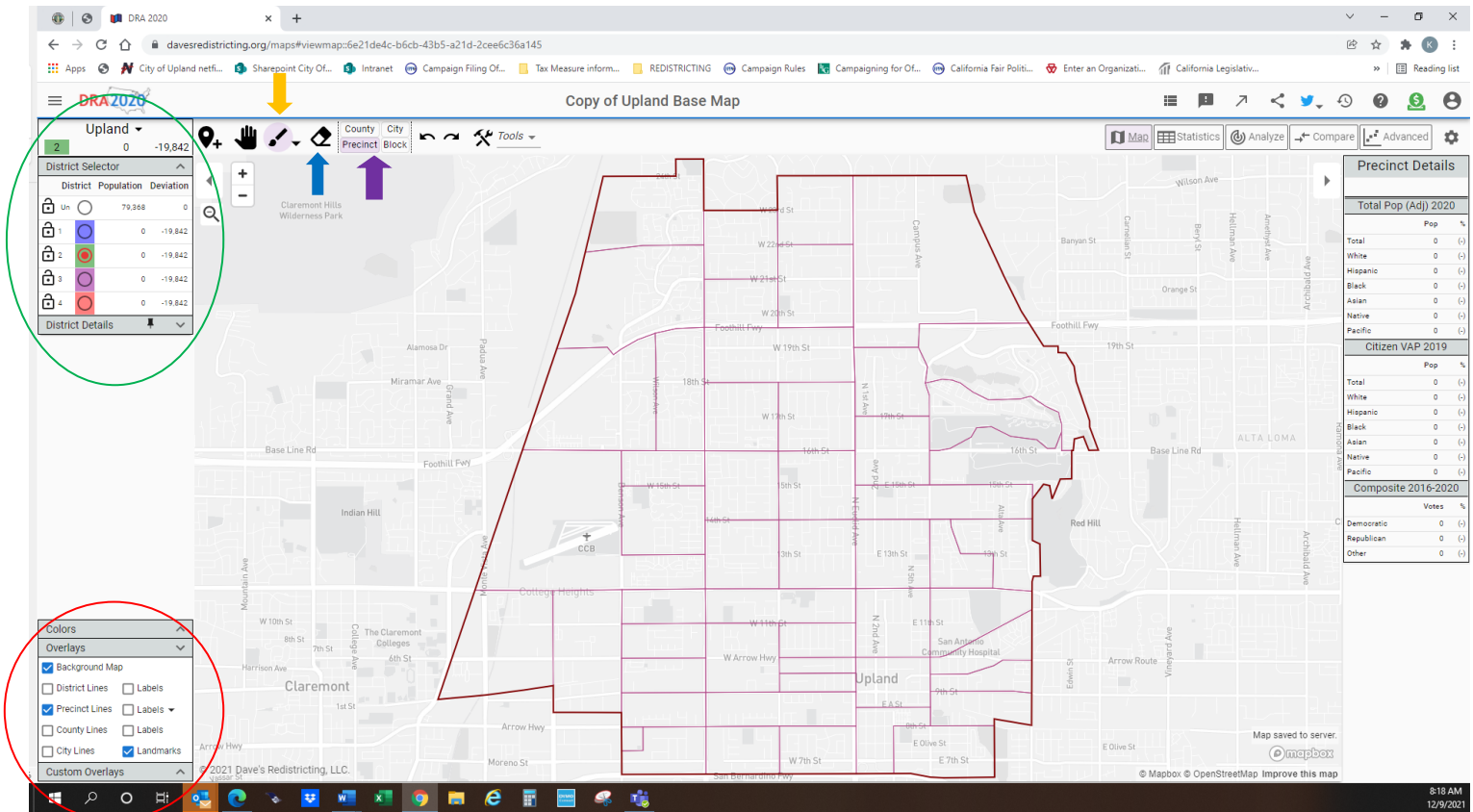


Once you are logged in you can begin creating your map  
If you click on the paintbrush the following screen will appear. Click yes.

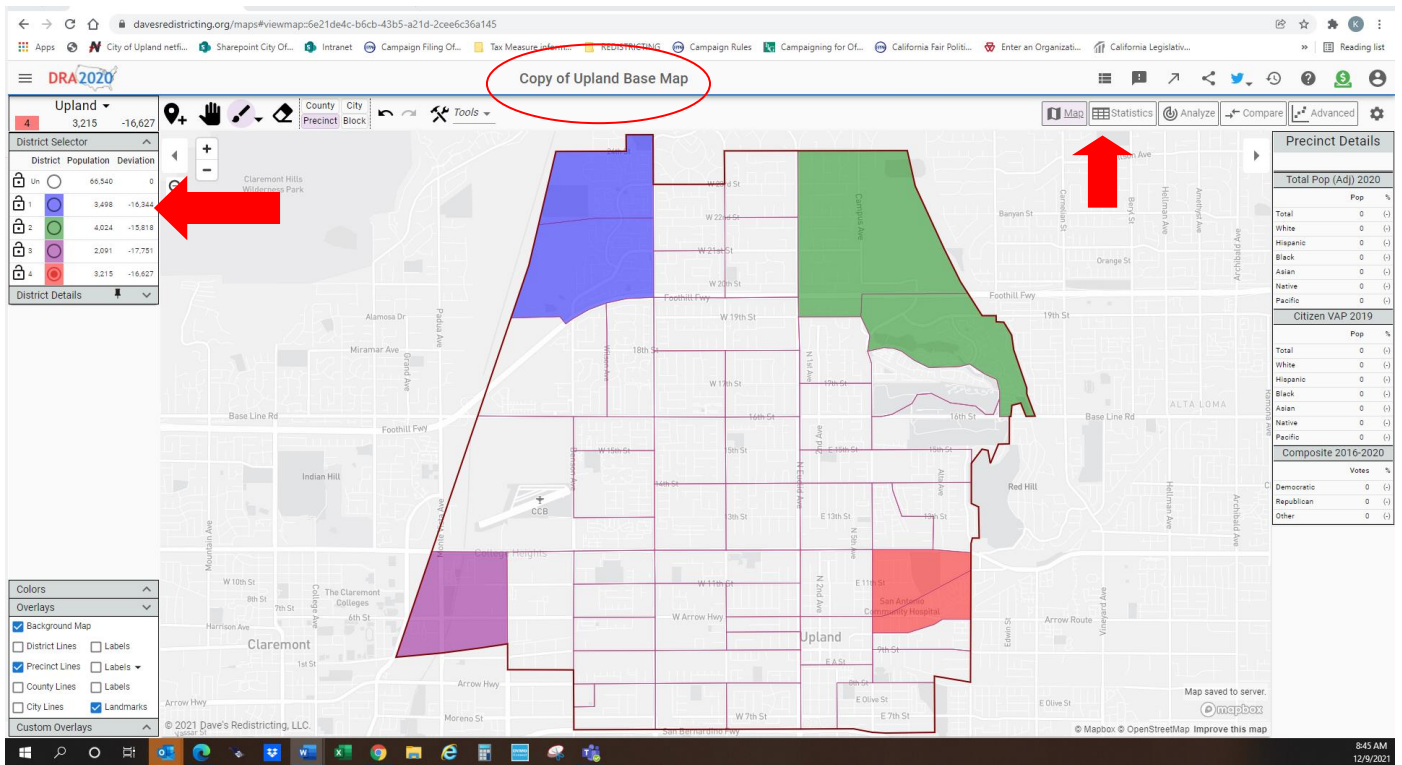


You now have a copy of the base map to begin creating your map

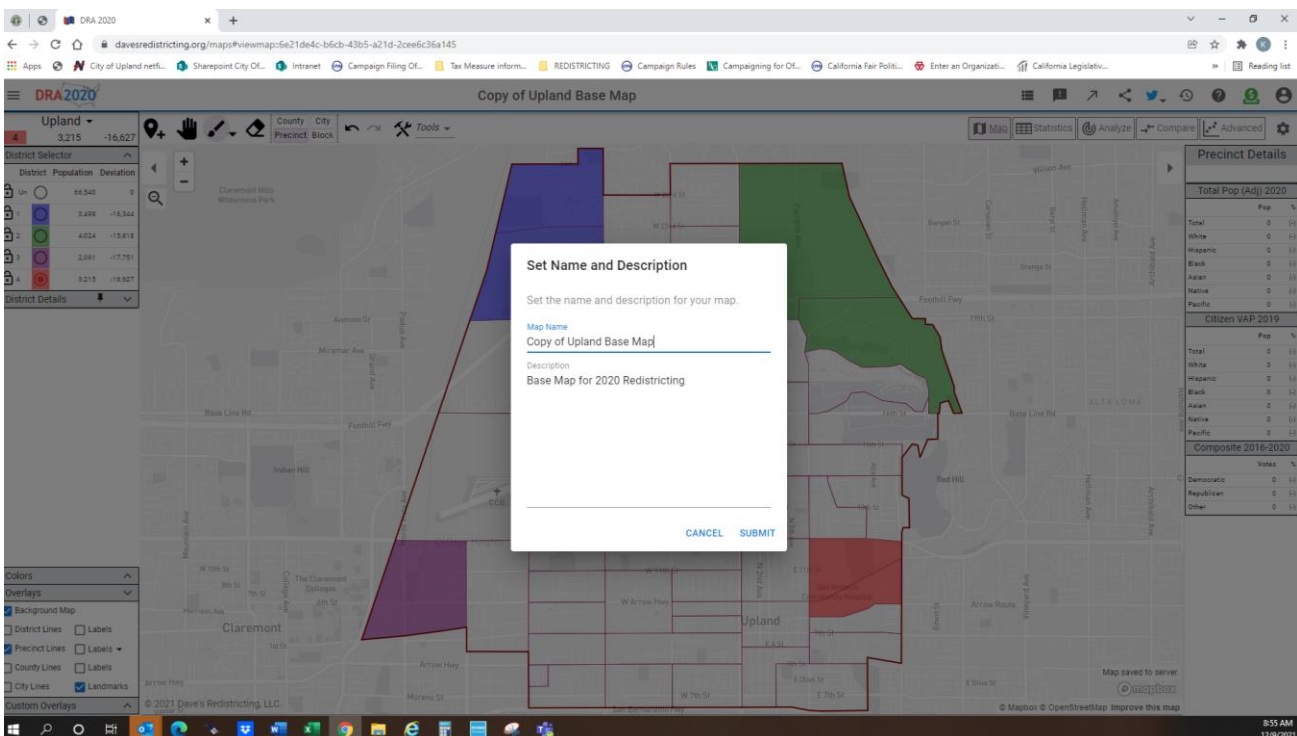
- In the lower left corner of your screen (red circle) you can add overlays. Check the box for “background map” overlay to see street names and landmarks.
- The area in the upper left hand side (green circle) allows you to choose each district and will show the population deviation as you begin creating your districts
- The Paint brush tool at the top left (orange arrow) allows you to begin filling in your districts.
- To the right of the paint brush (blue arrow) is the erase tool
- To the right of the erase tool are options for creating your districts by precinct or block. The block option allows you to divide the precinct into smaller census blocks



As you begin filling in the map the population data for each district will be added. You can also get more information by clicking on the statistics tab. Once you have completed your map and are ready to submit it. Click on the title (see red circle).



Once you click on the title to save your map the following screen pops up. You can now name your map and submit it. Please remember to keep "Upland" in the name of your map.



Once you have submitted your map click on map icon (red arrow pointing at icon). This will take you to the next page.

The screenshot shows the 'Upland Base Map' interface. A red arrow points to the 'Map' icon in the top right toolbar. The interface includes a 'District Selector' on the left with a table of districts, a 'Colors' panel, and a 'Precinct Detail' panel on the right showing demographic data for 'Block Group 1'.

District Selector		
District	Population	Deviation
1	79,268	0
2	0	-19,842
3	0	-19,842
4	0	-19,842

Precinct Detail	
Block Group 1	
Total Pop (Adj) 202	
Pop	
Total	1,690
White	838
Hispanic	404
Black	71
Asian	364
Native	43
Pacific	5

Citizen VAP 2019	
Pop	
Total	1,260
White	655
Hispanic	360
Black	35
Asian	210
Native	0
Pacific	0

At this page check the box for your map and click on the publish icon. Once you have published the map **email [uplandcityclerk@uplandca.gov](mailto:uplandcityclerk@uplandca.gov) with the name of your map in the subject line.**

The screenshot shows the 'My Maps' management interface. A red arrow points to the 'Publish' icon in the top toolbar. Below is a table with columns for 'Preview', 'Name', 'Labels', 'Modified', 'Plan', and 'State'. Two maps are listed: 'Test Upland map' and 'Copy of Upland Base Map'.

Preview	Name	Labels	Modified	Plan	State	
<input checked="" type="checkbox"/>	Test Upland map		1:39 PM	55	2020/Other	CA
<input type="checkbox"/>	Copy of Upland Base Map		1:35 PM	0	2020/Other	CA