

Users can choose to use google maps to create their event route. Users must use their own google account. Visit www.google.com/mymaps

For additional map help. Please visit <https://support.google.com/mymaps#topic=3188329>

Set up your account

- Sign in with your existing Google account or create an account with your existing email

Creating your map

- **Select +Create A New Map**
- **Select Untitled Map** and title the map as your event's name
- **Select Untitled Layer** and title the map "Event Route".

Creating your route

- Search for the address of the event starting point in the search bar
- Select **Add marker** under the search bar
- Use your cursor and drop a marker to your event starting point. Title the new marker "start"
- Use your cursor and drop a marker to your event finishing point. Title the marker "finish"
- Select **Draw a line** under the search bar
- Move your cursor to draw your route. Connect your "start" and "finish" marker. **Double click** on the finishing point to stop drawing.

Share your map

- Once your map is complete, choose **share** on the left side menu.
- Click under **"Who has access"** then change the setting to **"Anyone with the link"**.
- Under *link sharing* 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 include the link in your application. You can copy and paste the link onto a Word document and upload as an attachment to your application.