

Creating boundary areas for Gets Ready system – at area and sub-area levels

1 ADDING SHAPES

1.1 Create a google account/gmail account (same thing) if you don't have one.

(Doing this will allow you to have a personalised experience in YouTube if that's what you want).

Create a Google Account

support.google.com/accounts/answer/27441

With a Google Account, you can access Gmail, YouTube, and other Google services with a single username and password.

1. Visit the Account Creation page.
2. Fill in the requested information and submit.

[Go to Account Creation](#)

[Feedback](#)

Create your Google Account - Google Accounts

<https://accounts.google.com/SignUp?hl=en>

A single username and password gets you into everything Google (Gmail, Chrome, YouTube, Google Maps). Set up your profile and preferences just the way ...

1.2 Create a new map

Type 'Google Maps' in the url bar.

Open Google maps and sign in using your google account (top right of screen-

there's a D showing in the screen shot above, indicating I'm signed in as Dave. Signing in allows you to create and save maps – something you need to do for this task.

Now click on the hamburger shape (three horizontal bars) shown on left side (to left of Search Google maps) in screen shot above..

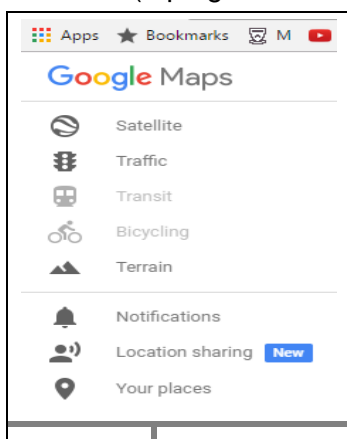
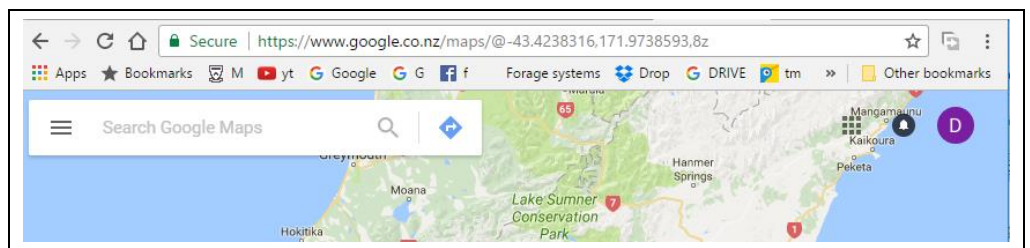
That opens the menu shown to the left and you will click on → your places.

Your places → Maps → Create new map.

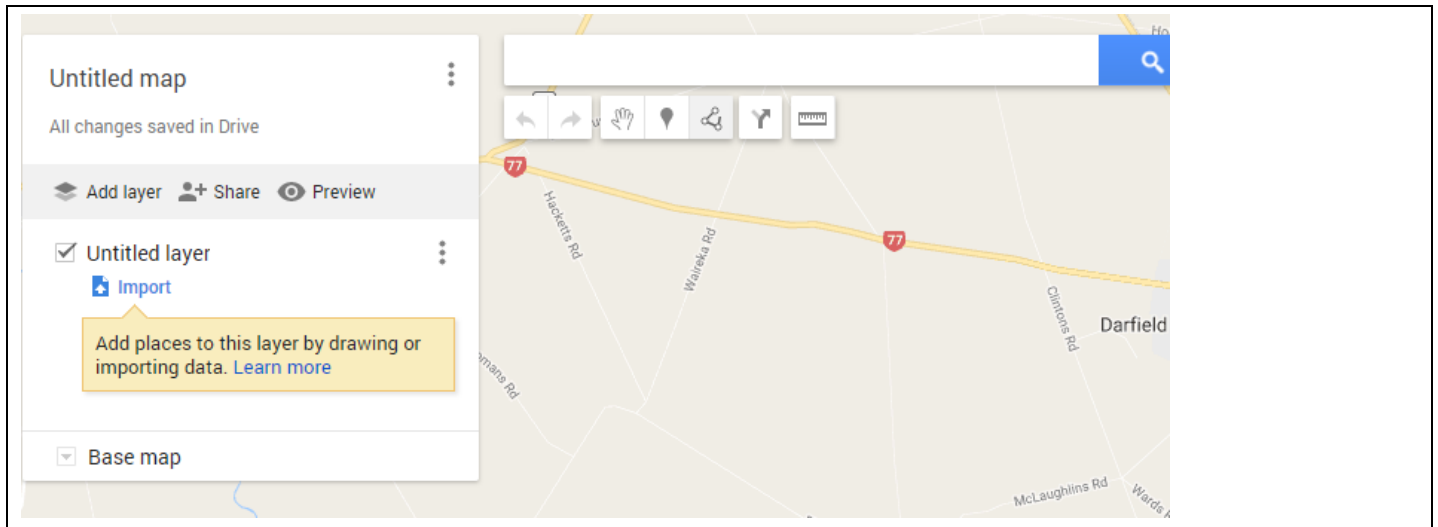
Zoom into the area of the map you want.

Now create a shape

Now click on 'Draw a line' → add line or shape. You create your shape by selecting a starting point - left click and release. Now move down to a corner in



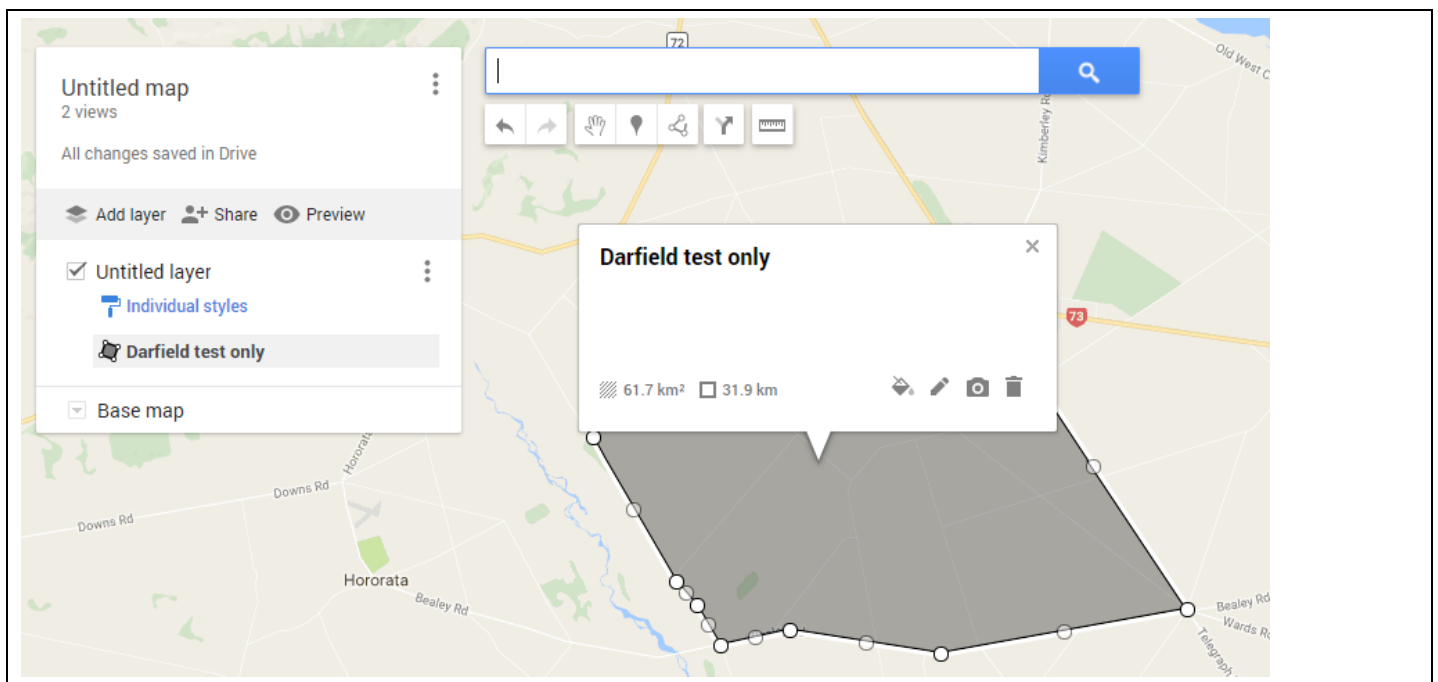
your map and left click and release again. If your next clicking point is invisible – either use arrows or just ‘push’/drag the mouse outside the map view and the map will shift to allow you to click on your preferred location. Finally click on the starting point exactly to complete a shape.



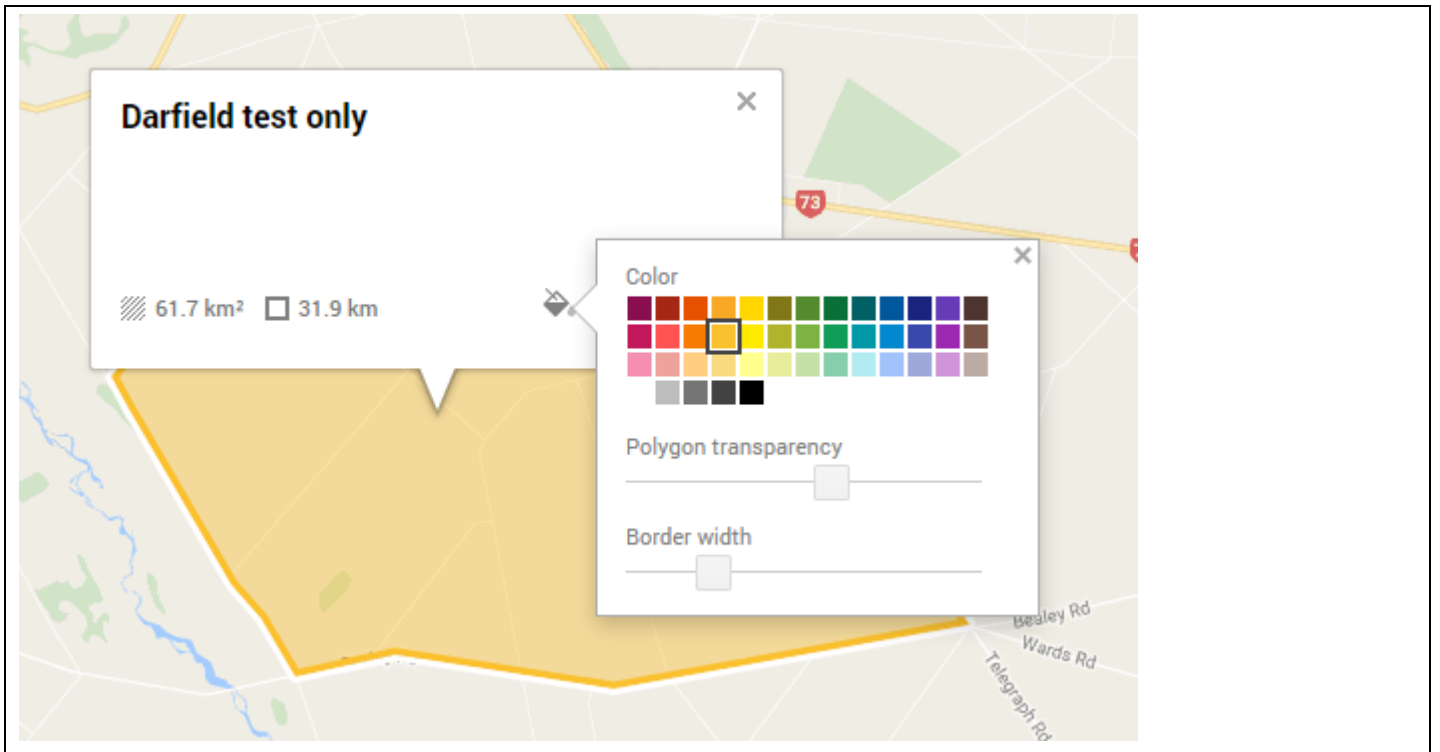
Name the shape by overwriting the ‘polygon’.

Now add colour and transparency to your shape

Now is the time to think about colour and transparency in your shape. Colours can help distinguish one area from the next and about 40% transparency allows the colour to be clear, while allowing some elements like roads to be somewhat visible. The settings for this are shown below.

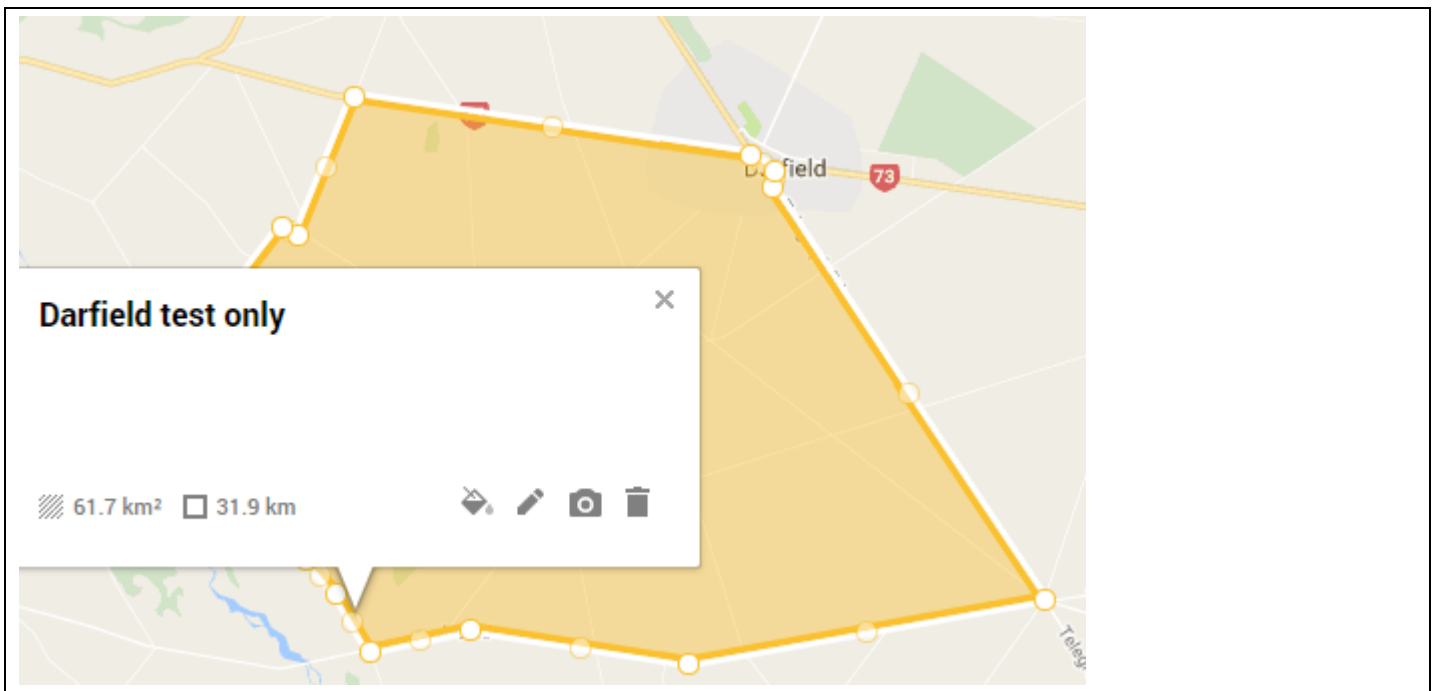


You are able to recreate what we have above, by clicking the Darfield test only area on left of map. You will edit the shape that was called polygon. Click on the tipping paint pot to create the options shown below. Set transparency to something that works for you.



You can tweak the shape

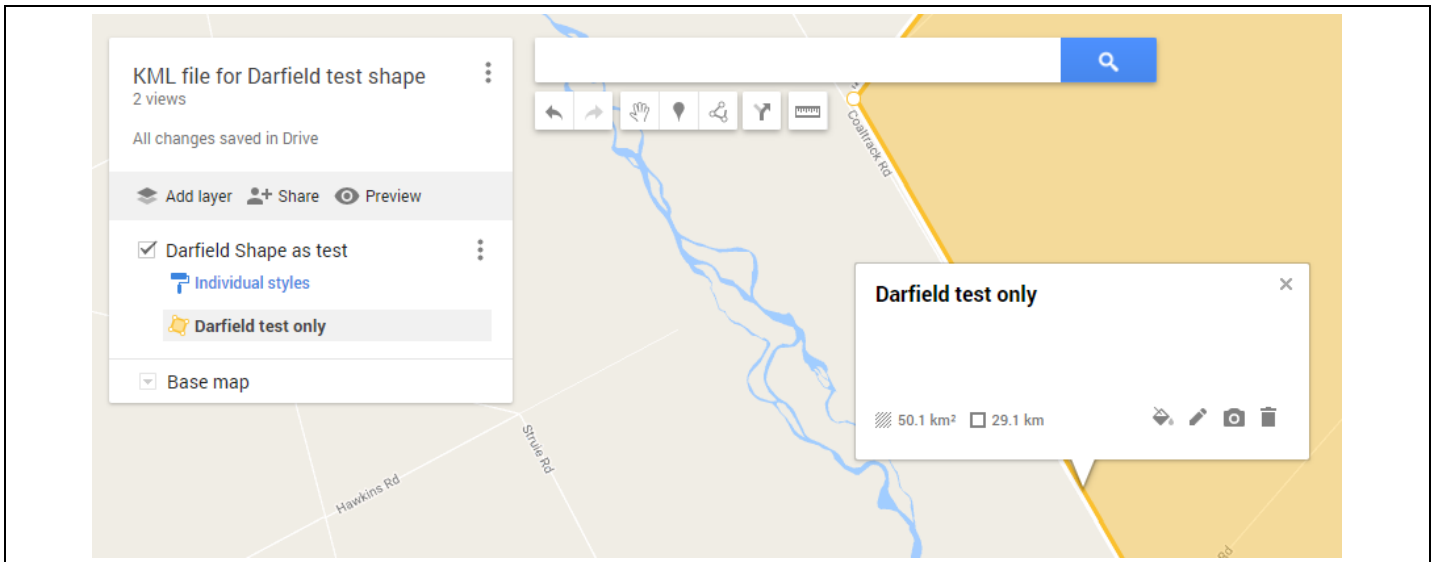
Clicking in the boundary will create a series of circles in your shape – each straight line will have a mid point that can be pulled and pushed. If you do this, you will create further tweaking options. Try it if needed, or just delete and start again.



Name the map

Name the map by clicking on Untitled map. (The names should be the same- these names get used by your Gets Ready users).

If you are an admin user, you are likely to create a few of these shapes, so naming each file makes good sense. On the next page, the file name will become '**KML file for Darfield test shape.kml**'. KML files are map files that tell some mapping programs to draw a shape for users.



Here's part of the finished shape, it has transparency and colour set, although it looks like a bit more transparency might be needed. Use the pencil above right in screenshot to re-edit, then... refer below.

Export the map to a .kml file and download to your computer

Find the three vertical dots at the Map name level – top left - (not the polygon or shape level)– left click and choose export to kml.

Tick export to a kml file... and click download.

You need to find where your download files are on your computer. If you struggle – search for *.kml.

1.3 Adding the shape to Gets Ready areas or sub-areas.

In Gets Ready you will need to upload that kml file you have made¹.

Now open Gets Ready and log in as a CRT or Admin user. Only these people have power to add new maps, or replace existing maps.

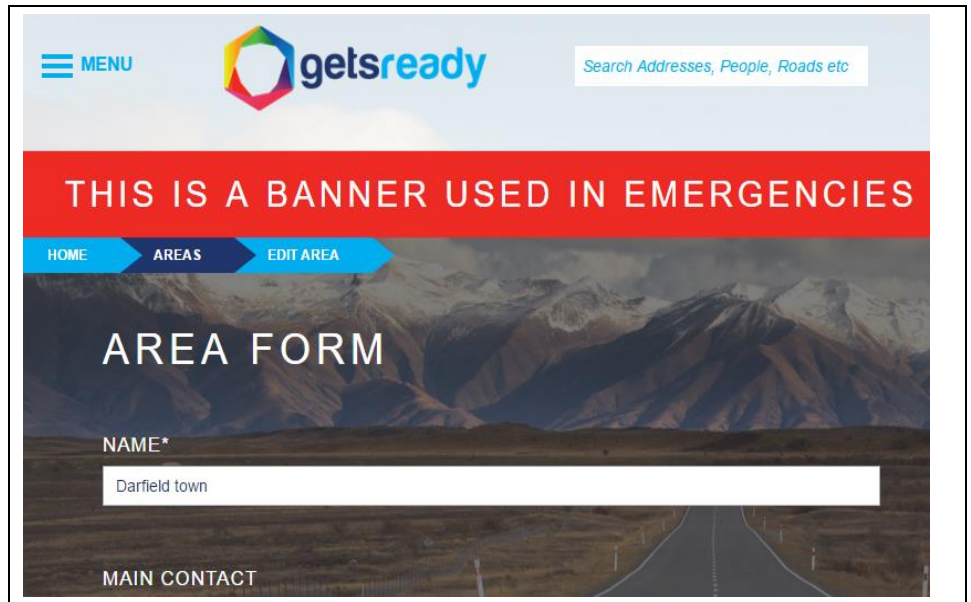
Click on the edit option (the pencil) next to the area (shown to right)



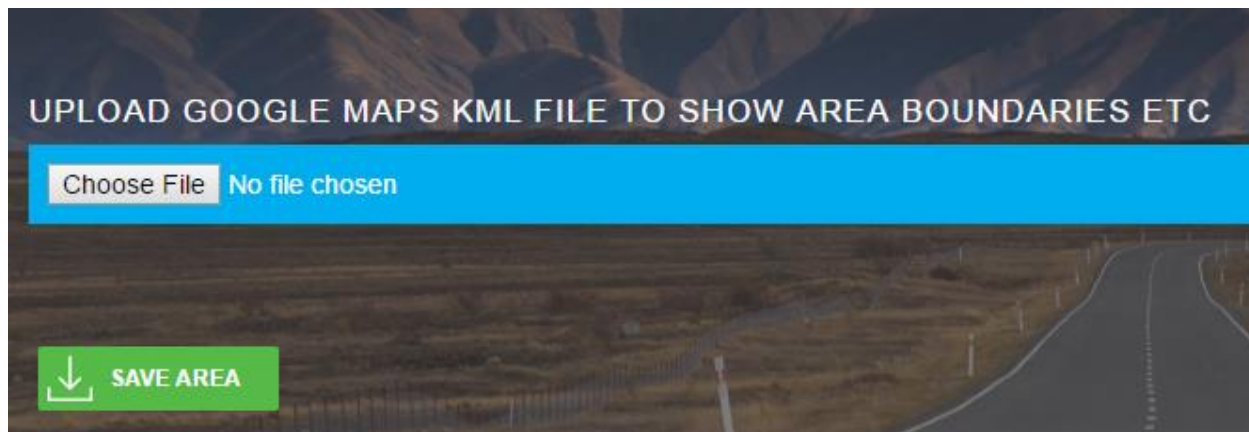
¹ For users of Google Earth - In the method shown here, we create a new map for each shape. If you use google earth you can make multiple shapes and export each shape to a kml file, but we are staying with the simple google map option.

You will see something like this and now it is time to scroll right to bottom of that page.

And on the screen shot below, upload google maps kml file that you have downloaded.



Click on browse in the upload google maps kml file area.



Find the kml file you made when in google maps, that you have downloaded – it is probably in your downloads folder.

Click on the file then click open → Save Area.

Click the Gets Ready logo to go home, then click the 'view map' box on right hand side of screen.

Pls note – the maps viewed will depend on the level you are at. The starting point is showing maps of areas. Eg Prebbleton and Lincoln.

If you click into an area, eg Lincoln, then viewing maps will show the sub-area maps for Lincoln.

1.4 Final notes –

When you want to go back to google maps..., you may need to 'open in my maps' to allow editing, if this is necessary.

Pls note – if no pencils are available to you when working in Gets Ready, it is because you have not been given those privileges. Talk to your admin person – I'm sure they'd love to have your input in your local area.

Thanks for being part of Gets Ready and strengthening your community.