

Getting started with Batchgeo



A family support organisation wants to show where families live, their status (current, inactive and waiting list) and which volunteer is assigned to them in their area of delivery.

The first rule of using data from Excel is to make sure all of your data is split into 'fields' or columns. If post codes are already in their own column – you can now plot geographical data.

1. Open your Excel spreadsheet
2. Select the 3 relevant columns - Post code, Status and Volunteer
3. Open up www.batchgeo.com and copy and paste the data from the 3 columns (including header rows).

batchgeo pro sign-in ▾

make maps features pro pricing mobile support blog

Paste your location data below to map it:

Example Address	City	State	Zip	Name	Phone Number	Group	URL
1 Crossgates Mall Road	Albany	NY	12203	Apple Store Cross Gates	(518) 869-3192	Example Group 1	http://www.apple.com/retail/c...
Duke Rd & Walden Ave	Buffalo	NY	14225	Apple Store Walden Galleria	(716) 685-2762	Example Group 2	http://www.apple.com/retail/w...
630 Old Country Rd.	Garden City	NY	11530	Apple Store Roosevelt Field	(516) 248-3347	Example Group 3	http://www.apple.com/retail/r...
160 Walt Whitman Rd.	Huntington Station	NY	11746	Apple Store Walt Whitman	(631) 425-1563	Example Group 3	http://www.apple.com/retail/w...

(Don't forget to include some header columns - You can also try our [Spreadsheet Template](#), or hit "Map Now" and try it out with our example data.)

Validate & Set Options or Map Now

4. Click on Validate & Set Options

Validate & Set Options

We have made our best guess at your data, but check below that everything is ok.

Basic options

Region	International	▾
Location / Address	Post code	▾
City / County	Status	▾
State / Province / Postcode	Which volunteer	▾
Zip / Postcode / Country	none	▾
Group By / Thematic Value	Which volunteer	▾

Marker box preview

SM1 1BA
Inactive, ?
Inactive

Here you can make some changes e.g. how to Group your markers on the map in the Group By / Thematic Value option

5. Click on Advanced options and tick the option to Hide map addresses / Limit zoom

Advanced options

Title

Label each marker

Marker Description

Select a default map view to show

Country Field

Enable clustering for high density markers

Calculate (straight line) distance from first address in

Hide map addresses / Limit zoom in

Troubleshooting

Filter road types before geocoding

URL

Image URL

E-mail

Latitude

Longitude

Marker colors

Color	Group name
■	Marker

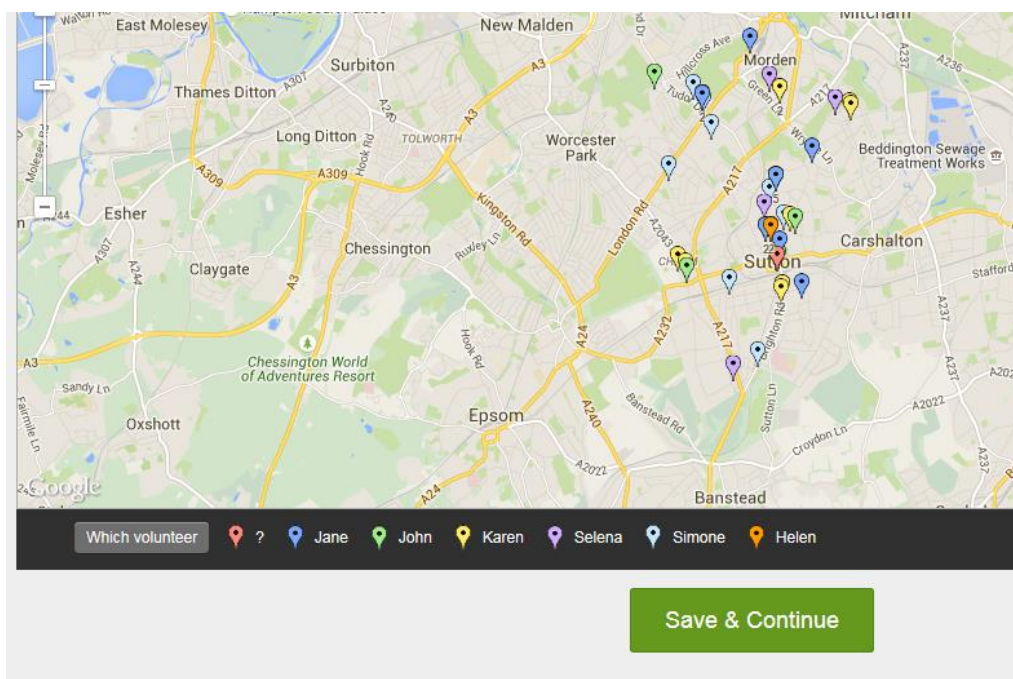
Marker shape

Map style

Make Map

You can also change the colour of your markers. You have up to 7 available – so you can compare up to 7 fields of data in your own work for the free account.

6. Then click Make Map



7. Now Save & Continue


8. Give your map a title, enter your email address and choose whether you want your map to be Unlisted or Public and enter and Save Map

Title
Enter a short title for your map, what is it?

Description

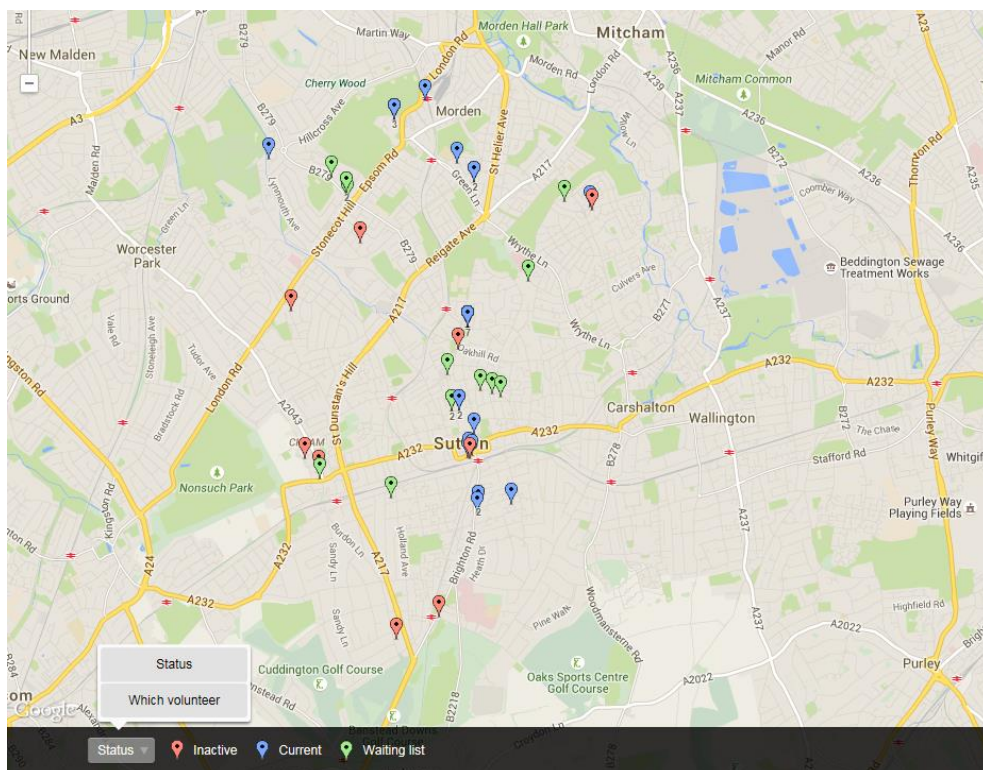
Email
Enter this in case you want to EDIT your map later.

Share Public Unlisted Password Protect (Pro Only)

 If you select "Unlisted" your map will be saved to a unique URL that will be kept private to you, it will not be listed anywhere on the site. You can read up on [map privacy](#) in our [features section](#).

I have read and agree to the BatchGeo [Terms of Service](#).

9. Now toggle between the two criteria – Status and Volunteer



10. You will get an email with the url for the map and another Admin url if you need to edit the data or display options. There is also an embed code to embed the map in your website.