## Adding locations to a Google My Map

 Log in to your Google account and go to <u>https://www.google.com/maps/d</u> and select Create Map



- 2) Next give your map a name and zoom into the area you want map
- 3) Click Import and then select the Excel file





### 4) Change style and add labels



6) Editing the map going forwards either click on the pin and then the Edit pencil



7) Or click on the 3 dots next to the Layer title and select Open data table



8) The Map will save in your Google Drive and if you right click you can choose who to share the map with

# How to add Ward or Borough outlines on a Google My Map

• Go to <a href="https://mapit.mysociety.org/">https://mapit.mysociety.org/</a> and then enter a postcode in the Ward, Borough or Super Output Area (SOA) you want to highlight



• Now right click on the area you want to highlight – in this example, Ward) and select Open Link in New Tab

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|--|---|------------------------------------|----------|
|  |   |                                    |          |
|  | Artas covering CR2 7N                     | IN                                 |          |
|  |   |                                    |          |
| London borough   | London borough ward                       | European region                    |          |
| Croydon Borough Council  | Selsdon and Ballards                      | London                             |          |
|  |   |                                    |          |
| London Assembly constituency   | UK Parliament constituency                | 2001 Lower Layer Super Output Area |          |
| Croydon and Sutton   | Croydon South                             | Croydon 033B                       |          |
|  |   |                                    |          |
| Clinical Commissioning Group   |   |                                    |          |
| Croydon  |   |                                    |          |
|  | 면 Show full results × Close               |                                    |          |



#### Selsdon and Ballards ID 8108

- Type: London borough ward (LBW)
- Exists in generations: 1–30
- Country: England
- A child of Croydon Borough Council.
- Example postcode
- Get this data as JSON

Business user? Call the MapIt API with our powerful paid plans.

#### Geometry:

- Geometry (JSON)
- WKT
- GeoJSON
- KML
- Areas:
- Touching this area
- Overlapping this area
- Covering this area
- Covered by this area
- Covered by or overlapping
  this area

• Click on KML to download a KML file



• Return to your Google Map and select Add layer

• Now rename the layer with the Ward name



• Now select Import



• Next either Drag & drop the KML file download or use the Select a file from your computer option

| Upload | Google Drive Photo albums                             |  |
|--------|---|--|
|        |   |  |
| 1      |   |  |
| i.     |   |  |
| 1      | Drag a CSV, XLSX, KML or GPX file here                |  |
| 1      | Or, if you prefer<br>Select a file from your computer |  |
|        |   |  |
|        |   |  |
|        |   |  |

• You will now see the outline and shading of the Ward in question, which by default is blue



• Click anywhere in this area to change its name, give it a description and choose another colour for the outline and shading, or degree of transparency

