

Managing an Open Green Map Group Project

Version 1: February 2010



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Open Green Map

A screenshot of the Open Green Map website interface. The background is a world map. Overlaid on the map are three colored boxes: an orange box for "Explore", a purple box for "Fresh Maps", and a green box for "Get Involved!". Below these is a large white box with text about Green Living Sites and the Green Map System. The "Explore" box contains the text "7632 green living sites! See the world from a new perspective". The "Fresh Maps" box lists "Stockholm Green Map", "Green Llandrindod", and "Denver's Green Route". The "Get Involved!" box contains the text "Explore local sites. Add your thoughts. Suggest a new site. Or create a new map!". The large white box contains the text: "Green Living Sites. Nature. Social and Cultural Resources. Find them all on the Green Map! Interact with thousands of great places charged by local Green Mapmakers around the world. Make these places part of your life, and help your community become a greener and healthier place. Open Green Maps are designed to be explored, customized and enhanced by people like you. You can share your insights, ratings and images or suggest, compare and share sites. Green Map System promotes inclusive participation in sustainable development, engaging hundreds of communities in 55 countries in mapmaking since 1995. Get involved and support this global movement! Think Global, Map Social!". The bottom left corner of the map shows "POWERED BY Google".

GreenMap.org

Feedback and Questions: info@greenmap.org

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1. Introduction:

As the Green Mapmaking movement grows, more mapmakers have begun to work in groups to create maps on the Open Green Map platform. This tutorial explores the options for working on a collaborative project with different types of Open Green Map contributors. The following topics are covered below: Types of Open Green Map users, how to build a map team, managing public suggestions, map settings that allow public input and promoting your Open Green Map.

Who is this tutorial for?

This tutorial was created to assist Green Mapmakers who wish to create an Open Green Map with a group, or mapmaking team. Examples of potential mapmaking teams include university classes, youth groups, or entire communities.

Are there technical and skill requirements?

Individuals wishing to create new maps and organize group work on Open Green Map must be registered mapmakers on GreenMap.org. For this, it's assumed you know about your community's environment and sustainability, and are using mapmaking tools found in <http://GreenMap.org/resources> to organize your overall approach and plan with your group the map's goals and criteria.

Basic knowledge of the Open Green Map platform is also helpful. See the [FAQ](#) on the top menu for details. Find introduction videos on the [Share and Promote](#) page to help you get started creating your first Open Green Map and sites.

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2. Types of Interactions with Open Green Map

Through the Open Green Map (OGM) platform, groups have the ability to work collaboratively on one map project or on a series of linked projects with OGM's Team Management Tools. Groups also have the ability to work collaboratively with Public Contributors and the general public, or Public Users, to further create collaborative Green Maps.

On the Open Green Map platform **Team Leaders**, must be registered Mapmakers through Green Map System.

Register Here: <http://www.greenmap.org/greenhouse/en/participate/register>.

Green Mapmakers have full access to all our Green Mapmaking resources and tools for all kinds of Green Map projects at GreenMap.org, including OGM. **Team Leaders** can:

- Make new maps
- Modify map type
- Edit Map information and settings
- Manage multiple maps
- Invite contributors or mapmakers
- Assign Team Roles
- Moderate site suggestions
- Edit all maps
- Add content to any map site
- Export their map data
- Communicate directly with Green Map System

The **Coordinator** role is assigned by the Team Leader and has additional permissions so they can help manage the project. Coordinators can:

- Suggest new map sites
- Edit any of the sites on the map.
- Review and moderate the public suggestions before it appears on the map.
- Invite Team Members
- Edit map information and settings

The **Team Members** can:

- Add new sites that will appear instantly with their username on the bottom of each site.
- Edit any of their own sites



Matrix of All OGM Contributors

	Public User	Public Contributor	Map Team Member	Coordinator	Team Leader (Mapmaker)
Suggest new map sites (*)	X	X	X	X	X
Comment on map sites (*)	X	X	X	X	X
Add photos, videos, and docs to a map site	X	X	X	X	X
OGM Login Required		X	X	X	X
Edit own suggested sites		X	X	X	X
OGM Contributions Identified through Account		X	X	X	X
Request to join a map team		X	X	X	X
Members of Map Team			X	X	X
Add Sites without approval to team projects			X	X	X
Promote the Map			X	X	X
Invite New Team Members				X	X
Assign Team Roles				X	X
Moderates suggested sites from all contributors				X	X
Moderates other's comments posted by map				X	X
Make Map Widget				X	X
Updates Map Information & Settings				X	X
Register Mapmaker on GreenMap.org					X
Make a New Map					X
Export Map Data					X
Manage Multiple Maps					X

**only applicable on open or moderated maps*

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3. Team Organization Before Creating a New Open Green Map

Team Leaders can choose to manage many users each working on their own maps or many users working on one map. Team Leaders also have the ability to take sites from multiple maps and add them all into one composite map. Therefore when creating a new Open Green Map it is important for Team Leaders to keep the following in mind to help determine how they will manage their project:

- Are there multiple **Team Members** working in the same area mapping different types of sites? It would be helpful to assign different team members different topics: for example, one person mapping nature sites, one mapping sustainable living and one mapping cultural and society sites.
- Are there multiple **Team Members** or groups of Team members working in different sub-areas of one larger area? You may decide it's better to have each group work on their own private OGM and then combined the sites into one final private map. (Then you have the option of showing the sub-areas as separate maps, too.) If you prefer, though, all can work on one map from the start.
- Is this project intended to be created by a small group and then open to a larger public group (such as an entire University or town) to suggest sites? The map can be created collaboratively and once it is made a public, moderated map the original group of team members can be invited to moderate public suggestions as **Coordinators**. **Team Leaders** and **Coordinators** can also check the Map Dashboard to see a list of all sites that have already been added.

These are just a few suggestions for how to manage groups working with Open Green Maps.

The chart explains three types of map teams you can choose from:



Map Team Types

	Open	Moderated	Invite Only
Anyone can join team without approval	X		
Public can suggest sites	X	X	
Map must not be in the Private Mode	X	X	
Anyone can request to join team		X	
Users become Team Members by invitation only			X
Only Team Members can Suggest Sites			X

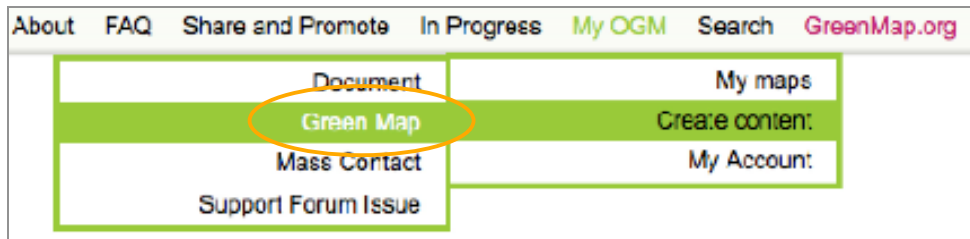
It is important to note that for all map types public suggestions must be approved before they appear on the public Open Green Map, requiring a **Team Leader** or **Coordinator** to continue to moderate the map after it is initially published.

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4. Building Your Map Team

Choosing Map Team Settings while creating a new map.

1. In the upper right of the page, go to the menu and choose "My OGM > Create Content > Green Map" (if you are creating a new map), as shown below. If you want to change the Team settings of an existing Open Green Map, go to "My OGM > My Maps" then slide to the map that you want to change and then select "Edit".



2. On the Map Form, fill in all of the required information.
 - a. When naming a map make sure that the name provides a description of the location and theme. Also keep in mind that long names will be shortened on some parts of OGM's website, so the location should be kept at the beginning of the name. Example: "Lower East Side NYU Green Map." (Note: since Melissa Reese, a New York University student intern created this map, she used a tourism class's neighborhood Green Map project as her example throughout this tutorial. The Lower East Side is also known as LES)
 - b. If the map is to be kept private, (such as a sub-area map or as a draft map for a team collecting sites), make sure the title makes sense for **Team Members** and **Coordinators**. Example:
 - i. German Heritage LES
 - ii. Italian Heritage LES
 - iii. 46th Street/Bliss Street

For complete details about creating a new map, see instructions under [FAQ](#) on the top Menu. This FAQ has answers to all your questions, and will help you succeed with ease. You can download a basic guide to adding sites here: http://OpenGreenMap.org/sites/default/files/Open_Green_Map_How-To_0.pdf

3. While creating your map you will see the following options for managing users:

☒ private map

You should keep your map private while you are developing it. When you have added some sites and are happy with how it looks you can change this.

A private map can only be seen by you and your team members.

Building Your Map Team: *

☐ open - anyone can join your team by clicking a link on your map (not available for private maps). Public users can suggest sites to your map, too.

☒ moderated - anyone can request to join your team, but you must approve them. Public users can suggest sites to your map, too.

☐ invite only - you must send an email from the website to invite new team members. This is the only option that does NOT allow public site suggestions.

Team members will be able to add sites to your map. At a later stage you can give each team member extra privileges.

It is important that you keep your map **Private** until ***at least 5 sites have been added to the map.*** Many choose to keep it private until the map is more complete and celebrate its debut.

- a. Open projects allow anyone to add sites which are made public after Team Leader or Coordinator approval. The **Team Leader** or **Coordinator** must check the Map Dashboard to see and check what's been added frequently. [See #1 below](#)
- b. For community-based projects that want wide community support it may be best to select **Moderated**. Then the **Team Leader** or **Coordinator** can check each suggested site before it goes 'live'. [See #2 below](#)
- c. For collaborative projects set in a class or other closed group settings that intend to create a map in private before making it visible to the public **Invite only** is the best setting. Once all of the group members create OGM accounts the **Team Leader** can invite them to join the map team. [See #3 below](#).

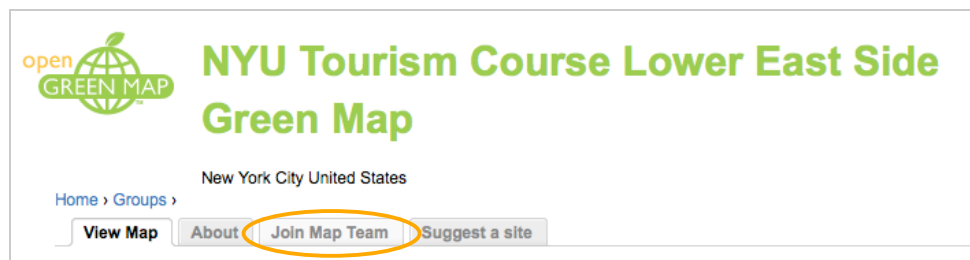
Inviting Public Contributors to your Map Team

1. **Open** Map Team – How any Public User can join your team
 - a. Your map must be **Open** and not have Private selected.
 - b. Anyone can locate your map by clicking on **Maps** in the middle of the menu of any page

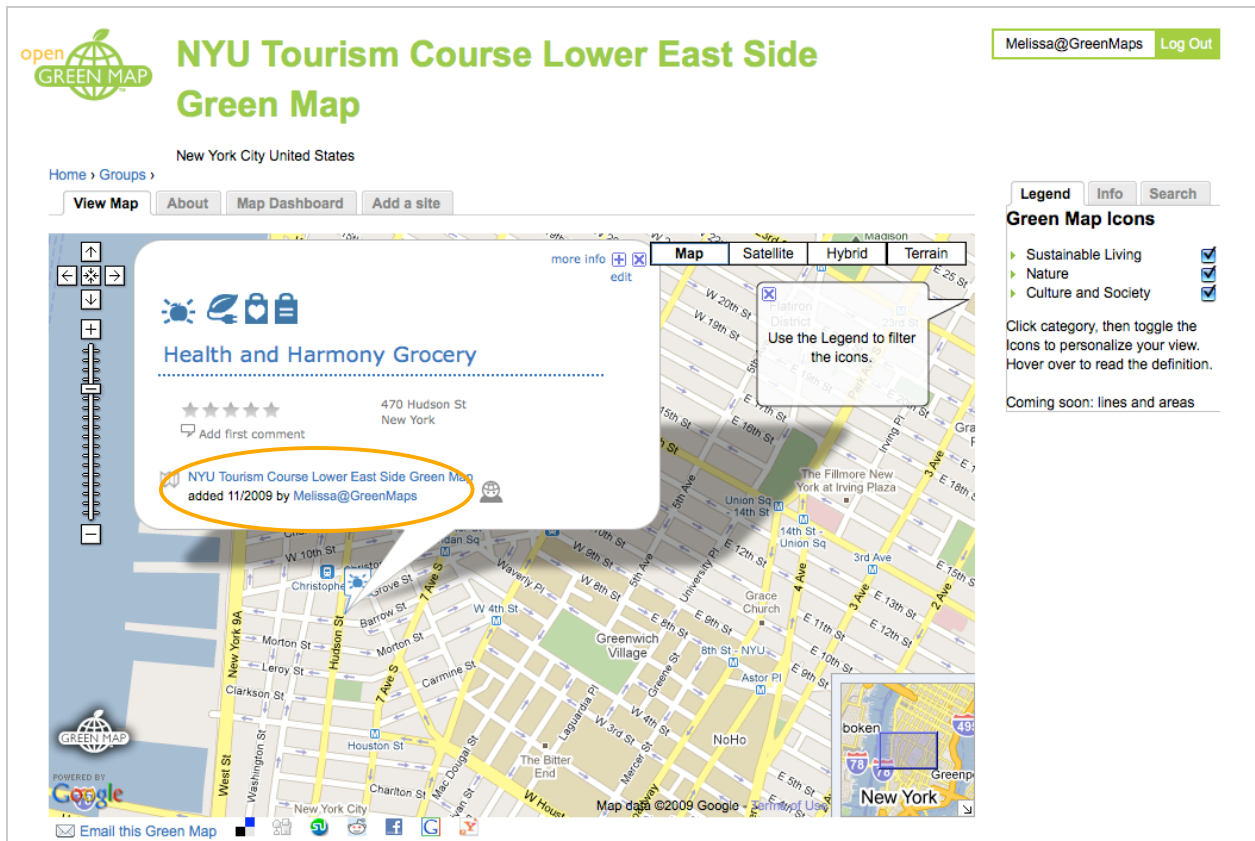
- c. And then choose your map from the list. Anyone can select different ways to sort the list of maps, or use the Search to find it. Your OGM is also linked to your Profile at GreenMap.org (and ideally, from your own website as well).

Recent Newest Alphabetical Country Mapmaker		
Ready to explore? Select a map from this list. The most recently updated map is at the top.		
Click the tabs above to see the Open Green Maps listed in a different order, or use the Search on the right to find maps you are interested in.		
There are dozens more Open Green Maps in progress that will soon be made public, so check back often. And, everyone will be able to add sites to the World View Map when this website is officially launched in spring 2009.		
Map	Country	Number of Sites
NYU Tourism Course Lower East Side Green Map	United States	30
Malmö Green Map	Sweden	85
Sagittarius A	Brazil	11
Denver's Green Route	United States	37
East Village Green Map	United States	40
Green Map San Miguel	Mexico	2
MAPA VERDE HAMBURGO	Colombia	11
MAPA VERDE DEL BARRIO BOSTON, PEREIRA, (COLOMBIA-LATINOAMERICA)	Colombia	22
NYU Open Green Map	United States	37
Los Angeles Green Map	United States	50
Detroit Metro	United States	4
Bristol Green Map	United Kingdom	2
Ecoaldeas Norte de Suramérica	Colombia	10
NYC East Village - Loisaída Community Gardens - Tour 3	United States	14
NYC East Village - Loisaída Community Gardens - Tour 1	United States	16
Asturias Spain	Spain	57
Atlanta: Beyond Bricks and Sticks	United States	211
NYC East Village - Loisaída Community Gardens - Tour 2	United States	8
Clackmannanshire Community Green Map	United Kingdom	35
Hudson Valley Homegrown Energy and Resource Map	United States	41
Bagiskartan - Bagarmossen Community Green Map	Sweden	37
Greenmap Berlin	Germany	37
Baltimore Regional Green Map	United States	332
University of Ottawa Campus Green Map	Canada	33
Green Llandrindod	United Kingdom	14

- d. Any user can click [Join Map Team](#) from your **open** map.
- e. For open map teams, the public does not need approval to join the map team.

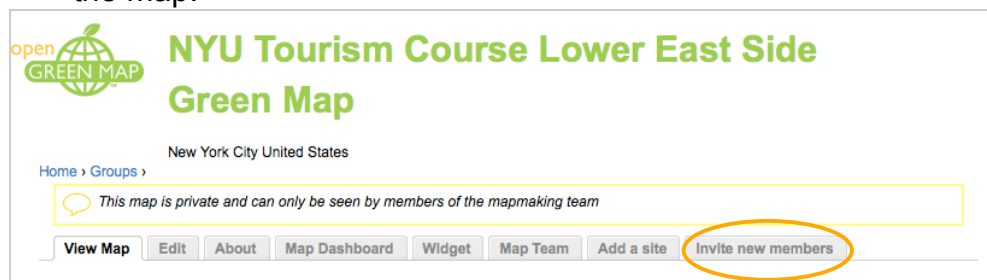


- f. Once the user has joined the map they can add sites without approval as a **Team Member**.

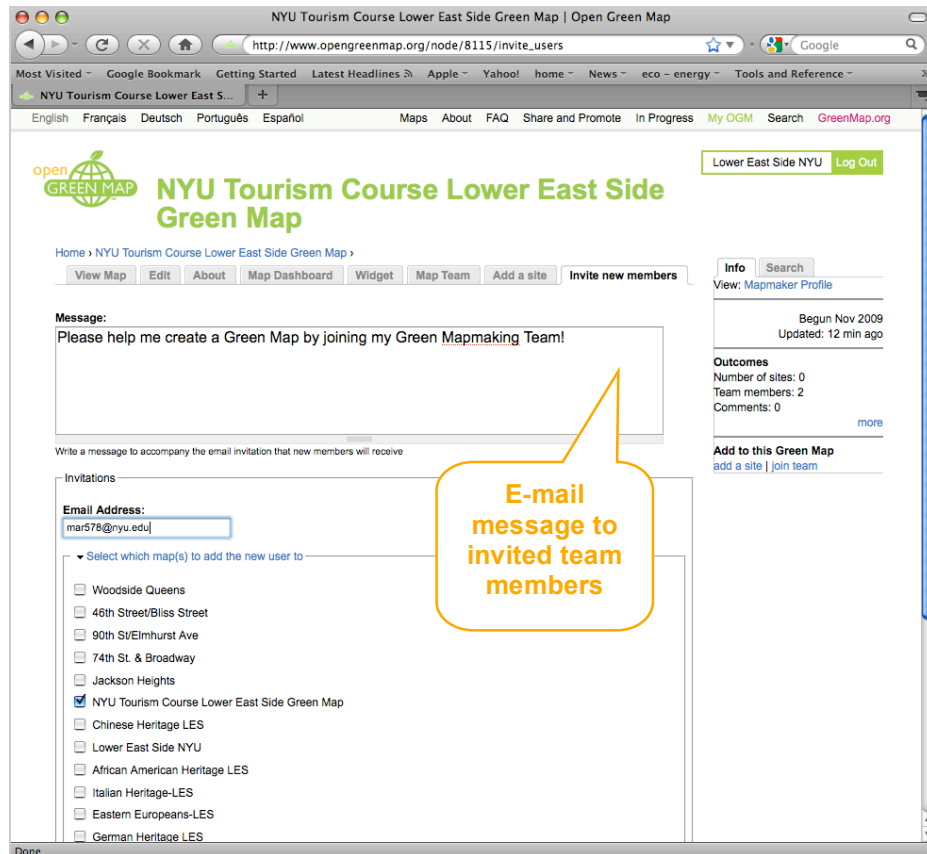


2. Invite Only Maps – How to Invite Team Members

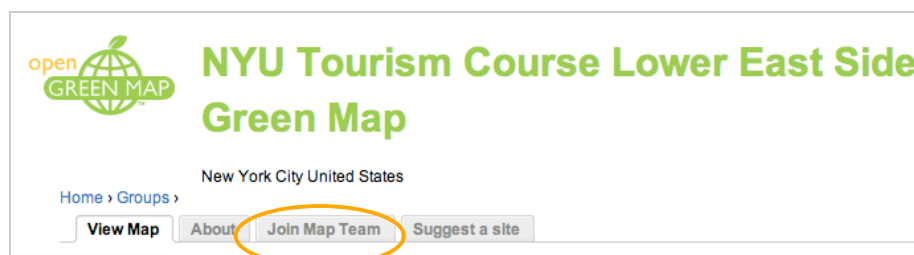
- a. Map **Team Leaders** must send an invite from the platform to invite **team members**. The map can be private or public, but "Invite Only" must be selected under the map settings.
- b. To invite, open your map and click **Invite New Members** on the tab above the map.



- c. Here you can write a message and choose which maps to invite each person to. Assign them as **Team Members** or **Coordinators**. Enter their e-mail address and click Submit (below) to send the invitation.



- d. The invited contributor will then receive an e-mail with the Team Leader's contact information.
3. **Moderated Map Team**– How to moderate membership requests
 - a. Any public users can request to join a Map Team when the map is public and moderated.
 - b. Public users can click the "Join Map Team" tab above the map



or in the right sidebar's Info Tab

Legend Info Search

View: [Mapmaker Profile](#)

Places for children to enjoy nature and engage in environmental education in the Sambro area.

Begun Nov 2009
Updated: 1 day ago

Outcomes
Number of sites: 0
Team members: 1
Comments: 0

[more](#)

Add to this Green Map
[suggest a site](#) | [join team](#)

- c. The users will then see the following form asking for additional information for the Team Leader to consider.

**Are you sure you want to join the group
NYU Tourism Course Lower East Side
Green Map?**

[Home](#) > [Groups](#) >

Additional details:

As and NYU Graduate Student I am interested in helping this local Green Map Movement at NYU.

Add any detail which will help an administrator decide whether to approve or deny your membership request.

- d. As the **Team Leader** you will then receive an e-mail with the request for membership. The following message will appear on the bottom of the map's **Map Team** page where Team Leaders and Coordinators have the ability to approve or deny membership:

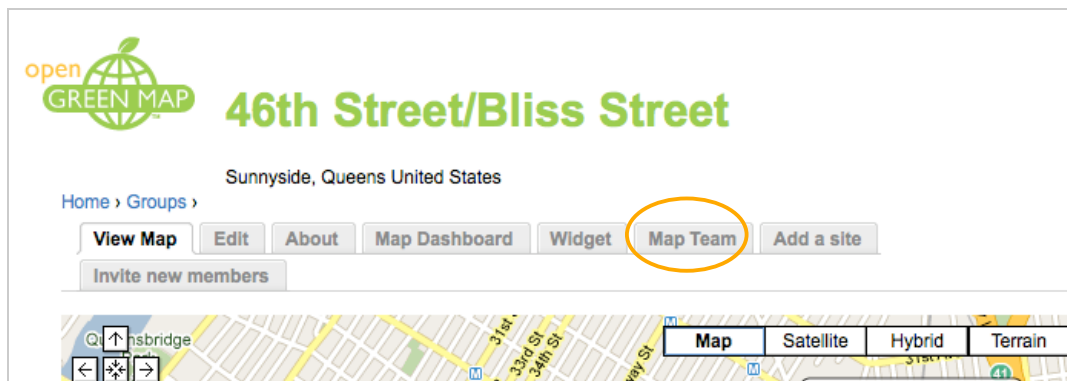
Name	Manager?	Manage	Admin	Member since	User Roles
Lower East Side NYU	Manager			11/03/2009 - 14:33	team leader
Melissa@GreenMaps		Request: approve or deny.	Admin: Create	11/03/2009 - 14:40	

You can set their role (**Team Member** or **Coordinator**) here as well.

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5. Moderating Map Members

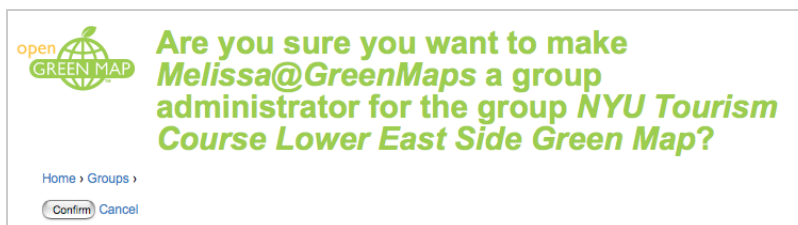
1. To find the **Map Team Page**, click on the **Map Team** tab while you are logged in and viewing your map



2. At the bottom of the **Map Team** page for each map, all members will be listed.

Name	Manager?	Manage	Admin	Member since	User Roles
Lower East Side NYU	Manager			11/03/2009 - 14:33	team leader
Melissa@GreenMaps		Request: approve or deny	Admin: Create	11/03/2009 - 14:40	

3. From here you can approve or deny membership, remove an already approved membership, or change the member status to an Admin or **Team Coordinator**. (The term **Admin** is the a default term on the Open Green Map platform for a user that has the accessibility options of a **Team Coordinator**. Due to programming settings we are unable to change this button from Admin to Coordinator, unfortunately the terms are used interchangeably on the Open Green Map platform).
4. To make a Team Member a **Coordinator** click **Admin: Create**. Press "Confirm" when prompted with the following message:



5. To remove a user's Coordinator Role, click **Admin: Remove**.

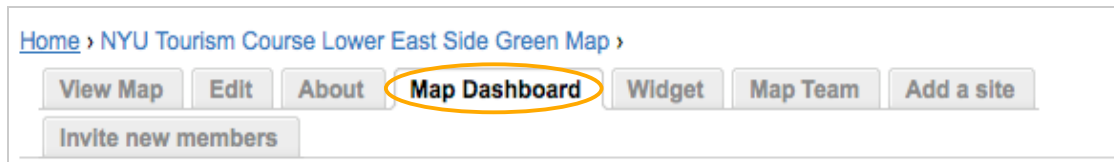
Name	Manager?	Manage	Admin	Member since	User Roles
Lower East Side NYU	Manager			11/10/2009 - 14:43	team leader
Melissa@GreenMaps		Remove membership	Admin: Remove	11/03/2009 - 15:09	
Past Mapmakers		Remove membership	Admin: Remove	11/10/2009 - 14:17	Team Coordinator

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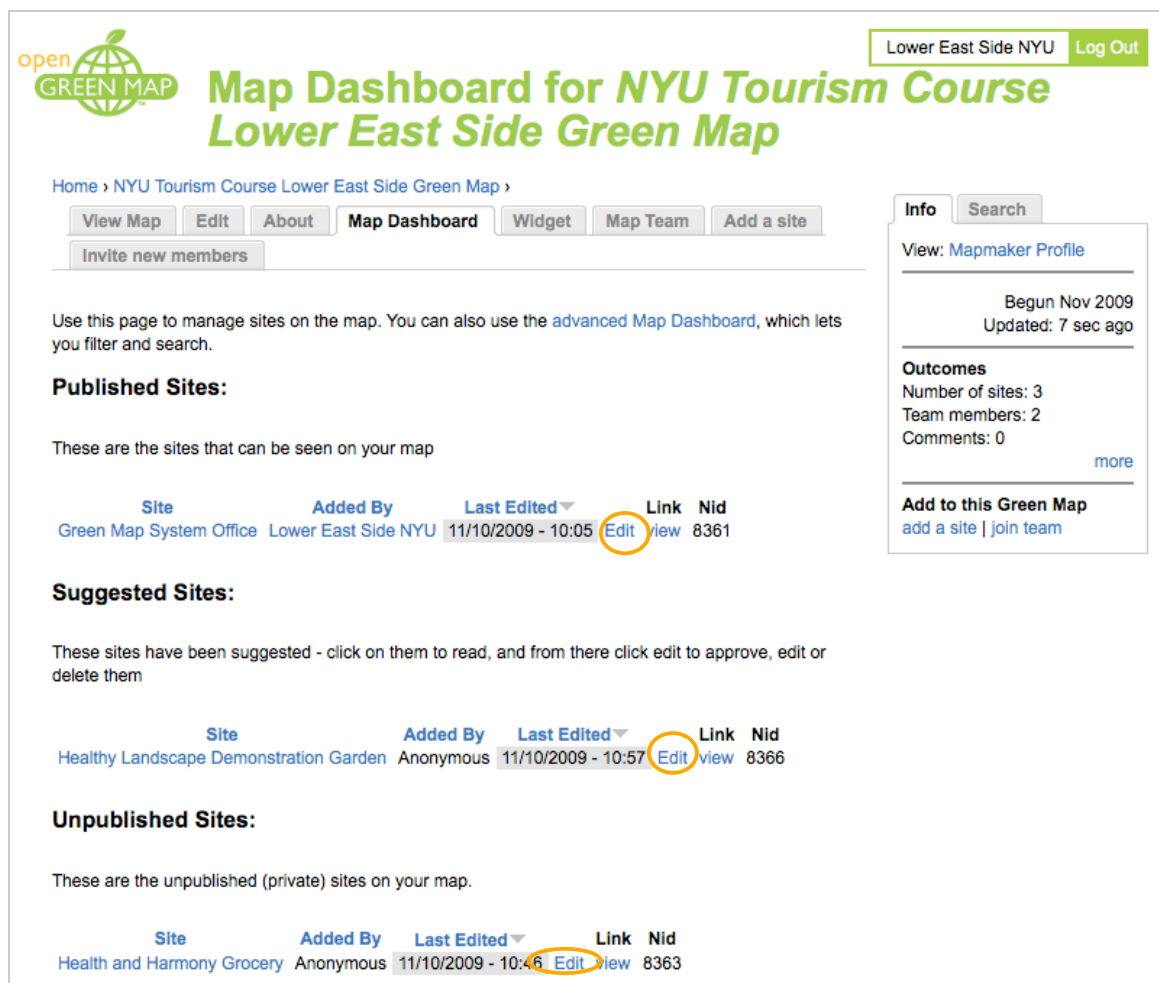
6. Managing Sites Suggested by the Public

Sites suggested by the public work differently depending upon the whether your map is Public, Open, Moderated or Invite only. There are also multiple methods of managing sites for the same types of maps.


1. **Open & Moderated Maps** are managed through the Map Dashboard page.
 - a. Click on the **Map Dashboard** tab while viewing the map.



- b. On the Map Dashboard you will see all published, unpublished and suggested sites.

A screenshot of the 'Map Dashboard for NYU Tourism Course Lower East Side Green Map' page. The page has a green header with the 'open GREEN MAP' logo on the left and 'Lower East Side NYU' and 'Log Out' on the right. Below the header is a navigation bar with buttons: 'View Map', 'Edit', 'About', 'Map Dashboard' (highlighted with an orange circle), 'Widget', 'Map Team', and 'Add a site'. Below this is a button 'Invite new members'. The main content area is divided into three sections: 'Published Sites:', 'Suggested Sites:', and 'Unpublished Sites:'. Each section contains a table of sites with columns for 'Site', 'Added By', 'Last Edited', 'Link', and 'Nid'. In the 'Published Sites' table, the 'Edit' link for 'Green Map System Office' is circled in orange. In the 'Suggested Sites' table, the 'Edit' link for 'Healthy Landscape Demonstration Garden' is circled in orange. In the 'Unpublished Sites' table, the 'Edit' link for 'Health and Harmony Grocery' is circled in orange. On the right side of the page, there is a sidebar with 'Info' and 'Search' tabs. The 'Info' tab is active, showing 'View: Mapmaker Profile', 'Began Nov 2009', 'Updated: 7 sec ago', 'Outcomes' (Number of sites: 3, Team members: 2, Comments: 0), and 'Add to this Green Map' (add a site | join team).

- c. By selecting **Edit** for each site, you can choose to make it public and select which maps it will appear on.
- d. To see all the sites on the map, click the Advanced Map Dashboard link toward the top.



46th Street/Bliss Street Advanced Management

[Home](#) > [Advanced Mangagement](#) >

Name of Site

Icon

Sustainable Living
--Green Economy
--Farmers/Local Market
--Healthy Dining
--Eco-Agriculture/Permaculture
--Organic/Local Food
--Eco-Products
--Green Enterprise
--Green Store

Public

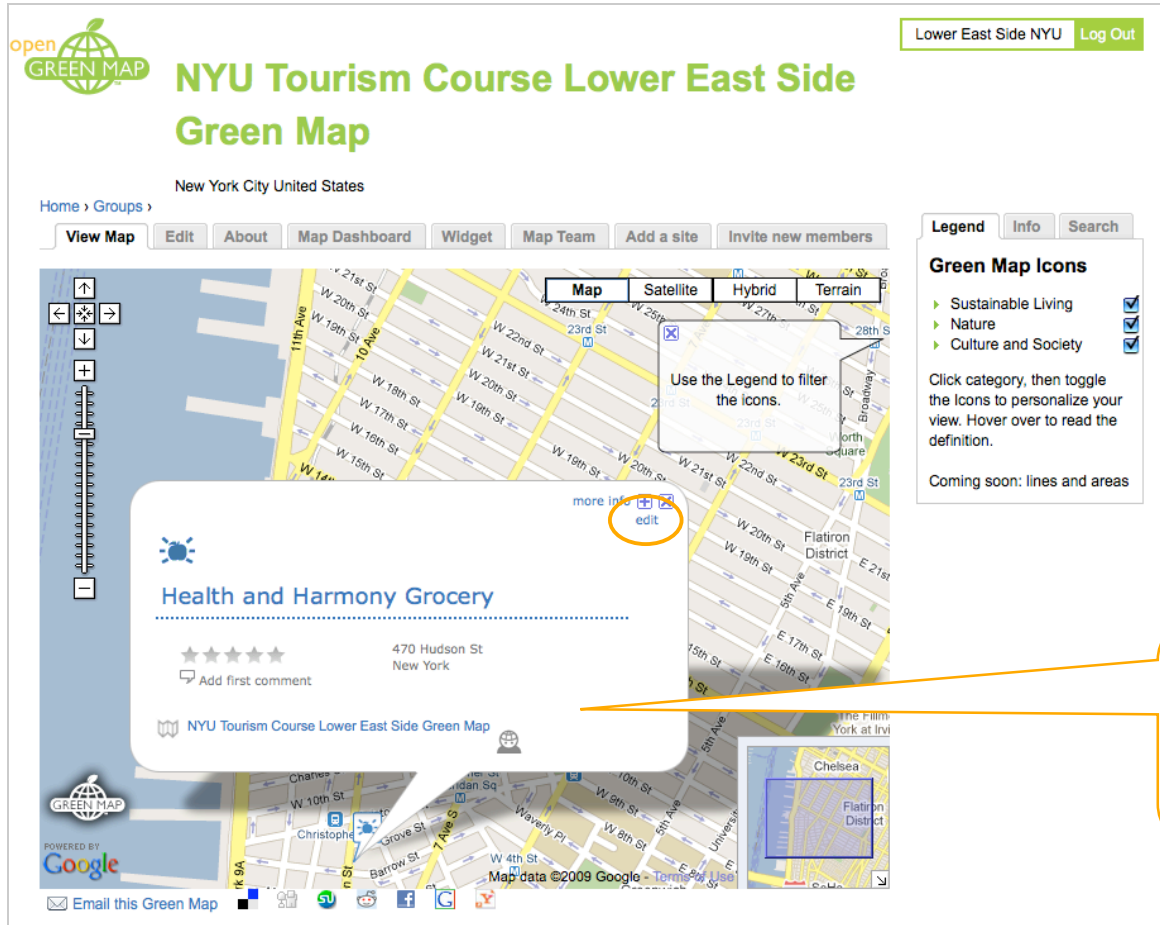
True

Apply

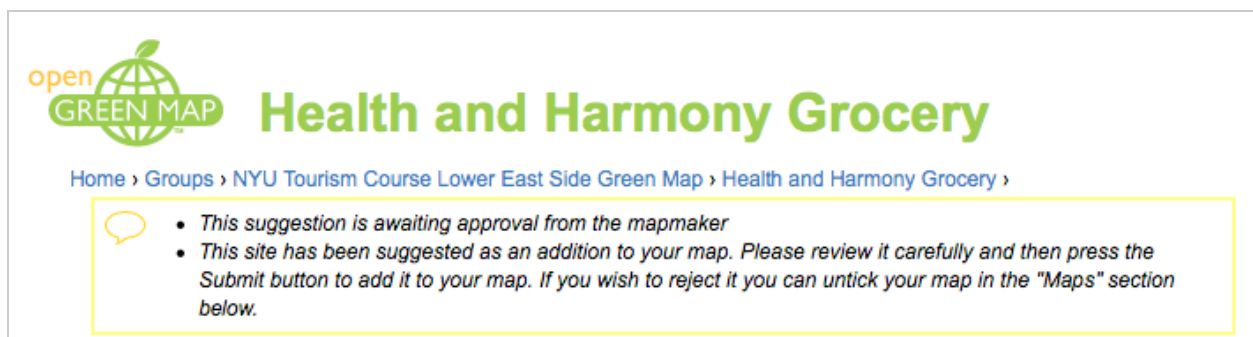
Name of Site	All Icons	Created	Updated	
Restaurant Azteca	Diverse Neighborhood, Landmark Dining/Pub	12/03/2008 - 12:54	01/16/2010 - 13:59	View Edit
Café Columbia Bakery	Diverse Neighborhood, Landmark Dining/Pub	12/03/2008 - 12:52	01/16/2010 - 13:59	View Edit
Testing	Art Spot, Cultural Site	10/19/2009 - 17:39	10/19/2009 - 17:39	View Edit
Harout & Rosa Ardzivian: Custom Tailoring and Alterations	Local Business	12/08/2008 - 16:26	12/08/2008 - 16:26	View Edit
Nita's European Bakery	Local Business	12/08/2008 - 16:22	12/08/2008 - 16:22	View Edit
Bucharest Restaurant	Local Business	12/08/2008 - 11:28	12/08/2008 - 11:28	View Edit
Arsi's Pateseria	Local Business	12/08/2008 - 11:18	12/08/2008 - 11:18	View Edit

2. **Open & Moderated Maps** are managed through View Map page

- a. When a public user suggests a site it will not appear on the public map immediately, but first needs approval of the **Team Leader** or **Coordinator**.
- b. Open the **View Map** page while logged in.
- c. While viewing your Open Green Map you will notice the new sites on the map that do not appear on the Public version of the map.



- d. You can then select **Edit** in the upper right corner of the site's info-window. The following message will appear at the top of the Edit page for a site that is awaiting approval. Any of the details completed by the user can be changed from this page.



- e. By scrolling down you can approve the site and manage which of your maps the site appears on by opening the **Maps** drop down menu.
- The site can appear on multiple maps here by checking more than one box.

- ii. By checking the **Public** box you will make this site visible by anyone.

[More information about formatting options](#)

▼ [Maps](#)

Select Additional Maps:

- ☐ 46th Street/Bliss Street
- ☐ 74th St. & Broadway
- ☐ 90th St/Elmhurst Ave
- ☐ African American Heritage LES
- ☐ Chinese Heritage LES
- ☐ Eastern Europeans-LES
- ☐ German Heritage LES
- ☐ Irish Heritage-LES
- ☐ Italian Heritage-LES
- ☐ Jackson Heights
- ☐ Lower East Side NYU
- ☒ NYU Tourism Course Lower East Side Green Map
- ☐ Woodside Queens

If you are a member of any other maps you can add this site to these maps too. Use the Control key on a PC or the Apple/Command key on a Mac to select multiple maps.

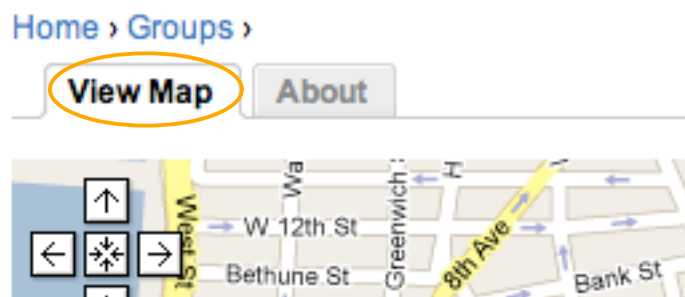
☒ **Public**

Show this site to everyone. If not checked, this map will be private and only team members of the maps selected above can see it. Sites that do not have any maps selected above are always public on the World View Map.

— ▶ [Advanced Details](#)

3. **Invite Only** Maps

- a. If your map is Invite Only then public users will not see the "Suggest a Site" tab, only the "View Map" and "About" tabs.



- b. Public users will also see a message in the map's **Info** tab that deflects public suggestions. Users can click the link to your Mapmaker Profile to learn more about your project and to contact you.

Legend **Info** Search

View: [Mapmaker Profile](#)

Begun Nov 2009
Updated: 30 min ago

Outcomes
Number of sites: 3
Team members: 2
Comments: 0
[more](#)

Add to this Green Map
[Lower East Side NYU](#) is not allowing public suggestions for this map.

4. Deleting a Site

- a. To completely delete a site, scroll down to the bottom of the site's Edit page and click the **Delete Button**. This will delete the entire record of the site.

Street: 220A East 4th Street

Additional:

City: New York

Postal code: 10009

☐ Delete
Check this box to delete this location.

Save Delete

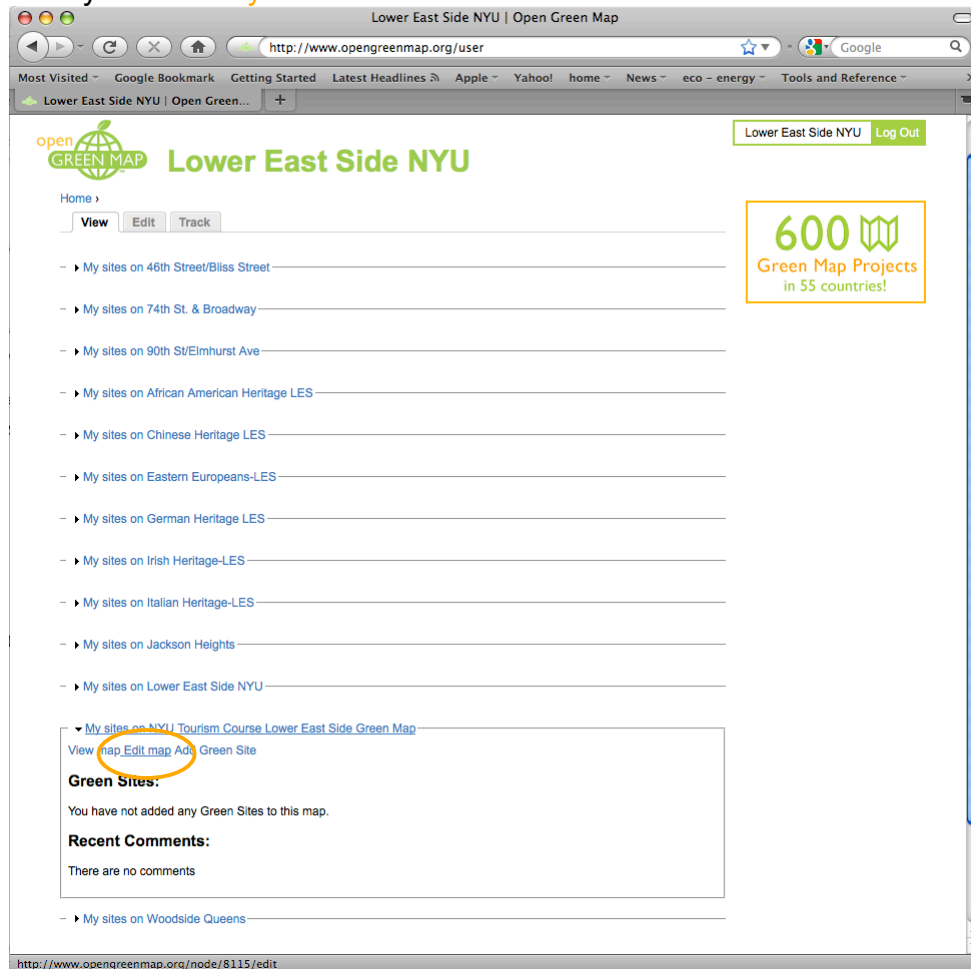
Delete entire record of the site

- b. Do not check the delete location box. This will only delete the location information about the site not the entire site.

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7. Changing Map Settings After Creating a Map

1. Go to My OGM > **My Account**



2. Choose the map you wish to Edit and Click on **Edit Map**.
3. All of the options that appeared on the original "Create a Green Map" page will appear. Including:
 - a. Map Title
 - b. Icons
 - c. City or Region, Province, Country
 - d. Language
 - e. Description of Map
 - f. About this Open Green Map
 - g. Building your Map Team
 - h. Location
 - i. Zoom Level
 - j. Base Map Type
 - k. ID of Map Profile on www.GreenMap.org
 - l. Downloadable Map



- m. Team Photo
- n. Logo
- o. Map Website
- p. Sponsor Information

open GREEN MAP 46th Street/Bliss Street

Sunnyside, Queens United States

Home > 46th Street/Bliss Street >

View Map Edit About Map Dashboard Widget Map Team Add a site Invite new members

Title of Map: *

46th Street/Bliss Street

Icons to Use:

- Sustainable Living
- Green Economy
- Farmers/Local Market
- Healthy Dining
- Eco-Agriculture/Permaculture
- Organic/Local Food
- Eco-Products
- Green Enterprise
- Green Store
- Local Business
- Reuse Shop/Market
- Fair Trade
- Responsible Company
- Social Enterprise
- Ecotourism Resource
- Reuse
- Recycling
- Rental/Share
- Repair Shop
- Technology and Design

Choose which Green Map Icons can be used on this map. These are the only icons that will appear on your map and its legend. You can always edit your map and change these. If you select none, then all icons will be available.

City or Region: *

Sunnyside, Queens

This should be easily recognizable

- Each item can be changed by adding information to the form or editing it.
- Finally click the **Save Button** at the bottom of the page to update you maps settings and information.
- The Map Editing page can also be found by navigating through the **My OGM menus**: My OGM > My Maps > (Your Map) > **Edit**.

Maps	About	FAQ	Share and Promote	In Progress	My OGM	Search	GreenMap.org
View	46th Street/Bliss Street	My maps					
Edit	74th St. & Broadway	Create content					Log Out
Map Dashboard	90th St/Elmhurst Ave	My Account					
Manage members	African American Heritage LES						
Get widget	Amazon						
Add site	Chinese Heritage LES						
	Eastern European Jewish						
	Heritage-LES						
	German Heritage LES						
	Irish Heritage-LES						
	Italian Heritage-LES						
	Jackson Heights						
	Lower East Side NYU						
	NYU Tourism Course Lower East						
	Side Green Map						
	Woodside Queens						
	Add a map						

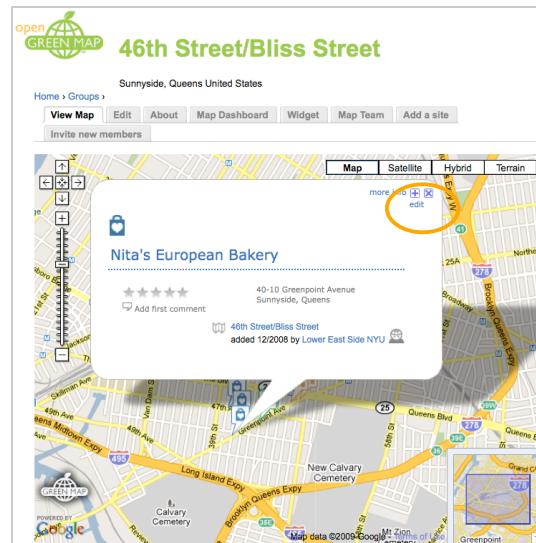
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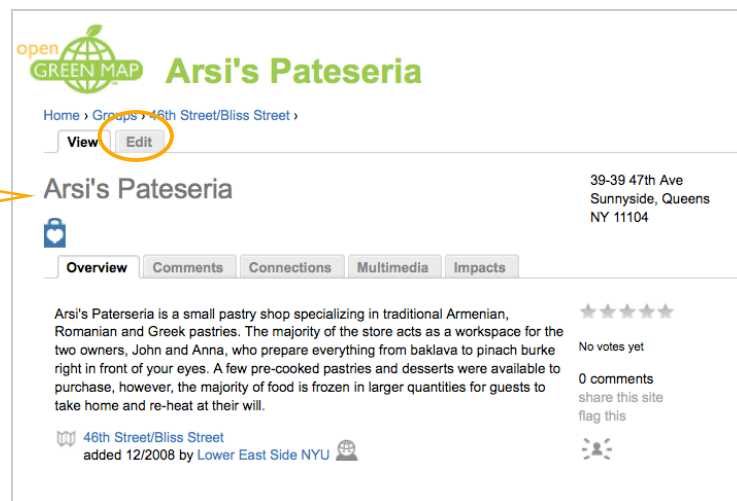
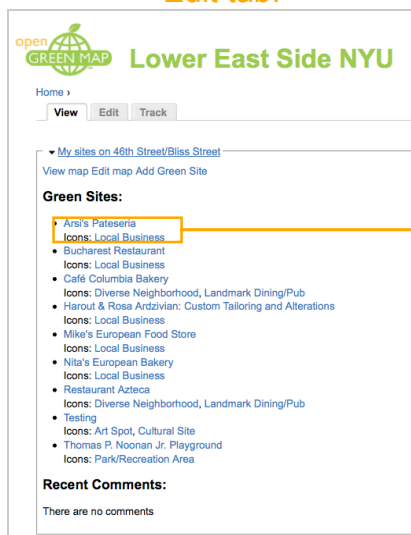
8. Adding sites from other Open Green Maps

Open Green Map currently does not have a system for quickly transferring all sites from one map to another. This is why it is very important to make a work plan for your project before multiple **Team Members** begin adding sites to multiple maps. Any member of the Map Team, **Team Members**, **Coordinators** or **Team Leaders**, can follow these steps to move sites between maps.

1. Open the **Green Site** you would like to edit
 - a. Option 1: **View a Map tab** and Click on a Green Site. Then click **Edit** in the right corner of the site info-window.



- b. Option 2: Go to the Menu: My OGM > My Account, and click on the Map where your site is located to see the expanded list of sites. Then click the **Edit tab**.



- c. There are numerous ways of finding a site while logged in as a **Team Member**. Once the site is located clicking the Edit link or tab will result in the same page.
2. Once the **Edit** page is open, scroll down and expand the **Maps** section by clicking on the blue link.

[▼ Maps](#)

Select Additional Maps:

☒ 46th Street/Bliss Street

☐ 74th St. & Broadway

☐ 90th St/Elmhurst Ave

☐ African American Heritage LES

☐ Amazon

☐ Chinese Heritage LES

☐ Eastern European Jewish Heritage-LES

☐ German Heritage LES

☐ Irish Heritage-LES

☐ Italian Heritage-LES

☐ Jackson Heights

☐ Lower East Side NYU

☐ NYU Tourism Course Lower East Side Green Map

☐ Woodside Queens

If you are a member of any other maps you can add this site to these maps too. Use the Control key on a PC or the Apple/Command key on a Mac to select multiple maps.

☒ Public

Show this site to everyone. If not checked, this map will be private and only team members of the maps selected above can see it. Sites that do not have any maps selected above are always public on the World View Map.

3. Under **Select Additional Maps**, the logged-in **Public Contributor** will see a list of the maps that they belong to as a **Team Member**, **Coordinator** or **Team Leader**.
4. By checking any of the other maps, this site will be added to that map.
5. Checking **Public** will allow everyone to see the map on OGM.
6. Finally scroll to the bottom of the page and click **Save**.

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9. How Team Members can continue to promote the Open Green Map

Once your team finishes creating their Open Green Map, the next step is to share and promote your map. By using any of our OGM **Share and Promote Tools** you can help make your map more visible to the public, beyond the Green Map System websites.

Find Share and Promote Resources on the top menu or here:

http://www.opengreenmap.org/share_promote

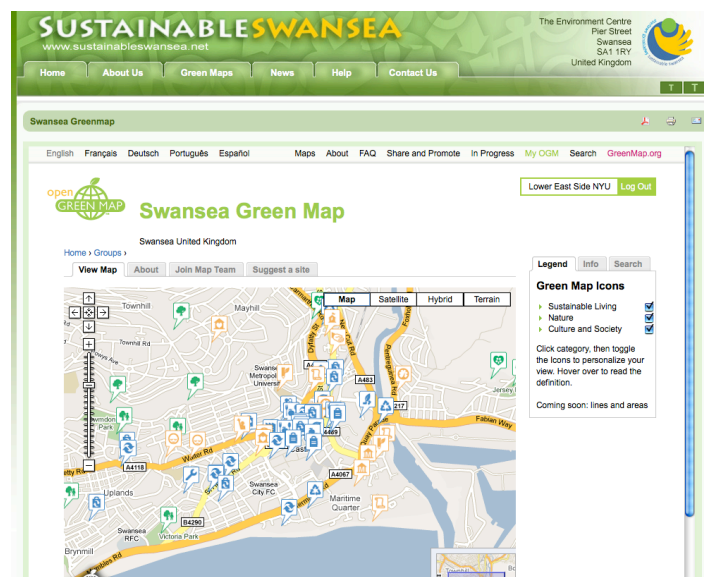
Green Map System encourages all **Team Leaders** to allow public contributors to suggest sites on their final public Open Green Map. To promote the continuation of this collaborative process be sure that your Map Team type is set to Open or Moderated once your map is public.

Methods of sharing and promoting your map include:

- Sharing your Open Green Map on Social Networks. The following buttons appear at the bottom of all Public Open Green Maps:



- Placing your map in a widget (i-frame) and embedding it your website or blog to promote your map



- Inserting Open Green Map banners on your webpage



- Adapting Green Map System's Press Materials and contacting local media and bloggers
- Adding a Map Profile and Blog post to GreenMap.org
- Presentations and videos to show others how to contribute to your Open Green Map. Find resources for Green Map Parties, educational and other events
- Data import/export (find tutorial here: http://greenmap.org/greenhouse/files/OGM_export_tutorial_1-2010.pdf)

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Comments, questions and suggestions are welcome! info@greenmap.org