Managing an Open Green Map Group Project

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Feedback and Questions: info@greenmap.org

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. 

Green Mapmakers have full access to all our Green Mapmaking resources and tools for all kinds of Green Map projects at [GreenMap.org](http://www.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

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

*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

<table>
<thead>
<tr>
<th></th>
<th>Open</th>
<th>Moderated</th>
<th>Invite Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anyone can join team</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>anyone without approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public can suggest sites</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Map must not be in the Private Mode</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Anyone can request to join team</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Users become Team Members by invitation only</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Only Team Members can Suggest Sites</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

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.
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](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:

![Map Management Options](image)

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 celebrates 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).

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

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

![Form](image)

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:

![Message](image)

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

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.

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

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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.

   ![Map Dashboard](image)

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

   ![Map Dashboard Example](image)
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.

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.

![Site as it appears on the private, working map](image)

Health and Harmony Grocery

- This suggestion is awaiting approval from the mapmaker
- This site has been suggested as an addition to your map. Please review it carefully and then press the Submit button to add it to your map. If you wish to reject it you can uncheck your map in the "Maps" section below.

![Map screenshot](image)

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.
   i. 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.

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.

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.

<table>
<thead>
<tr>
<th>Street:</th>
<th>220A East 4th Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>New York</td>
</tr>
<tr>
<td>Postal code:</td>
<td>10009</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   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

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

   ![View Map Tab Example]

   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.

   ![Edit Tab Example]
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.

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

![Example of a Social Sharing Button]

![Example of a Map Embedding Widget]

![Example of a Map Image]
• Inserting Open Green Map banners on your webpage

![Open Green Map banner](image)

• 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](http://greenmap.org/greenhouse/files/OGM_export_tutorial_1-2010.pdf))