

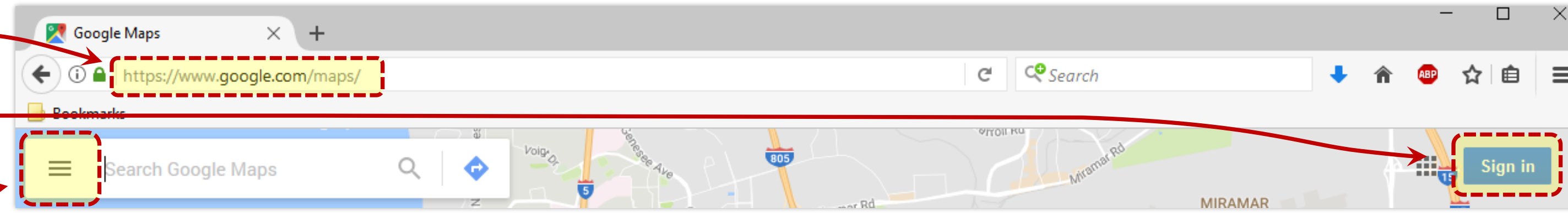
Prerequisite –You must be **signed into a Google account** on your computer. We apologize if this causes inconvenience, but usually only takes a minute or two to create one.

CREATE NEW MAP

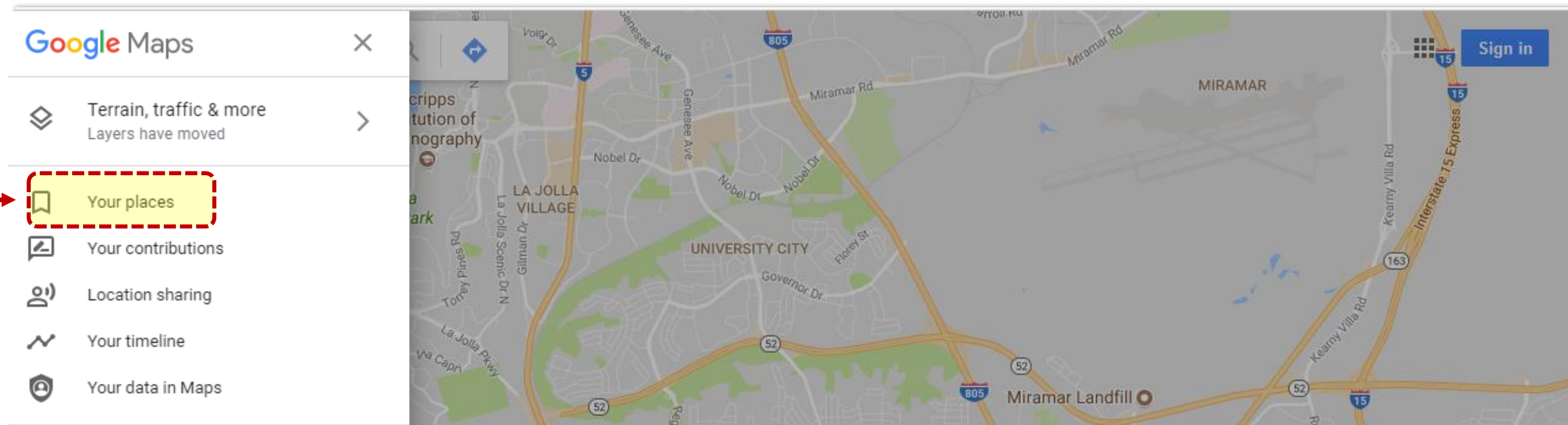
1. Google.com/maps

2. Sign in

3. Hamburger menu

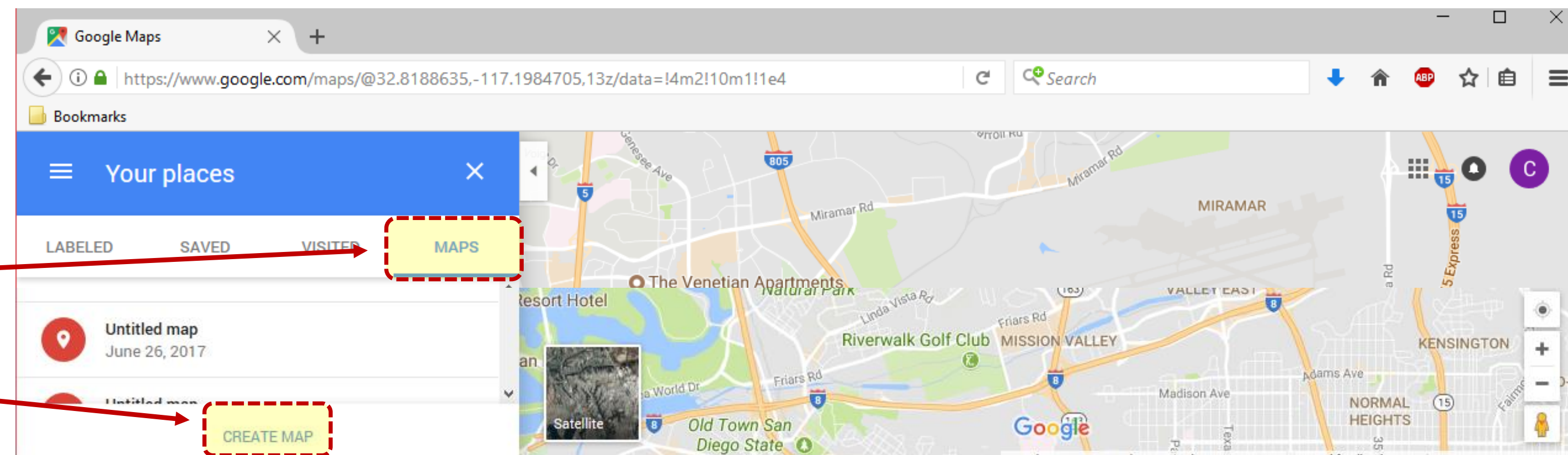


4. Your Places



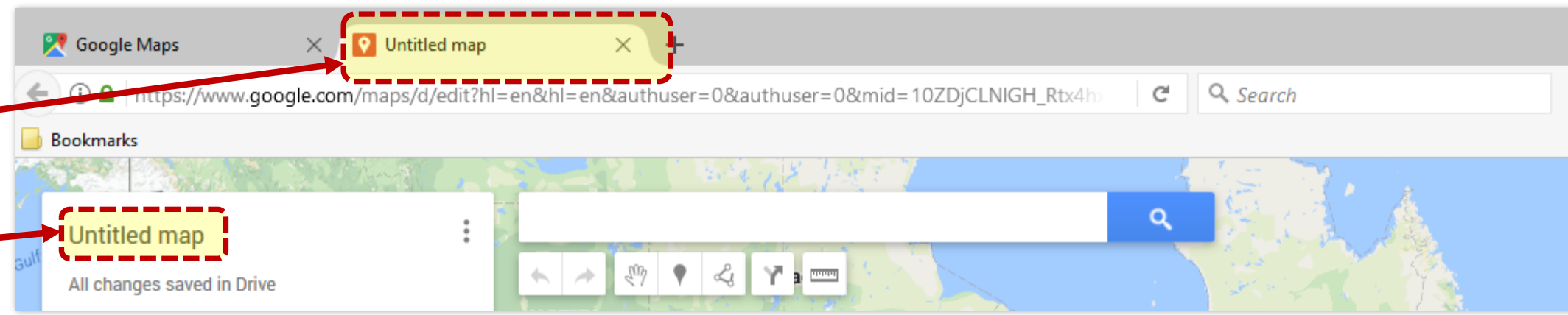
5. MAPS

6. CREATE MAP

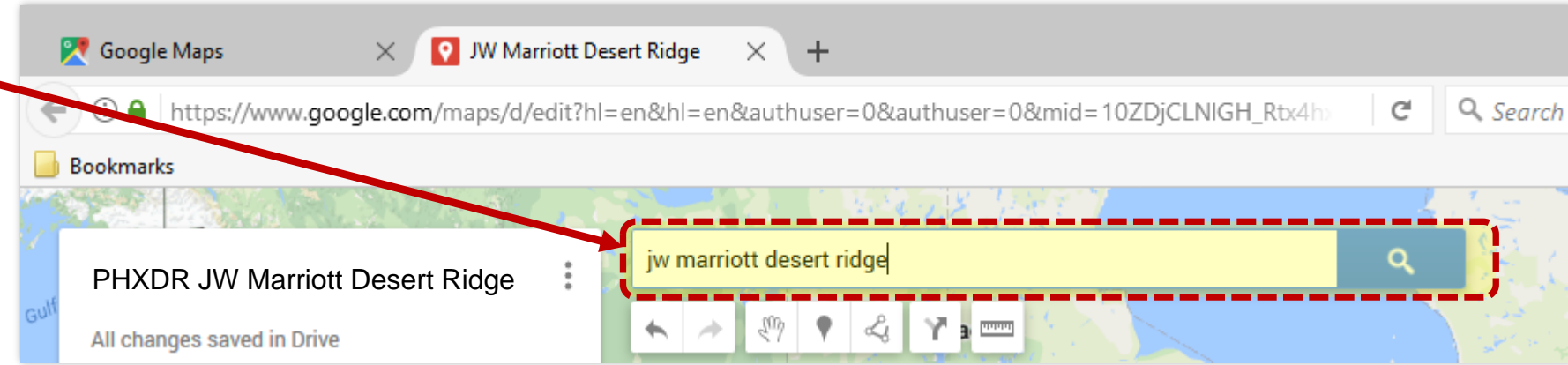


ADD POIs

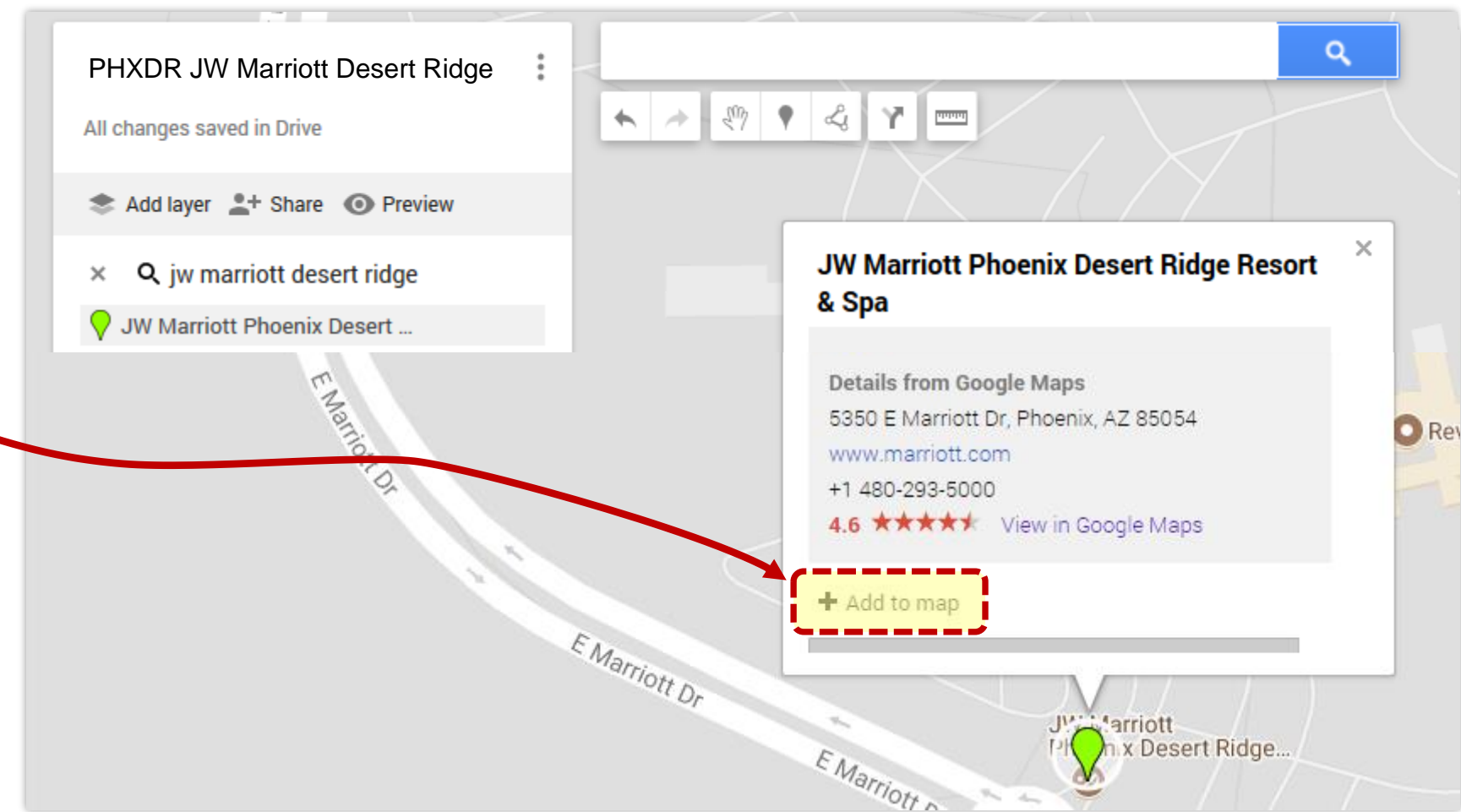
7. A new tab will open to an Untitled map



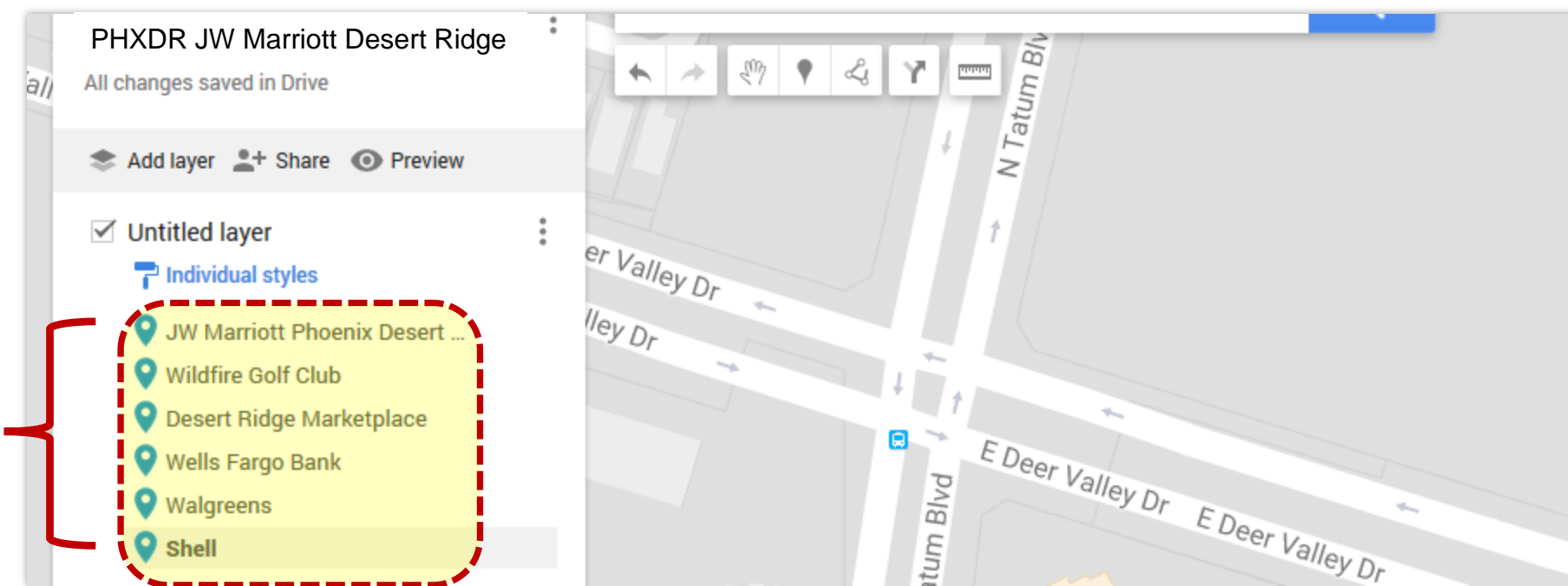
8. Change Untitled map to the full hotel's name
MARSHA code first



9. Hotel name in search bar



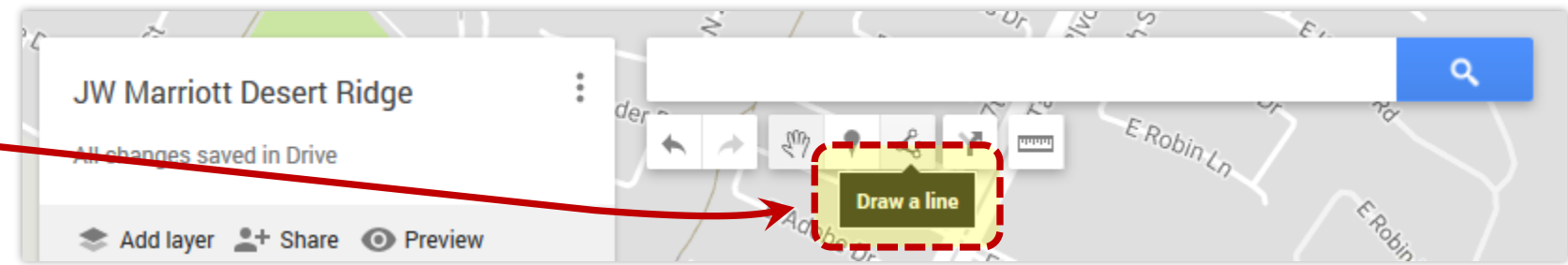
10. Add to map



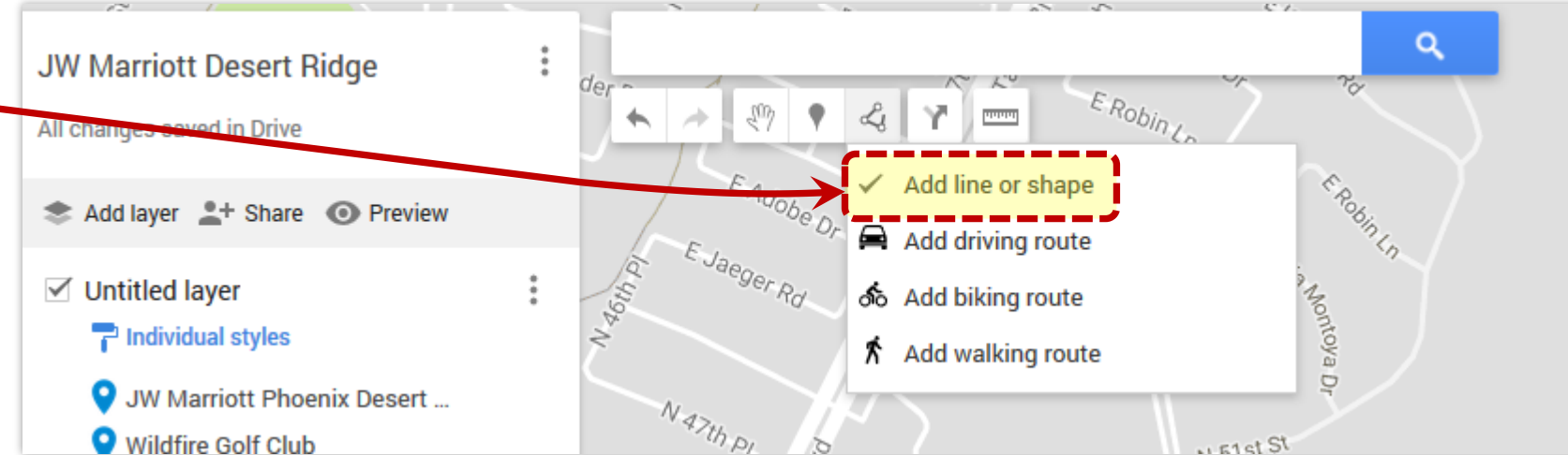
11. Repeat the same process for all points of interest (if applicable)

CREATE ROUTE(S)

12. Add a route (if applicable) using *Draw a line*



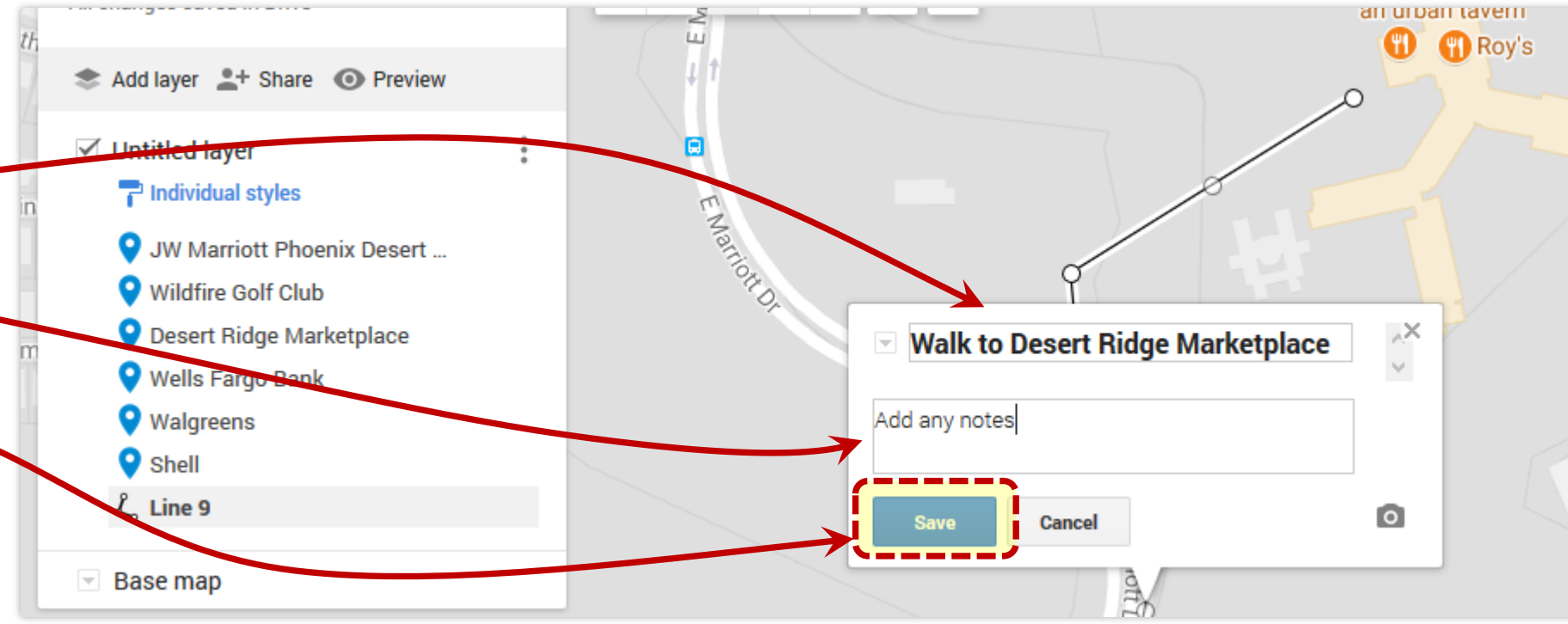
13. Draw the route using *Add line or shape*



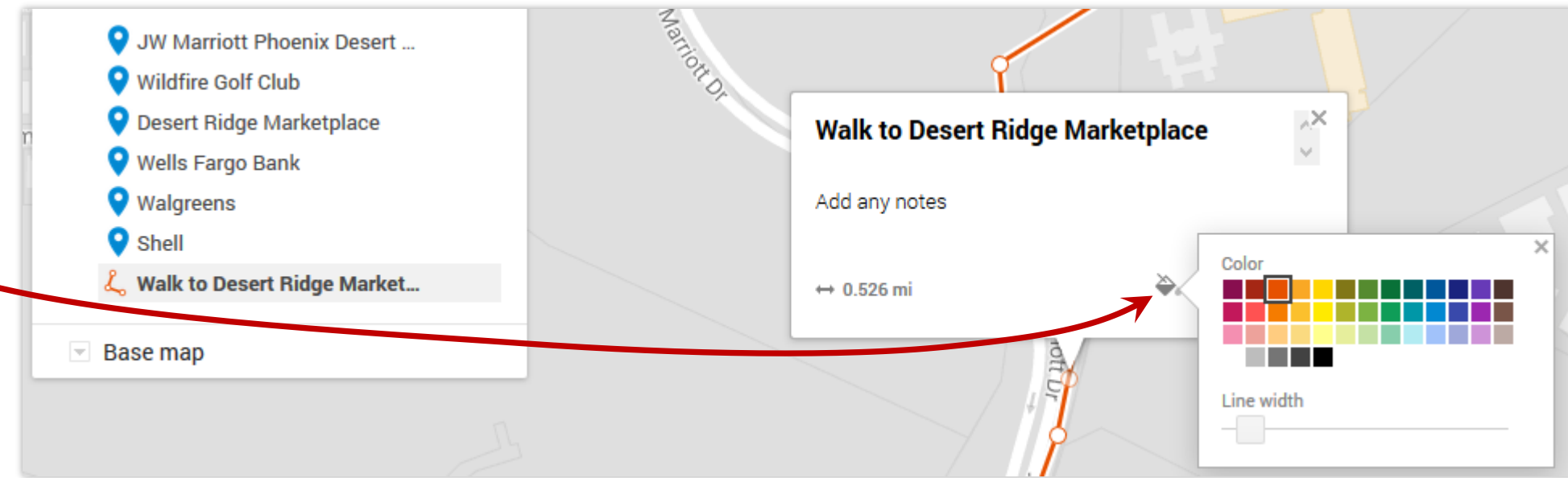
14. Change to route name

15. Any notes

16. Save

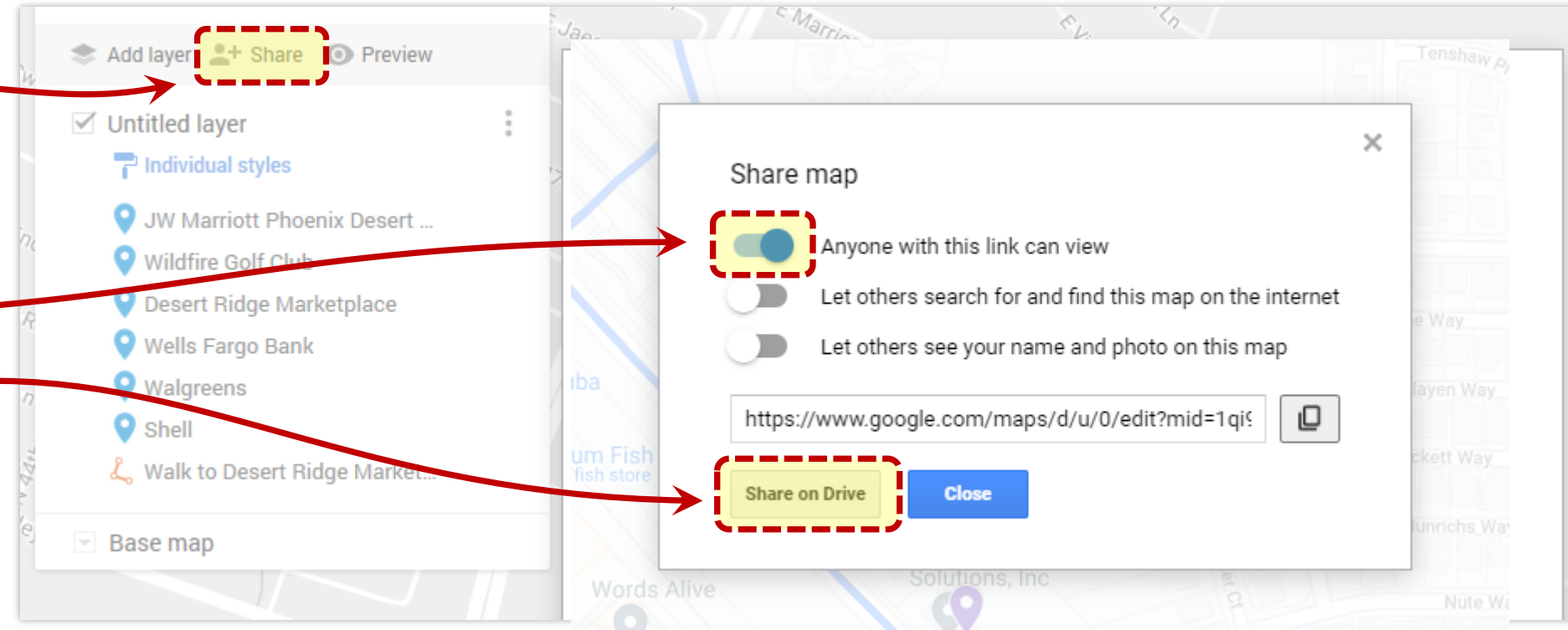


17. Each route should be a unique color



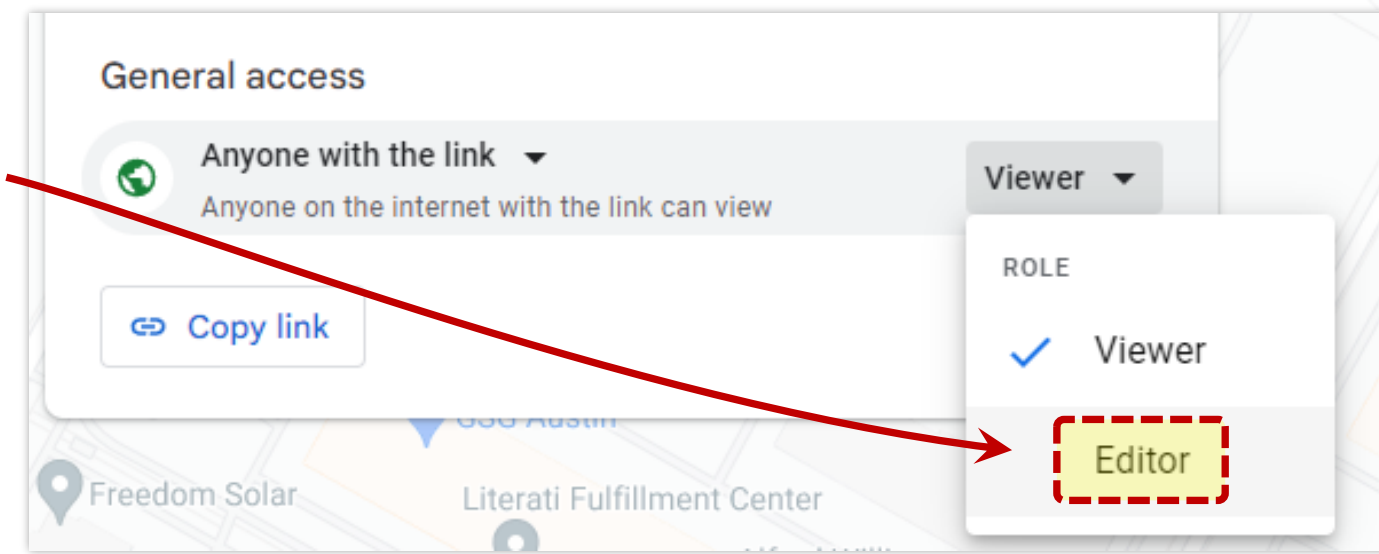
SHARE MAP

18. Share map



19. Anyone with this link can view and Share on Drive

20. Anyone with the link **Editor**

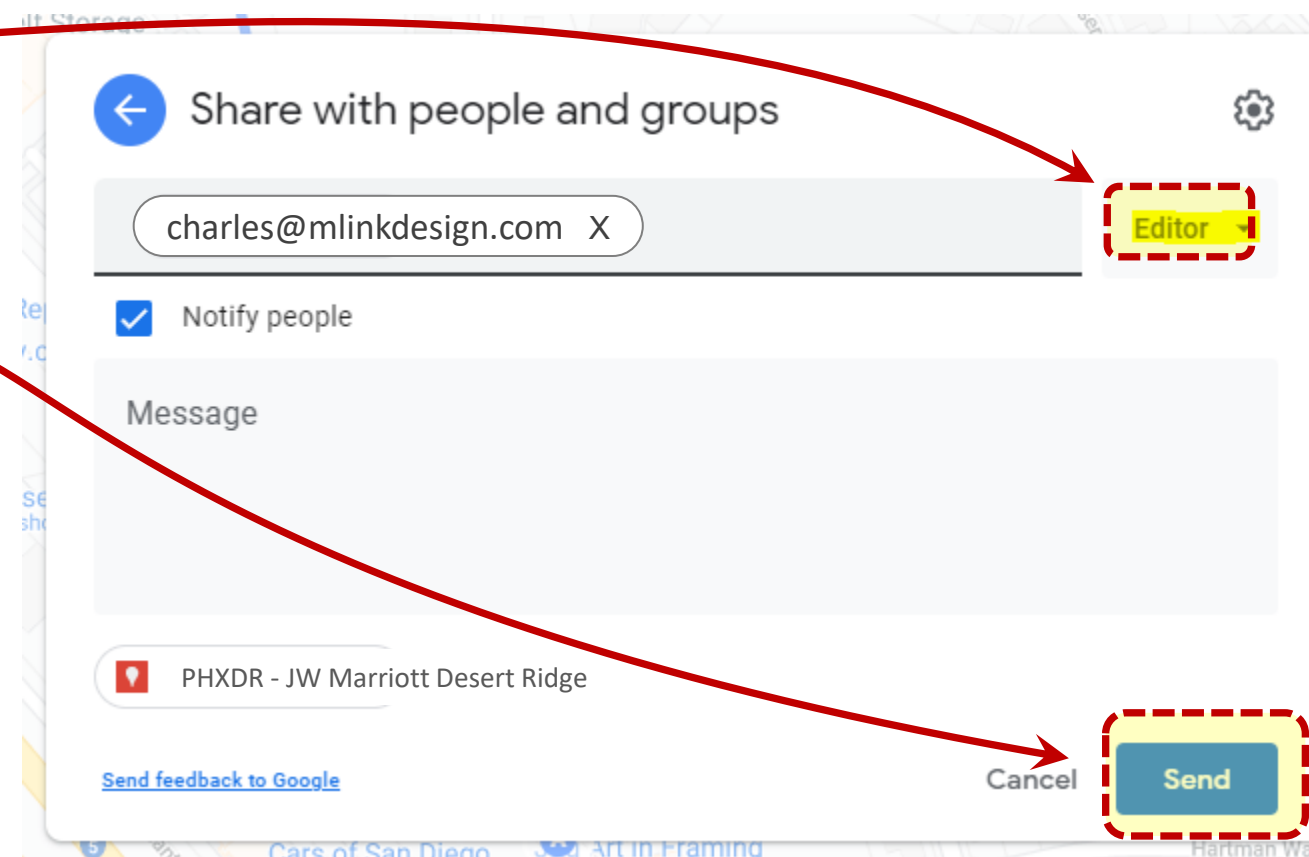


21. Add charles@minkdesign.com



22. Done

22. Editor



23. Send and you're done!

Precisely following these guidelines will ensure that we can get started on your map right away. Thank you!