

## The South Downs National Park Learning Map

### How to put yourself on the map

1. You can find the map at <http://learningmap.southdowns.gov.uk>
2. You'll need to **login** (after hitting "click here" to **register** the first time around).
3. From here you can then "add sites".
4. By clicking on the **pin** you can see a preview of your summary page.
5. It'll look quite blank to start with... click "edit" to access the editing pages.
6. This is your **editing dashboard** where you can:
  - a. Adjust the pin location (six figure easting and six figure northing)
  - b. Add address and contact details
  - c. Add visit option details
  - d. Upload photos (don't forget to give them a title)
  - e. Upload documents to help teachers to understand your offer (ppt, excel, word, pdf).
7. **Save** your changes as you go along – you can keep coming back to it as often as you need.
8. When you are ready check the box and send it to me to **approve**.
9. Your pin will show up on the live version after I complete the upload.
10. You can update and change your site at any time – just remember to check the approval box again.

Just ten easy steps to putting yourself on the map. This learning map is be embedded in our **online learning portal** - we use it to signpost schools and groups to their local providers. In addition to this schools on the **travel grant** list will only be able to access the grant if they are visiting a provider on the map.

I hope that you find it easy to use and a useful marketing tool.

Best wishes

Education Officer

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