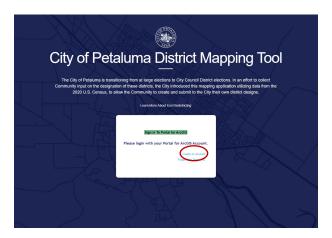
PETALUMA DISTRICT MAPPING TOOL HOW TO GUIDE

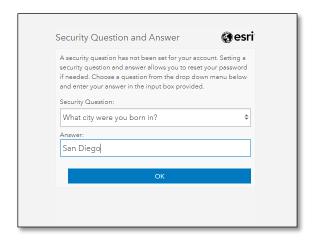
Step 1 - Register to use the Map Tool

https://districting.cityofpetaluma.net/redistricting/





 To start working on a map, you will need to create an account. Click on the blue words "create an account" to get started. 2. Enter your information to create your account. After you fill out this form, you can click the green button to enter the mapping portal.



Resources at http://links.esri.com/agol/transactiondef.

14. Each subscription is limited to a combined 50,000,000 basemap and geosearch Transactions per month. "Transaction" is defined in the Documentation at ArcGIS Resources at http://links.esri.com/agol/transactiondef.

15. May permit registered students of an education institution to directly access the Online Services and share a single subscription between more than 1 registered student, for teaching purposes only.

16. Customer may not display or post any combination of more than 100 Esri Business Analyst Online or Community Analyst Reports and maps on Customer's external websites.

17. Customer may create, publicly display, and distribute maps in hard copy and static electronic format for news-reporting purposes, subject to any restrictions for ArcGIS Online Data.

18. Reserved.

19. Customer may not make Value-Added Applications available to third parties for a fee.

20. Licensee is not permitted to be the licensee for or on behalf of a third party.

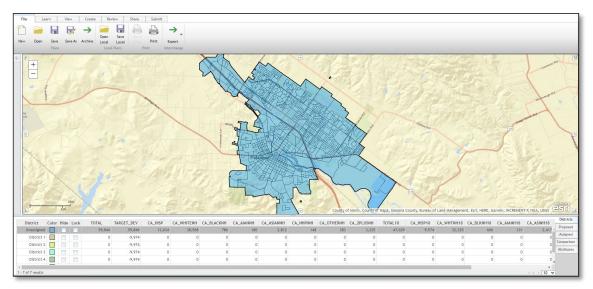
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3. You will be asked to provide an answer to a security question.

4. And, you will have to agree to the terms of the software license.

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Step 2 – Start creating a district



1. This is the screen you will see when you enter the portal.



2. To start creating districts, you should click on the Create tab at the top of the screen.

District	Color	Hide	Lock	TOTAL	TARGET_DEV
Unassigned				59,846	59,846
District 1				0	-9,974
District 2				0	-9,974
District 3				0	-9,974
District 4				0	-9,974

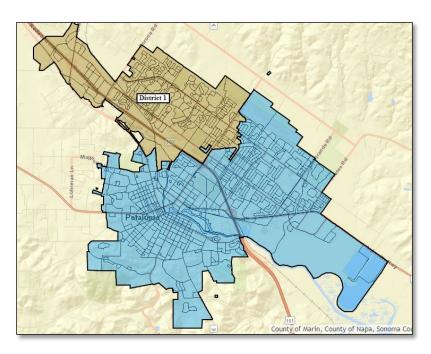
3. The matrix at the bottom of the screen shows you the target population for each district. By law, each of our six districts will need to be close to equal population. The City of Petaluma's population is 59,846. Therefore, each district needs to be close to 9,974 people.



4. To begin creating districts, use the drop-down menu to select a district and use one of the four drawing tools. The point tool allows you to select blocks one by one. The square tool allows you to draw a square to select group of blocks. The shape and line tools allow you to draw a unique shape to select groups of blocks.

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Step 3 – Create up to 6 districts



1. The map will create a district and show it on the map as you select blocks. When you are ready to add another district, select the next district in the dropdown menu, select a drawing tool and start creating the district. Do this up to 6 times. You can submit a district with only 1 or a few districts or you can spend time creating 6 potential districts with equal population.



2. The map will create a district and show it on the map as you select blocks. When you are ready to add another district, select the next district in the dropdown menu, select a drawing tool and start creating the district. Do this up to 6 times. You can submit a district with only 1 or a few districts or you can spend time creating 6 potential districts with equal population. When ready, click the submit tab and then the Submit Plan button.