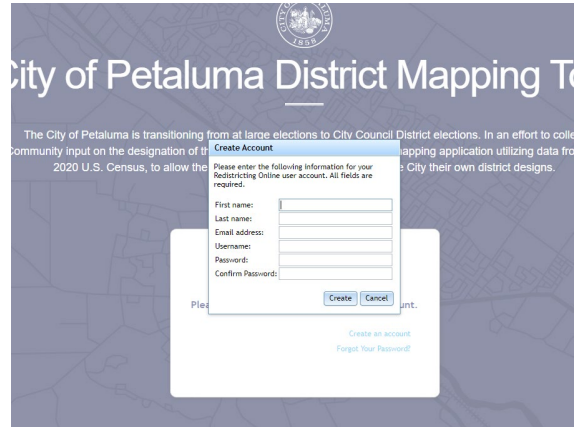
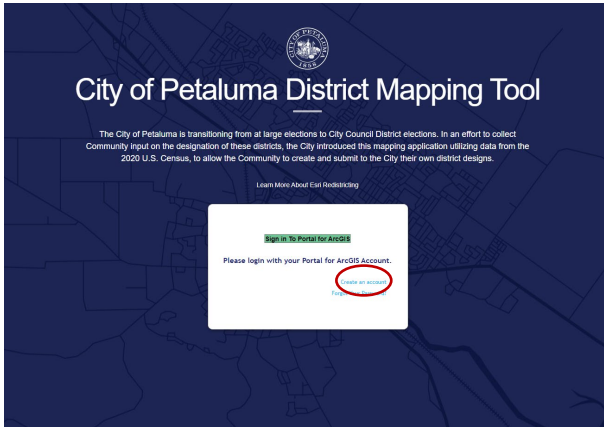


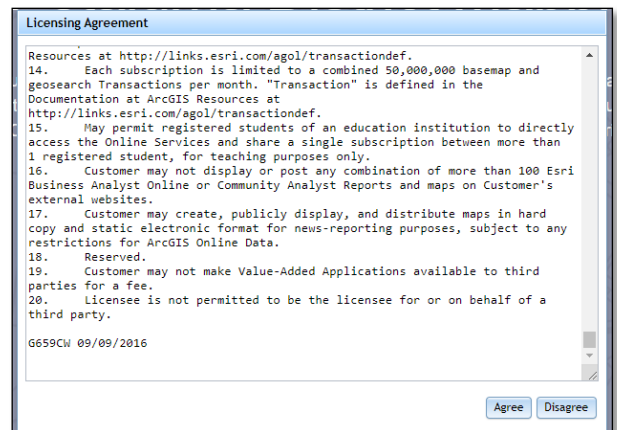
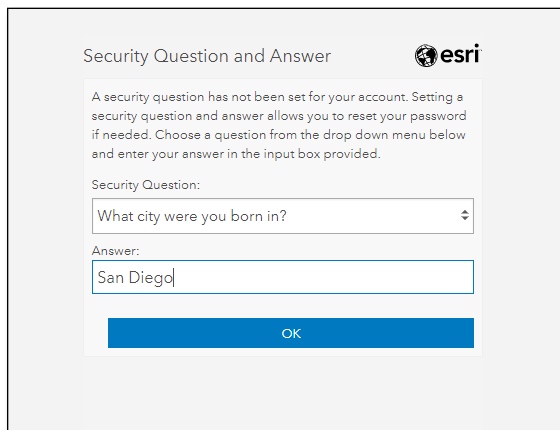
# PETALUMA DISTRICT MAPPING TOOL HOW TO GUIDE

## Step 1 - Register to use the Map Tool

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



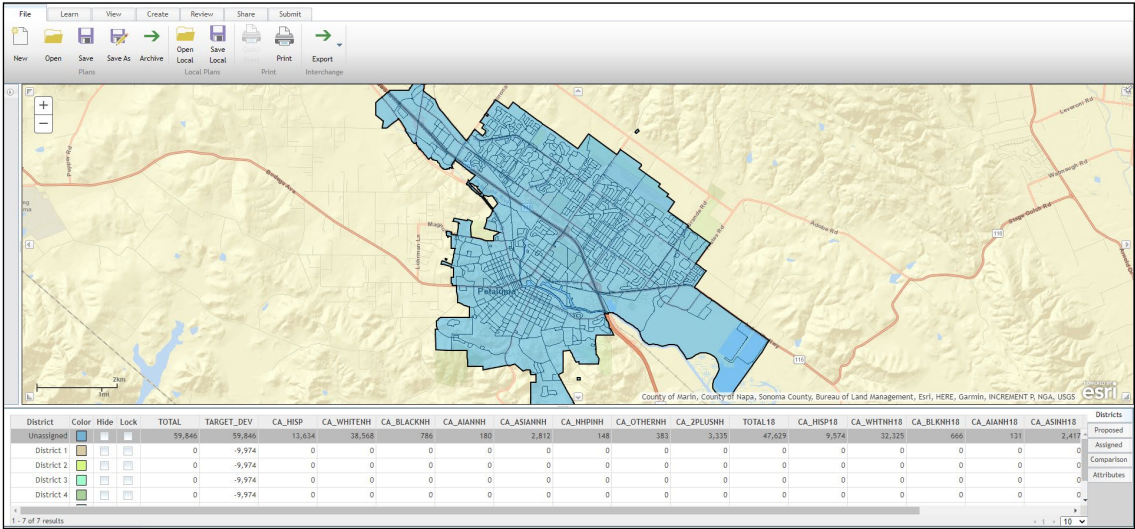
1. To start working on a map, you will need to create an account. Click on the blue words “create an account” to get started.
2. Enter your information to create your account. After you fill out this form, you can click the green button to enter the mapping portal.



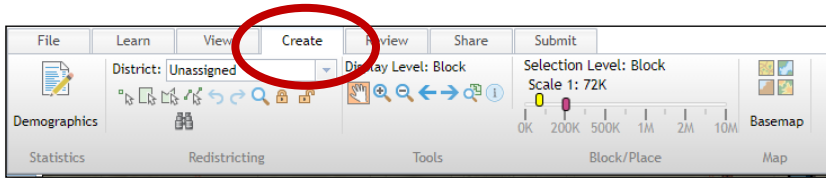
3. You will be asked to provide an answer to a security question.
4. And, you will have to agree to the terms of the software license.

# PETALUMA DISTRICT MAPPING TOOL HOW TO GUIDE

## 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		<input type="checkbox"/>	<input type="checkbox"/>	59,846	59,846
District 1		<input type="checkbox"/>	<input type="checkbox"/>	0	-9,974
District 2		<input type="checkbox"/>	<input type="checkbox"/>	0	-9,974
District 3		<input type="checkbox"/>	<input type="checkbox"/>	0	-9,974
District 4		<input type="checkbox"/>	<input type="checkbox"/>	0	-9,974

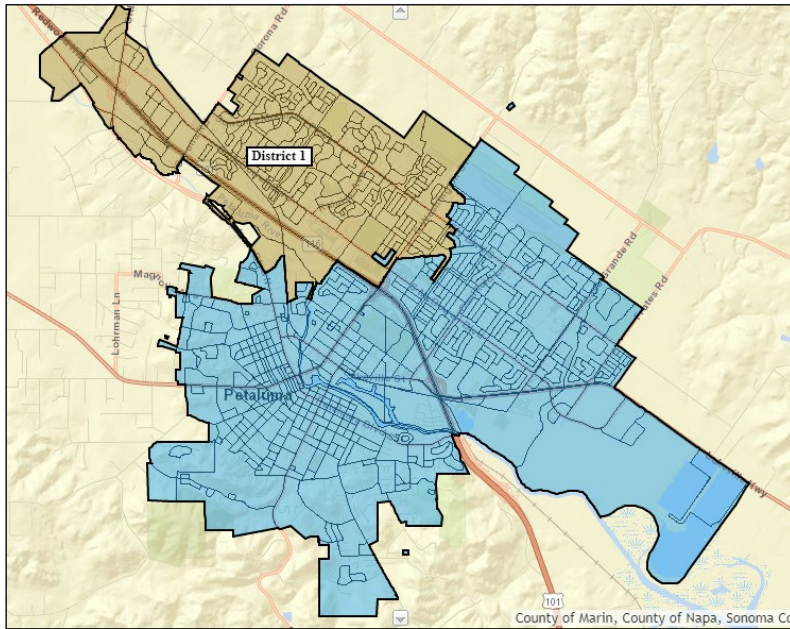


3. The matrix at the bottom of the screen shows you the target population for each district. By law, each of our six districts will need to be close to equal population. The City of Petaluma's population is 59,846. Therefore, each district needs to be close to 9,974 people.

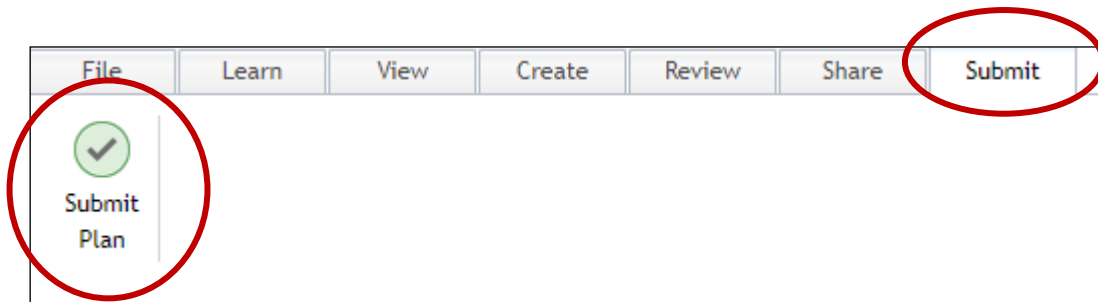
4. To begin creating districts, use the drop-down menu to select a district and use one of the four drawing tools. The point tool allows you to select blocks one by one. The square tool allows you to draw a square to select group of blocks. The shape and line tools allow you to draw a unique shape to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

# PETALUMA DISTRICT MAPPING TOOL HOW TO GUIDE

## 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.