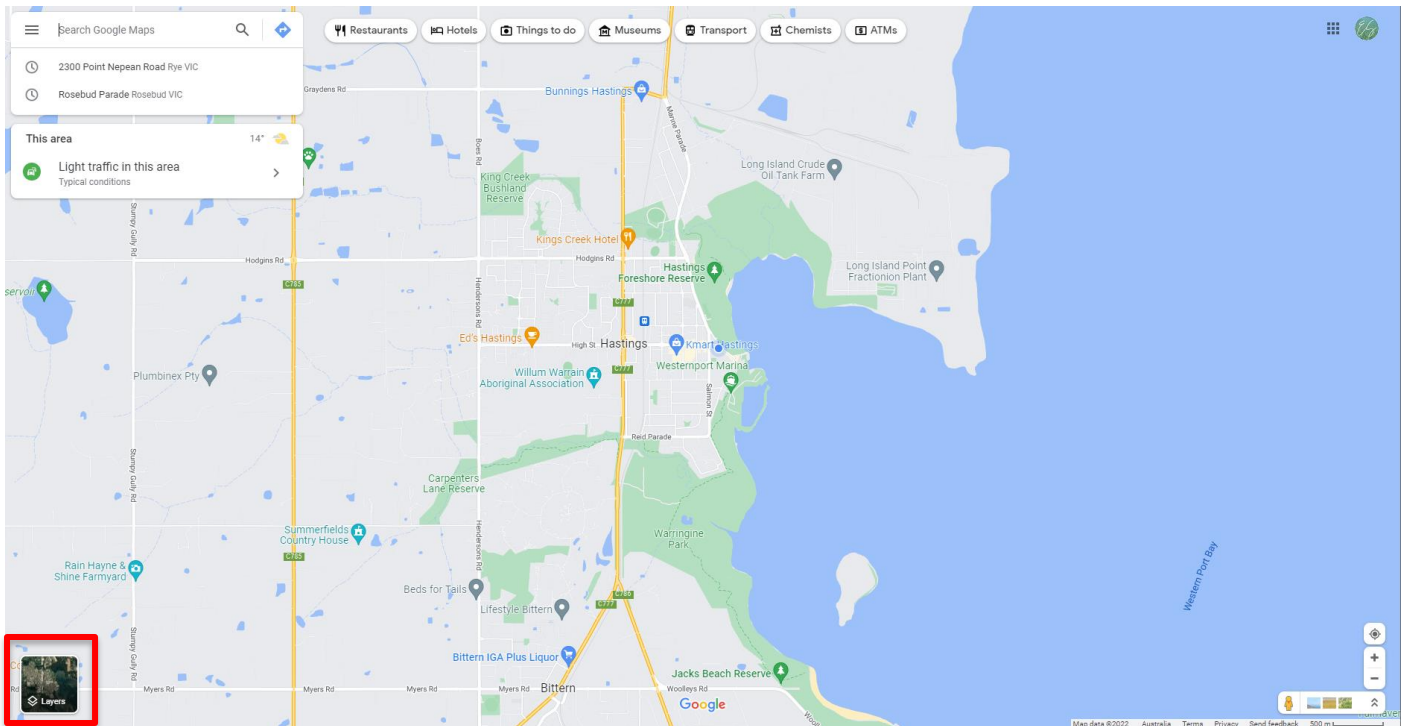
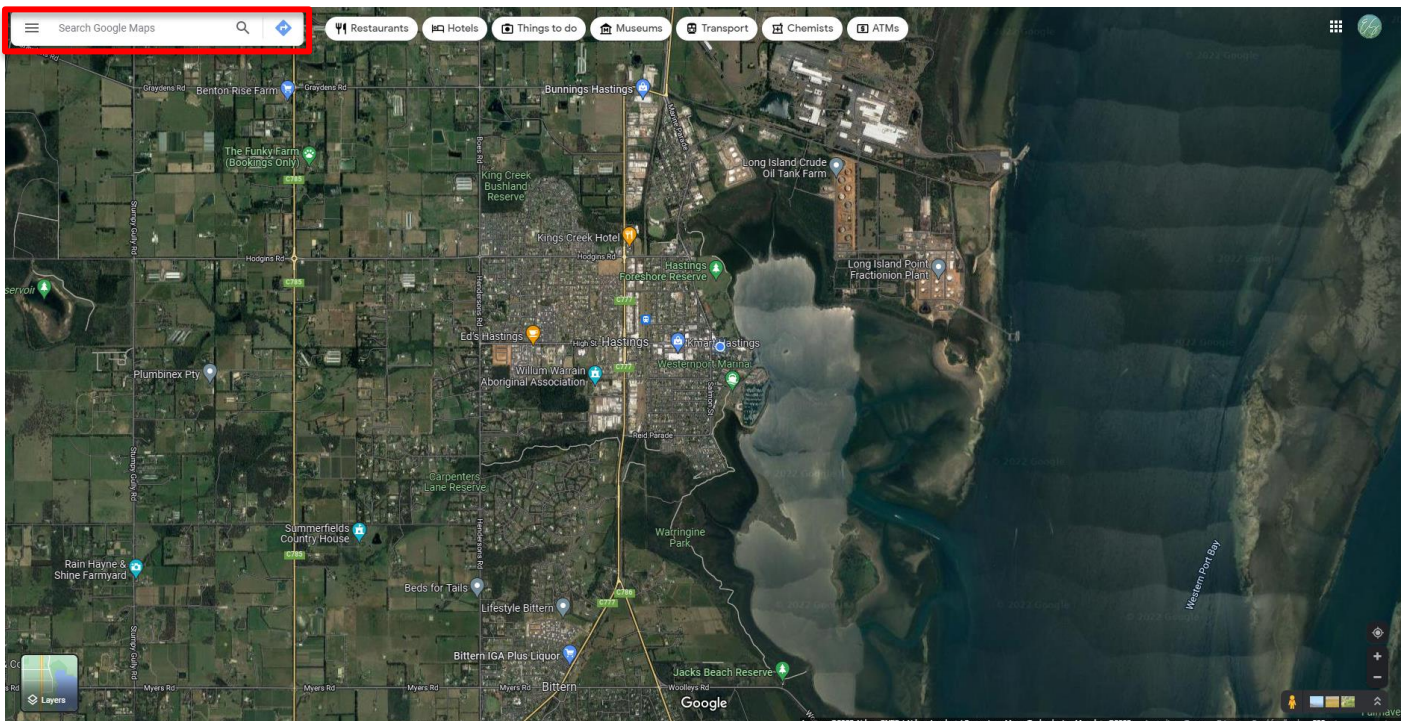


# How to Create a Digital Site Map

1. Go to [Google Maps](https://www.google.com/maps)
2. Click on 'Layers' in the bottom left corner to switch to aerial view



3. Search for the address of your event site



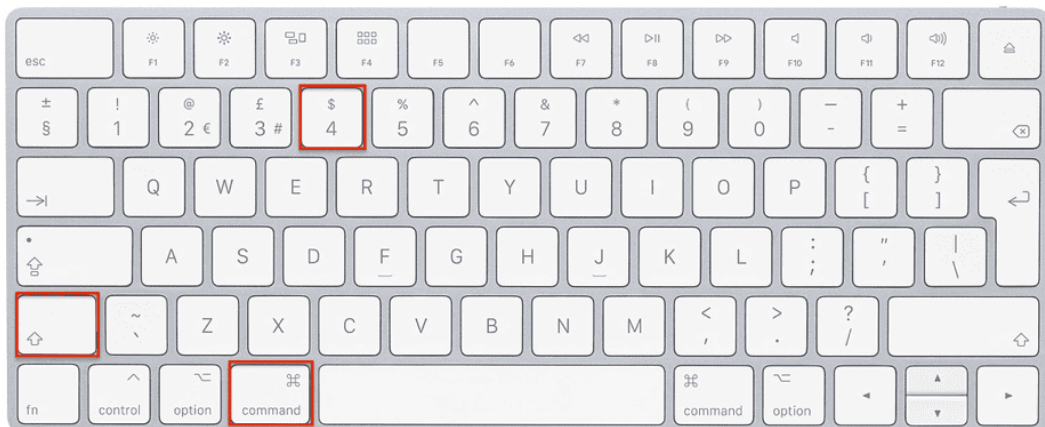


4. Ensure your entire event site is visible on the page. Use the + and – buttons on the bottom right corner or the scroll function on your mouse to zoom in and out. Click and drag on the screen to position your site into view.

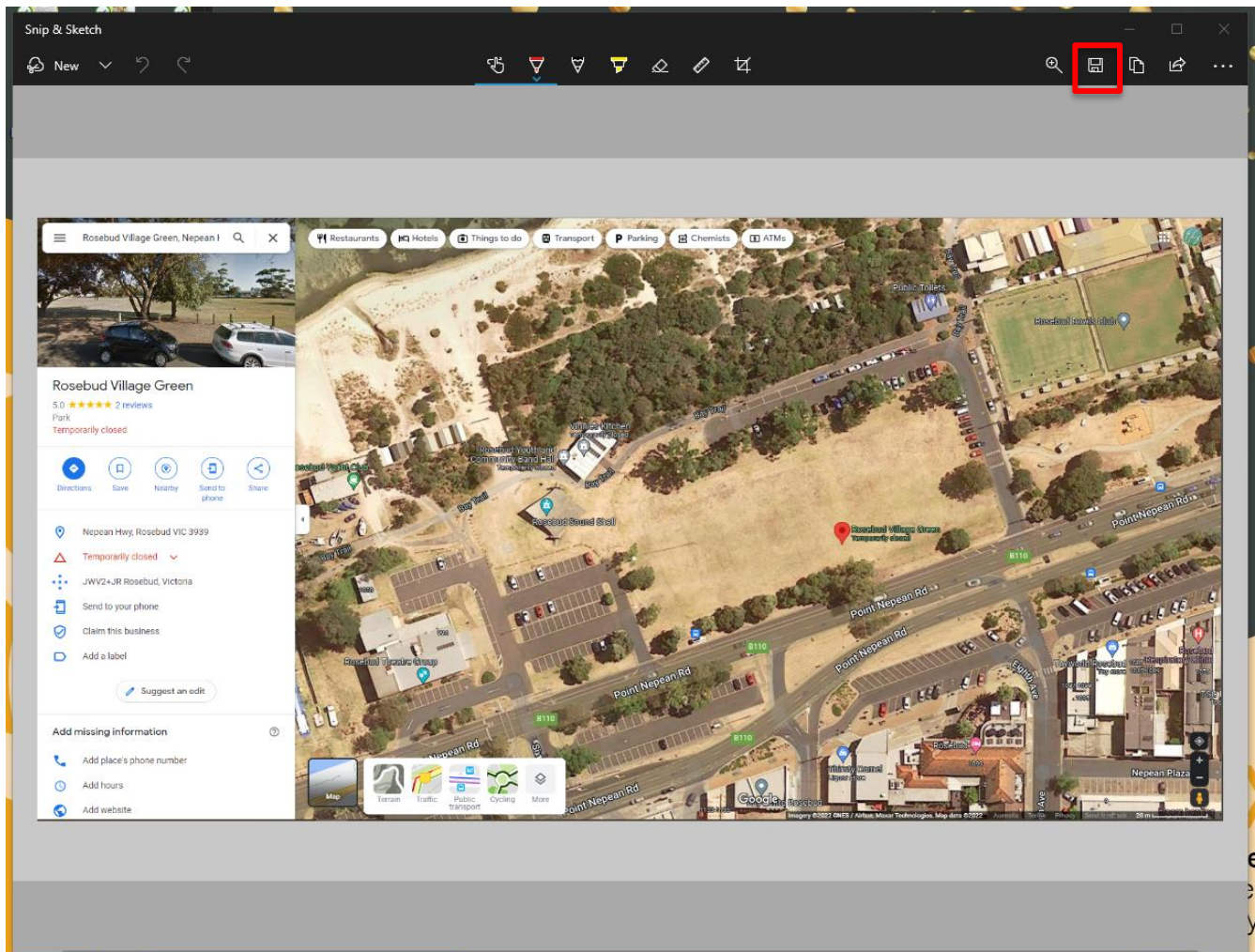


5. Take a screenshot.

- On Windows, hit *Windows + Shift + S* on your keyboard
- On a Mac, hit *Command + Shift + 4* on your keyboard



6. Click and drag from one corner to the other (top left to bottom right) to include the entire site. Your image capture will appear on the bottom of your screen.
  - On Windows, click on the image to view it. If you're happy with it, click save in the top right corner. Save in your desired location.
  - On Mac, your image will be saved to your desktop.



7. Copy the image to your clipboard.
8. Open our 'Site Map Template' document, paste the image and complete your site map!