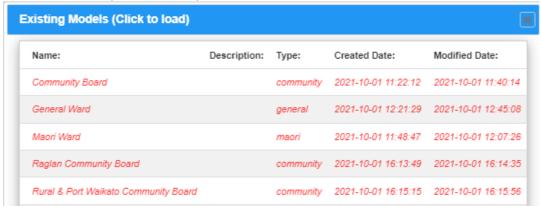


Instructions for the mapping tool

- 1. **Sign up** using a password with at least 8 characters. You will receive an email to verify your account click to verify it and then return to the page to sign in.
- 2. Click on the option you would like to create a model for and then click next.
- 3. Choose a template to modify

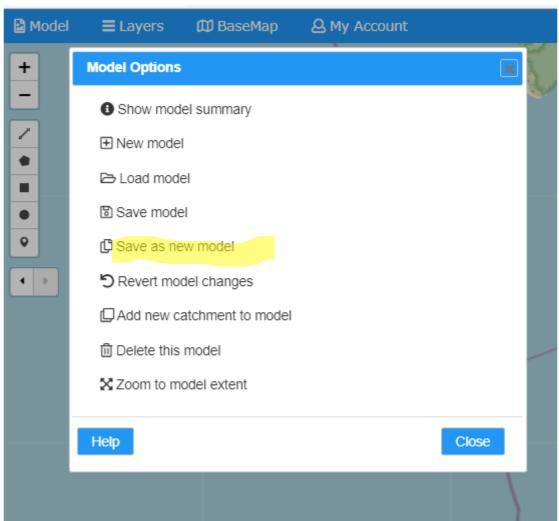


- 4. After the model loads you can modify an existing by clicking on the ward or community board name. You can edit the number of councillors or representatives (no.Cllrs) or change its name or change the colour.
- To Create an additional catchment and name it to reflect the area. Choose a different colour for each catchment and then the number of representatives you would like (councillors or community board members).



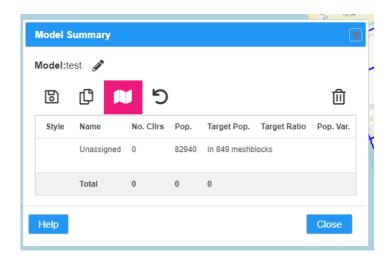


6. On the main menu under model click Save as new model

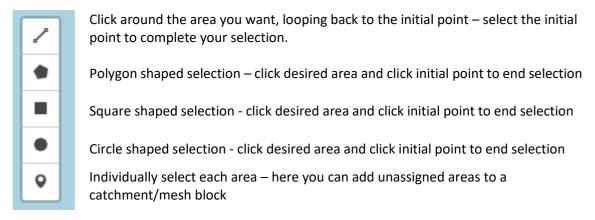


7. You can create more catchments by selecting the map symbol.

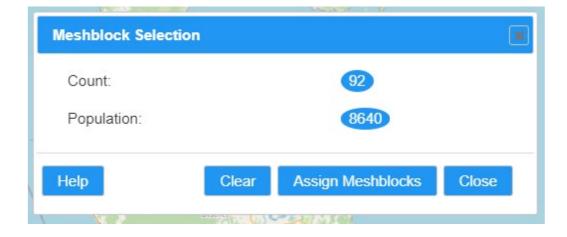




8. Use these tools to select the area you want to group.



9. After selecting the area, if you are happy with your selection **click assign mesh blocks** or remove your selection by clicking clear.





10. After the population is assigned to a catchment the **Model summary will open**. To have a feasible model, all catchments must fall $\pm 10\%$. The example below falls within this and would be ready to be submitted. You can get a model to fall within this by editing catchments, adding more catchments and/or the number of representatives.

Style	Name	No. Clirs	Pop.	Target Pop.	Target Ratio	Pop. Var.
	Example 1	8	47510	44139	108%	3371
	Example 2	4	19900	22069	90%	-2169
	Example 3	3	15350	16552	93%	-1202

11. Click Save before finishing, you can create any number of models

Additional tip

It is useful to apply different background maps, to do this click **Base Map** on the main menu

