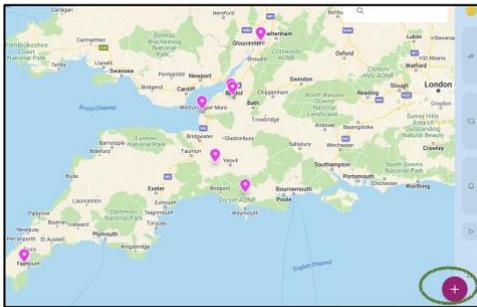


Detailed How-To Guide for Padlet Map

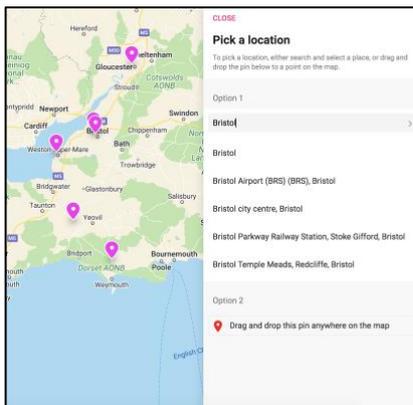
To get started you need to be looking at the interactive map!

<https://padlet.com/swchwa/south-west-mapping-28yp9rwhsawsa60d>

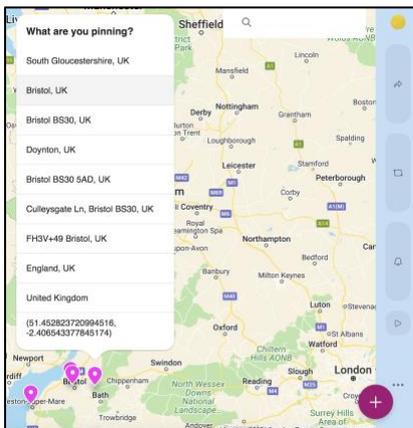
Now click on the + icon in pink to get started.



You will come to a page that looks like this:

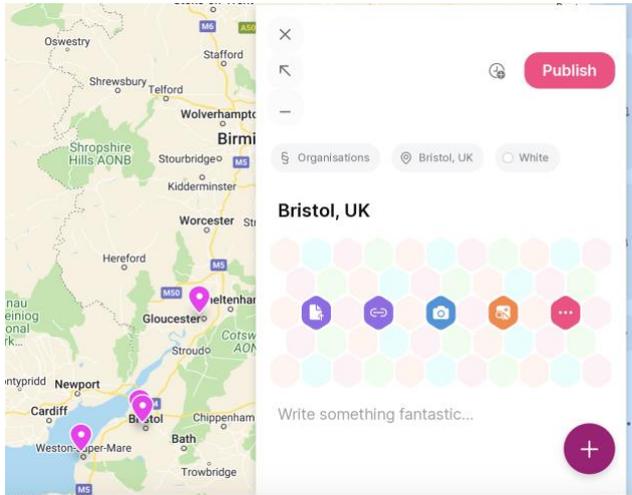


You can either enter your location by name or (or slightly easier) drag and drop the pin to the place you want.



Once you drop the pin it will ask you for the relevant address which you can select from a drop-down menu. [Note: don't worry about being too specific you can select an area (Bristol for example), or just choose your headquarters/office location postcode].

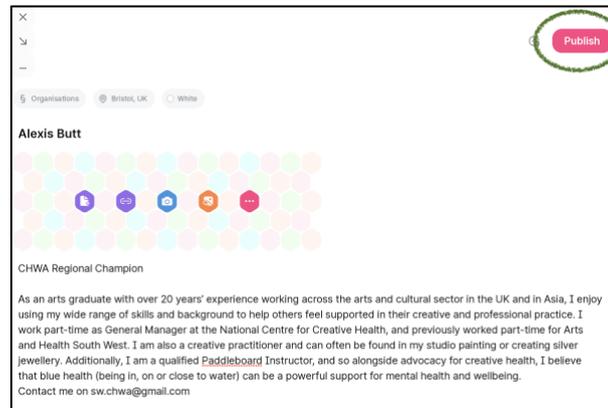
The next page you'll see will look like this:



This is the main area where you will enter your information. Important things to remember here:

1) Please make sure you change the name of your entry from your location to your name, AND/OR company/project name. Then underneath (where it suggests to write something) write a short description of yourself/project/company (whatever is applicable). You can then add a website link, AND/OR any email address you don't mind being public.

Example:

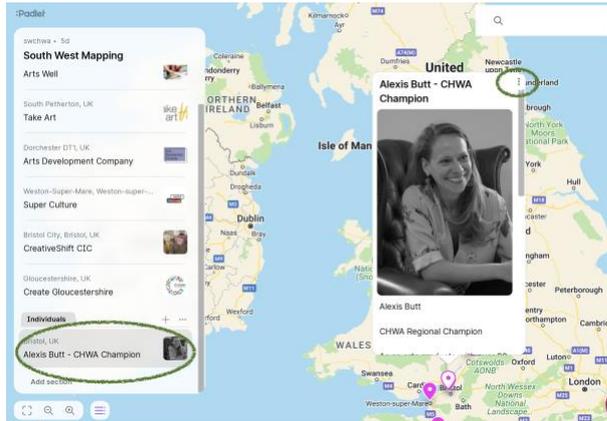


2) You can also add any additional information & content using the coloured icons in the middle (i.e via the upload a file button to add a photo). The pink hexagon with the three white dots will allow you to see all the types of content you can add, you can then simply click on the icon you want and follow the steps - the system is easy to use but if you have any problems, please do get in touch with us at: sw.chwa@gmail.com

Once you've added all of the content you want, simply click the pink publish button in the top right-hand corner of the box.



When you've added everything and clicked publish, this is what your pin will look like (this example shows Arts Well).



Your entry will also come up in the box on the left-hand side, if you are an individual practitioner remember to drag your name down under the individuals tab.

Don't worry if you've realised you've missed something out or made a mistake. Simply click on the three grey dots at the top right of your pin and you'll be able to edit the pin you've already created, change the location, connect it to another pin (in case you wanted to do one pin per project or similar), and you can also delete the pin if you decide you want to start again.

Don't worry - other than you, the administrators are the only other people who can delete your pin. Similarly, you will not be able to delete anyone else's pins. Any issues please email Alexis on sw.chwa@gmail.com

And that's it! Thank you very much for taking the time to put your project on the map. We might be in touch to discuss things in more depth.

Culture, Health, & Wellbeing Alliance (CHWA) Volunteer Regional Champions (South West)

Alexis & Gemma