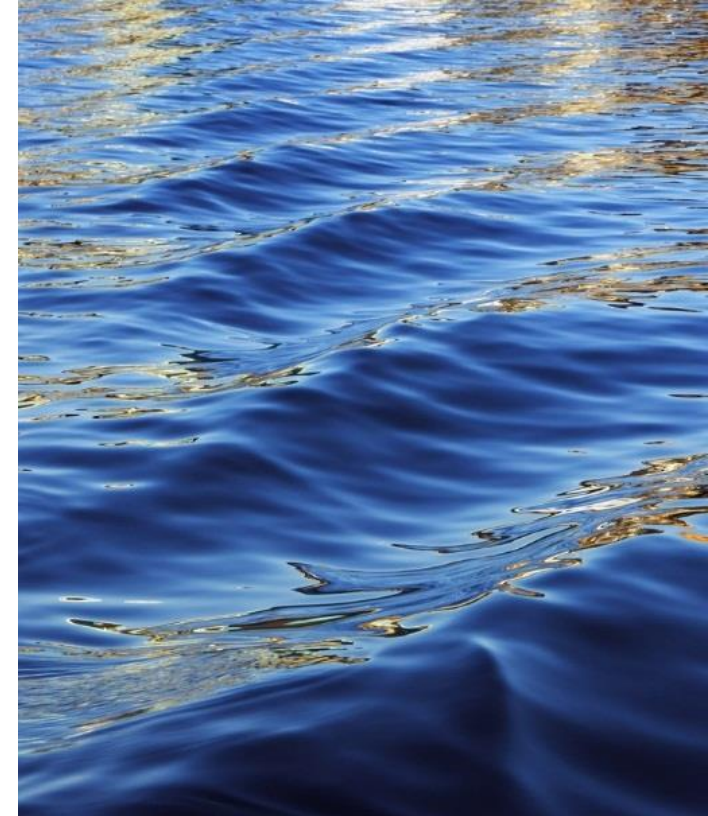




Google Maps Guide

ID&R Office

May 12, 2020



Google Maps Guide

- **Creating a Google Map** (*slides 4-10*)
- **Importing Spreadsheets** (*slides 13-18*)
- **Layering Spreadsheets** (*slides 20-25*)
- **Additional Features** (*slides 28-32*)
- **Using Google Maps - Mobile App** (*slides 39-48*)

Each section is followed up with a recap slide






Creating a Google Map






type
mymaps.google.com
into the search bar



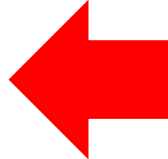
🔍 Search Google or type a URL 

Google

Choose an account

-  Lupi Ginn
district.email@gmail.com
-  Use another account
-  Remove an account

**Sign in using
your district
email account**



Google

Hi Lupi

district.email@gmail.com ▼

Enter your password

.....

Forgot password?


Next



+ CREATE A NEW MAP

ALL OWNED NOT OWNED SHARED RECENT


Ensure you are signed in



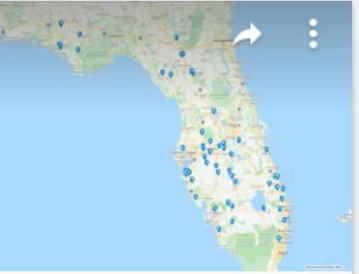
Florida H2A Job Order Map
May 11, 2020



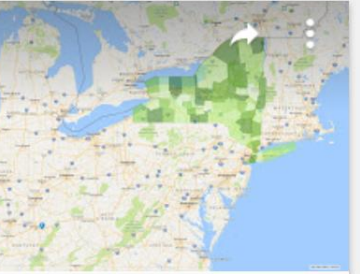
Florida H2B Job Order Map
May 7, 2020




Potential Crop/Activity Map
May 7, 2020



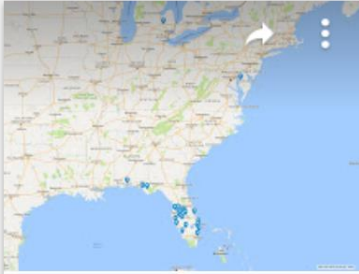
Florida Housing Site Map
May 4, 2020



Florida Work Site Map
May 4, 2020



Florida Labor Camp Map
May 4, 2020



Community Resource Map
Oct 1, 2018

All saved maps will appear here.
Make sure you are signed into the correct account

+ CREATE A NEW MAP


Click
'Create A
New Map'

ALL OWNED NOT OWNED SHARED RECENT


AZ



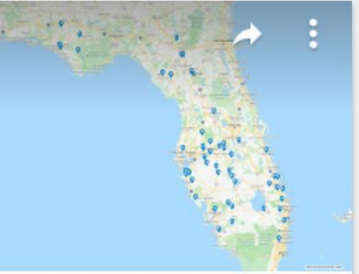
Florida H2A Job Order Map
May 11, 2020



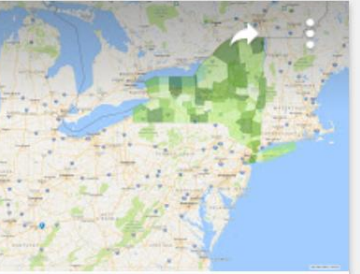
Florida H2B Job Order Map
May 7, 2020




Potential Crop/Activity Map
May 7, 2020



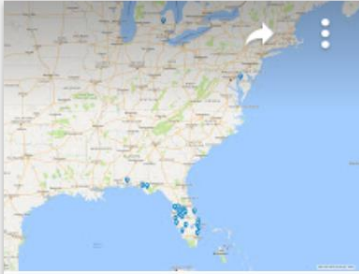
Florida Housing Site Map
May 4, 2020



Florida Work Site Map
May 4, 2020



Florida Labor Camp Map
May 4, 2020



Oct 1, 2018

Untitled map

All changes saved in Drive

☰ Add layer 👤 Share 👁 Preview

Untitled layer

📁 Import

Add places to this layer by drawing or importing data. [Learn more](#)

Base map

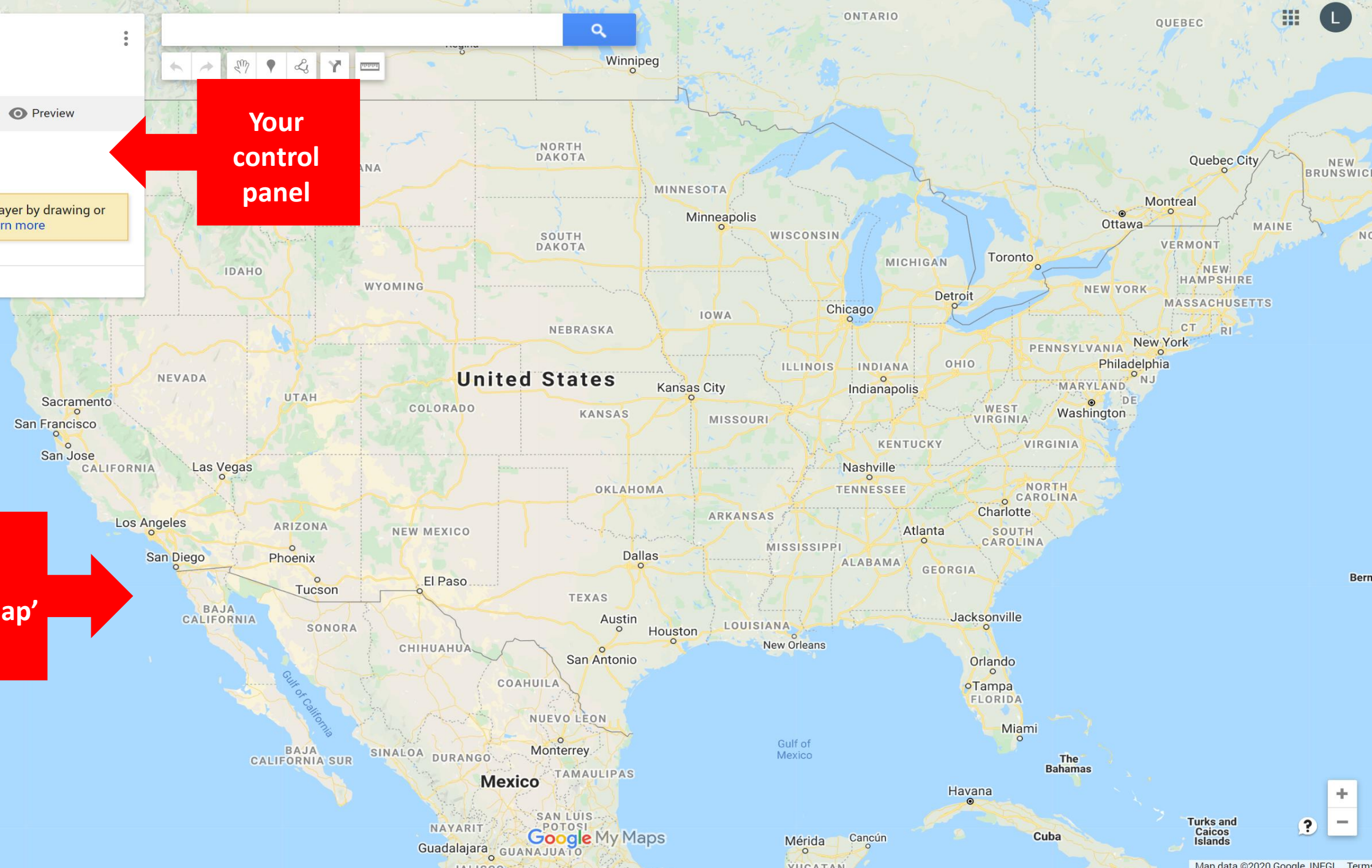
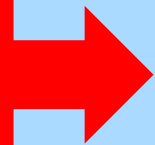
Search bar with magnifying glass icon

Navigation icons: back, forward, pan, location pin, share, print, layers

Your control panel



Your 'New Map'



Creating a Google Map Recap

Steps you need:

1. Type mymaps.google.com into the search bar
2. **Sign in** using your selected district email address
3. Select **create map**





Importing Spreadsheets



Untitled map

All changes saved in Drive

☰ Add layer 👤 Share 👁 Preview

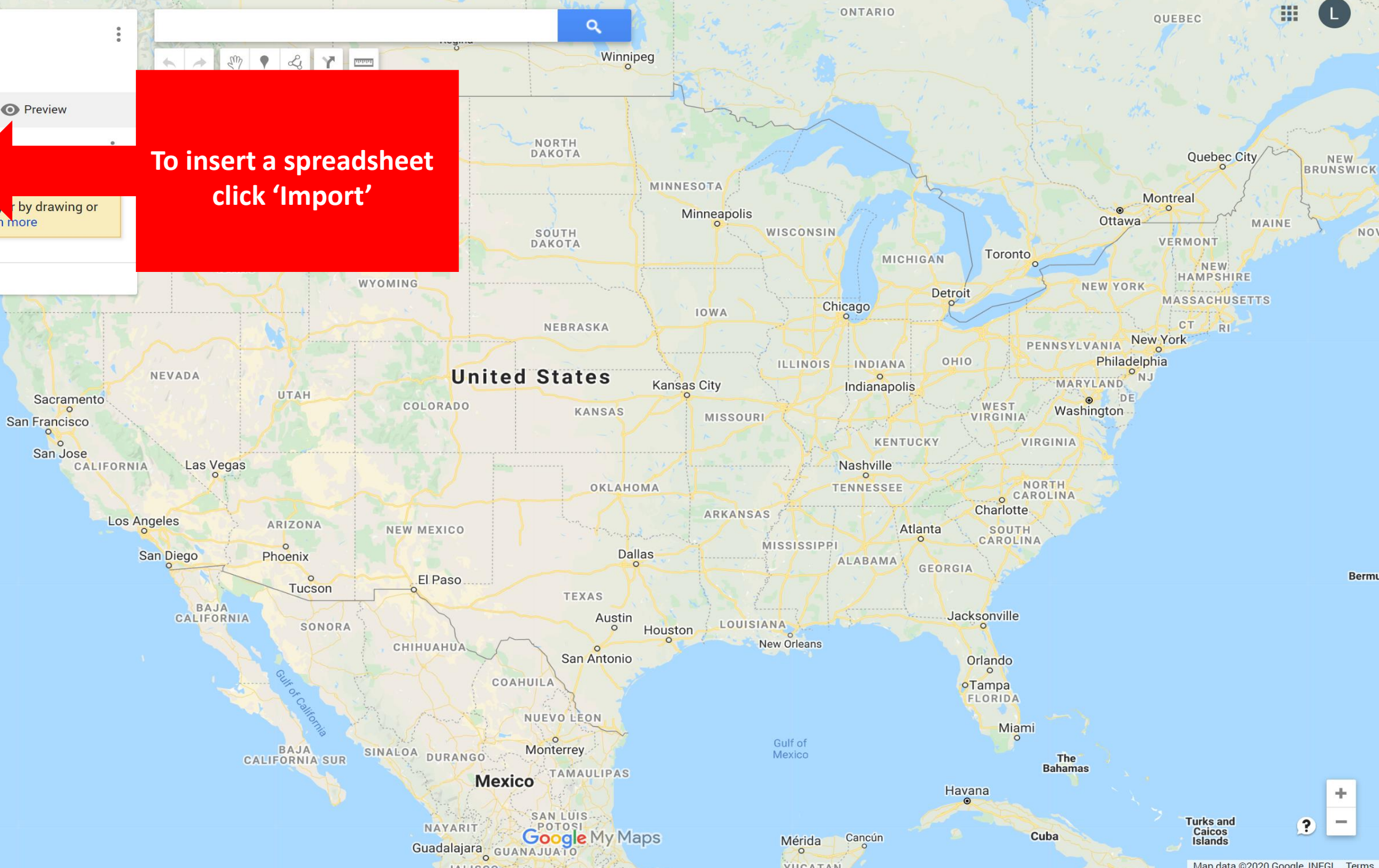
Untitled layer

Import

Add places to this layer by drawing or importing data. [Learn more](#)

▾ Base map

**To insert a spreadsheet
click 'Import'**



Untitled map
1 view
All changes saved in Drive

Add layer Share Preview

✓ Untitled layer
Import
Add places to this layer by drawing or importing data. [Learn more](#)

Base map

Choose a file to import

Upload | **Google Drive** | Photo albums

Drop a CSV, XLSX, KML or GPX file here

Or, if you prefer

Select a file from your device

Select Cancel

Import a file from Google Drive

Or select file from your computer

Untitled map

All changes saved in Drive

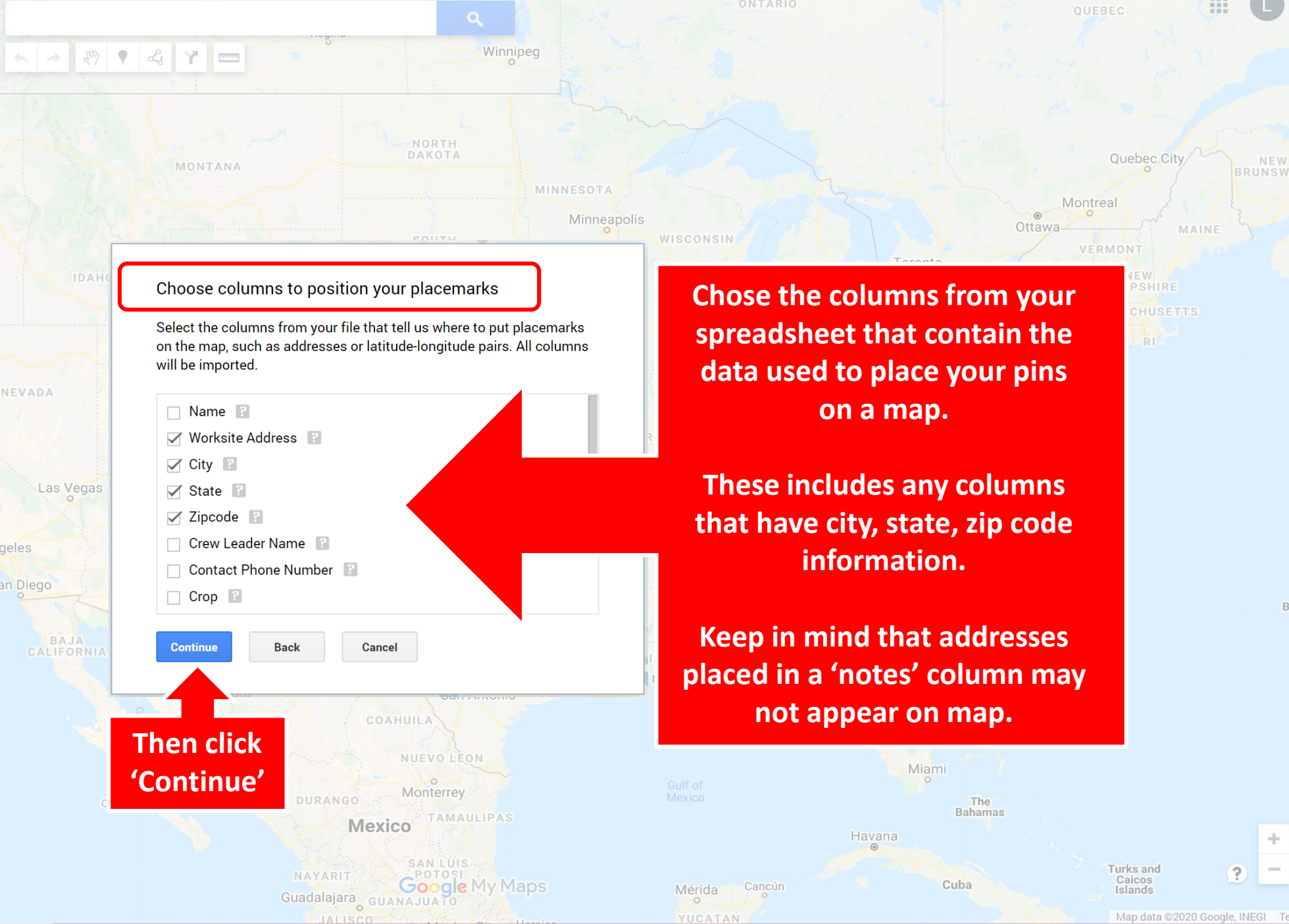
Add layer Share Preview

Untitled layer

Import

Add places to this layer by drawing or importing data. [Learn more](#)

Base map



Choose columns to position your placemarks

Select the columns from your file that tell us where to put placemarks on the map, such as addresses or latitude-longitude pairs. All columns will be imported.

- Name ?
- Worksite Address ?
- City ?
- State ?
- Zipcode ?
- Crew Leader Name ?
- Contact Phone Number ?
- Crop ?

Continue Back Cancel

Chose the columns from your spreadsheet that contain the data used to place your pins on a map.

These includes any columns that have city, state, zip code information.

Keep in mind that addresses placed in a 'notes' column may not appear on map.

Then click 'Continue'



These are the columns you are choosing to include in your map

Excel Spreadsheet

	A	B	C	D	E	F	G	H
1	Address	City	State	Zipcode	Title	Telephone	Contact	Notes
2	1337 Everitt Ave	Panama City	FL	32401	D&C Honey Bee Farm	(850) 615-0786		Open 8am-5pm
3	17227 Chipola Heights Rd	Altha	FL	32421	Barkers Bees Honey	(850) 643-8107		Open 8am-5pm
4	6325 SW Alligator St	Stuart	FL	34994	Alpine Farm Bee Removal	(561) 357-0490		
5	212 Acme Lane	Lynn Haven	FL	32444	Old Oak Bee Yard	(850) 867-1603		Opens 8am-4pm - Local Honey, bee removal & rescue
6	976 S River Road	Englewood	FL	34223	Bob Van Der Herchen, Bee Removal & Rescue	(941) 474-5491		Opens 8am-5pm
7	2419 Hard Labor Road	Chipley	FL	32428	Sleeping Bear Farms	(850) 638-4422		
8	5219 SE Ebbtide Ave	Stuart	FL	34997	Hani Honey Company	(772) 214-5165		Open 12pm-5pm
9	2201 Thonotosassa Rd	Plant City	FL	33563	The Honey Hole Market	(813) 484-1127		
10	7396 Skyline Drive	Delray Beach	FL	33446	Bee Healthy Honey Farms	(561) 921-1475		Farm is a "home"
11	17436 Bethlehem Rd	Lithia	FL	33547	Tattooed Homestead	(813) 494-5434		Opens at 12pm - Farm is a "home"
12	4245 Oakwood Drive	Saint Cloud	FL	34772	Honey B Good	(407) 791-0027		Farm is a "home"
13	11354 Carlton Road	Port Saint Lucie	FL	34987	Florida Queen Bees & Honey	(772) 489-4125		Sells Queen Bees for hives
14	10741 SW 51st St	Davie	FL	33328	Natural Chai Farm	(215) 548-3269		Opens 8am-3pm
15	12304 Paddock Ave	Tampa	FL	33618	Carrollwood Tampa Wildflower Honey	(813) 963-1251		Opens 10am-6pm (Out of honey until June)
16	1586 D Road	Loxahatchee	FL	33470	McCoy's Sunny South Apieries	(561) 798-1120		Farm is a "home"
17	38950 River Road	Dade City	FL	33525	Fisher Bee Farm Raw Local Honey	(352) 518-0570		This farms has cattle as well as 3 other locations in PA
18	8155 Eucalyptus Road	Lake Wales	FL	33898	Struthers Honey			Open until 6pm
19	318 Lake Grove Road	Wewahitchka	FL	32465	L.L Lanier & Son's Tupelo Honey	(850) 639-2371		Open 9am-4pm
20	784 Stever Roberts Special	Zolfo	FL	33890	Peace River Bees	(863)735-1679		Open 8am-5pm (call for appointments)
21	1503 Lynchburg Road	Lake Alfred	FL	33850	King's Honey Co	(863) 956-1800		
22	7850 Fruitville Road	Sarasota	FL	34240	My Sweetest Honey	(941) 809-2322	Shaun Knepp	By apointment only -please call
23	1203 W Commerce Ave	Haines City	FL	33844	Leighton's Honey Inc	(863) 422-1773		Knows local bee keepers
24	2514 Leaning Pipe Lane	Plant City	FL	33565	A Land of Delight Natural Farm	(813) 359-9120		Farmers Market -open Sat from 8am-5pm (also has fruits/vegetables/poult)
25	9340 Hall Road	Lakeland	FL	33809	Bee-Haven Honey Farm Inc.	(863) 670-2581		
26	6251 Bee Charmer Lane	North Fort Myers	FL	33917	Walker Farms	(239) 543-8071		
27	8997 90th Ter	Seminole	FL	33777	Taste of Freedom Farm	(727) 439-4885		
28	11030 Pierce Lake Road	Land O Lakes	FL	34638	Fisher Honey Bees	(813) 748-6339		Open until 5pm
29	8001 Double Branch Road	Tampa	FL	33635	Tampa Bay Beekeepers Association Apiary	((863) 622-5057		Meet montly /every 2nd Thursday of each month at 7:30pm at the Hissbor
30	6709 Old Road 37	Lakeland	FL	33811	Kelly's Apiaries	(863) 644-6944		They sell beekeeping supplies. Open Mon-Fri 9am-4pm. They also have a s
31	No Address-Website only	Wesley Chapel	FL	33544	Santa Monica Florida Local Raw Honey	(813) 699-0303		Only a website, also on facebook
32	355 N Bridge St	LaBelle	FL	33935	Harold P. Curtis Honey Co	(863) 675-2187		Open Mon-Fri 10am-5pm Sat 10am-3pm
33	3004 El Dorado Blvd N	Cape Coral	FL	33993	Councill Farms Professional Bee Removal	(239) 839-4479		Farm is a "home"
34	1405 Windswept Ave	Naples	FL	34109	Naples Honey Co Producers	(239) 591-3723		They have 5 market locations, call for more details

Untitled map

All changes saved in Drive

Add layer Share Preview

Untitled layer

Import

Add places to this layer by drawing or importing data. [Learn more](#)

Base map



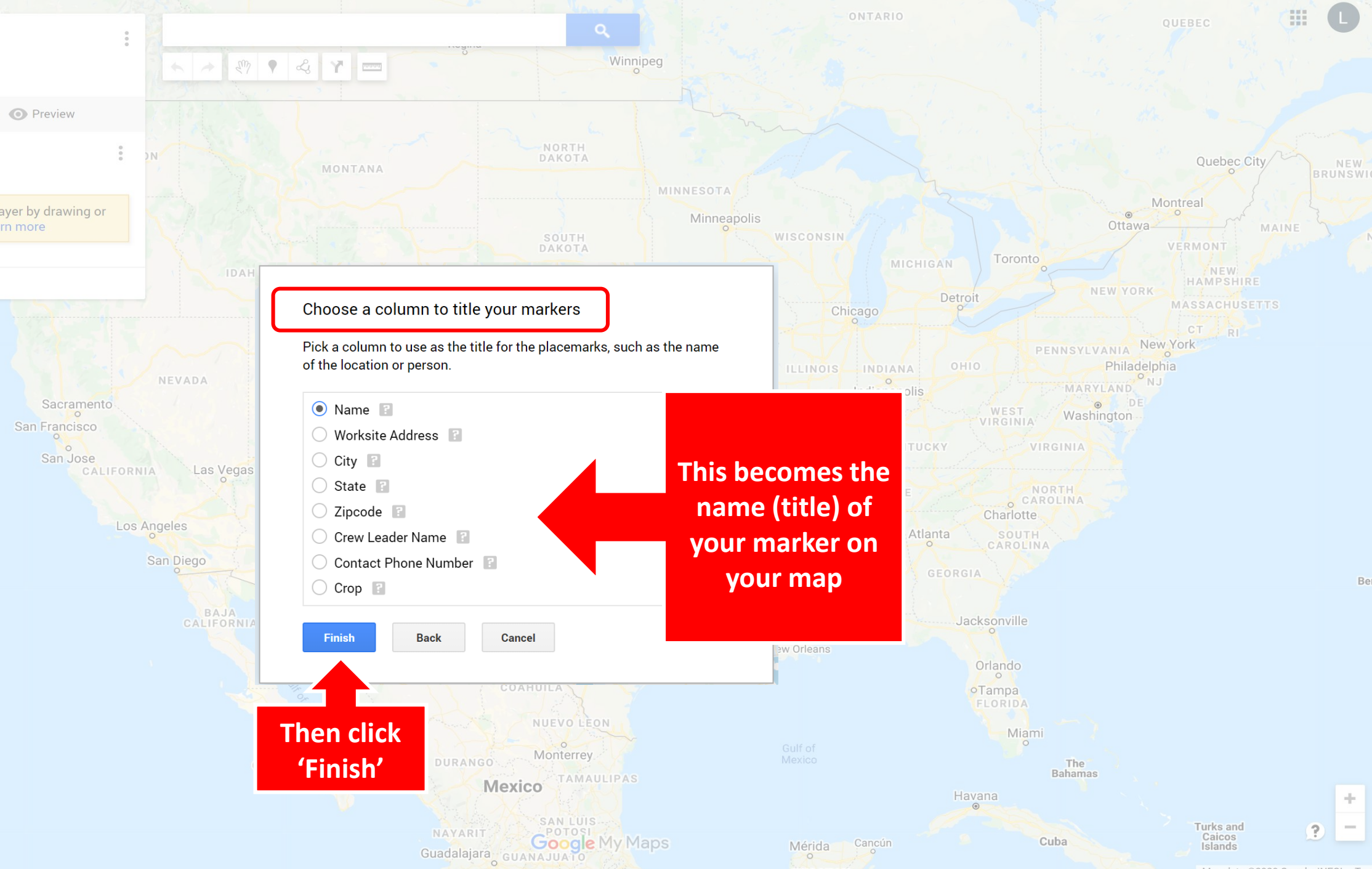
Choose a column to title your markers

Pick a column to use as the title for the placemarks, such as the name of the location or person.

- Name ?
- Worksite Address ?
- City ?
- State ?
- Zipcode ?
- Crew Leader Name ?
- Contact Phone Number ?
- Crop ?

This becomes the name (title) of your marker on your map


Then click 'Finish'




Untitled map
1 view
All changes saved in Drive

☰ Add layer 👤 Share 👁 Preview

H2A Work Site Map

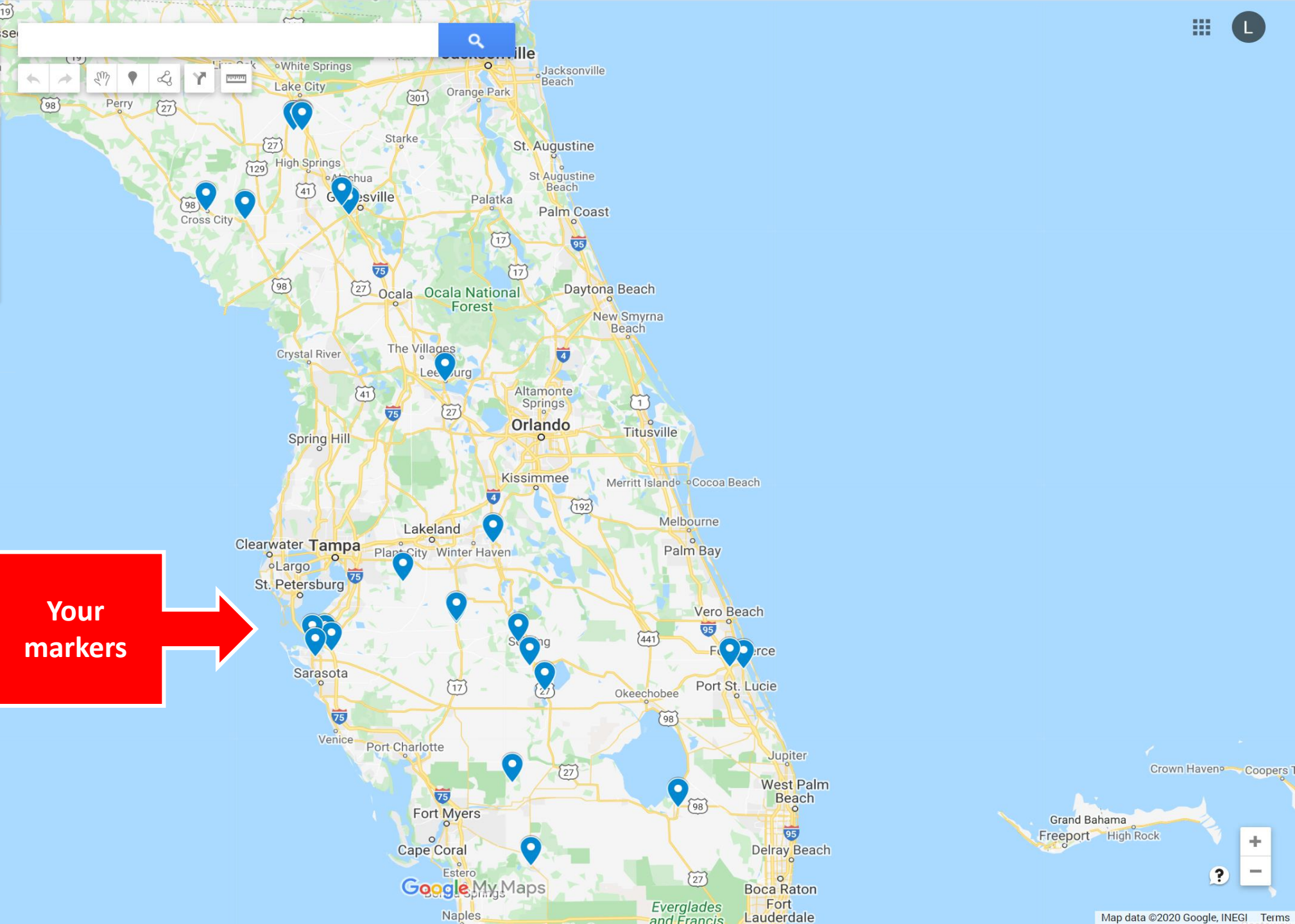
▼  Uniform style

 All items (42)

☑ Base map

Your imported spreadsheet

Your markers



Importing Spreadsheet Recap

Steps you need:

1. Select **import**
2. Select **google drive spreadsheet** or **select file from your device** to import
3. Select **data** you want included in your map
4. Select a **title** for your markers





Adding Layers



Untitled map

4 views

All changes saved in Drive

 Add layer

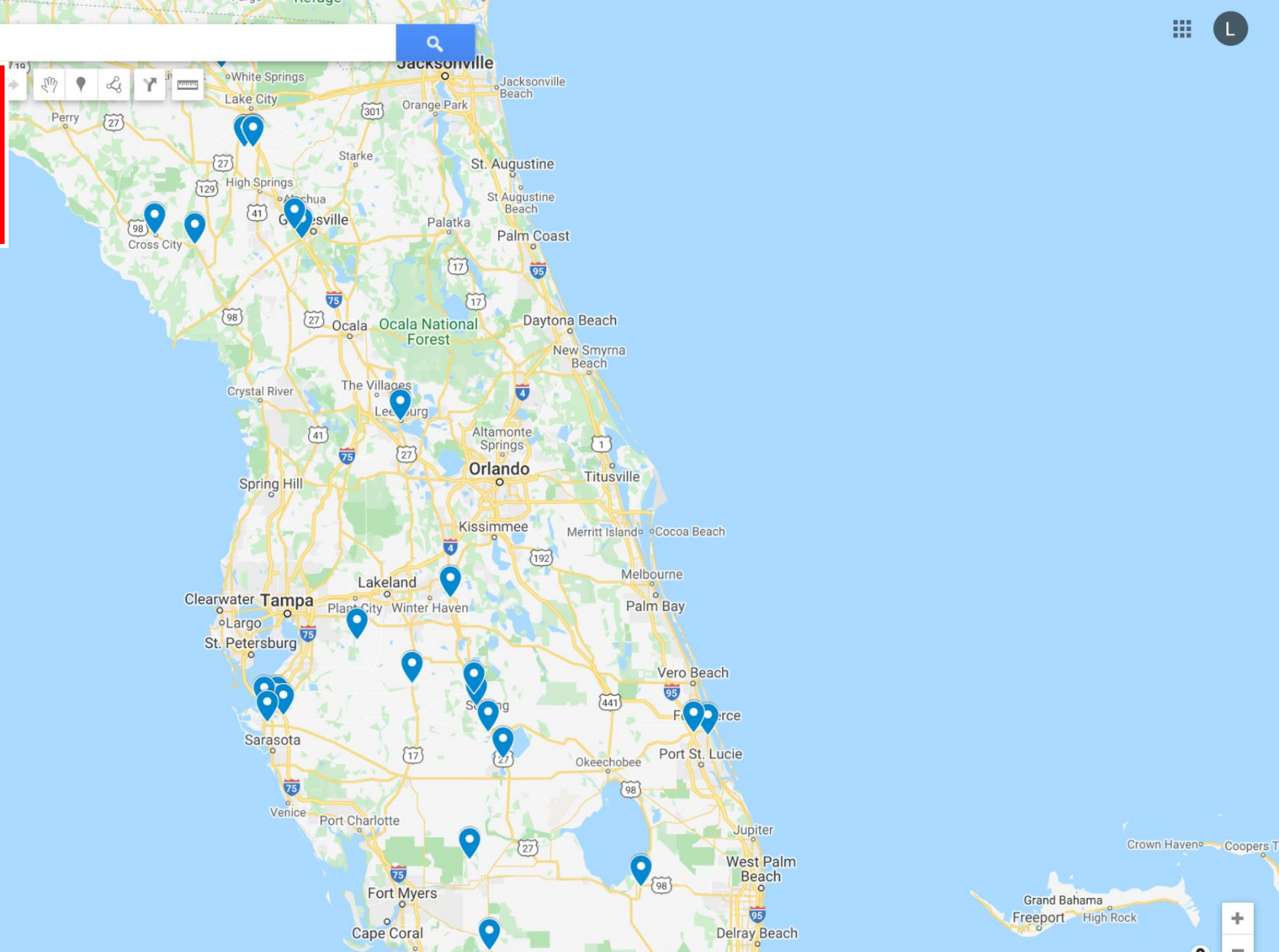
H2A Work Site Map

Uniform style

 All items (42)

Base map

Select
'Add Layer'



Untitled map

4 views

All changes saved in Drive

Add layer Share Preview

H2A Work Site Map

Uniform style

All items (42)

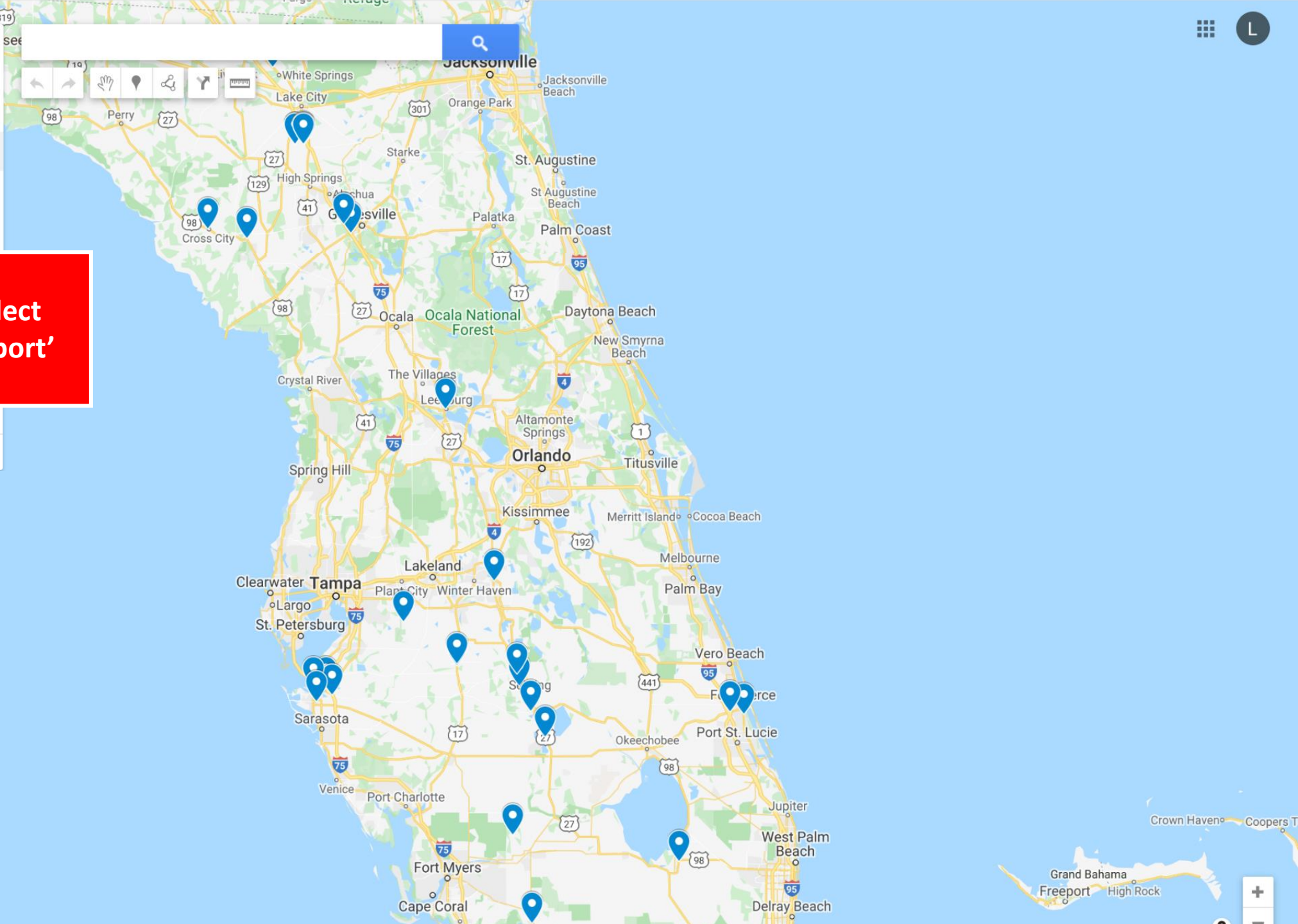
Untitled layer

Import

Add places to this layer by dragging and dropping data. [Learn more](#)

Base map

Select
'import'



Untitled map
4 views
All changes saved in Drive

Add layer Share Preview

H2A Work Site Map
Uniform style
All items (42)

Untitled layer
Import
Add places to this layer by drawing or importing data. [Learn more](#)

Base map

Choose a file to import

Upload | **Google Drive** | Photo albums

Drop a CSV, XLSX, KML or GPX file here

Or, if you prefer

Select a file from your device

Select Cancel

Import a file from Google Drive

Or select a file from your computer

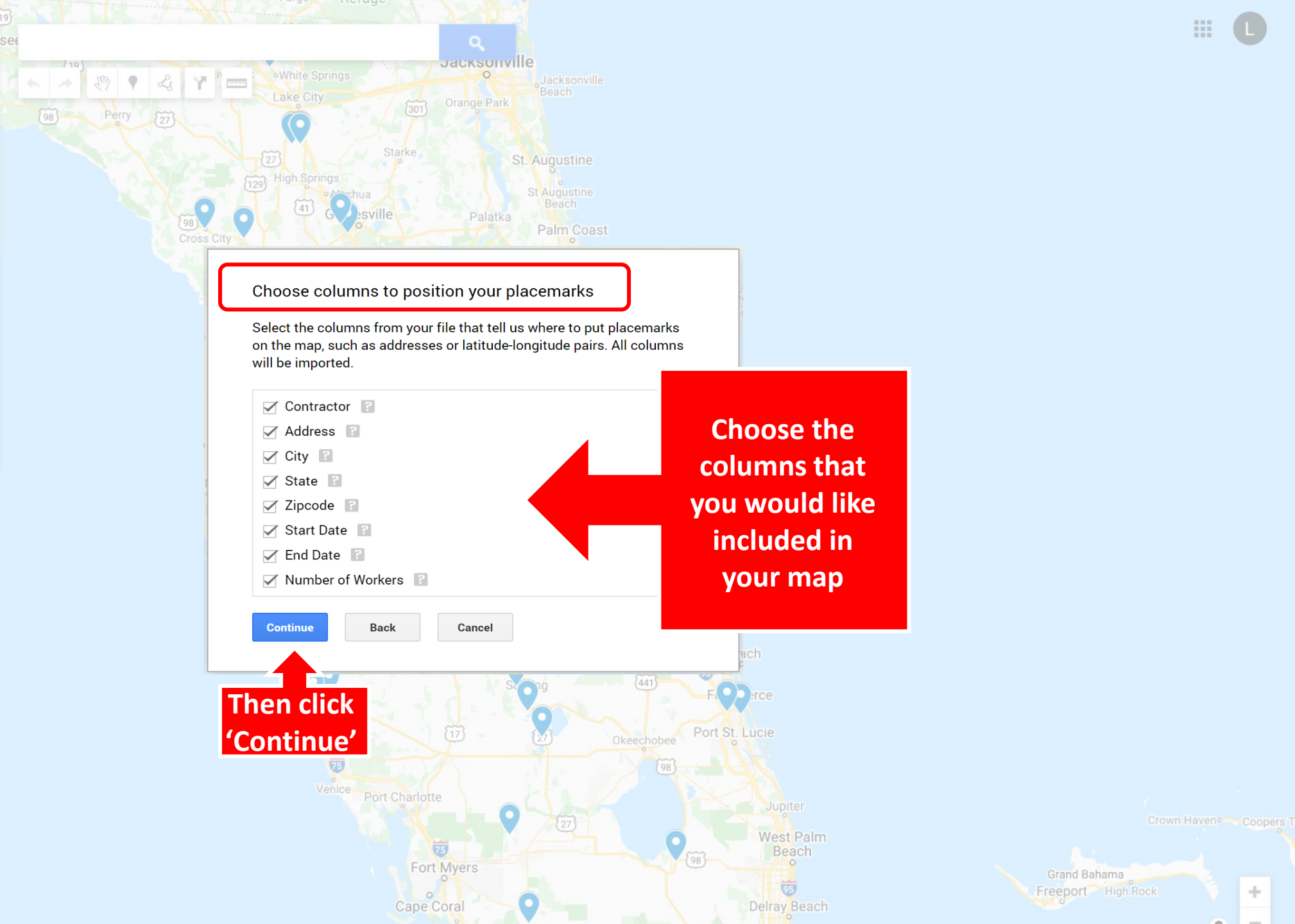
Untitled map
4 views
All changes saved in Drive

Add layer Share Preview

H2A Work Site Map
Uniform style
All items (42)

Untitled layer
Import
Add places to this layer by drawing or importing data. [Learn more](#)

Base map



Choose columns to position your placemarks

Select the columns from your file that tell us where to put placemarks on the map, such as addresses or latitude-longitude pairs. All columns will be imported.

- Contractor ?
- Address ?
- City ?
- State ?
- Zipcode ?
- Start Date ?
- End Date ?
- Number of Workers ?

Continue Back Cancel

Choose the columns that you would like included in your map

Then click 'Continue'

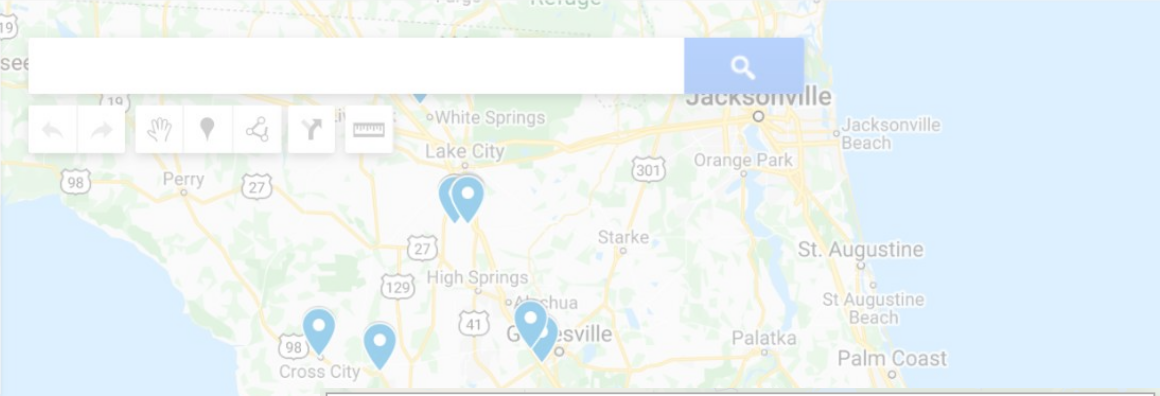
Untitled map
4 views
All changes saved in Drive

Add layer Share Preview

H2A Work Site Map
Uniform style
All items (42)

Untitled layer
Import
Add places to this layer by drawing or importing data. [Learn more](#)

Base map



Choose a column to title your markers

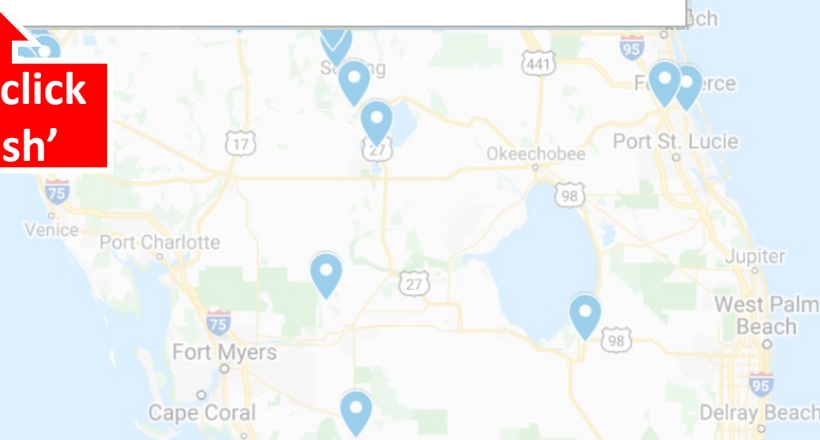
Pick a column to use as the title for the placemarks, such as the name of the location or person.

- Contractor ?
- Address ?
- City ?
- State ?
- Zipcode ?
- Start Date ?
- End Date ?
- Number of Workers ?

Finish Back Cancel

Choose the column 'title' that will define/represent your marker

Then click 'Finish'



Untitled map
4 views
All changes saved in Drive

☰ Add layer 👤 Share 👁 Preview

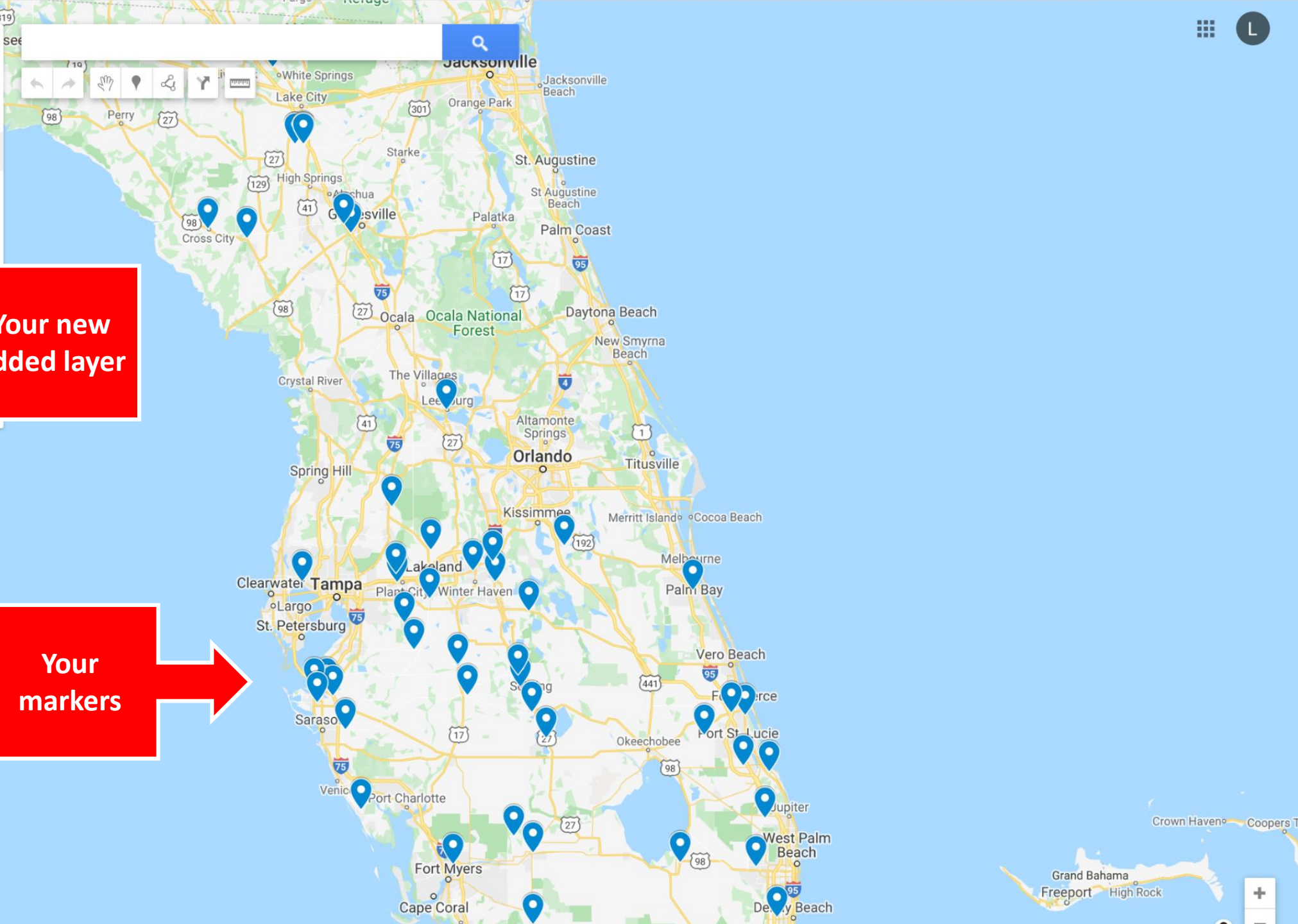
H2A Work Site Map
▼ Uniform style
📍 All items (42)

H2A Housing Map
▼ Uniform style
📍 All items (35)

Base map

Your new added layer

Your markers



Layering Recap

Steps you need:

1. Select **add layer**
2. Select **import layer**
3. Select **google drive spreadsheet** or **select file from your device** to upload
4. **Select data** you want included in your map
5. **Select a title** for your markers





Additional Features



Untitled map

5 views

All changes saved in Drive

 Add layer  Share  Preview

H2A Housing Location


  Uniform style

 All items (42)

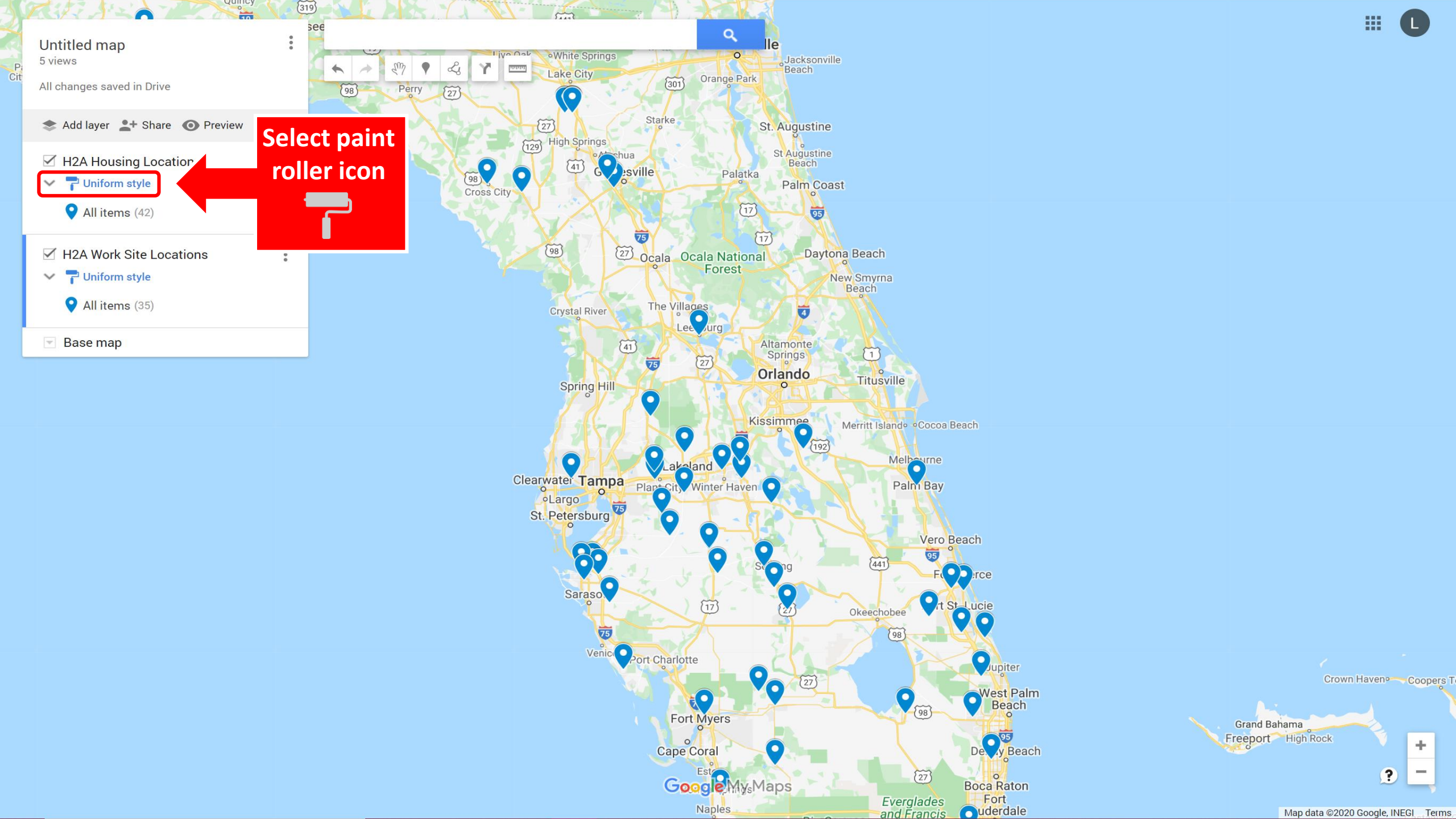
H2A Work Site Locations

  Uniform style

 All items (35)

 Base map

Select paint roller icon



Google My Maps

Untitled map

5 views

All changes saved in Drive

Add layer Share Preview

Group places by

Uniform style

Set labels

No labels

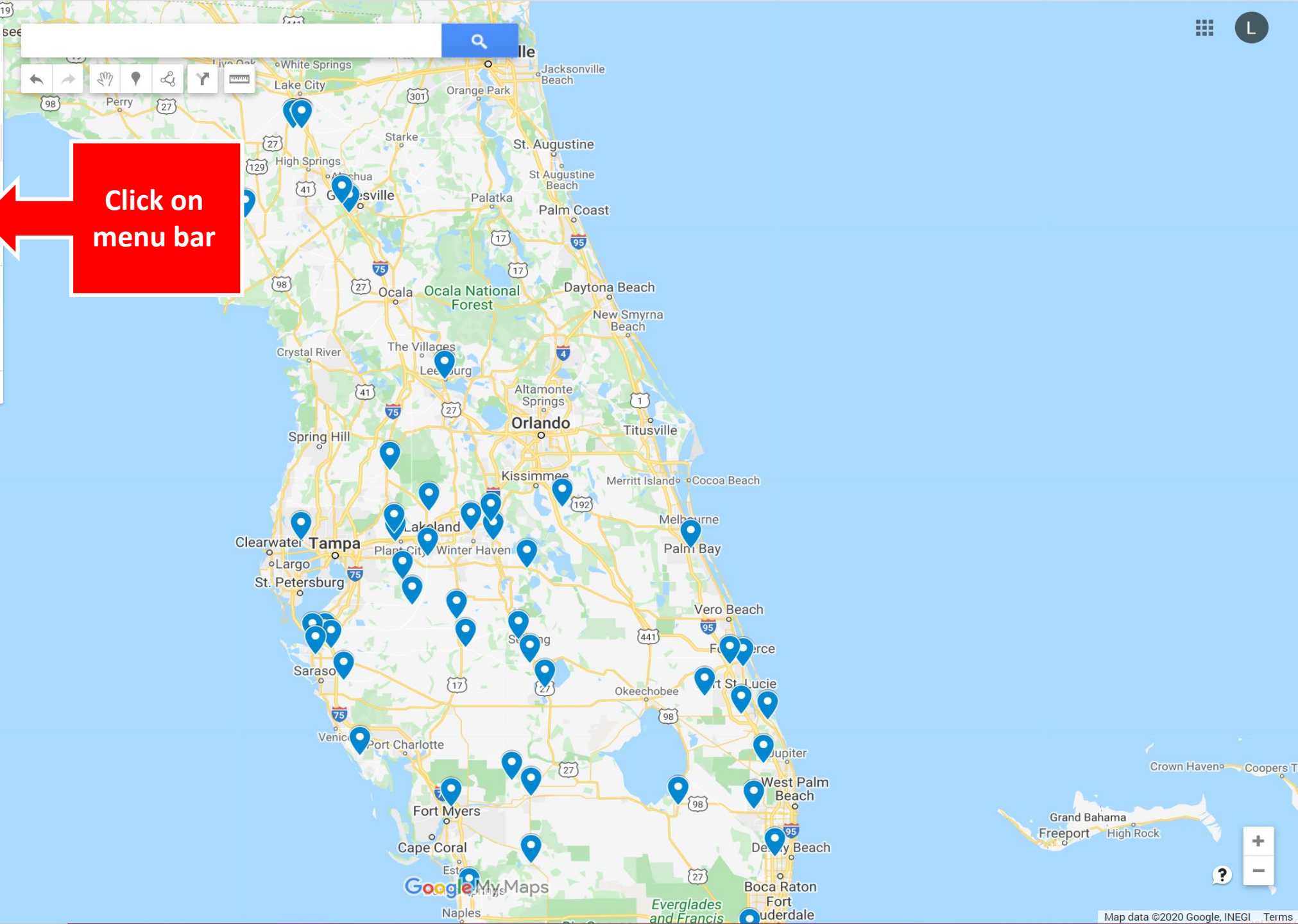
H2A

Uniform style

All items (35)

Base map

Click on menu bar



Untitled map
5 views
All changes saved in Drive

Group places by:

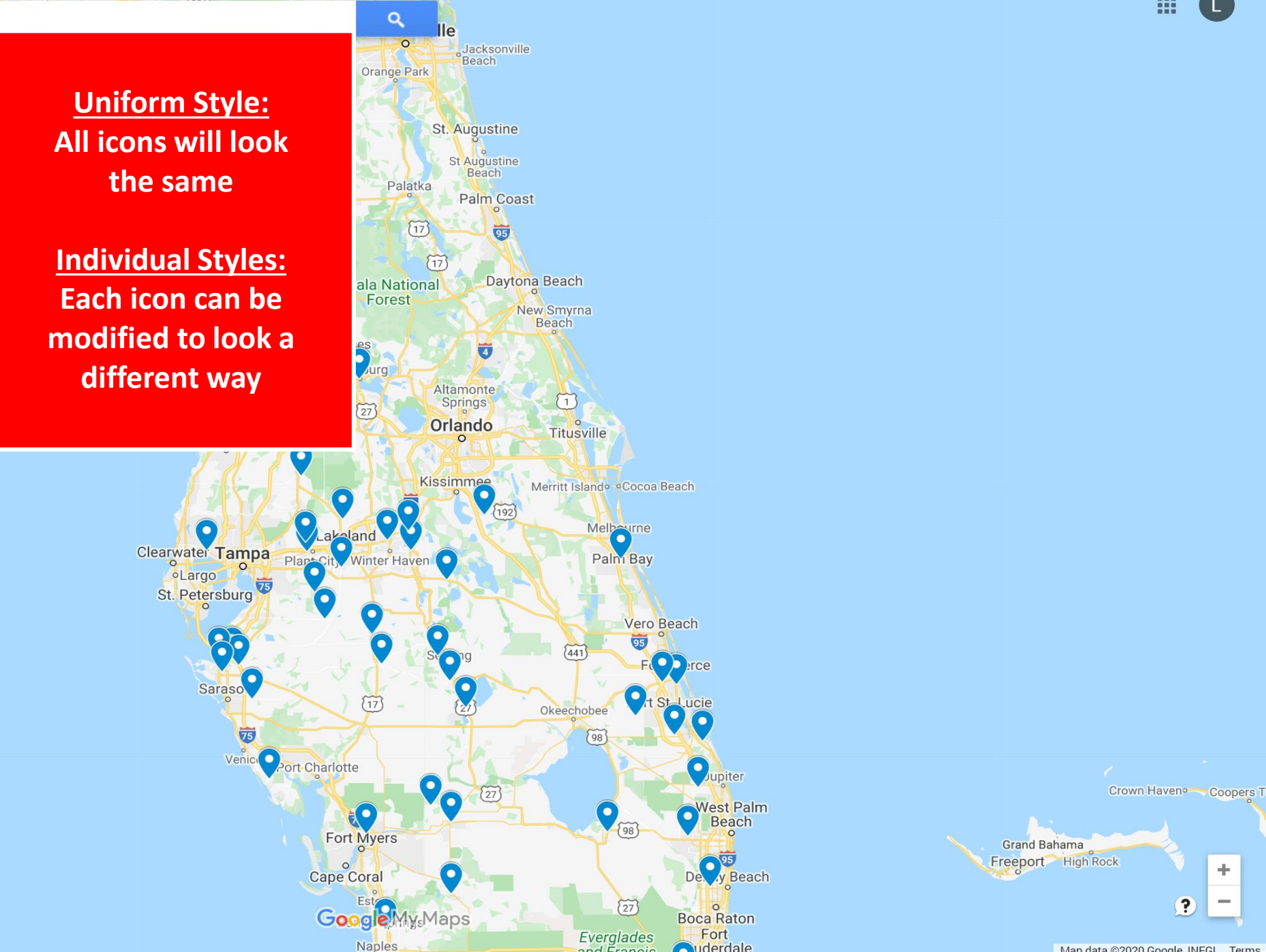
- Uniform style
- Sequence of numbers
- Individual styles

Style by data column:

- Contractor
- Address
- City
- State
- Zipcode
- Start Date
- End Date
- Number of Workers
- Worksite Notes
- Telephone
- Contact
- Housing Notes

Uniform Style:
All icons will look the same

Individual Styles:
Each icon can be modified to look a different way



Untitled map

5 views

All changes saved in Drive

Add layer Share Preview

H2A Housing Locations

Individual styles

Gomello LLC

Daniel Harvesting INC

Valencia Harvesting INC

Frey Brothers

Navarro Harvesting INC

Margaret Mondragon

Triple F Harvesting INC

Red Harvesting INC

Pequeno Harvesting LLC

Cherry Lake Tree Farm INC

Double J Harvesting INC

DLR Fruit & Vegetables INC

Franco Medina Harvesting

Franco Medina Harvesting

Franco Medina Harvesting

Franco Medina Harvesting

Franco Medina Harvesting

Franco Medina Harvesting

Valencia Harvesting INC

Paloma Harvesting INC

Paloma Harvesting INC

DeLeon Agriculture Service

Sunstate Harvesters INC

Valencia Harvesting INC

Pequeno Harvesting LLC

Address 4000 SW 40th Blvd

City Gainesville

State FL

Zipcode 32606

Start Date 5/15/2016

End Date 6/20/2016

Number of Workers #48

Worksite Notes Sunstate Harvester INC 12150 State Rd 31 Punta Gorda FL 33982

Telephone No value

Contact No value

Housing Notes Motel six

29.61705, -82.38387



Click on the desired marker and select the 'paint can' to modify this marker

Untitled map

5 views

All changes saved in Drive

Add layer Share Preview

H2A Housing Locations

Individual styles

Gomello LLC

Daniel Harvesting INC

Valencia Harvesting INC

Frey Brothers

Navarro Harvesting INC

Margaret Mondragon

Triple F Harvesting INC

Red Harvesting INC

Pequeno Harvesting LLC

Cherry Lake Tree Farm INC

Double J Harvesting INC

DLR Fruit & Vegetables INC

Franco Medina Harvesting

Franco Medina Harvesting

Franco Medina Harvesting

Franco Medina Harvesting

Franco Medina Harvesting

Franco Medina Harvesting

Valencia Harvesting INC

Paloma Harvesting INC

Paloma Harvesting INC

DeLeon Agriculture Service

Sunstate Harvesters INC

Valencia Harvesting INC

Pequeno Harvesting LLC

Address 4000 SW 40th Blvd

City Gainesville

State FL

Zipcode 32606

Start Date 5/15/2016

End Date 6/20/2016

Number of Workers #48

Worksite Notes Sunstate Harvester INC 12150 State Rd 31 Punta Gorda FL 33982

Telephone No value

Contact No value

Housing Notes Motel six

29.61705, -82.38387

Color

Popular Icons

More icons

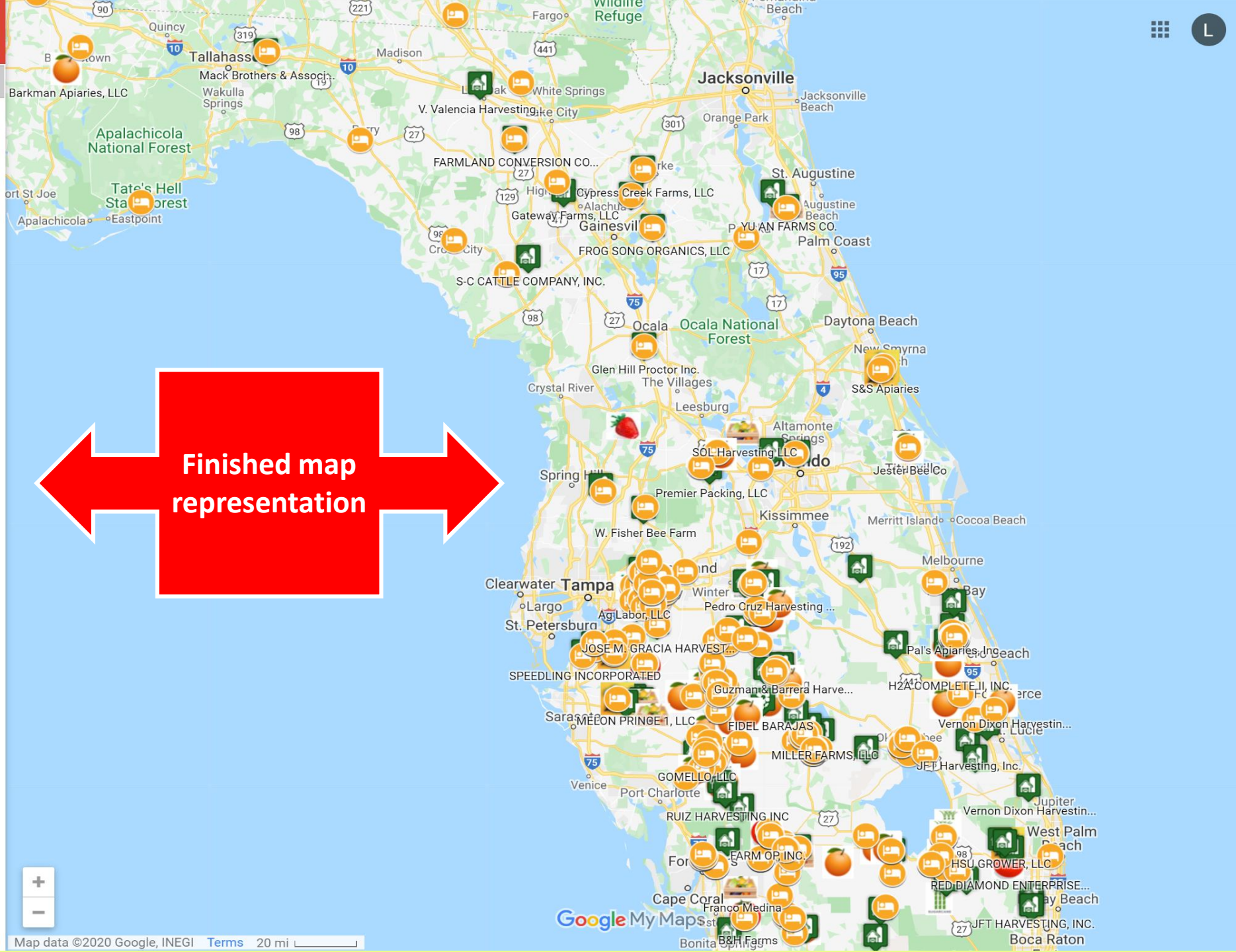
Modify the marker color or select new icon/image



▼ This map has been created to help Florida MEP recruiters identify key H2A employers across the state.
 600 views
[SHARE](#)

✓ Florida H2A Octoberworksites.xlsx

- ▼ Oranges
- Oranges and Grapefruit
- Strawberries
- Tomatoes
- Vegetables
- sugarcane
- Cane
- Cucumbers, banana peppers, jalapeno p...
- Oranges, Grapefruit, and Tangerines
- Watercress, landcress, arugula, spinach, ...
- Apiary technician
- Beekeeping
- Bees
- Bees & Honey
- Driving/Hauling
- Farm labor
- Horses
- Mowing & Herbiciding by tractor
- Nursery
- Oranges, Tangerines, Peaches, Grapefruit
- Other / No data



Finished map representation

Additional Features Recap

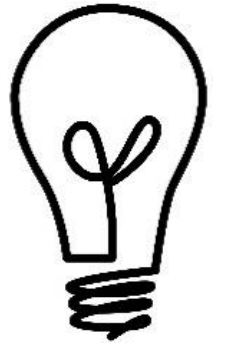
Steps you need:

1. Select **uniform style** on desired layer to begin
2. Select **uniform style** or **individual style** on desired layer
3. Select **a marker** and modify its shape and color



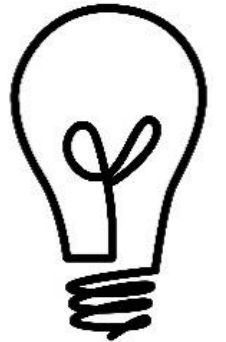
Things to remember

- **Make sure you are signing in with the correct email address**
- **Verify addresses to ensure they are correct**
- **Understand that any changes made to your map will reflect automatically**
- **Consider security**



Things to remember

- **Secure passwords**
- **Ensure that you are sharing maps with appropriate staff members**
- **Ensure you are giving appropriate access to staff members**
- **Avoid adding Personally Identifiable Information (PPI)**





Google Maps Mobile App



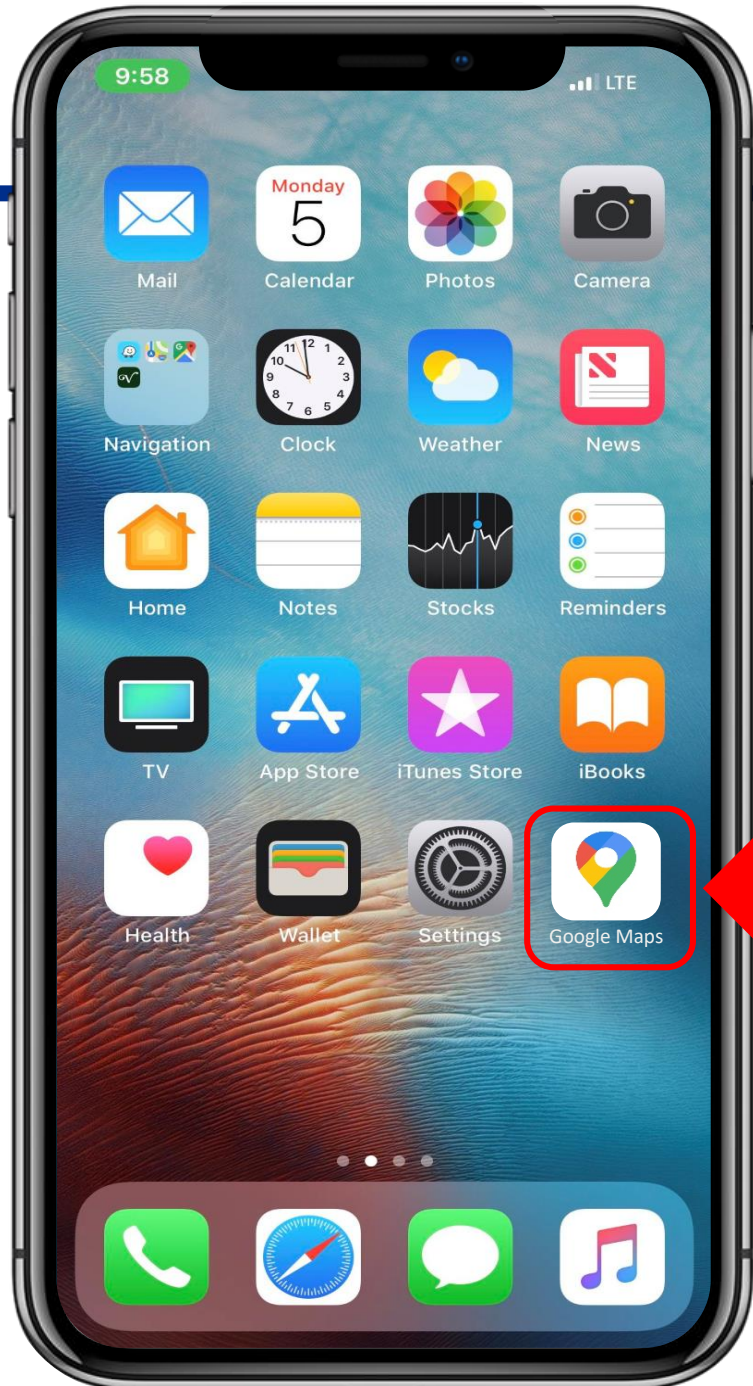
Google Maps – Mobile App

Use your smartphone to access your maps wherever you are!

Download the free
Google Map app on
your smartphone
and sign in...



Google Maps – Mobile App



Steps you need:

- **Open** the Google Maps app on your mobile device

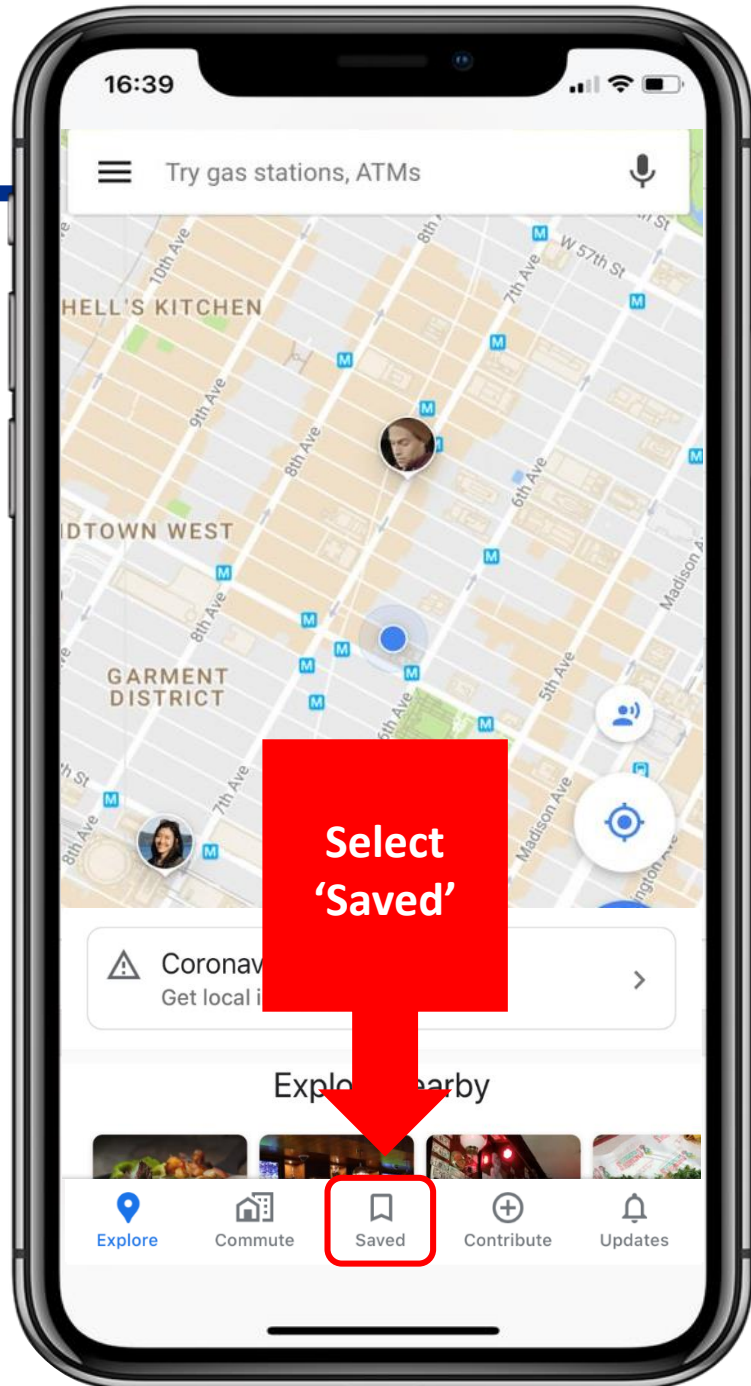
Open
Google
Maps App



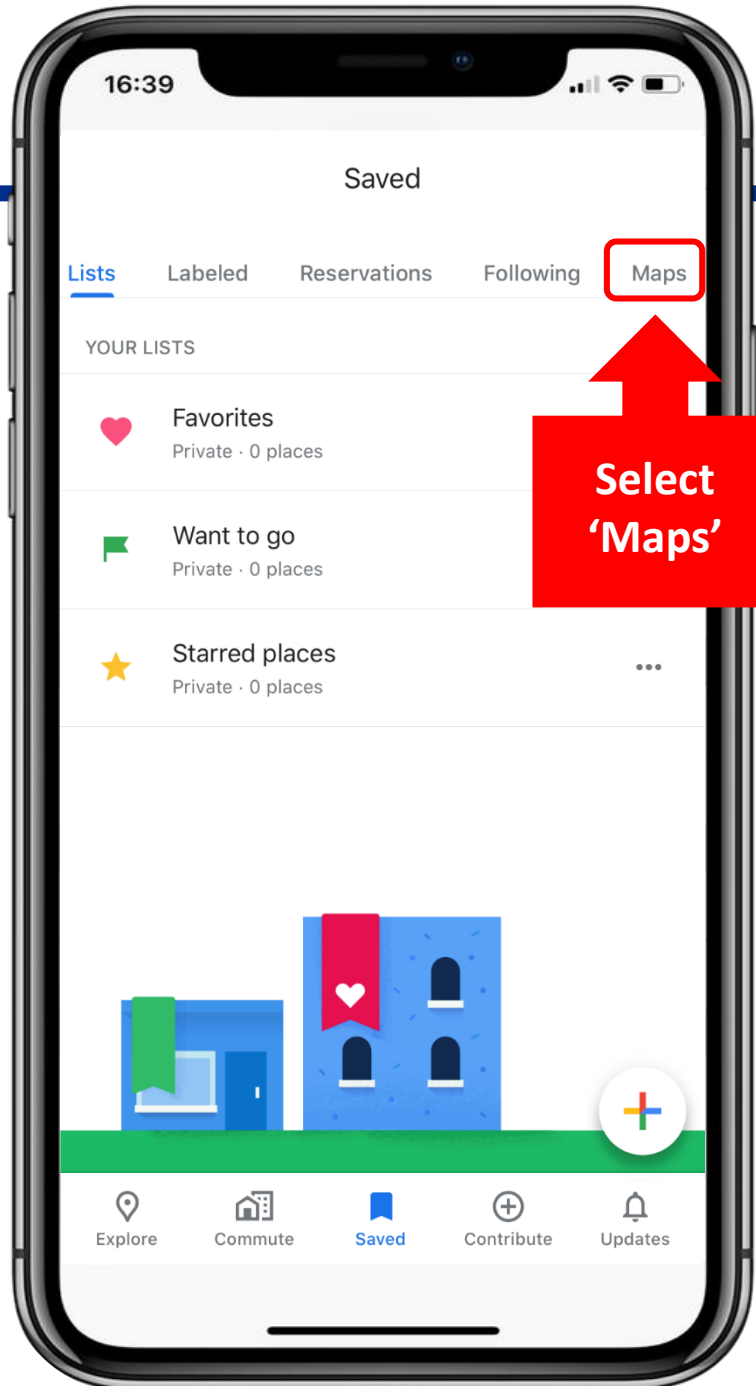
Google Maps – Mobile App

Steps you need:

- Select **Saved** in the menu bar



Google Maps – Mobile App



Steps you need:

- Select **Maps** in the menu bar



Google Maps – Mobile App

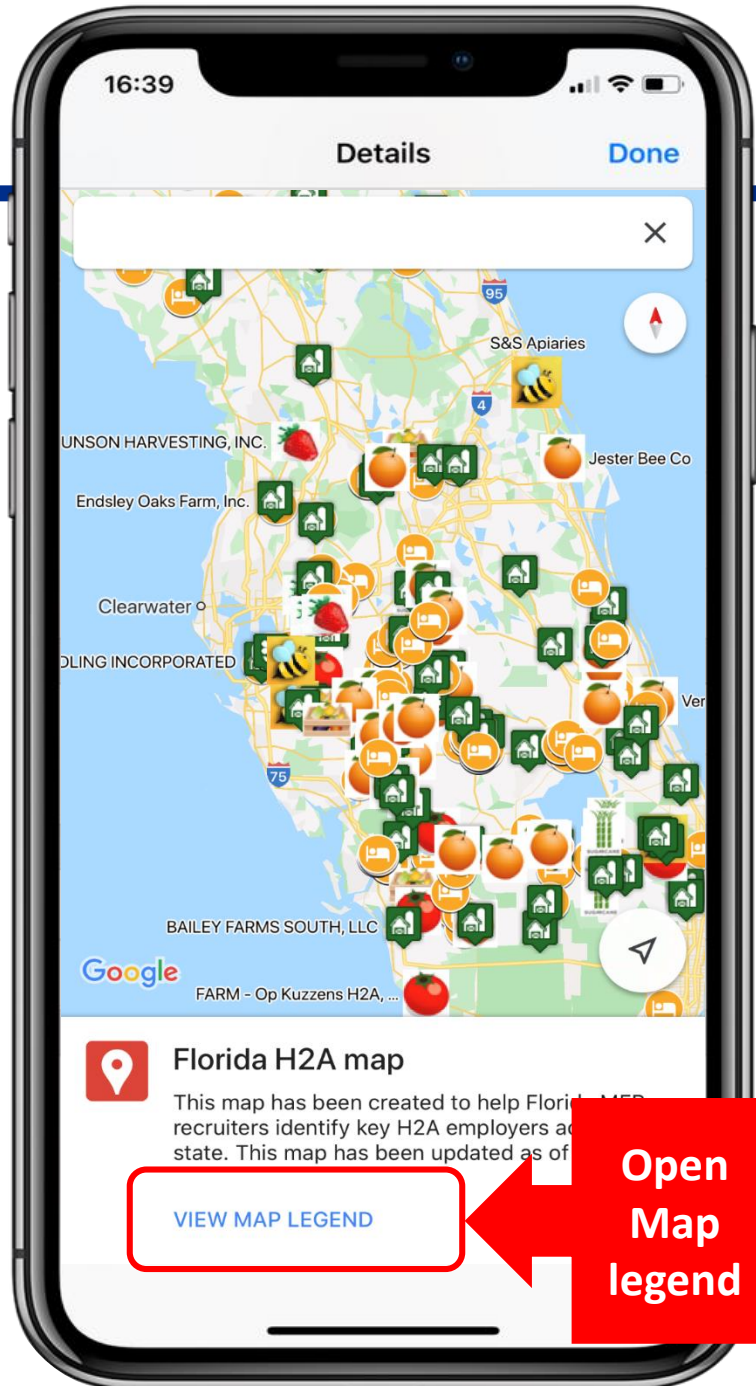


Steps you need:

- Open desired **map** in the menu bar

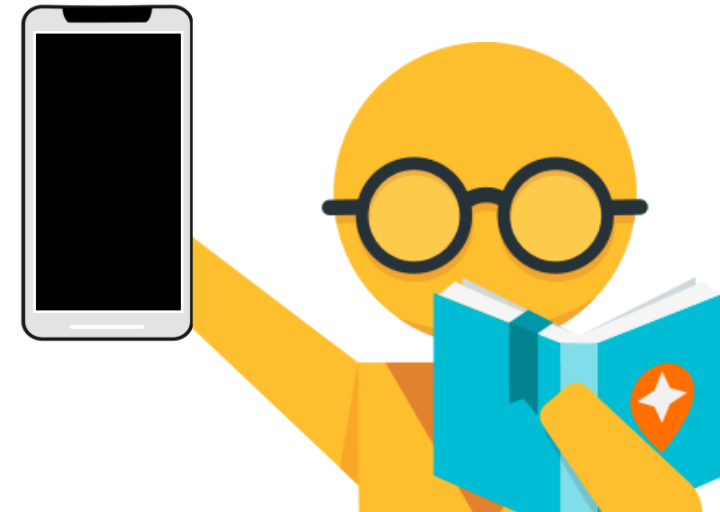


Google Maps – Mobile App

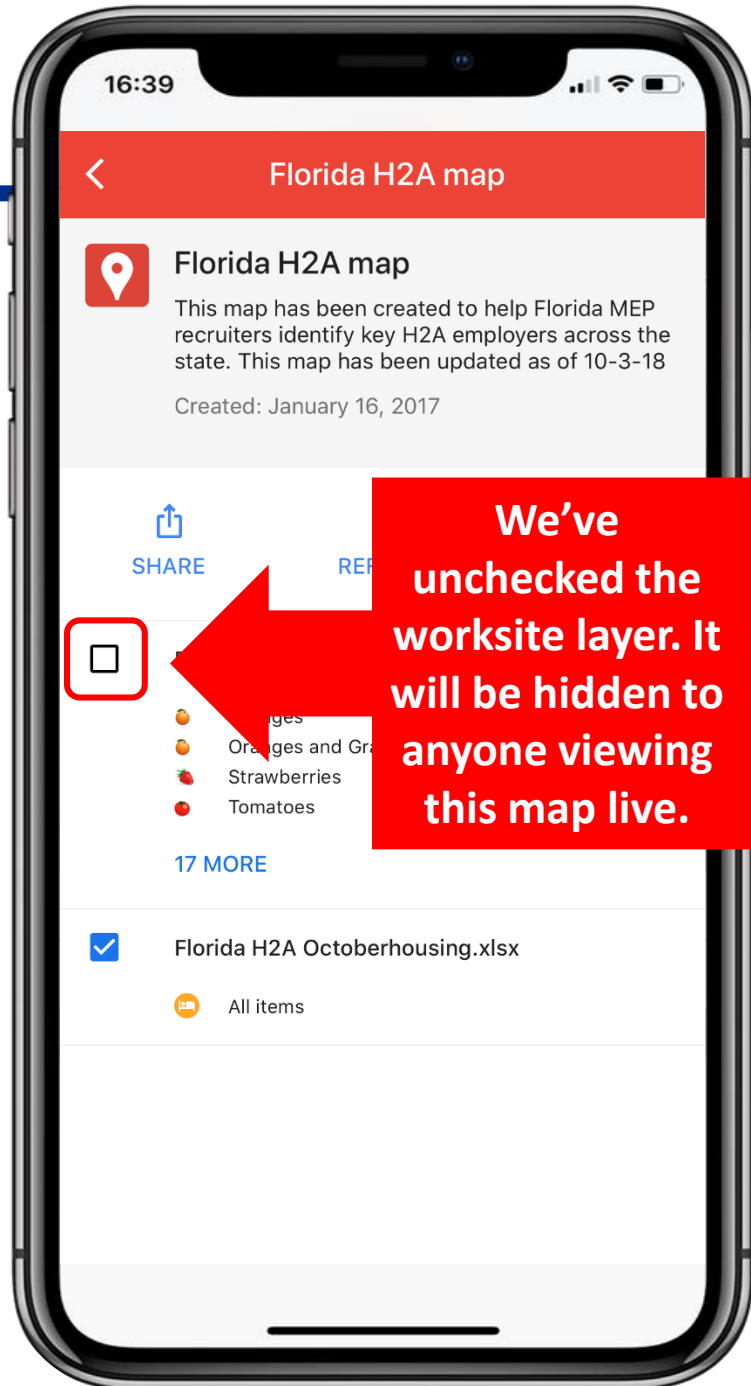


Features:

- The Google Maps App allows you to **see your maps in real time.**
- Select **View Map Legend** to see your data



Google Maps – Mobile App

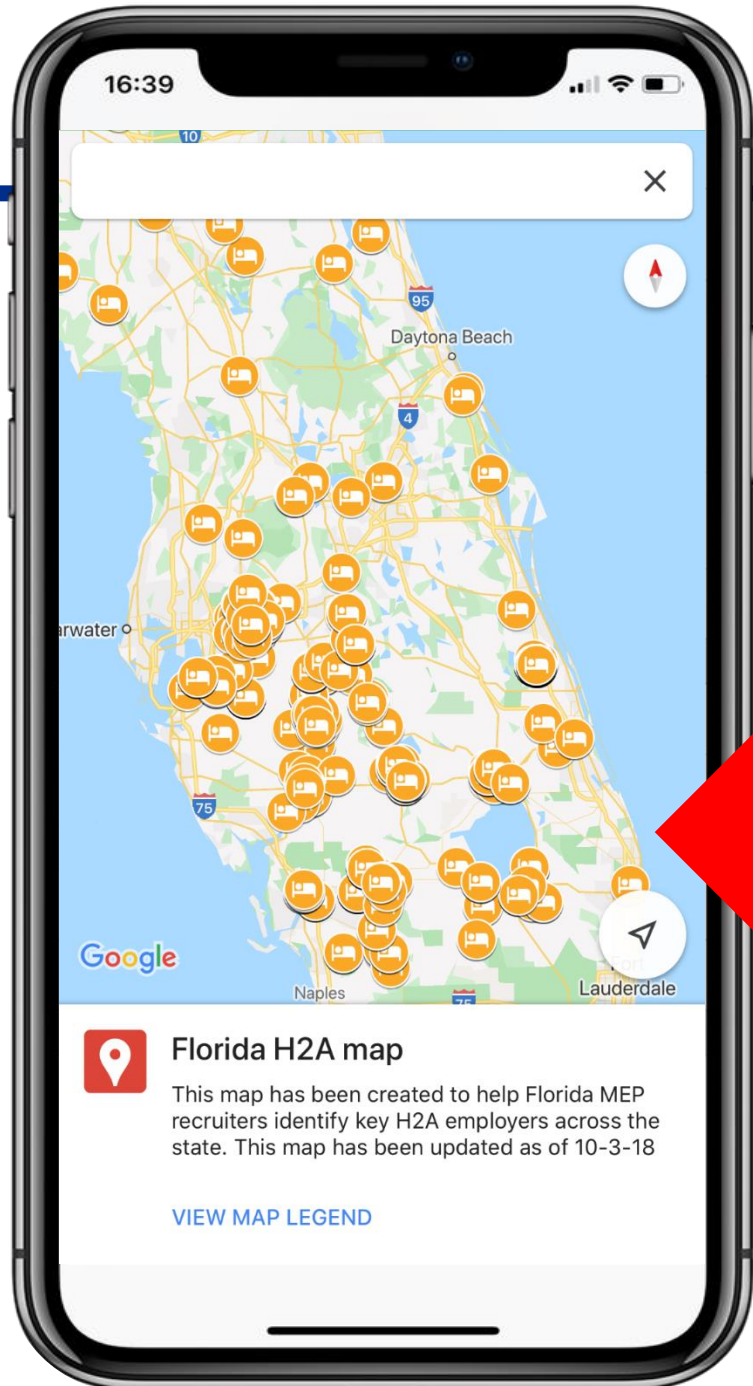


Features:

- **Uncheck layers** to hide them from view
- Remember this is a live document **any changes will be displayed to all**



Google Maps – Mobile App



Features:

- Any **changes** are reflected immediately

Only the housing site locations are visible since we unchecked the worksite location layer



Google Maps – Mobile App

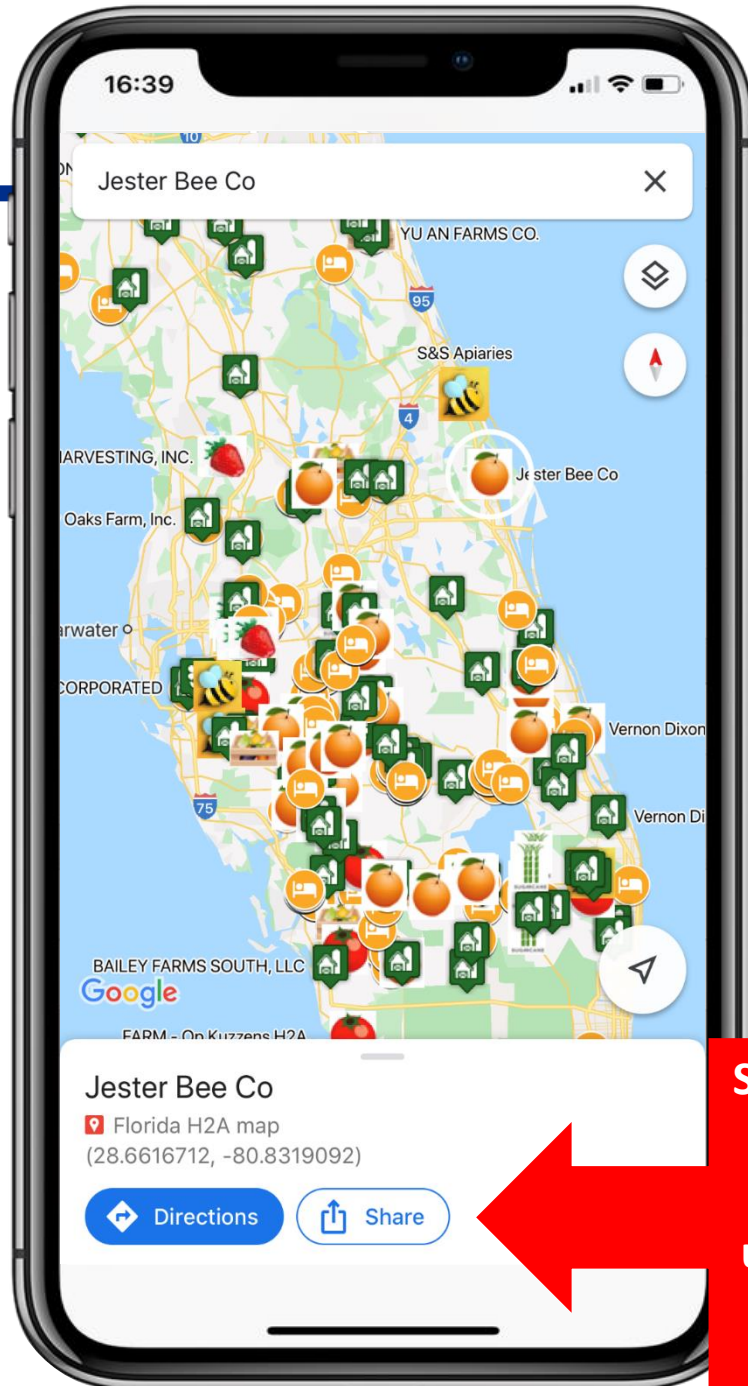
Features:

- To view data associated with specific marker, **select the marker**

Select the desired marker to pull up the information previously entered in the spreadsheet



Google Maps – Mobile App



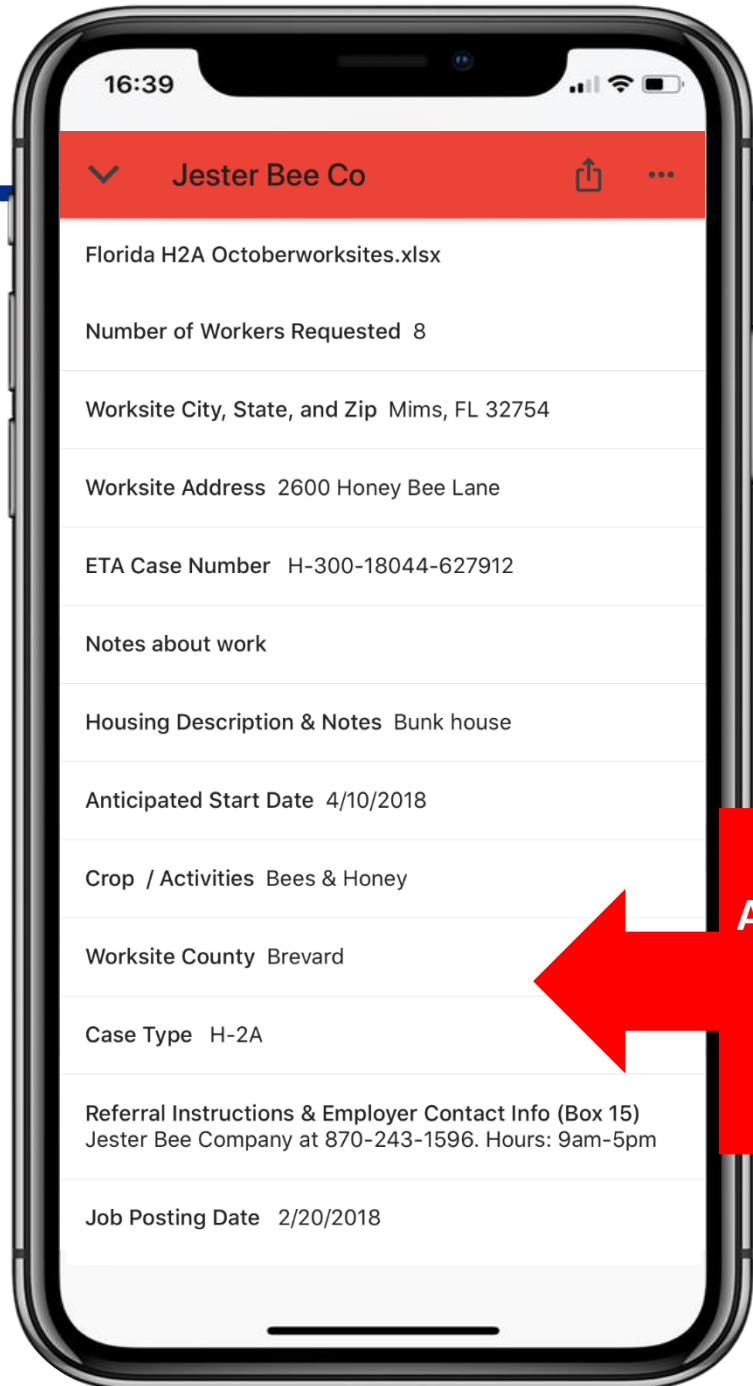
Features:

- **Scroll up** to see all of the data associated with this marker
- You can **choose directions** to the marker using your current location
- **Share** the location

Scroll up to see the data and choose driving directions using your current location or any location



Google Maps – Mobile App



Features:

- **All data** is shown in real time, any changes made will reflect automatically

All the data you need at your fingertips!





Contact us via phone or email:

ID&R Office | Tampa, FL

Phone : 866.963.6677

general email:

fl-idr-office@escmail.org

