Personalized Google Map Tutorial

Destination Chattanooga

This tutorial will teach you how to make a customized map of your favorite places that you can share with visitors, friends and family.

To complete this tutorial...

Complete the instructions in this document and create your map

Create a easy to share, short URL

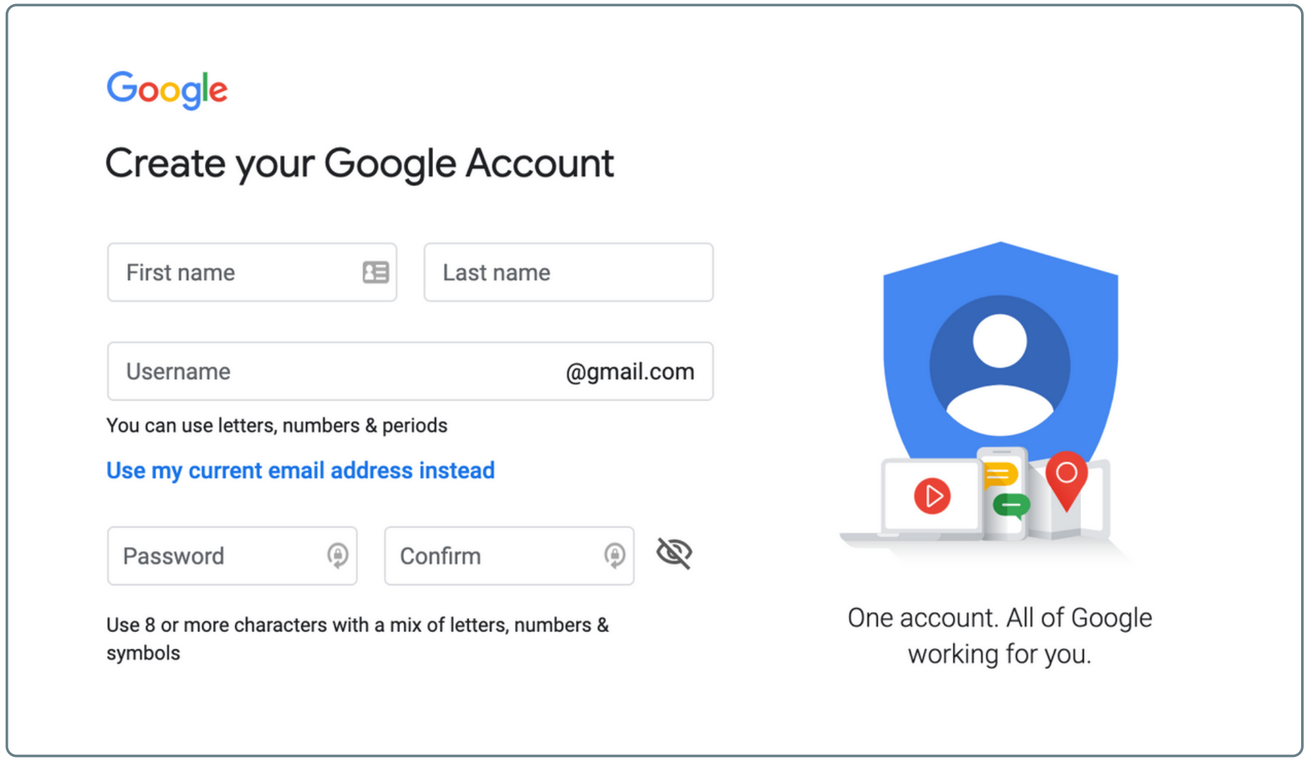
Email your map to stephanie@chattanoogatourism.com with the subject "My favorite places map"

1 To begin, you'll need a Google login.

If you don't have one, visit:

accounts.google.com/signup

Follow the instructions to set up an account.

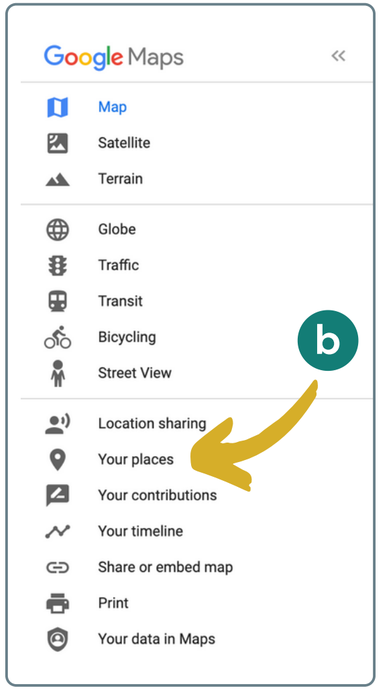


2 While logged in, access Google Maps and navigate to "Your places."

To do this, visit:

maps.google.com

Click the three lines in the top left corner and scroll down to "Your places"



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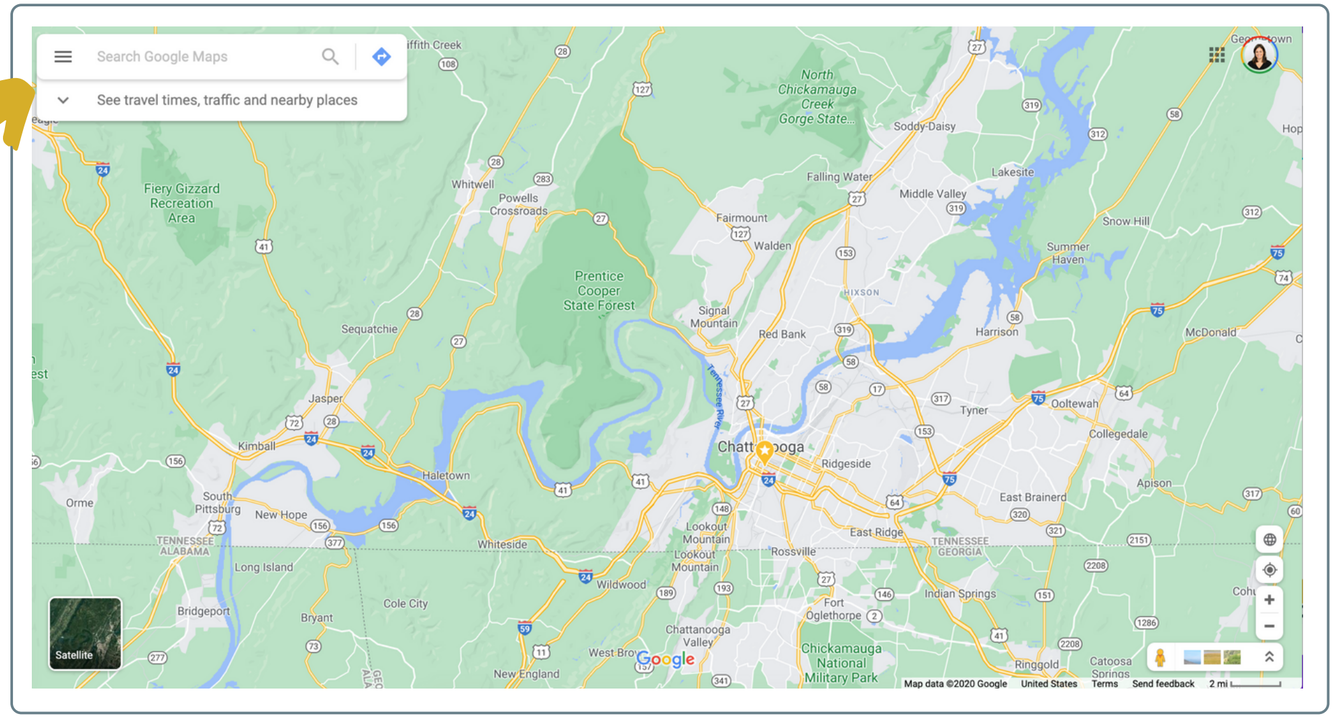

3 From "Your places" navigate to "MAPS" and click "CREATE MAP"

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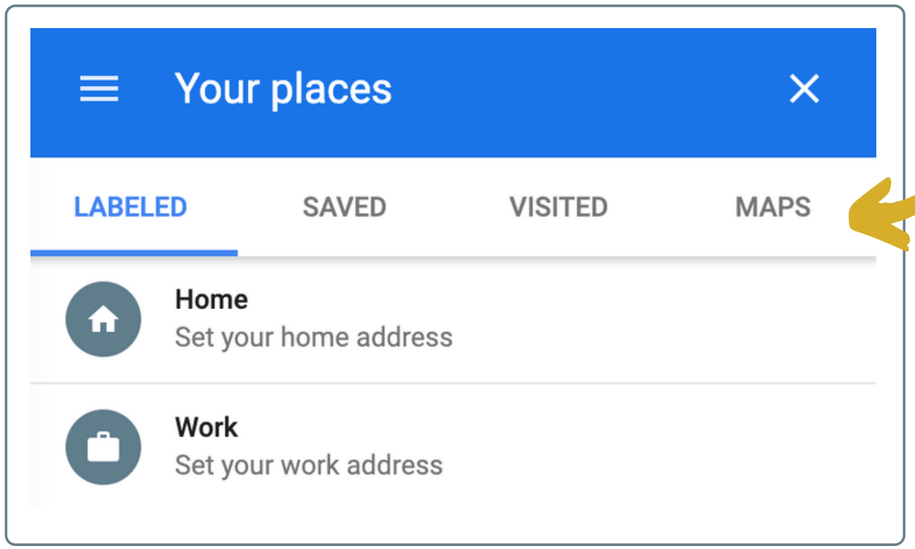

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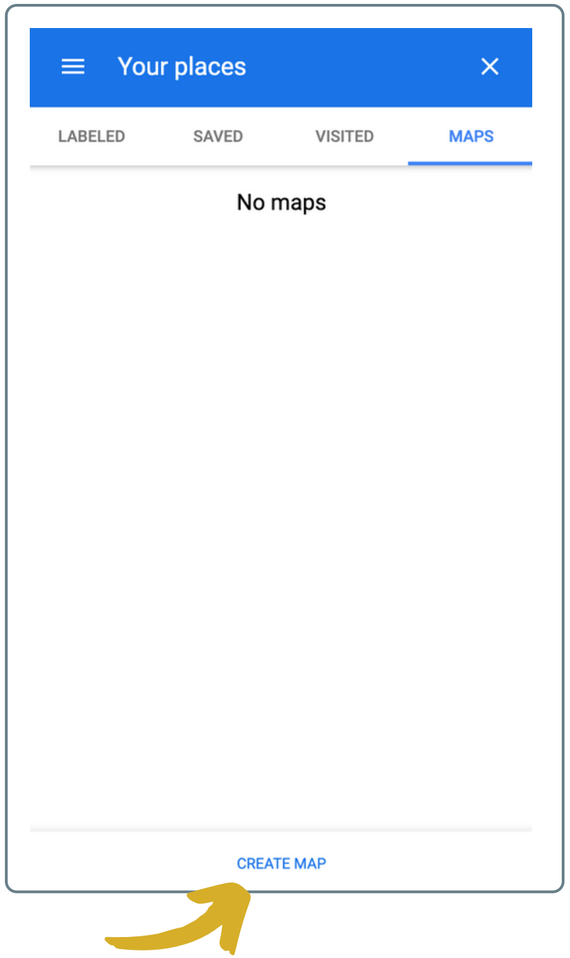

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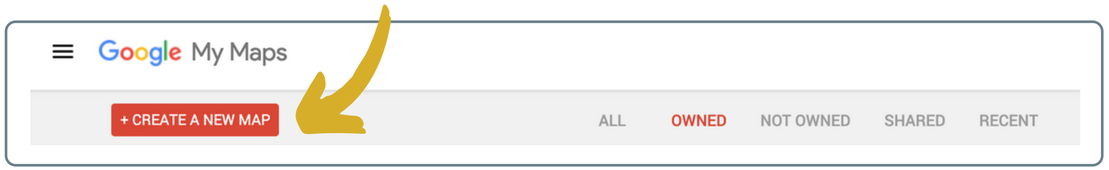
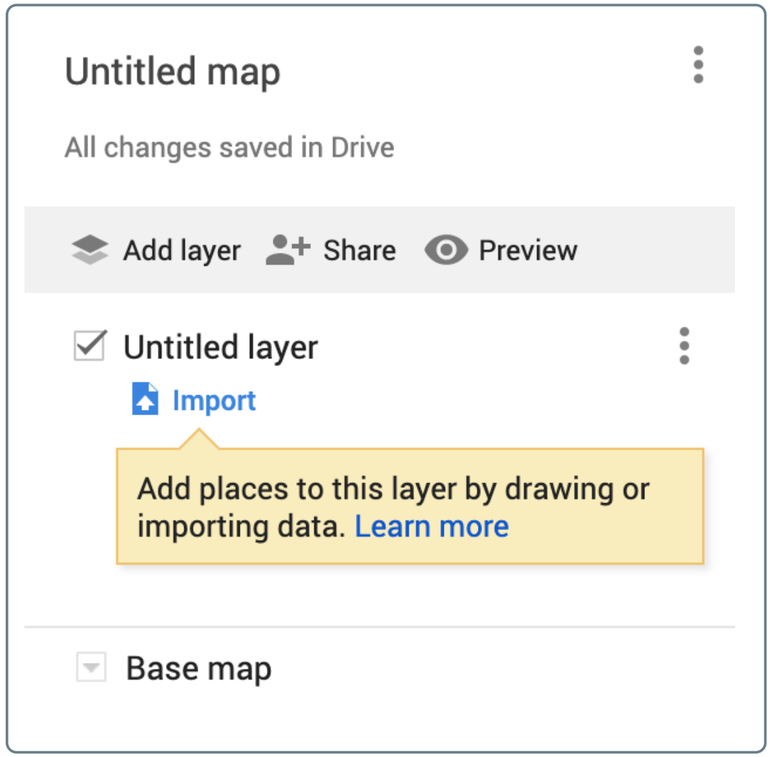
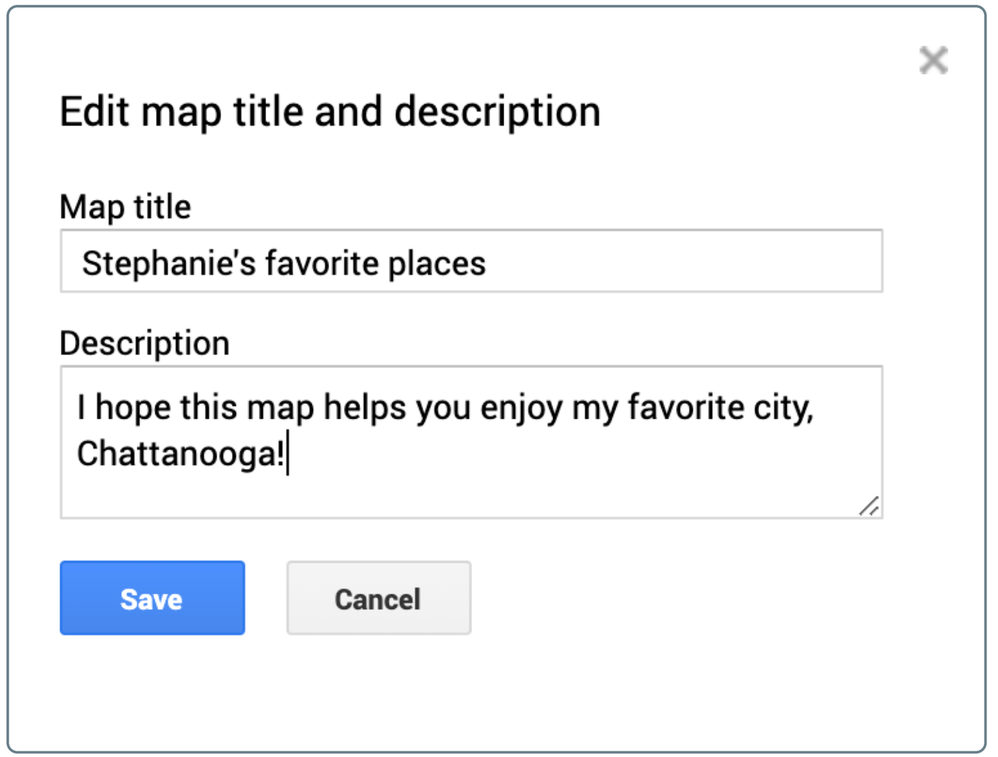


4 Name your map and add a description.

a Click on the text where it says "Untitled map"

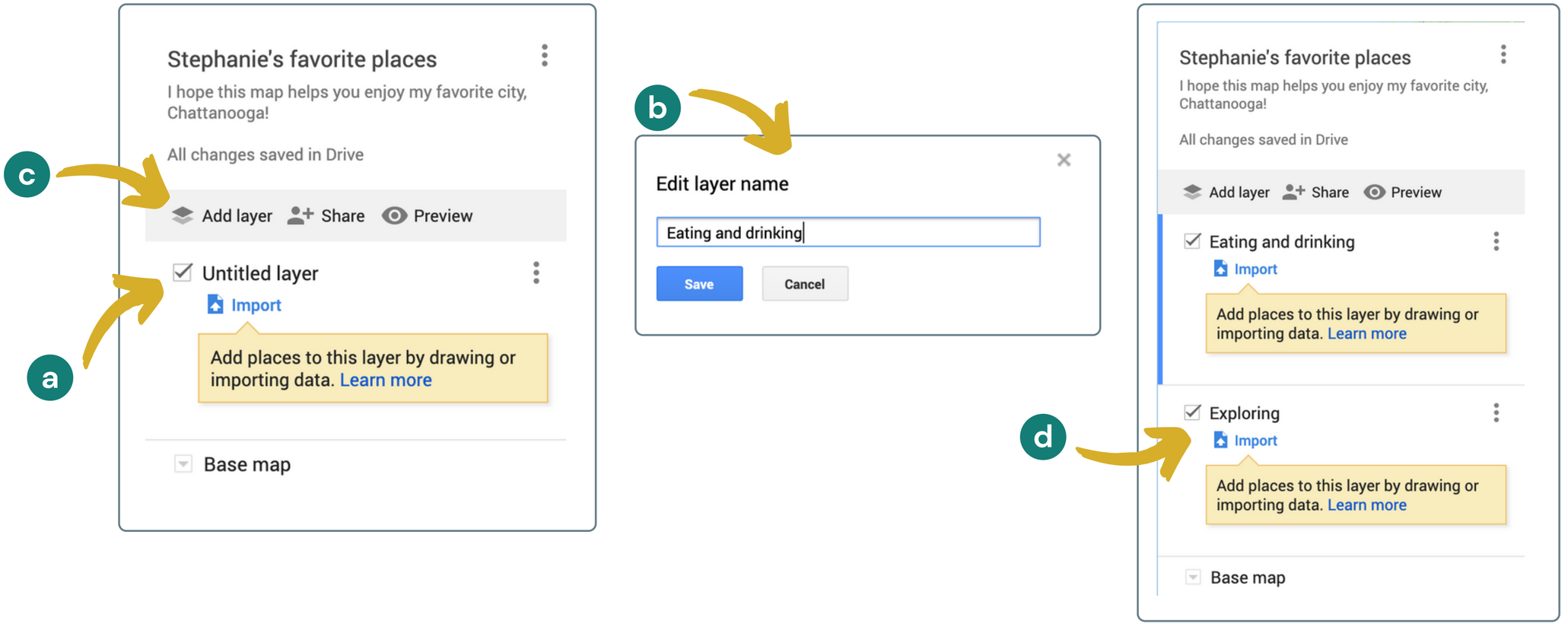


b Give the map a title and add a short description.



5 Create layers for different types of recommendations.

Click on the text where it says "Untitled layer" to name the layer. I created one that's titled "Eating and drinking" and then clicked "Add layer" to add one more called "Exploring." Be as creative as you'd like. You could have a layer or outdoor opportunities, arts & music, shopping, and more.



6 Add places you like to the map.

Make sure the layer that you want to add to is highlighted. The blue line on the left indicates the layer that is selected. Use the search bar to locate the place you'd like to add and select it from the list. Click "Add to map." This will change the location icon from green to blue, indicating that it has been added.

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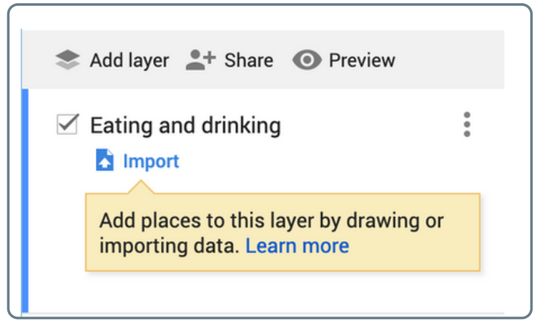

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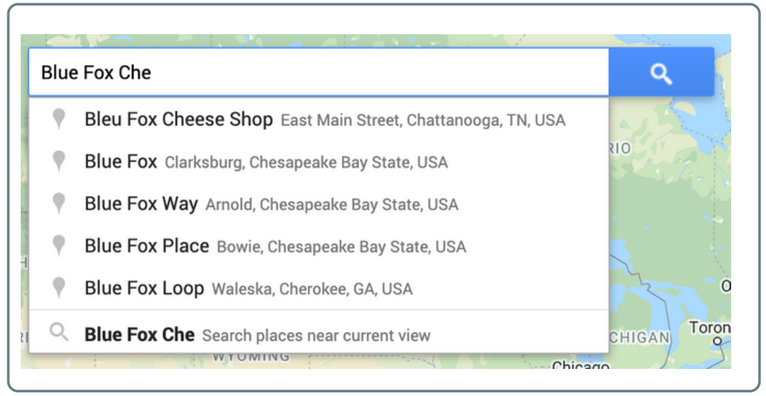

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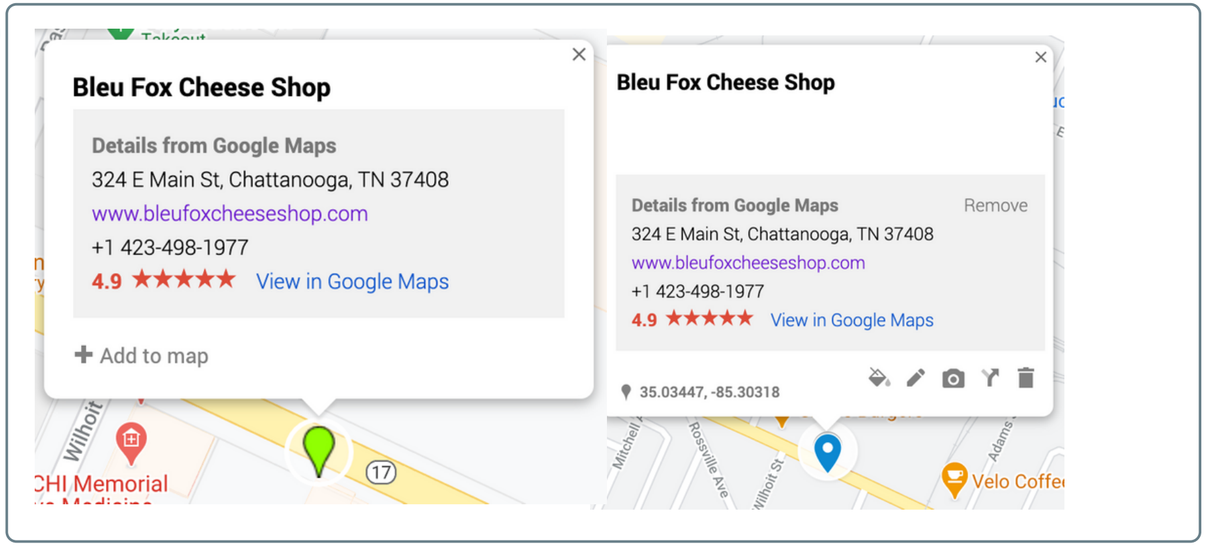

7 Organize the places using icons and colors.

You can change both the color and the icon for each place you add by clicking the paint bucket icon. This way, you can both color code your listings, and add icons that reflect them. You'll see in my list of places, I've used layers, colors, and icons to organize. purple = eating, blue = drinking, pink = things to do.

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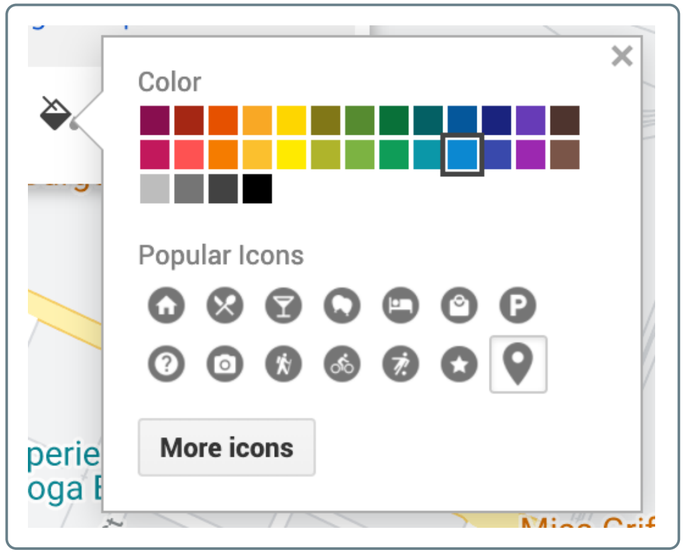

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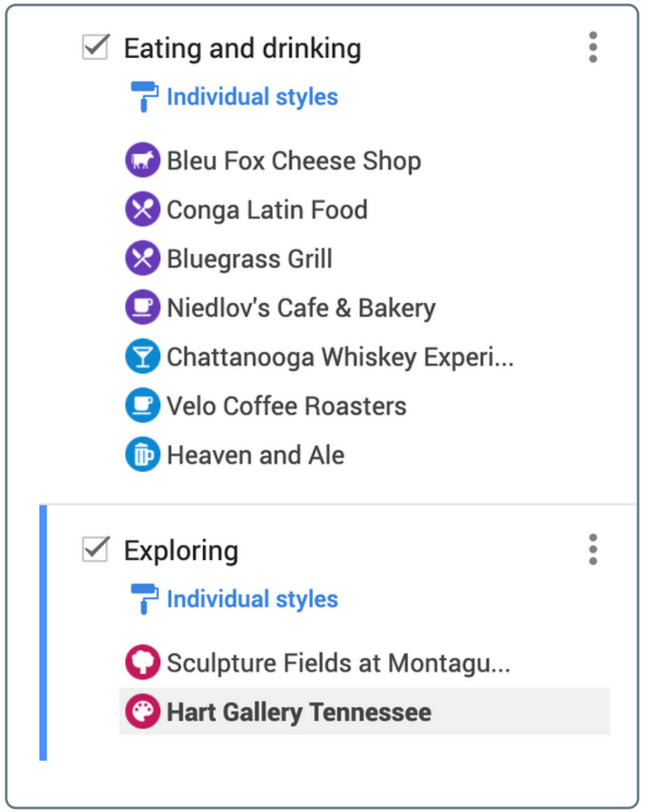
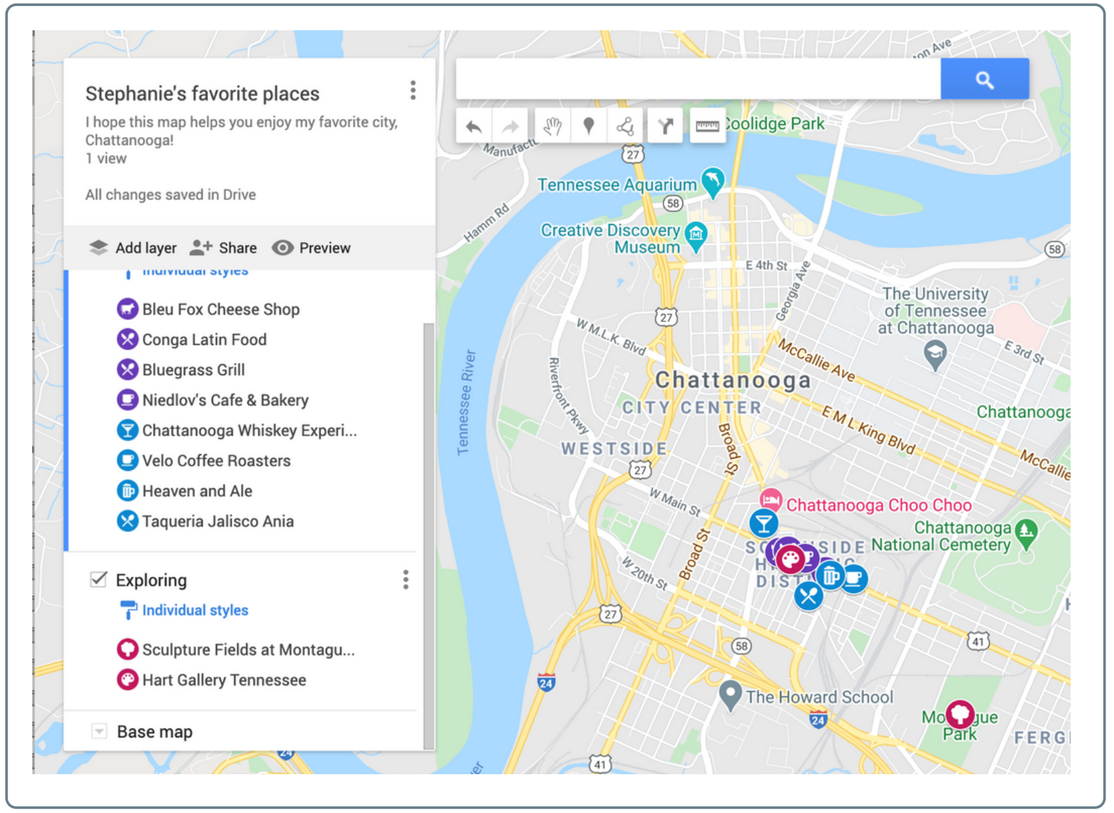


8 Continue populating your map with places you enjoy.

Continue to add your favorite places to the map and change their colors and icons accordingly. When adding, make sure you're on the correct layer. If you need to move things around, you can click and drag the location name in the list view to change the order and move them between layers.

To receive credit for this activity, you should make a map with 3+ layers and at least 3 locations per layer.



9 Change the settings so that your map is shareable.

Under your map's title and description, click "Share." By default, your map's title and description will be set to "Restricted." Click this, and then change it to "Anyone with the link." Finally, copy the link by clicking the "copy link" text.

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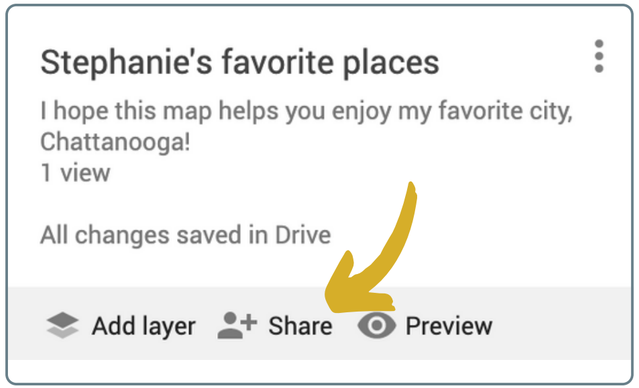

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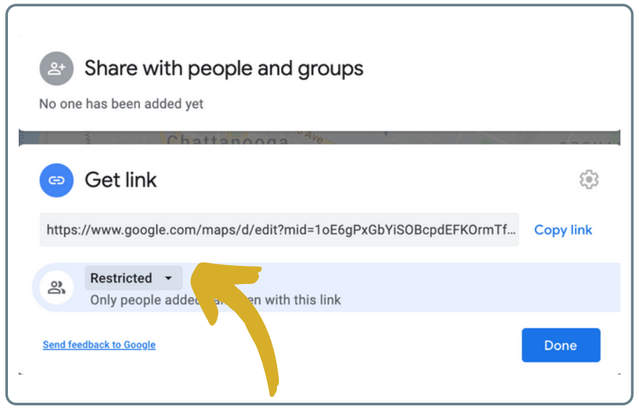

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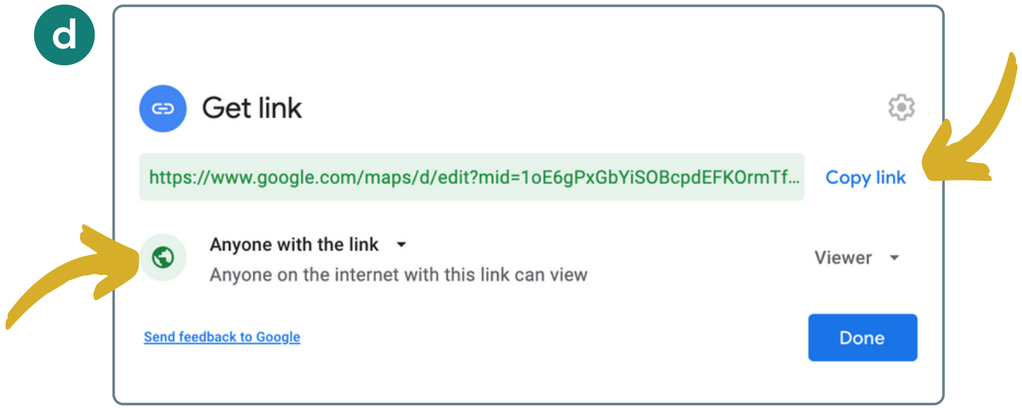

10 Create a short URL to make it easy to share your map.

Visit bitly.com and sign up for an account if you don't already have one.

Click "Create" to make a link. Then paste your map's link into the box that says "PASTE LONG URL" and click "Create" at the bottom. Give your link a title, and then give it a memorable name and type it into the "CUSTOMIZE BACK-HALF" box. You'll see that I named mine "stephloveschattanooga" so my link is now bit.ly/stephloveschattanooga-- easy to remember and give to visitors! Click copy.

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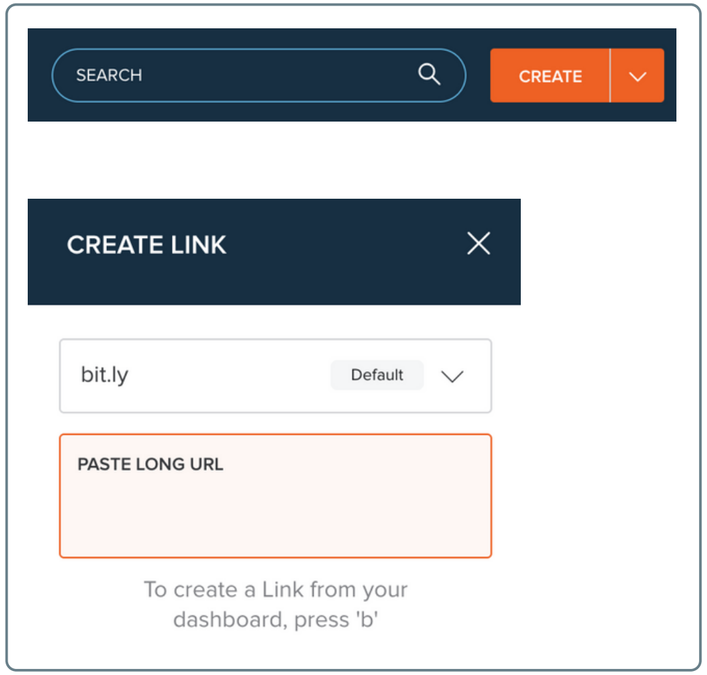

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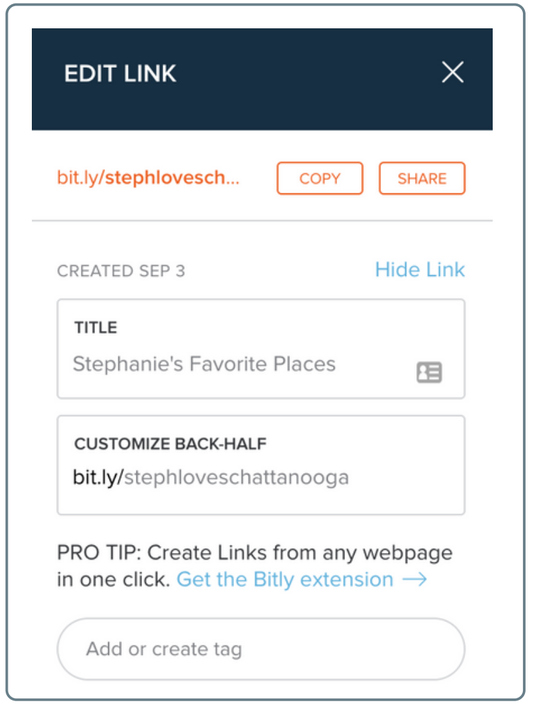

CHATTANOOGA TOURISM CO.

Congrats! That's it.

Email your map link to
stephanie@chattanoogatourism.com
with the subject line "My favorite places map"