# ReMBC Mapping Project – User & Training Guide

This document explains how to use and update the ReMBC interactive map. The map shows all BC communities and schools ReMBC has worked with, with filters for year and initiative. It is designed to be accurate, simple, and easy for staff to maintain.

## 1. Overview

• Purpose: Display ReMBC’s reach across BC, toggle-able by year and initiative.  
• Platform: Felt (GIS) – chosen for ease of use and sharing.  
• Audience: Funders, partners, staff, and community members.  
• Goal: A sustainable map that staff can update without technical training.

## 2. Preparing the Data

1. Collect data in a simple spreadsheet (CSV or Excel).  
 Required columns: community\_name, school\_name, initiative, year, latitude, longitude.  
2. Check names for consistency (correct spelling, no duplicates).  
3. Verify coordinates are within BC.  
4. Save the cleaned file as rembc\_map.csv.

## 3. Updating the Map

1. Open the ReMBC map in Felt.  
2. Click 'Upload' and choose the updated rembc\_map.csv.  
3. Select 'Replace Layer' to keep filters and styling intact.  
4. Check that points show up correctly and filters work.  
5. Save changes.

## 4. Quick QA Checklist

• All points are in BC and not off the map.  
• Filters for Year and Initiative show correct values.  
• Legend matches colors and shapes.  
• Popups show school/community names clearly.  
• Public sharing is set to 'view-only'.

## 5. Staff Training – Step by Step

• Review this guide before updates.  
• Practice uploading a sample dataset once.  
• For each new update: clean data → replace layer in Felt → run QA checklist.  
• Record the update date and changes in a simple changelog (text file).

## 6. Final Notes

This guide keeps the map sustainable and easy to use. When in doubt, double-check the data and keep the process simple. The goal is to make the map a clear and lasting tool for ReMBC.