

Instructions for adding your own meeting to the map

- 1) Navigate to the section in the publicmeetings.html file that starts with `const meetings =`

```
const meetings = {
  'type': 'FeatureCollection',
  'features': [
    {
      'type': 'Feature',
      'geometry': {
        'type': 'Point',
        'coordinates': [-82.547049, 35.595747]
      },
      'properties': {
        'government': 'Buncombe County',
        'publicbody': 'Affordable Housing Committee',
        'location': 'Buncombe County Permits & Inspections',
        'address': '30 Valley Street, Meeting Room, Asheville, NC 28801',
        'schedule': '1st Tuesday of every month',
        'start': '1:00 PM',
        'end': '2:30 PM',
        'remote': '',
        'id': '1'
      }
    },
  ]
};
```

- 2) Any new meeting added should follow this format. Scroll to the bottom of the list of features, and copy and paste the previous feature. Be sure to add a comma to the end of the last feature in the list. It should look like this

```
    },
    {
      'type': 'Feature',
      'geometry': {
        'type': 'Point',
        'coordinates': [-79.4014219293032, 36.06924312939426]
      },
      'properties': {
        'government': 'My new meeting',
        'publicbody': 'XX',
        'location': 'Place',
        'address': '124 W. Elm St., Commissioners Meeting Room located on the 2nd Floor, Graham, NC 27253',
        'schedule': '1st Monday and 3rd Monday of the month',
        'start': '9:00 AM and 7:00 PM, respectively',
        'end': '',
        'remote': 'Video recordings of our Commissioners Meetings both online and on the local Time-Warner Public Access Channels. The televi',
        'id': '11'
      }
    },
  ]
};
```

- 3) Update each of the fields with the required information.
- 4) You can find the lat/long coordinates in multiple ways. Here are two easy ways to do that.

a) Option 1

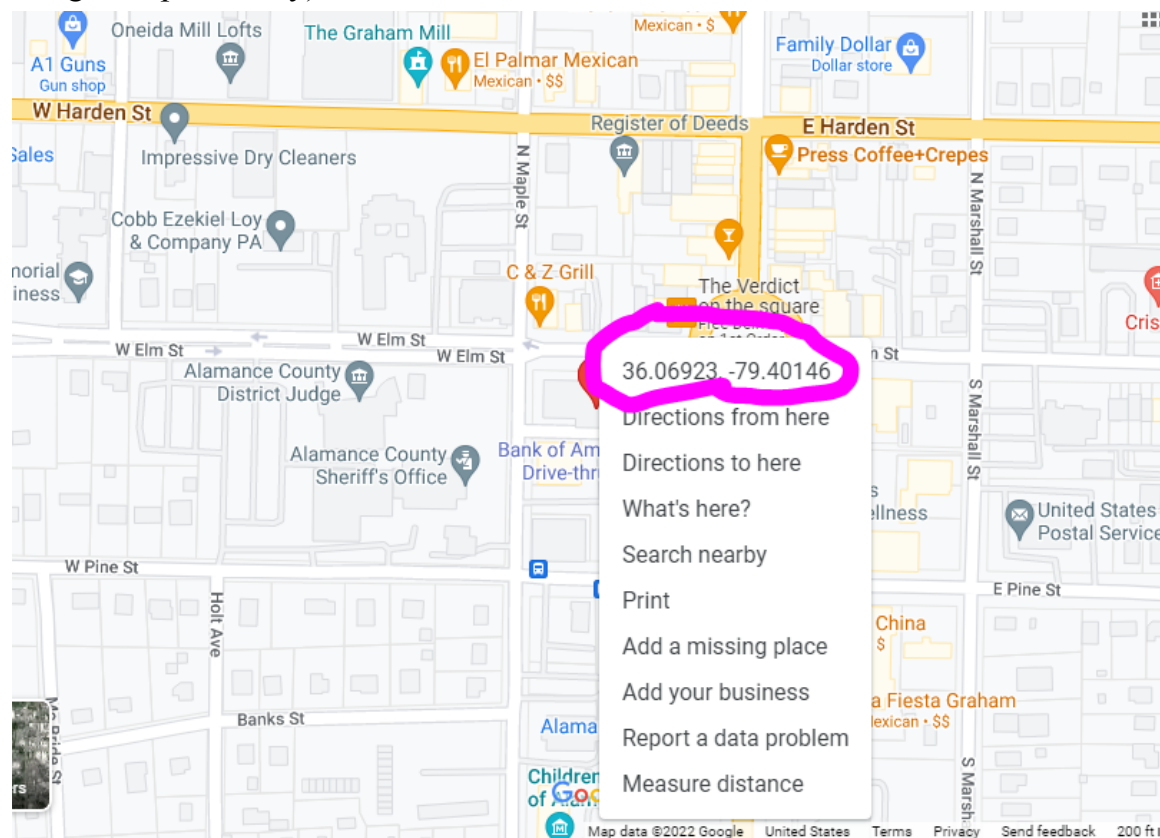
- i) Follow this link,

<https://geocoding.geo.census.gov/geocoder/locations/onlineaddress?form>

- ii) Enter the 1 line address as street address, city, state, zip
- iii) Click get results once the address is entered
- iv) If getting results fails, the second option will work better for you. I
- v) You will get an output that looks like this. In the code, put [longitude, latitude] in the coordinates field

b) Option 2

- i) Copy and paste the address into Google
- ii) If Google returns a map, then right click in the red pin marking the location. (If Google doesn't return a map, then enter the address into Google maps directly)



- iii) Right clicking the red pin returns lat/long as above.

- iv) Enter the [longitude, latitude] in the coordinates field in the code.

NOTE: The order on Google is the reverse order of what should be in the code. That is, the second coordinate on Google, will come first in your code, and the first coordinate will come second. In the above example, it should be entered into the html file like this: [-79.40146, 36.06923]

- 5) The final step once all updates are made, is to increase the id number by 1 from the last id. This ensures a unique id for all new meetings on the map, and enables the map to display meetings held at the same location.
- 6) If you have any questions please email: crichardson1399@gmail.com