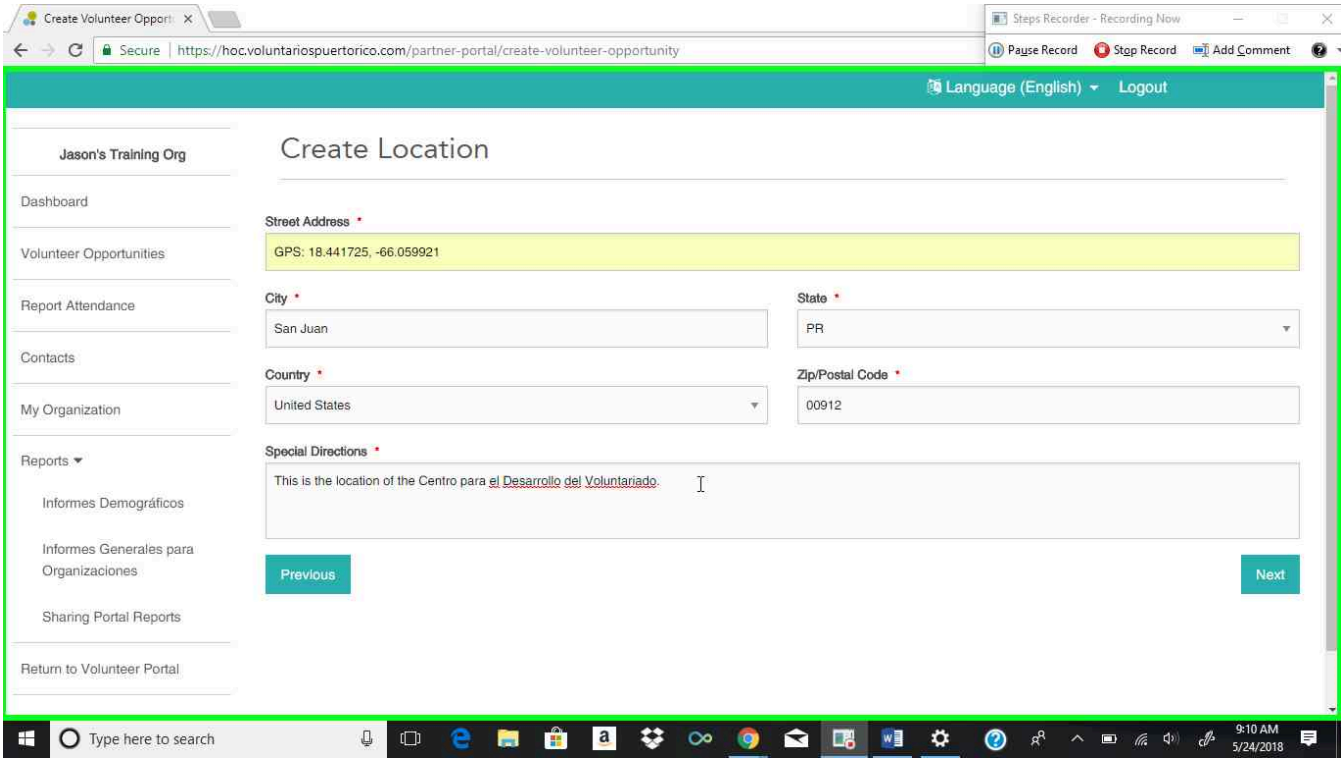
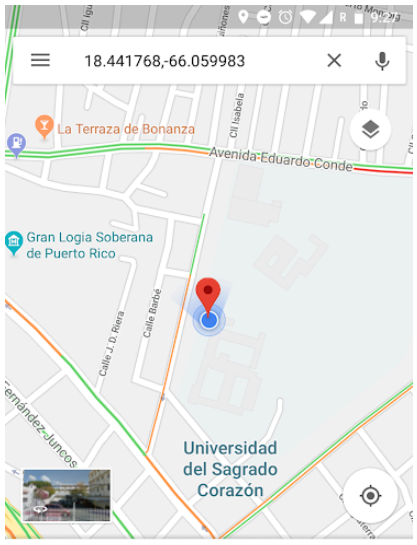
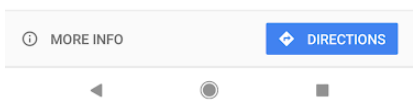
How to: Create a New Location

1. You have two options for creating a new address. The preferred option is to include GPS Coordinates in the street address to provide exact locations. When writing a GPS Coordinate, you must type GPS: followed by the numbers. Additional information should then be placed in the special directions box (ex. blue house with black fence)







a. You can get GPS Points yourself with your Smartphone. Open up the map application of your choice (such as Google Maps or Apple Maps) and hold down your finger on the screen on top of your current location. Alternatively, you can move the map to the location where you want your volunteers to meet if it is not where you are currently standing and follow the same procedure for finding GPS coordinates. The numbers that appear at the top are the GPS coordinates of your current location. You can write them down to be used in the street address box show above.

2. Both street addresses and GPS coordinates require the other fields to be filled out as well.
    a. PR is the option you will choose for the “State” field
3. You now have an appropriately filled out address acceptable for HandsOn Connect
4. Click “Next”