



Teach Me How To Make A Pin Map

BatchGeo Basics

As an election administrator you can manage polling places, ballot drop-off boxes, voting centers, and multiple election office locations. It's important that your community knows where to find the location that offers the election service they are looking for. A pin map of locations can complement a spreadsheet of locations posted on your website.

BatchGeo is a free online service where you can upload standardized location data from an Excel spreadsheet and quickly create a pin map. After reading this tutorial you will know how to best format location data, upload it to BatchGeo, and share it on your website. For this example, we are using historic Vote Center data from Indiana.

Format location data

1. Open a new Excel spreadsheet and create six column headers: Name, Address, City, State, Zip code, and Phone Number.

	A	B	C	D	E	F
1	Name	Address	City	State	Zip code	Phone Number
2						
3						
4						
5						
6						

2. Enter address data in your Excel spreadsheet. The address is parsed or separated into Address, City, State, and Zip code. Name should be the name of the Vote Center. Include area code in the phone number. **Remember to name and save your spreadsheet.**

	A	B	C	D	E	F
1	Name	Address	City	State	Zip code	Phone Number
2	Clay Township Fire Station	9922 E 25th St	Columbus	IN	47203	123-456-7890
3	Flintwood Wesleyan Church	5300 25th St	Columbus	IN	47203	123-456-7891
4	Clay Township Fire Station Jewell Village	151 Delta Rd	Columbus	IN	47203	123-456-7892
5	Newburn United Methodist Church	15786 E Main St	Columbus	IN	47203	123-456-7893
6	City Hall	123 Washington St	Columbus	IN	47201	123-456-7894
7	Fire Station # 5	100 Goeller Blvd	Columbus	IN	47201	123-456-7895
8	4-H Fairgrounds Family Arts Building	750 W 200 S	Columbus	IN	47201	123-456-7896
9	East Lake Woods Apartment Clubhouse	1020 Thicket Ct	Columbus	IN	47201	123-456-7897
10	Government Office Building	440 Third St	Columbus	IN	47201	123-456-7898
11	Donner Center	739 22nd St	Columbus	IN	47201	123-456-7899
12	St. Paul's Episcopal Church	2651 California St	Columbus	IN	47201	123-456-7900
13	Hamilton Center	2501 Lincoln Park Dr	Columbus	IN	47201	123-456-7901
14	Sandy Hook United Methodist Church	1610 Taylor Rd	Columbus	IN	47203	123-456-7902
15	Richards Elementary School	3311 Fairlawn Dr	Columbus	IN	47203	123-456-7903
16	Smith School	4505 Waycross Dr	Columbus	IN	47203	123-456-7904
17	The Villa Apartments	4101 Waycross Dr	Columbus	IN	47203	123-456-7905
18	Developmental Services Inc.	2920 10th St	Columbus	IN	47203	123-456-7906
19	Eastside Community Center	421 McClure Rd	Columbus	IN	47201	123-456-7907
20	McDowell School	2700 McKinley Ave	Columbus	IN	47201	123-456-7908
21	Fodore School	2775 Illinois Ave	Columbus	IN	47201	123-456-7909
22	East Columbus Volunteer Fire Station	935 Repp Dr	Columbus	IN	47201	123-456-7910
23	Grace Lutheran Church	3201 Central Ave	Columbus	IN	47201	123-456-7911
24	Parkside School Gym	1400 Parkside Dr	Columbus	IN	47203	123-456-7912
25	Parkside Baptist Church	1780 Rocky Ford Rd	Columbus	IN	47203	123-456-7913
26	Community Church of Columbus	3850 N Marr Rd	Columbus	IN	47203	123-456-7914
27	St. Johns Masonic Temple	4131 Rocky Ford Rd	Columbus	IN	47203	123-456-7915
28	Dunlaps	63525 E100 S US 31	Columbus	IN	47201	123-456-7916
29	Bethel Holiness School	6060 N US 31	Columbus	IN	47201	123-456-7917

Upload data to BatchGeo

- When all data is in your spreadsheet, use copy and paste to move data from Excel to BatchGeo. **Remember to include Row 1 (column headers) when you copy your data.**

The screenshot shows a Microsoft Excel window with the following details:

- Menu Bar:** Excel, File, Edit, View, Insert, Format, Tools, Data, Window, Help.
- Toolbar:** Standard icons for New, Open, Save, Print, etc.
- Home Tab:** Selected tab, showing icons for Home, Layout, Font, Paragraph, and Alignment.
- Font Group:** Arial selected.
- Clipboard Group:** Paste, Bold, Italic, Underline.
- Cell Selection:** A1 is selected.
- Table:** A list of 29 items, each with a row number (1-29) and a name. The names include Clay Township Fire Station, Flintwood Wesleyan Church, Clay Township Fire Station, Newburn United Methodist Church, City Hall, Fire Station # 5, 4-H Fairgrounds Family Center, East Lake Woods Apartments, Government Office Building, Donner Center, St. Paul's Episcopal Church, Hamilton Center, Sandy Hook United Methodist Church, Richards Elementary School, Smith School, The Villa Apartments, Developmental Services Inc., Eastside Community Center, McDowell School, Fodrea School, East Columbus Volunteer Fire Station, Grace Lutheran Church, Parkside School Gym, Parkside Baptist Church, Community Church of Columbus, St. Johns Masonic Temple, Dunlaps, and Bethel Holiness School.
- Right-click Context Menu (Open at A1):**
 - Undo Paste ⌘Z
 - Can't Repeat ⌘Y
 - Cut ⌘X
 - Copy ⌘C** (Selected)
 - Copy to Scrapbook ⌘C
 - Paste ⌘V
 - Paste Special... ⌘⌘V
 - Fill ▶
 - Clear ▶
 - Delete...
 - Delete Sheet
 - Move or Copy Sheet...
 - Find... ⌘F
 - Replace...
 - Go To...
 - Links...
 - Object
- Formulas, Data, Review, Themes, and Conditional Formatting tabs:** Located in the ribbon above the table.
- Table Headers:** City, State, Zip code, Phone Number.
- Data:** A grid of 29 rows by 4 columns containing the extracted data.

4. Paste data in the area on the BatchGeo website where you see “click to copy/paste”.

Copy and then paste your location data below:

Example Address	City	State	Zip	Name	Phone Number	Group	URL
1 Crossgates Mall Road	Albany	NY	12203	Apple Store Cross Gates	(518) 869-3192	Example Group 1	http://www.apple.com/retail/...
Duke Rd & Walden Ave	Buffalo	NY	14225	click to copy/paste	(716) 685-2762	Example Group 2	http://www.apple.com/retail/...
630 Old Country Rd.	Garden City	NY	11530	Apple Store Roosevelt Field	(516) 248-3347	Example Group 3	http://www.apple.com/retail/...
160 Walt Whitman Rd.	Huntington Station	NY	11746	Apple Store Walt Whitman	(631) 425-1563	Example Group 3	http://www.apple.com/retail/...

(Don't forget to include some header columns - You can also try our [Spreadsheet Template](#), or hit "Map Now" and try it out with our example data.)

5. Your data will appear in the BatchGeo box. Click “Map Now”.

Copy and then paste your location data below:

Name	Address	City	State	Zip code	Phone Number
Clay Township Fire Station	9922 E 25th St	Columbus	IN	47203	123-456-7890
Flintwood Wesleyan Church	5300 25th St	Columbus	IN	47203	123-456-7891
Clay Township Fire Station Jewell Village	151 Della Rd	Columbus	IN	47203	123-456-7892
Newburn United Methodist Church	15786 E Main St	Columbus	IN	47203	123-456-7893
City Hall	123 Washington St	Columbus	IN	47201	123-456-7894
Fire Station # 5	100 Goeller Blvd	Columbus	IN	47201	123-456-7895
4-H Fairgrounds Family Arts Building	750 W 200 S	Columbus	IN	47201	123-456-7896
East Lake Woods Apartment Clubhouse	1020 Thicket Ct	Columbus	IN	47201	123-456-7897
Government Office Building	440 Third St	Columbus	IN	47201	123-456-7898
Donner Center	739 22nd St	Columbus	IN	47201	123-456-7899

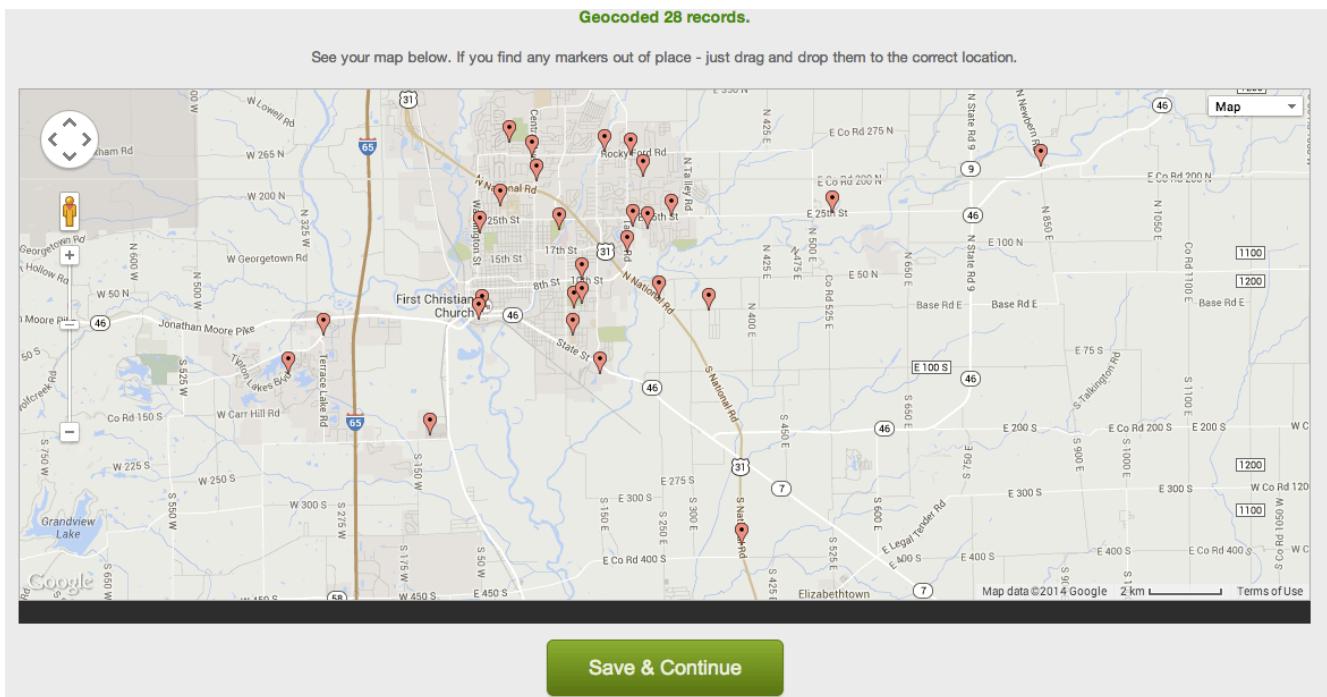
(Don't forget to include some header columns - You can also try our [Spreadsheet Template](#), or hit "Map Now" and try it out with our example data.)

[Validate & Set Options](#)

or

[Map Now](#)

6. We uploaded 28 Vote Center locations in this example. BatchGeo took less than 60 seconds to process the data and create a map. Review your map. If a pin is in the wrong location you can use your mouse to drag and drop the pin to the correct location. Feel good about it? Click "Save & Continue".



7. You are prompted to give your map a title and description. Enter your email address so you can make edits in the future. In this example we opt for the map to be available through a unique URL address (Unlisted), which we can add to a website link later. Click "Save Map".

Title Enter a short title for your map, what is it?

Description The Vote Center locations for an Election in Columbus, Indiana.

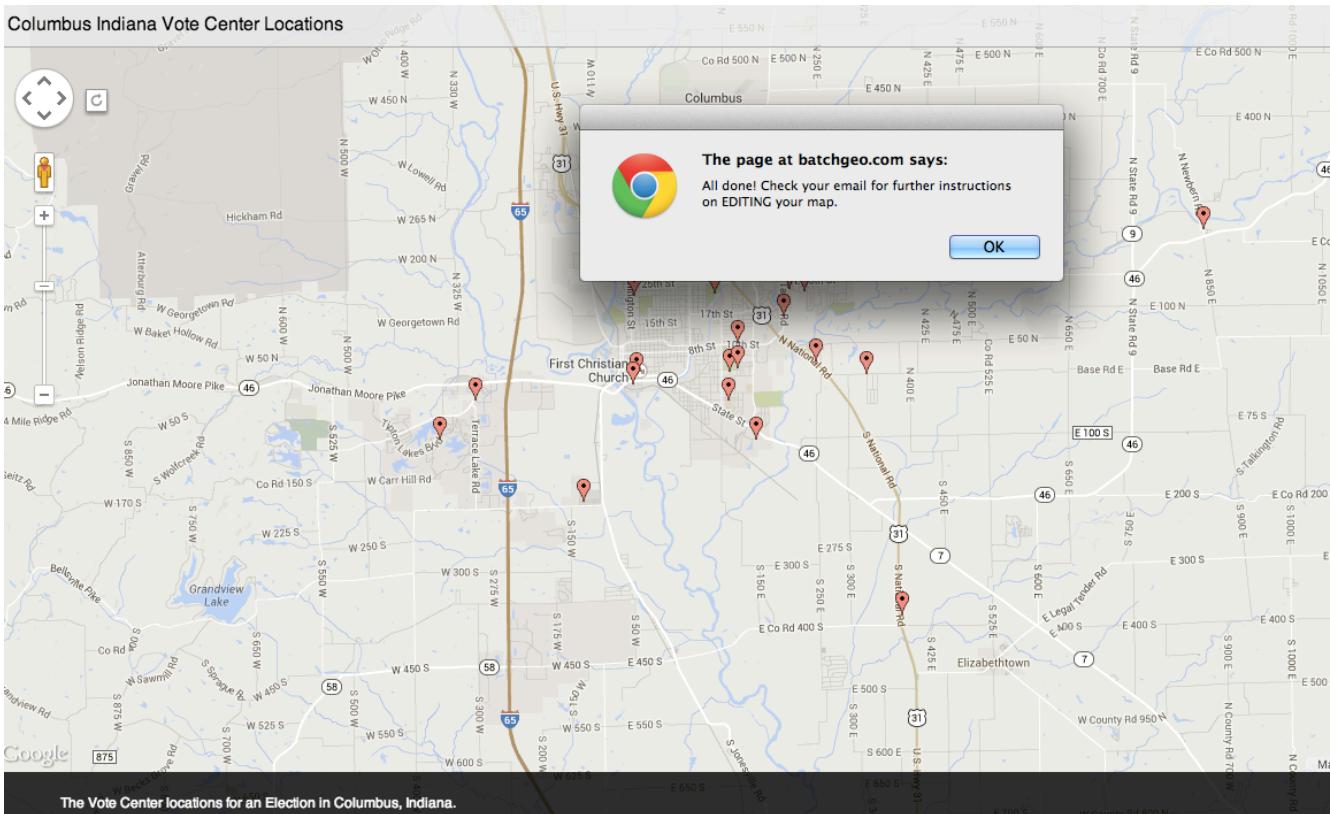
Email Enter this in case you want to EDIT your map later.

Share Public Unlisted Password Protect (Pro Only)
If you select "Unlisted" your map will be saved to a unique URL that will be kept private to you, it will not be listed anywhere on the site. You can read up on [map privacy](#) in our [features section](#).

 I have read and agree to the BatchGeo [Terms of Service](#).

Save Map

8. Click "OK".



Add a pin map to your website

You now have a pin map of Vote Centers in Columbus, Indiana! However, only you can see it. Let's change that.

9. Visit your email inbox to find the link to your map and additional instructions from BatchGeo. **Save the email so you can make edits to your map in the future.**



Thanks for mapping!

Keep this email for your records, as it contains the only link to your newly minted map.

Your new map is available here:

<http://batchgeo.com/map/161128d0beacfcc46b74d7ea1b0ac105>

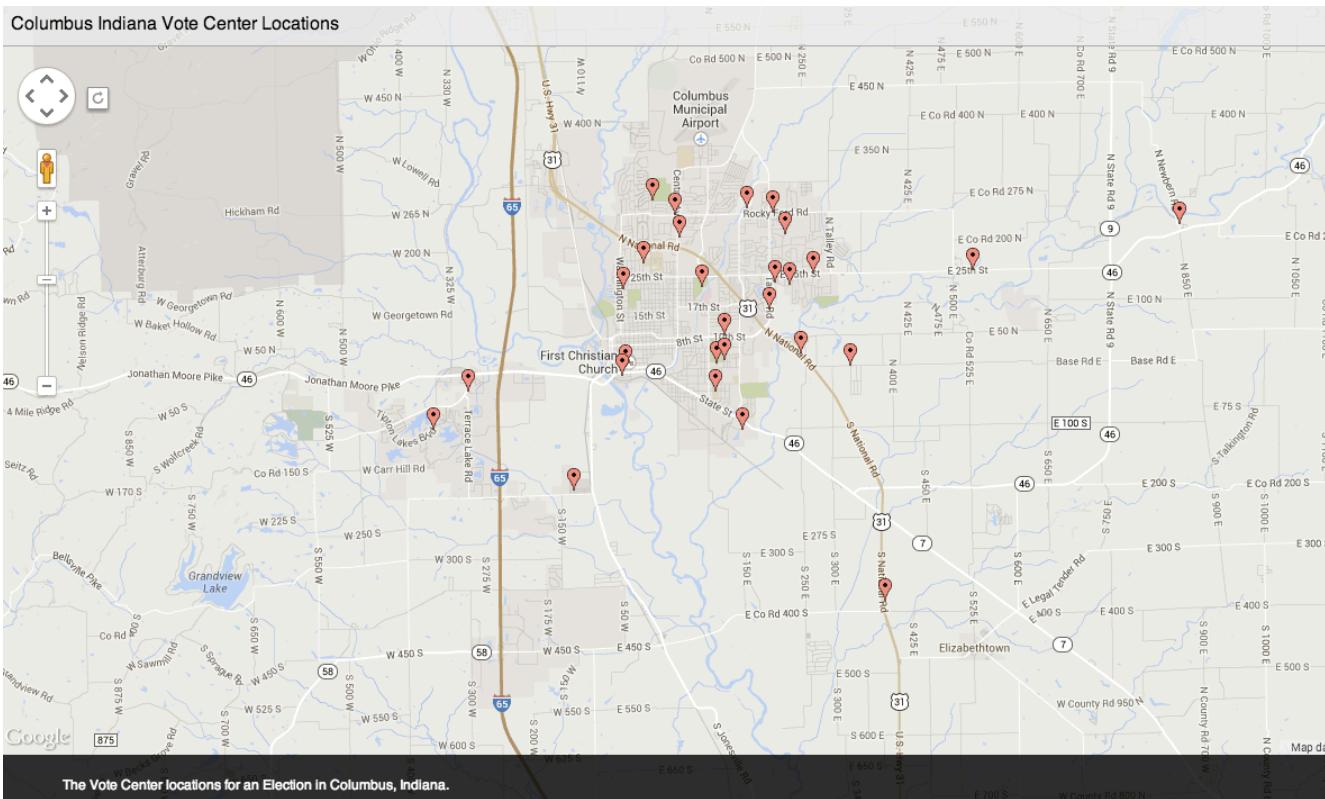
To edit your map and change options or data, follow this link:

http://batchgeo.com/map/edit/?map_id=4129749&d=da6d55594baf0993cef0e499e281ac3f

To embed your map on a web site, use the following HTML:

```
<p><iframe src="//batchgeo.com/map/161128d0beacfcc46b74d7ea1b0ac105" frameborder="0" width="100%" height="550" style="border:1px solid #aaa; border-radius:10px;"></iframe></p><p><small>View <a href="http://batchgeo.com/map/161128d0beacfcc46b74d7ea1b0ac105">Columbus Indiana Vote Center Locations</a> in a full screen map</small></p>
```

10. Click on the first link in the email to see your new map. Add the link with clear language to your website. You can also embed the map using the code in your BatchGeo email. The spreadsheet of Voter Center locations should also be on your website. This may require working with whomever maintains your website.



Name	Address	City	State	Zipcode	Phone Number
Clay Township Fire Station	9922 E 25th St	Columbus	IN	47203	123-456-7890
Flintwood Wesleyan Church	5300 25th St	Columbus	IN	47203	123-456-7891
Clay Township Fire Station Jewell Village	151 Delta Rd	Columbus	IN	47203	123-456-7892
Newburn United Methodist Church	15786 E Main St	Columbus	IN	47203	123-456-7893
City Hall	123 Washington St	Columbus	IN	47201	123-456-7894
Fire Station # 5	100 Goeller Blvd	Columbus	IN	47201	123-456-7895
4-H Fairgrounds Family Arts Building	750 W 200 S	Columbus	IN	47201	123-456-7896
East Lake Woods Apartment Clubhouse	1020 Thicket Ct	Columbus	IN	47201	123-456-7897
Government Office Building	440 Third St	Columbus	IN	47201	123-456-7898
Donner Center	739 22nd St	Columbus	IN	47201	123-456-7899
St. Paul's Episcopal Church	2651 California St	Columbus	IN	47201	123-456-7900
Hamilton Center	2501 Lincoln Park Dr	Columbus	IN	47201	123-456-7901
Sandy Hook United Methodist Church	1610 Taylor Rd	Columbus	IN	47203	123-456-7902
Richards Elementary School	3311 Fairlawn Dr	Columbus	IN	47203	123-456-7903
Smith School	4505 Waycross Dr	Columbus	IN	47203	123-456-7904
The Villa Apartments	4101 Waycross Dr	Columbus	IN	47203	123-456-7905
Developmental Services Inc.	2920 10th St	Columbus	IN	47203	123-456-7906
Eastside Community Center	421 McClure Rd	Columbus	IN	47201	123-456-7907
McDowell School	2700 McKinley Ave	Columbus	IN	47201	123-456-7908
Fodrea School	2775 Illinois Ave	Columbus	IN	47201	123-456-7909
East Columbus Volunteer Fire Station	935 Repp Dr	Columbus	IN	47201	123-456-7910
Grace Lutheran Church	3201 Central Ave	Columbus	IN	47201	123-456-7911
Parkside School Gym	1400 Parkside Dr	Columbus	IN	47203	123-456-7912
Parkside Baptist Church	1780 Rocky Ford Rd	Columbus	IN	47203	123-456-7913
Community Church of Columbus	3850 N Marr Rd	Columbus	IN	47203	123-456-7914
St. Johns Masonic Temple	4131 Rocky Ford Rd	Columbus	IN	47203	123-456-7915
Dunlaps	63525 E100 S US 31	Columbus	IN	47201	123-456-7916
Bethel Holiness School	6060 N US 31	Columbus	IN	47201	123-456-7917