

1-page guide to getting started with **THE OUTDOOR LEARNING MAP**

The Outdoor Learning Map allows you to search for outdoor learning spaces, ideas and resources. You can also use the map to share and showcase outdoor learning that you've done. Anyone can view and search the map, to upload your own content you'll need to create an account.

How to create an account:

- Open www.outdoorlearningmap.com
- Select **Login** from the menu bar
- Select **Don't have an account?**
- Fill in required fields* (note: passwords must have at least 14 characters, a mix of upper and lower case and contain a special character, e.g. punctuation)
- There are 3 check boxes (and links to each document below them); please review these and check if in agreement.
- Click **Register** – that's you done! Activation of new accounts is a manual process; you should receive notification the next day at the latest.

*A 'work' email is recommended; If we're not sure who you are or what organisation you're from, we may email you to ask.

How to create a pin:

- Open www.outdoorlearningmap.com
- Select **Login** from the menu bar
- Enter the email you registered with, and your password and click **Login**
- You are now on a blank pin page! Work your way down the page filling in for the activity you did.
- **Hints:** **Title** – something snappy – e.g. Woodland Wildlife Survey,
Click on the map to place your pin where you went,
Check all filter options for your visit (not everything you *think could* be done there)

Introduction – a one-liner; this will appear on the pop-up pin / **Description** – as brief or as long as you want; share what you did!

Add any links, documents or photos you wish to share. The minimum requirement is a single **Main image** for the pin. Please ensure you have permission/consent to share any uploads.

- All done? Click **Publish** to make your pin live!
- Want to change anything? Select **My profile** from the bottom of the page and select the pin to edit.

Please consider if you need to ask permission from anyone before posting your pin. This could be from a school that you've done work with, or from a landowner if you've worked on a private site (the access statement will let people know it's private).

Consent must be obtained and retained for any recognisable images of people; it is much simpler to only use backs of heads, hands etc. if including people in photos.

Any questions, please get in touch with us at outdoorlearningmap@edinburgh.gov.uk. This is a new resource so if you have ideas for improvements, comments, or spot things that need fixed, we'd be delighted to hear from you.

We hope that this will become a valued resource for you in your teaching.

Sports and Outdoor Learning Unit | The City of Edinburgh Council

