

Creating a Map Guide Entry



The Genesee Valley Map Guide Project

A background image of a topographic map with contour lines and crosshair markers.

Getting Started

1. Review the [contributor guidelines](#) + the tutorial on creating an entry in these slides.
2. [Download a worksheet](#) to prepare your entry and gather images for upload.
3. [Sign up](#) to become a contributor
4. [Login](#) to the Map Guide platform and begin mapping!

Understanding Entry Fields

The Genesee Valley Map Guide is powered by a content management system designed to organize entries into specific categories. The following are some key terms to understand before creating your entry:

Title	The name of your business, attraction or event.
Type	You will have 6 primary types to categorize your entry: Food + Drink , Experiences , Places , Stay , Get Here , and Events . Below are descriptions of each.
Experiences	Includes things people DO : Shopping, Arts & Entertainment, Outdoor Recreation, Tours, Volunteering, Seasonal Activities, Scenic Drives / Tours.
Places	Includes points of interest or places people GO : Museums, Art Galleries, Downtown Historic Districts, Communities, Monuments, Parks, Historic Site, Farmer's Markets

Understanding Entry Fields (cont'd)

Get Here	Includes information about: visitor centers, tourist information kiosks, nearest airports, transportation services
Events	Includes: public sporting events / competitions (e.g. Many on the Genny ultra marathon), festivals, volunteer event, cultural event, live music, outdoor event (e.g. Bluebell Hike)
Food + Drink	Includes: restaurants, cafes, bakeries, farmers markets / farm stands, breweries, distilleries, wineries, tasting rooms, specialty food stores, delis and locally-owned grocery stores (e.g. Wegmans).
Stay	Accommodation options: B&B, campground, RV Park, hotel / motel, vacation rental, cabin / cottage, unique accommodation (e.g. glamping, yurt, treehouse, houseboat)

Preparing your Entry

Depending on the Type of entry you create, you will be prompted for specific information on the entry form. The following is information to help you prepare your entry and minimize your time filling out the online entry form.

For **ALL** entries have the following items prepared:

Photos	<p>Every entry must have at least 1 photo that will be used in lists and pop-up images on the map. Ideally each entry will have 3-5 representative images to inspire visitors to explore your business or attraction.</p> <ul style="list-style-type: none">• Maximum file size 2MB, optimal file size is below 1MB.• Maximum file width is 1360px and maximum file height is 684px
Tagline	<p>A brief and catchy tagline that summarizes your business in a few words.</p>
Profile Description + Hours of Operation	<p>All entries must have a brief (150-300 word max) description of the business, attraction or event and the hours they are open.</p>
Contact + Location info	<p>Phone number, email, website, precise address and GPS coordinates for location (if possible)</p>

Preparing your Entry (cont'd)

For **Food + Drink** and **Stay** entry Types, users will be prompted to add additional information about Amenities. While there is no separate entry field for Amenities in some of the other categories, it is still recommended to include these in your listing.

Amenities	Amenities for a food and drink establishment or accommodation may include things like wheelchair accessibility, gluten-free / vegetarian, dog friendly, free wi-fi and parking. Included at the end of this document are additional lists of common amenities to help you think through what to include.
Additional Info that may be helpful to visitors:	As part of the main description, nominators should include any info visitors should “know before they go” - e.g. carry in/carry-out trash in public parks, dogs on leash, reservations required, cash-only, etc.
Key words	A list of key search terms people would use to search for your business, including misspellings.

Detailed Steps for Making an Entry

Sign up to add places at:

<https://exploregeneseevalley.com/signup>

[Login](#) to the entry platform and begin
nominating!

Add Places to the Site

Share what you love!

Help us connect travelers with the things we love most about life in the Valley. Sign up to start mapping your favorite places, trails, cycling routes, events, attractions, businesses or activities that you feel capture the Genesee Valley's unique character, heritage and beauty.

Review our [Mapping Guidelines](#) for more information on what types of places and events are appropriate to add to the map.

First Name*

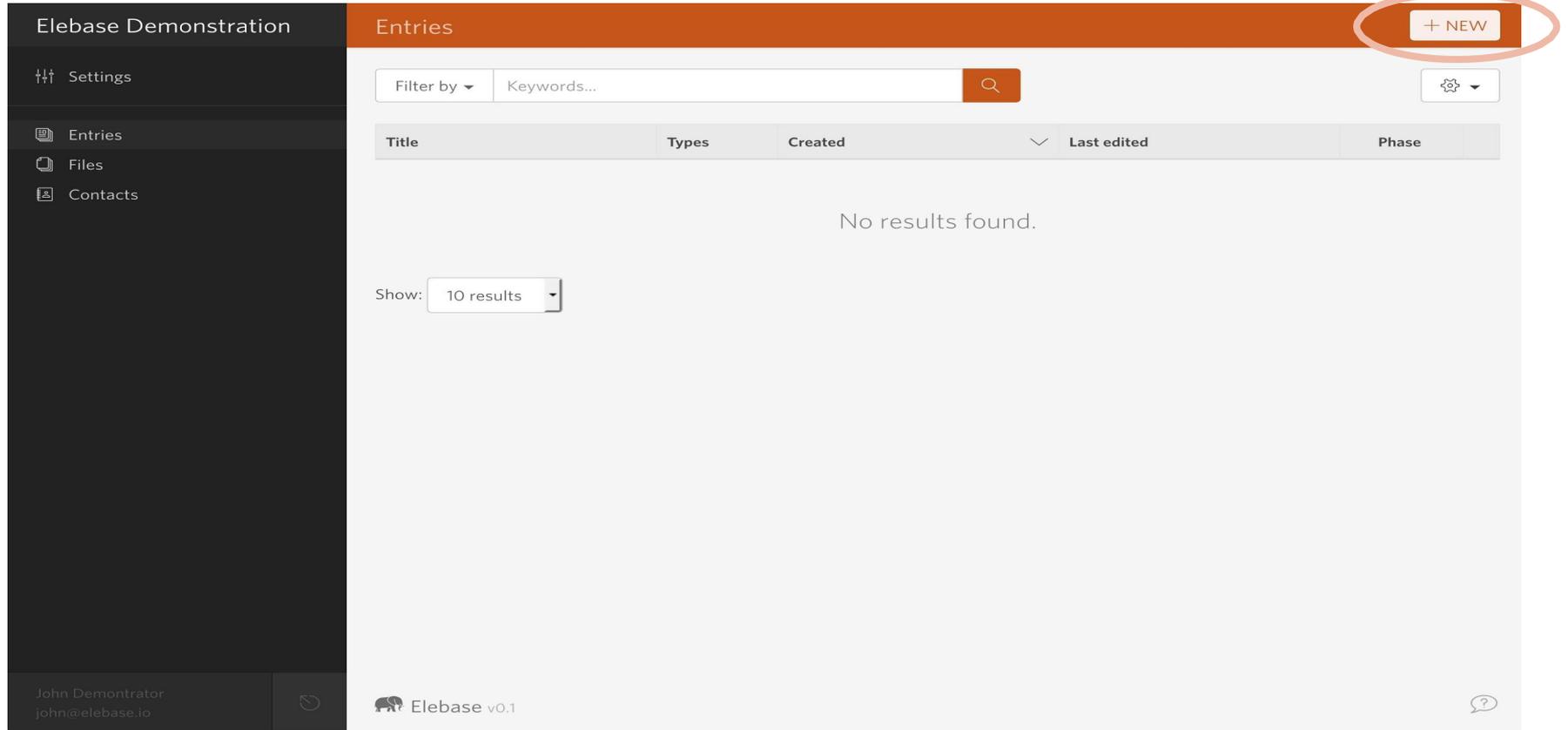
Last Name*

Email*

Password (8-72 characters)*

SUBMIT

Select + NEW to create a new entry.



The screenshot displays the Elebase web application interface. On the left is a dark sidebar with navigation options: Settings, Entries, Files, and Contacts. The main content area is titled 'Entries' and features a search bar with a 'Filter by' dropdown and a search icon. Below the search bar is a table with columns for Title, Types, Created, Last edited, and Phase. The table is currently empty, displaying 'No results found.' and a 'Show: 10 results' dropdown. In the top right corner of the main area, a '+ NEW' button is highlighted with a red circle and a red dashed arrow pointing to it from the text above. The footer contains the user name 'John Demonstrator', the email 'john@elebase.io', the Elebase logo and version 'Elebase v0.1', and a help icon.

Give the entry a title and select a type.

The screenshot shows the 'Elebase Demonstration' interface. On the left is a dark sidebar with navigation options: Settings, Entries, Files, and Contacts. The main area is titled 'Entries' and contains a 'Filter by' dropdown, a 'Keywords' input field, a 'Title' input field, and a 'Show: 10 results' dropdown. A '+ NEW' button is in the top right. A modal window titled 'Add New Entry' is open, featuring a 'Title*' field with the text 'A Great Story to be Told' and a 'Types*' dropdown menu. The dropdown menu is open, showing options: 'Select one or more...', 'News' (highlighted in orange), 'Opinion', and 'Story'. A red circle highlights the modal form, and a red dashed arrow points from the text above to the top of the modal.

Add your content to the various fields.

Save often.

Elebase Demonstration

Edit Entry

< BACK ✓ SAVE

Content Activity

Title*

A Great Story to be Told

Description

EDITOR

As they rounded a bend in the path that ran beside the river, Lara recognized the silhouette of a fig tree atop a nearby hill. The weather was hot and the days were long. The fig tree was in full leaf, but not yet bearing fruit.

Soon Lara spotted other landmarks—an outcropping of limestone beside the path that had a silhouette like a man's face, a marshy spot beside the river where the waterfowl were easily startled, a tall tree that looked like a man with his arms upraised. They were drawing near to the place where there was an island in the river. The island was a good spot to make camp. They would sleep on the island tonight.

characters: 2305 paragraphs: 1 words: 513

Info

Phase: Draft

Type: Story

Created: Today, 4:23 PM

Last edited: Today, 4:23 PM

Allow changes by Editors: YES

UUID: ade47611-9b47-45ab-bfff-3707617fc6bb

Types

Story Select one or more...

Users

John Demonstrator (john@elebase.io)

Search for a user...

Images

Format: Image files (web only)

John Demonstrator
john@elebase.io

Select the editor button for full screen formatting tools.

The screenshot shows the 'Edit Entry' interface for 'Elebase Demonstration'. The interface is divided into several sections:

- Header:** 'Edit Entry' with navigation buttons for '< BACK' and '✓ SAVE'.
- Left Sidebar:** Contains 'Settings', 'Entries', 'Files', and 'Contacts'.
- Content Area:** Has two tabs: 'Content' (selected) and 'Activity'.
 - Title*:** A text input field containing 'A Great Story to be Told'.
 - Description:** A rich text editor containing two paragraphs of text. An 'EDITOR' button with a pencil icon is circled in red. Below the text, it shows 'characters: 2305 paragraphs: 1 words: 513'.
- Info Panel (Right):**
 - Phase:** Draft
 - Type:** Story
 - Created:** Today, 4:23 PM
 - Last edited:** Today, 4:23 PM
 - Allow changes by Editors:** YES
 - UUID:** ade47611-9b47-45ab-bfff-3707617fc6bb
- Types:** A dropdown menu currently set to 'Story'.
- Users:** A list of users with 'John Demonstrator (john@elebase.io)' selected.

At the bottom left, there is a user profile for 'John Demonstrator (john@elebase.io)' and an 'Images' section with the note 'Format: Image files (web only)'.

Full-screen editing add content on left, preview on right.

B / H ” ☰ ☷ ✎ ✂

TEXT ENTRY

As they rounded a bend in the path that ran beside the river, Lara recognized the silhouette of a fig tree atop a nearby hill. The weather was hot and the days were long. The fig tree was in full leaf, but not yet bearing fruit.

Soon Lara spotted other landmarks—an outcropping of limestone beside the path that had a silhouette like a man’s face, a marshy spot beside the river where the waterfowl were easily startled, a tall tree that looked like a man with his arms upraised. They were drawing near to the place where there was an island in the river. [The island was a good spot to make camp](elebase.io). They would sleep on the island tonight.

Lara had been back and forth along the river path many times in her short life. Her people had not created the path—it had always been there, like the river—but their deerskin-shod feet and the wooden wheels of their handcarts kept the path well worn. Lara’s people were salt traders, and their livelihood took them on a continual journey.

At the mouth of the river, the little group of half a dozen intermingled families gathered salt from the great salt beds beside the sea. They groomed and sifted the salt and loaded it into handcarts. When the carts were full, most of the group would stay behind, taking shelter amid rocks and simple lean-tos, while a band of fifteen or so of the heartier members set out on the path that ran alongside the river.

With their precious cargo of salt, the travelers crossed the coastal lowlands and

PREVIEW



As they rounded a bend in the path that ran beside the river, Lara recognized the silhouette of a fig tree atop a nearby hill. The weather was hot and the days were long. The fig tree was in full leaf, but not yet bearing fruit.

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At the mouth of the river, the little group of half a dozen intermingled families gathered salt from the great salt beds beside the sea. They groomed and sifted the salt and loaded it into handcarts. When the carts were full, most of the group would stay behind, taking shelter amid rocks and simple lean-tos, while a band of fifteen or so of the heartier members set out on the path that ran alongside the river.

With their precious cargo of salt, the travelers crossed the coastal lowlands and



characters: 2319 paragraphs: 5 words: 513



Select files to upload, or add files already uploaded.

The screenshot displays the 'Edit Entry' interface for 'Elebase Demonstration'. The top navigation bar includes 'Edit Entry', '< BACK', and '✓ SAVE'. A dark sidebar on the left contains 'Settings', 'Entries', 'Files', and 'Contacts'. The main content area is titled 'Images' with the note 'Format: Image files (web only)'. It lists four files: 'fish.jpg' (264.77 KB), 'episode_one_village.jpg' (1.12 MB), 'the_shire.jpg' (594.65 KB), and 'henty_python_location.jpg' (2.15 MB). Each file has edit and delete icons. Below the list is a dashed box for file uploads with the text 'Press or drag + drop here to upload files.' and a '+ EXISTING' button. A red oval highlights the upload area, and a red dashed arrow points from the top of the page to the 'the_shire.jpg' file.

Elebase Demonstration

Edit Entry

< BACK

✓ SAVE

Settings

Entries

Files

Contacts

Images

Format: Image files (web only)

fish.jpg
264.77 KB

episode_one_village.jpg
1.12 MB

the_shire.jpg
594.65 KB

henty_python_location.jpg
2.15 MB

Press or drag + drop here to upload files.

— or —

+ EXISTING

John Demonstrator
john@elebase.io

Using a geo element, search for an address or place.

The screenshot displays the 'Edit Entry' interface in the Elebase application. The top navigation bar is orange and contains a '< BACK' button, a '✓ SAVE' button, and a dropdown arrow. The left sidebar is dark grey and lists 'Settings', 'Entries', 'Files', and 'Contacts'. The main content area features a map of London with a search box at the top. The search box contains the text 'Sherlock Holmes Museum, 221b Baker St, London, England NW1'. Below the search box are two input fields for coordinates: '-0.1585' and '51.5237'. A red circle highlights the search box and the coordinate fields. A map overlay shows the selected location with a white box containing the coordinates and a '+ POINT' button. The bottom of the map shows the Leaflet logo and other map providers: OpenStreetMap, CartoDB, and Elebase.

Elebase Demonstration

Edit Entry

< BACK ✓ SAVE

Settings

Entries

Files

Contacts

Map

Sherlock Holmes Museum, 221b Baker St, London, England NW1

-0.1585 51.5237

-0.1585 Longitude
51.5237 Latitude

+ POINT

Leaflet | OpenStreetMap | CartoDB | Elebase

John Demonstrator
john@elebase.io

Additional mapping tools available.

The image shows a screenshot of an OpenStreetMap interface with several annotations in orange text. On the left, a vertical toolbar contains icons for zooming, full screen, drawing tools, and editing. A list of annotations points to these icons: 'Zoom map closer', 'Zoom map out', 'Open map full screen', 'Add a path/line', 'Add a polygon/area', 'Add a point', 'Edit/update existing features', and 'Delete existing features'. A central popup window displays the coordinates of a selected point: 'Type: Point', '-0.1585 Longitude', and '51.5237 Latitude'. At the bottom, two more annotations are present: 'Show all features' and 'Save current map position'. The map itself shows a street grid in London, with labels for areas like Camden Town, Marylebone, and Soho. A small red dot on the map indicates the location of the selected point.

- Zoom map closer
- Zoom map out
- Open map full screen
- Add a path/line
- Add a polygon/area
- Add a point
- Edit/update existing features
- Delete existing features

Type: Point
-0.1585 Longitude
51.5237 Latitude

Show all features
Save current map position

Upload gpx or geojson files

Add new contacts, or add an existing contact.

The screenshot displays the Elebase mobile application interface. At the top, there is a dark header with the text "Elebase Demonstration" on the left and "Edit Entry" in the center. On the right side of the header, there are two buttons: "< BACK" and "✓ SAVE" with a dropdown arrow. Below the header is a map showing a location in Marylebone, London, with a red dot indicating the current entry's location. A red dashed line with a downward-pointing arrow connects the red dot on the map to the "EXISTING" button in the "Contacts" section below. The left sidebar contains navigation options: "Settings", "Entries", "Files", and "Contacts". The "Contacts" section is highlighted with a red oval and contains a text input field with "The Company" and two buttons: "+ NEW" and "+ EXISTING". At the bottom of the screen, there is a footer with "John Demonstrator john@elebase.io" on the left, "Elebase v0.1" in the center, and a help icon on the right.

When ready, select submit.

The screenshot shows the 'Edit Entry' page in the Elebase application. The interface is divided into a left sidebar, a top navigation bar, and a main content area. The sidebar contains navigation links for Settings, Entries, Files, and Contacts. The top navigation bar includes 'Edit Entry', a 'BACK' button, and a 'SUBMIT' button which is circled in red. The main content area is split into 'Content' and 'Activity' tabs. The 'Content' tab is active and shows a form with a 'Title*' field containing 'A Great Story to be Told' and a 'Description' field with a rich text editor. The description contains two paragraphs of text. To the right of the description field is an 'EDITOR' button. Below the description field, statistics show 'characters: 2319', 'paragraphs: 5', and 'words: 513'. On the far right, an 'Info' panel displays metadata: Phase: Draft, Type: Story, Created: Today, 4:23 PM, Last edited: Today, 5:20 PM, Allow changes by Editors: YES, and UUID: ade47611-9b47-45ab-bfff-3707617fc6bb. Below the info panel are 'Types' and 'Users' sections. The 'Types' section has a dropdown menu with 'Story' selected. The 'Users' section shows 'John Demonstrator (john@elebase.io)' and a search field for users.

Elebase Demonstration

Settings

Entries

Files

Contacts

John Demonstrator
john@elebase.io

Edit Entry

BACK SUBMIT

Content Activity

Title*

A Great Story to be Told

Description

EDITOR

was hot and the days were long. The fig tree was in full leaf, but not yet bearing fruit.

Soon Lara spotted other landmarks—an outcropping of limestone beside the path that had a silhouette like a man's face, a marshy spot beside the river where the waterfowl were easily startled, a tall tree that looked like a man with his arms upraised. They were drawing near to the place where there was an island in the river. [The island was a good spot to make camp](elebase.io). They would sleep on the island tonight.

characters: 2319 paragraphs: 5 words: 513

Info

Phase: Draft

Type: Story

Created: Today, 4:23 PM

Last edited: Today, 5:20 PM

Allow changes by Editors: YES

UUID: ade47611-9b47-45ab-bfff-3707617fc6bb

Types

Story Select one or more...

Users

John Demonstrator (john@elebase.io)

Search for a user...

Images

Format: Image files (web only)

All your entries are displayed for future updates.

The screenshot displays the Elebase interface. On the left is a dark sidebar with the title 'Elebase Demonstration' and navigation links: Settings, Entries, Files, and Contacts. The main content area has an orange header with the title 'Entries' and a '+ NEW' button. Below the header is a search bar with a 'Filter by' dropdown, a 'Keywords...' input field, and a search icon. A table of entries is shown below, with columns for Title, Types, Created, Last edited, and Status. The first entry, 'A Great Story to be Told', is highlighted with a red oval and has a 'Pending' status. Below the table, it says 'Displaying 1 - 1 of 1 result' and 'Show: 10 results'. The footer contains 'John Demonstrator john@elebase.io', the Elebase logo and version 'Elebase v0.1', and a help icon.

Title	Types	Created	Last edited	Status
A Great Story to be Told	Story	Today, 4:23 PM	Today, 5:20 PM	Pending

Thank you for helping us promote our region!



For additional guidance on how to make an entry please contact:

Nicole Manapol, Letchworth Gateway Villages Director
info@exploregenesevalley.com or (585) 237-8079