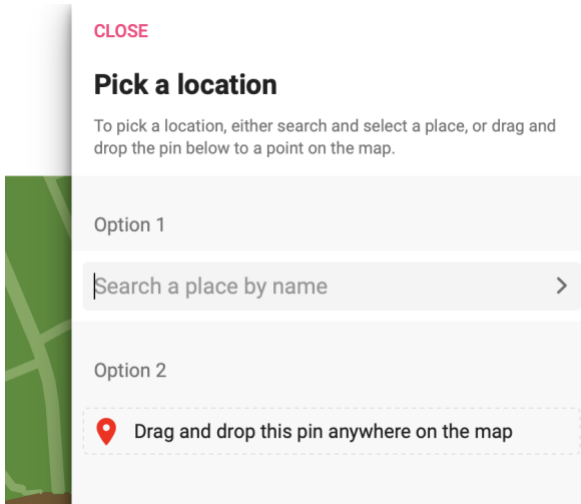# Detailed How-To Guide for Map

To get started you need to be looking at the green, interactive map - got it? Fab!

Now click on the + icon in pink up at the top right-hand corner.
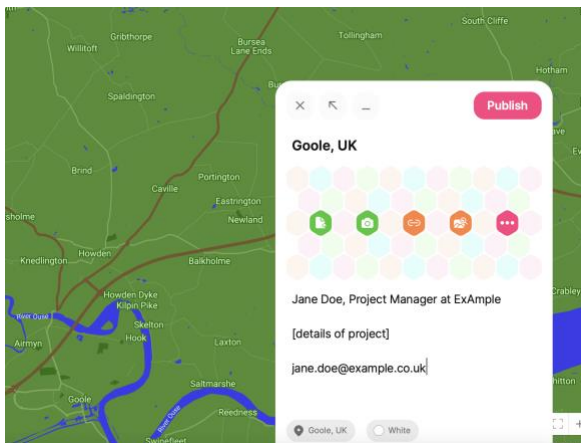
You will come to a page that looks like this:

You can either enter your location by name or (we prefer) to drag and drop the pin to the place we want.

Once you drop the pin it will ask you for the relevant address which you can select from a drop-down menu.

[Note: don't worry if your project isn't happening in just one location - you can select an area (Bradford for example), or just choose your headquarters/office location].

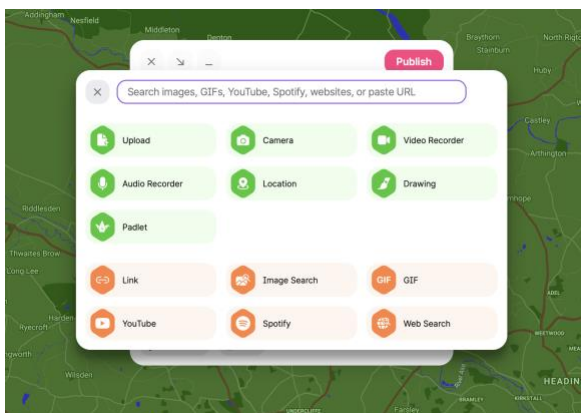**The next page you'll see will look like this:**

This is the main area where you will enter your information.
There are two important things to remember here:

1)   Please make sure you enter your name, job title, and company/project name, along with a short description of the project/company AND your email address (this is because Padlet doesn't share your details with others, so if you want us to know you have to make it obvious here).

2)   Please remember to add additional information & content using the coloured icons in the middle.
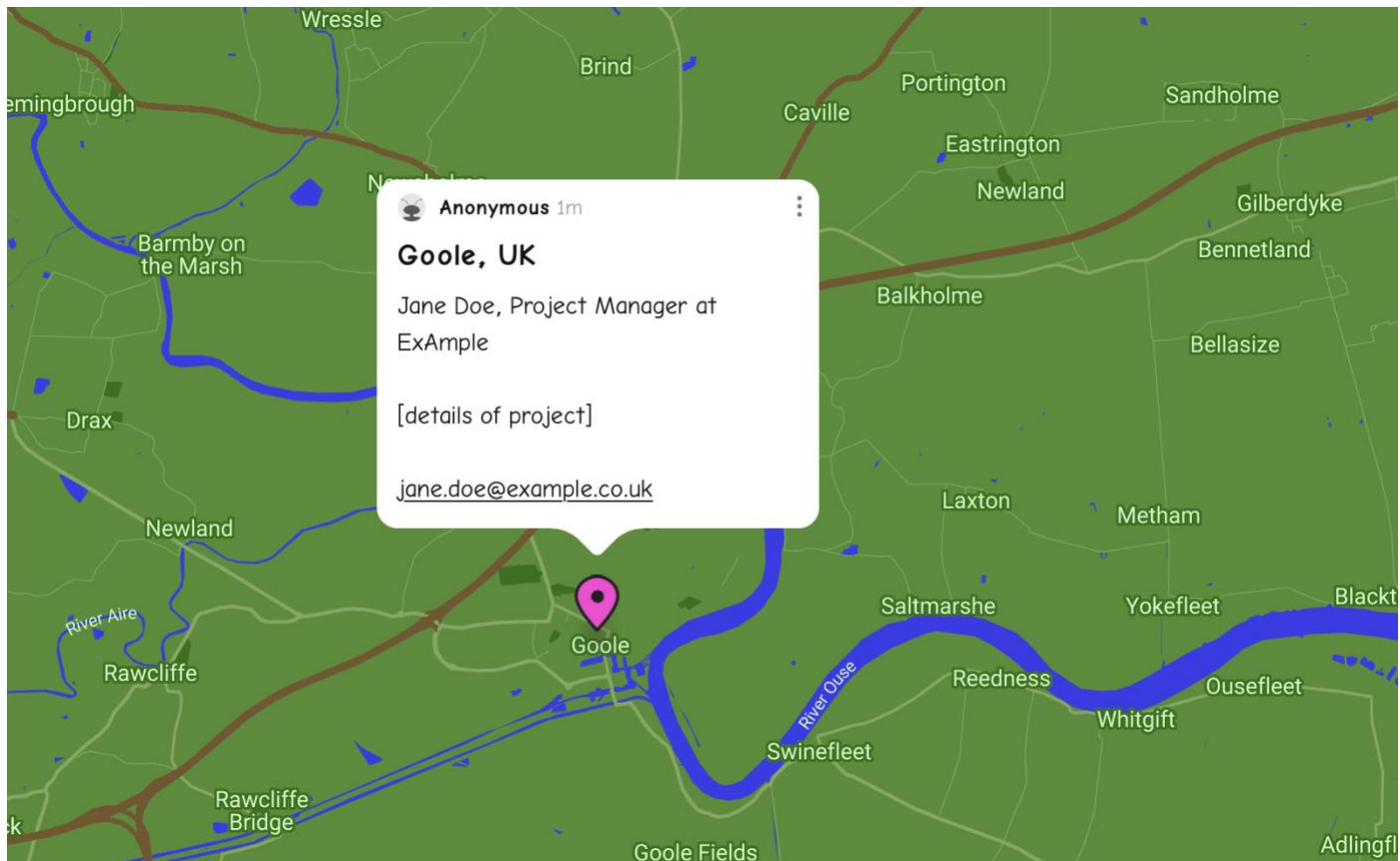
Click the pink hexagon with the three white dots to see all the types of content you can add:
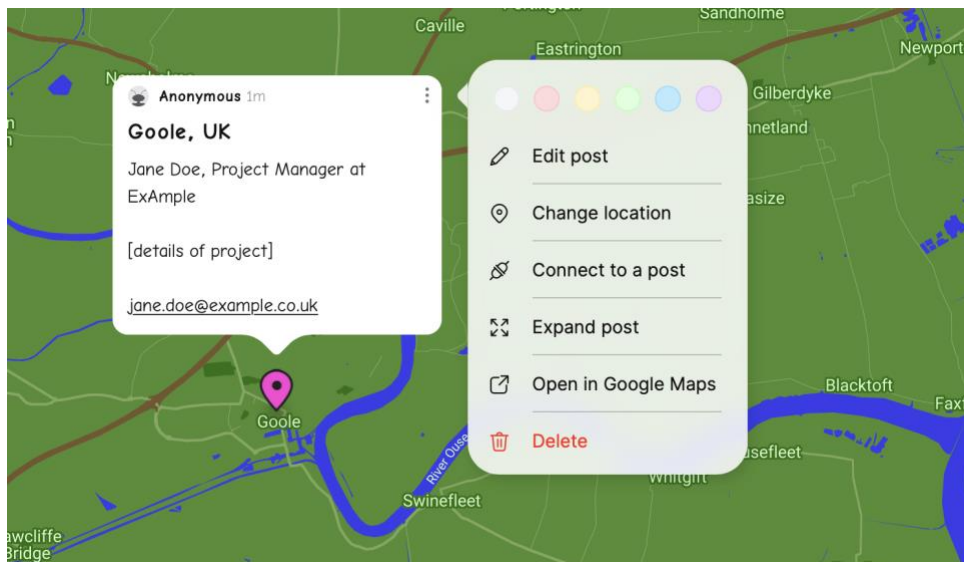

Simply click on the icon and follow the steps - the system is easy to use but if you have any problems, please do get in touch with us at: hello@ministryofothers.co.uk

Once you've added all of the content you want, simply click the pink publish button in the top right-hand corner of the box.

When you've added everything and clicked publish, this is what your pin will look like:

Don't worry if you've realised you've missed something out or made a mistake. Simply click on the three grey dots at the top right of your pin and you'll see the following:

Here you can edit the pin you've already created, change the location, connect it to another pin (in case you wanted to do one pin per project or similar), and you can also delete the pin if you decide you want to start again.

Don't worry - other than you, the administrators are the only other people who can delete your pin. Similarly, you will not be able to delete anyone else's pins.

And that's it! Thank you very much for taking the time to put your project on the map. We might be in touch to discuss things in more depth.

The Ministry of Others team :)