

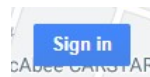
Adding Events to the Kansas Reads to Preschoolers 2019 Event Map

(Note: You must have a Google account to add an event to this map.)

1. Click on the icon in the upper right-hand corner of the map to enlarge the map.



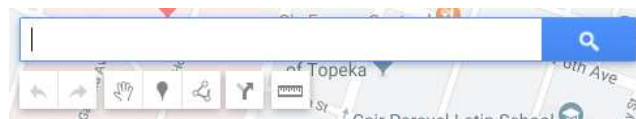
2. Once you're taken to the large version of the map, click on the blue Sign In button found in the upper right-hand corner of the screen.



3. Sign in with your Google account information.
4. Once you're logged in, you'll be taken back to the large version of the map. From here, click the EDIT button found in the pane on the left-hand side of the screen.



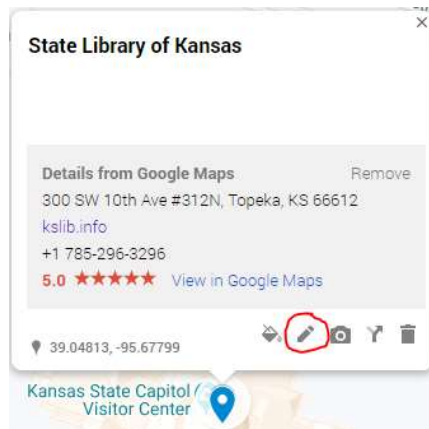
5. From this screen, use the search box near the top of the screen to search for your library using either the library's name or its address.



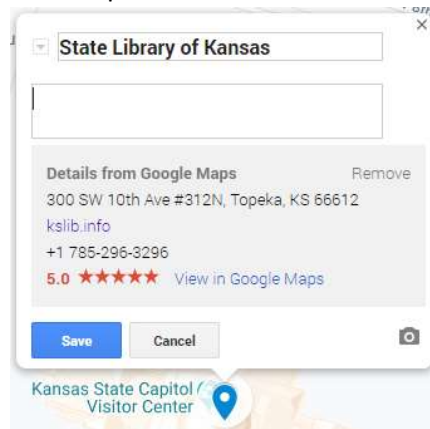
- Once you've found your library, click the + Add to map button near the bottom of the window that pops up above the map pin.



- Once it's been added to the map, edit the marker by clicking on the pencil icon found near the bottom of the map pin window.



- You'll now be able to edit the name of your library as it appears on this map and include information about your event. Please include the following information:
 - The date and time of the event
 - The name of the room where the event will be held
 - A brief one or two sentence description of the event



- When you're done, click the blue Save button.