



The Aquatic Events Submission AquaMap Procedure

The link to the Department of Transport's Aquatic Events Map is here – [click here](#)

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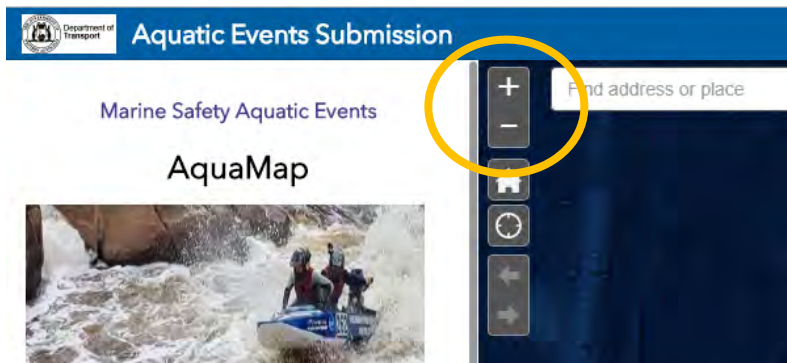
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Step 1: Navigating your way around the AquaMap

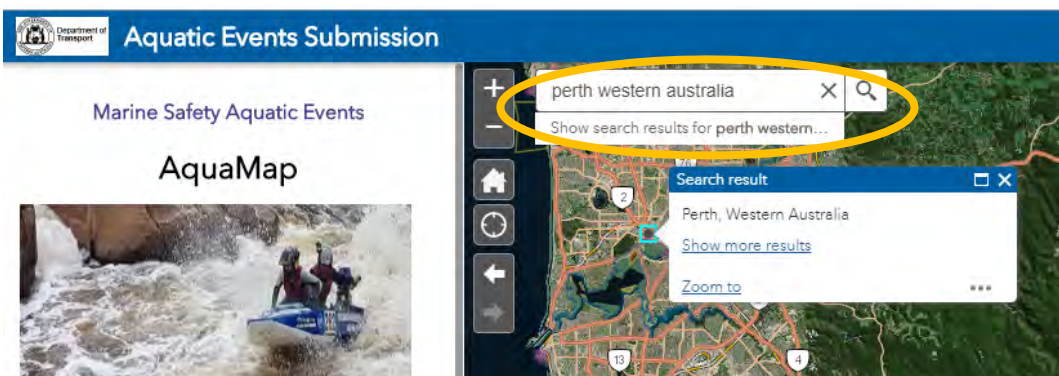
The AquaMap is a computer aided web map application to help you to draw your aquatic event area. Upon completing the sketch, a copy of the map in pdf must be emailed to your Aquatic Events Manager at the Department of Transport.

To navigate your way around the map you can use your middle scroll bar on your mouse to zoom in and out. There is also a zoom in button (plus sign) and zoom out button (minus sign) located on the top left hand corner of the map. When you click on the left mouse button on the map this will pan the map around. If you are using a touch pad, use your two fingers to zoom in or out of the map.



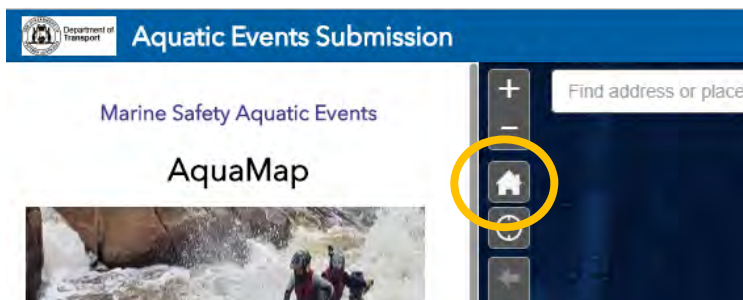
Step 2: Using the search function

The Search Address tool will search and zoom to the area of interest. Type in a street address and then press the ENTER button on your keyboard, e.g. Perth Western Australia.



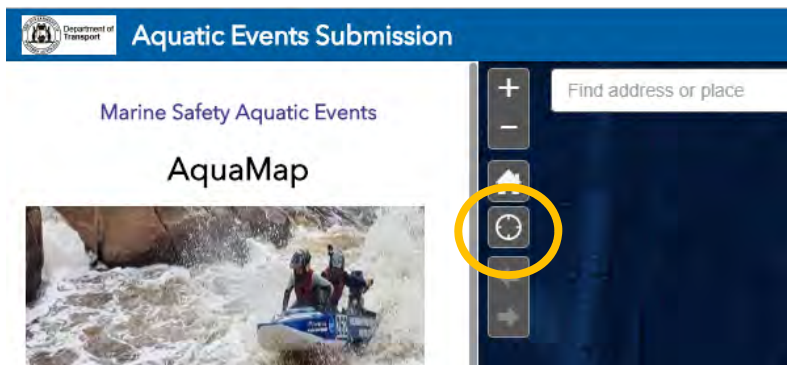
Step 3: The 'Home' button

If you need to re-start the view click on the home button located under the zoom out button.



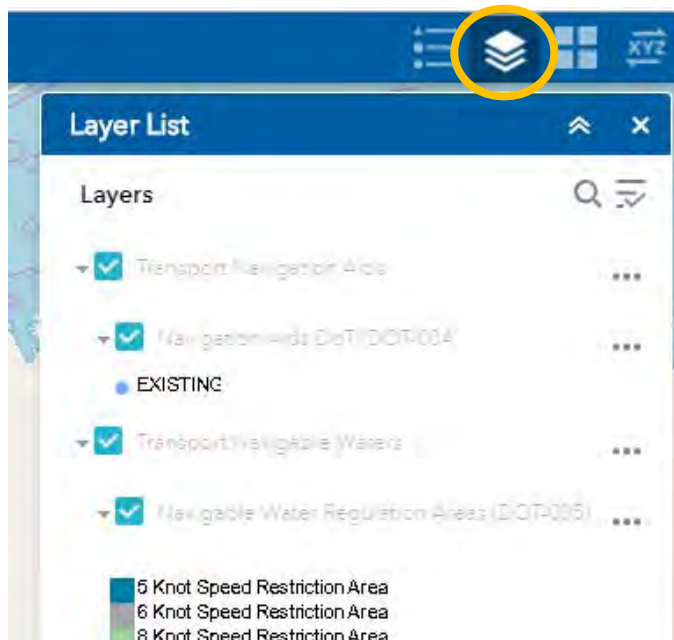
Step 4: The 'My Location' button

The My Location button enables to see your current geo-location in real-time. This tool will only work on mobile phone or ipads that are GPS enabled and mobile data switched on.



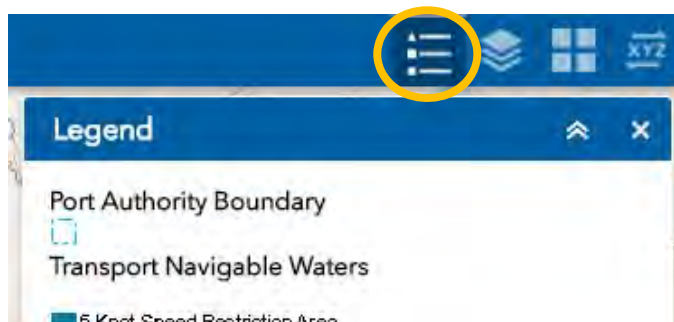
Step 5: The Layer List

The Layer List contains a list of data themes present on the map, you will need to tick them on to display. Tick which layers are appropriate to your needs.



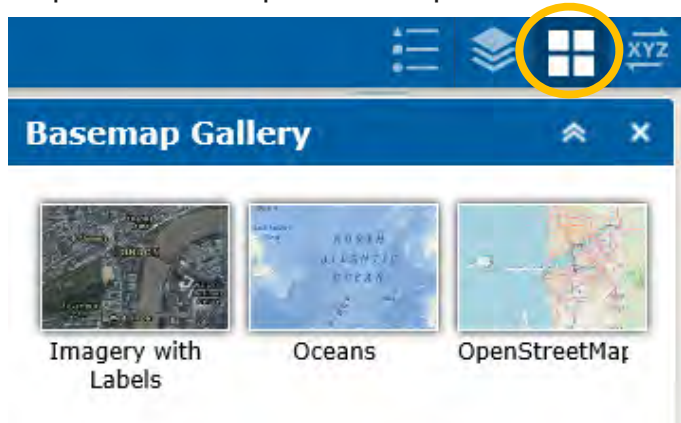
Step 6: The Legend

The legend displays any items from the Layer List that are ticked on. Any items that are ticked on will also be displayed when you print out the map – also see Step 11 to Print.



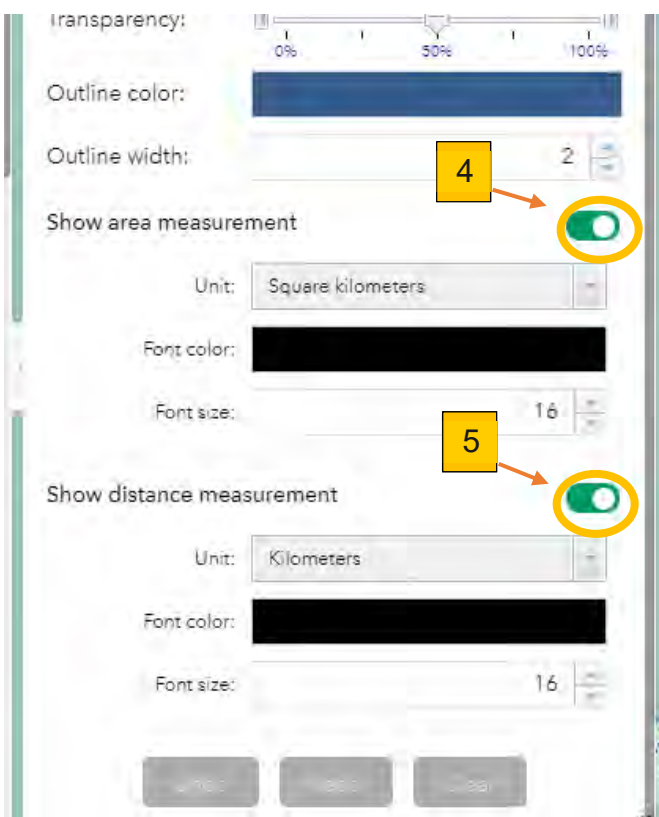
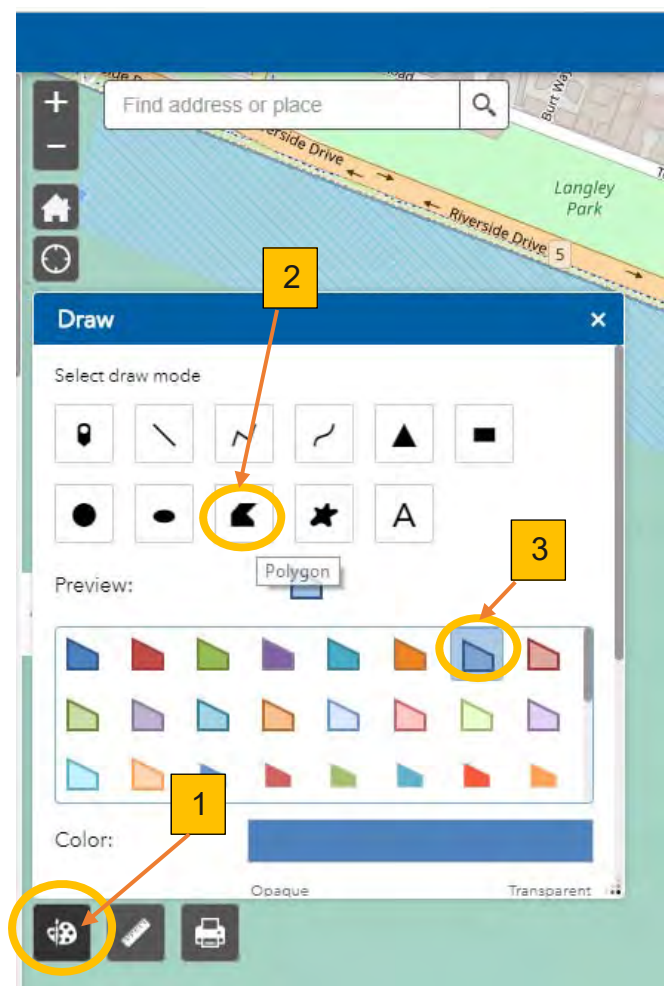
Step 7: The Basemap Gallery

The Basemap Gallery displays other basemap layers such as Aerial Photography or Street Map as a backdrop for the map. Choose which overlay that suits your map.

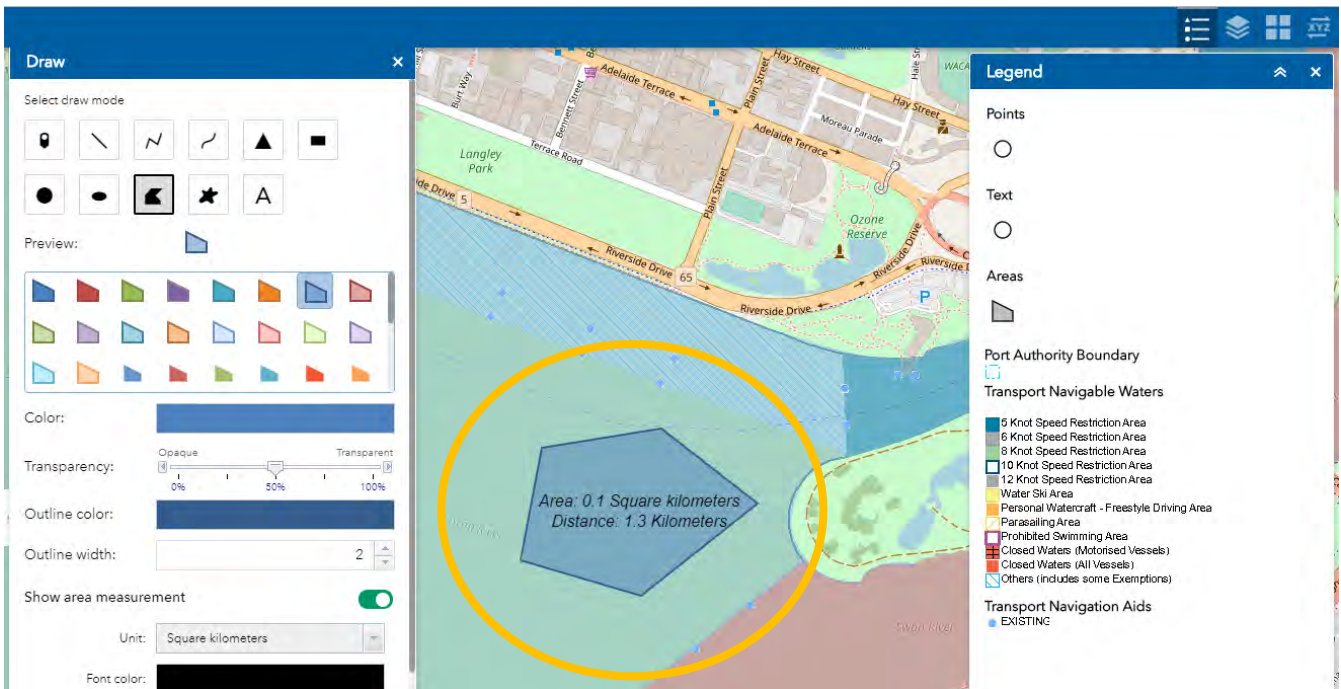


Step 8: Draw your Aquatic Events area

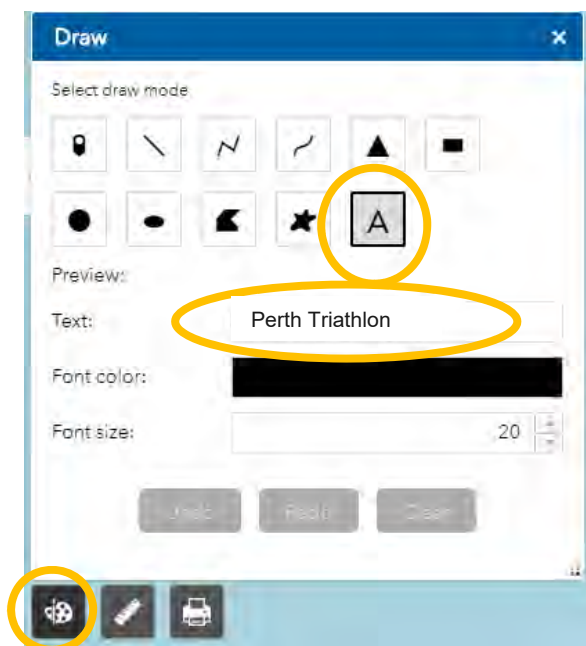
Mark out the required areas for the aquatic event including the event area, staging area and public access area. Click on the Draw button as shown at the bottom of the web map (shown in below diagram as 1), then select the polygon as the draw mode (2), and select a colour style (3). Then scroll down the Draw window and there is an optional feature to display the area and distance measurement (4 and 5).



The Draw button consists of - Point, Line, Polyline, Freehand Polyline, Triangle, Extent, Circle, Eclipse, Polygon, Freehand Polygon, Text (Add label). Just click on the draw mode of your choice, then choose the style or colour palette, and then click on the map to sketch your aquatic events area and double click to finish off. Note that the Symbol appears in the Legend.



Follow the Example map below to add in other aquatic event sites such as the Staging area, the start and finish location, race officials, dates and times, etc. Use the Draw button to select the Text tool to add labels such as the event name, staging area etc. Enter this name in the Draw dialogue box, also you can select colour font and size, and then click on an appropriate space near your aquatic events area to add the label on the map.



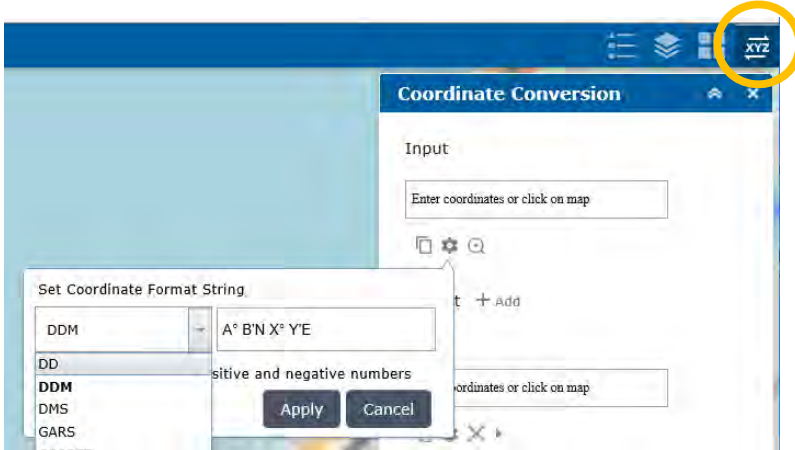
EXAMPLE MAP



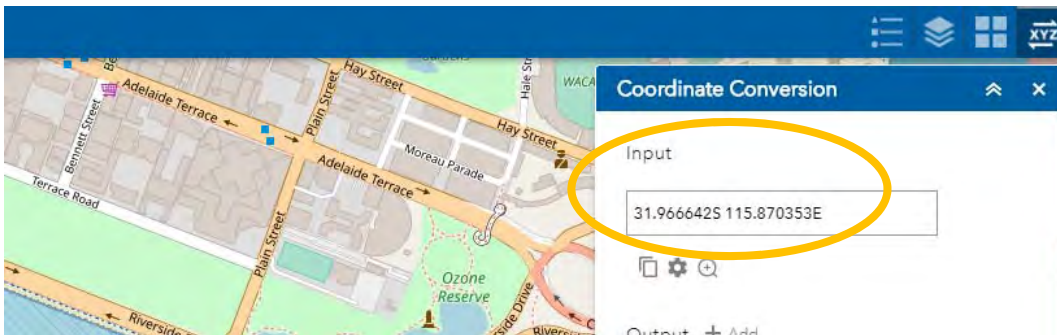
Step 9: [Optional] Add XYZ location labels

You can use the XYZ button (the coordinate conversation tool) to obtain coordinates for a position as well as to copy and paste the coordinates for the labels. Ensure you have coordinates for your Event area, Staging area and Public access area in GDA94 format.

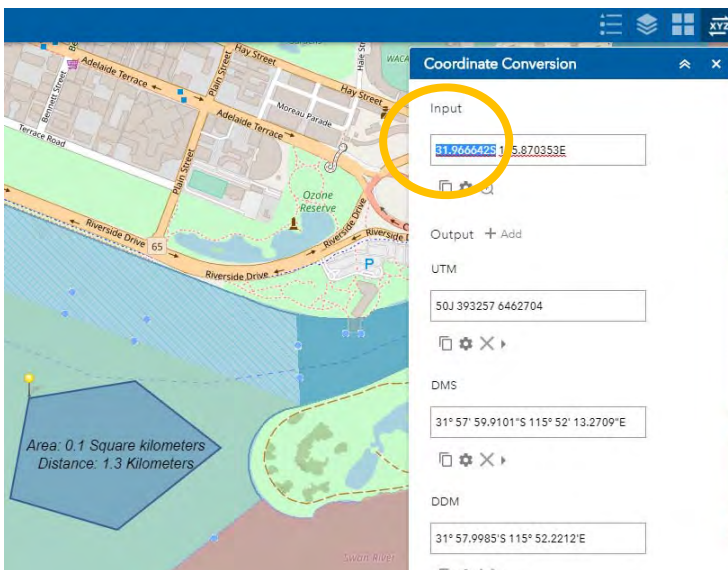
The XYZ button allows you to enter in a coordinate in a chosen format and converts to other formats or zoom to the location of interest.

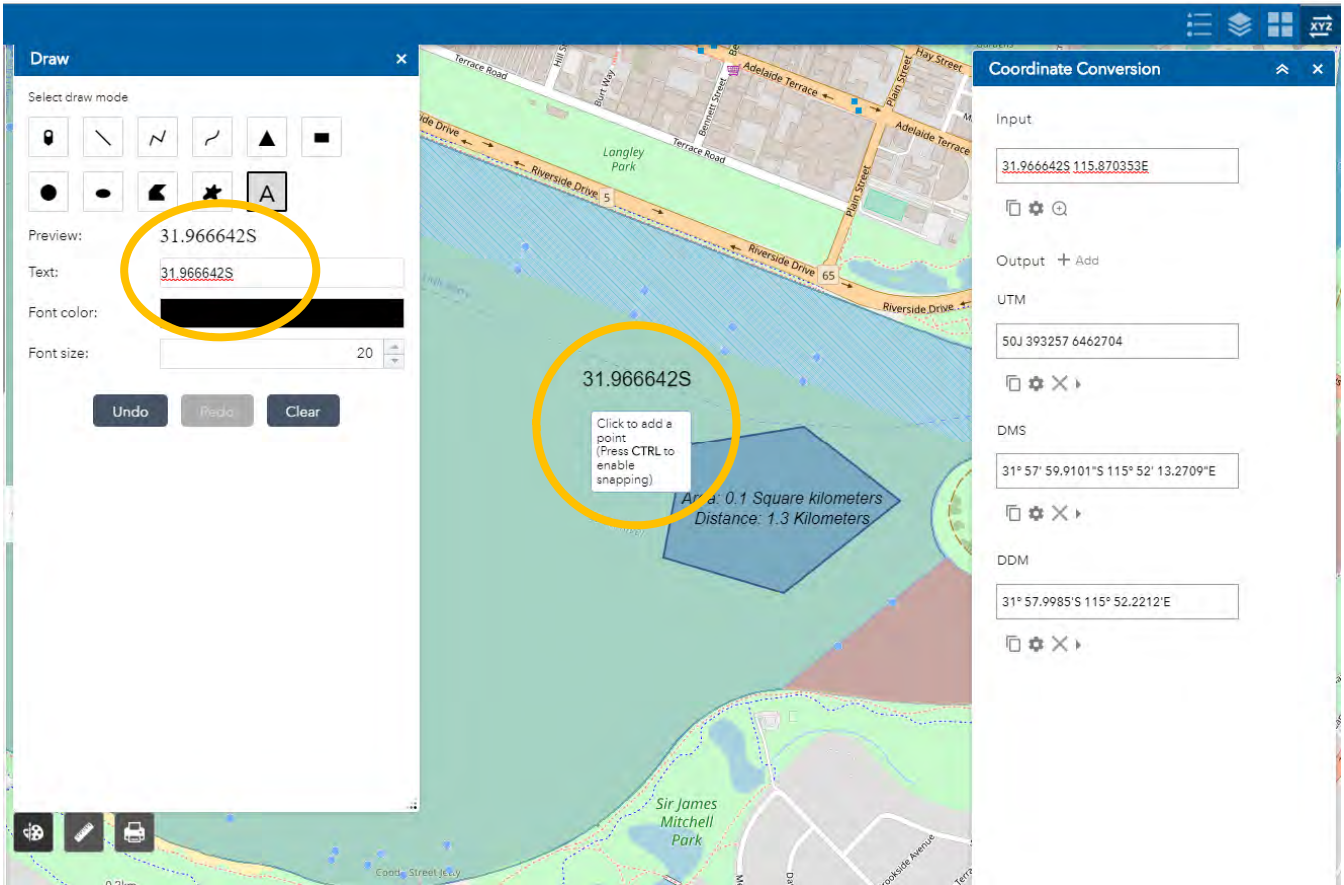


Enter in the coordinates in the input box and press the Enter key on your keyboard, and a pin will be placed on the map.

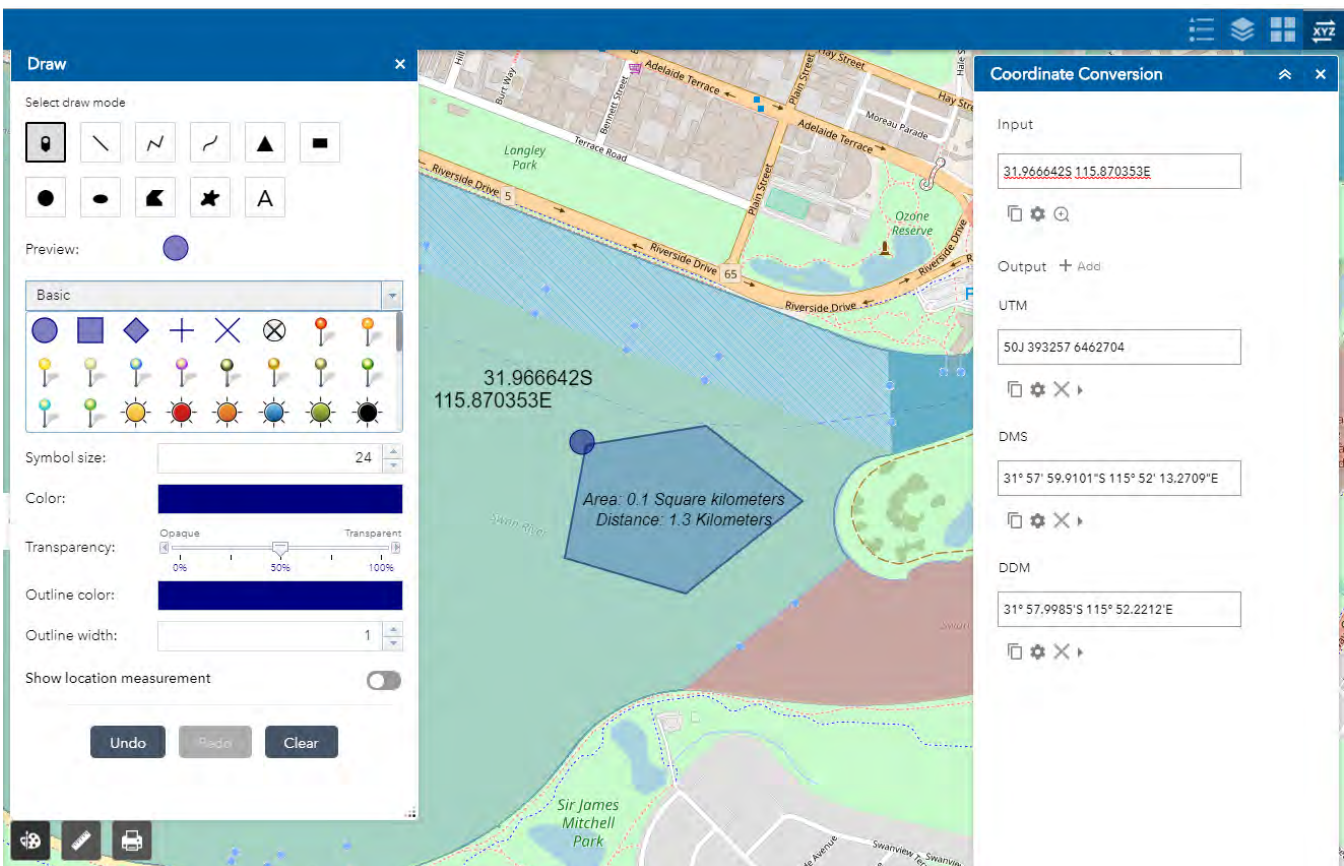


Then highlight the easting (longitude) coordinate to copy text and go to the Draw button and select the Text tool to paste the coordinates into the box and click on the target location on the map. Then highlight the northing (latitude) coordinate to copy text and paste the coordinates into the Text box and click on the target location on the map.



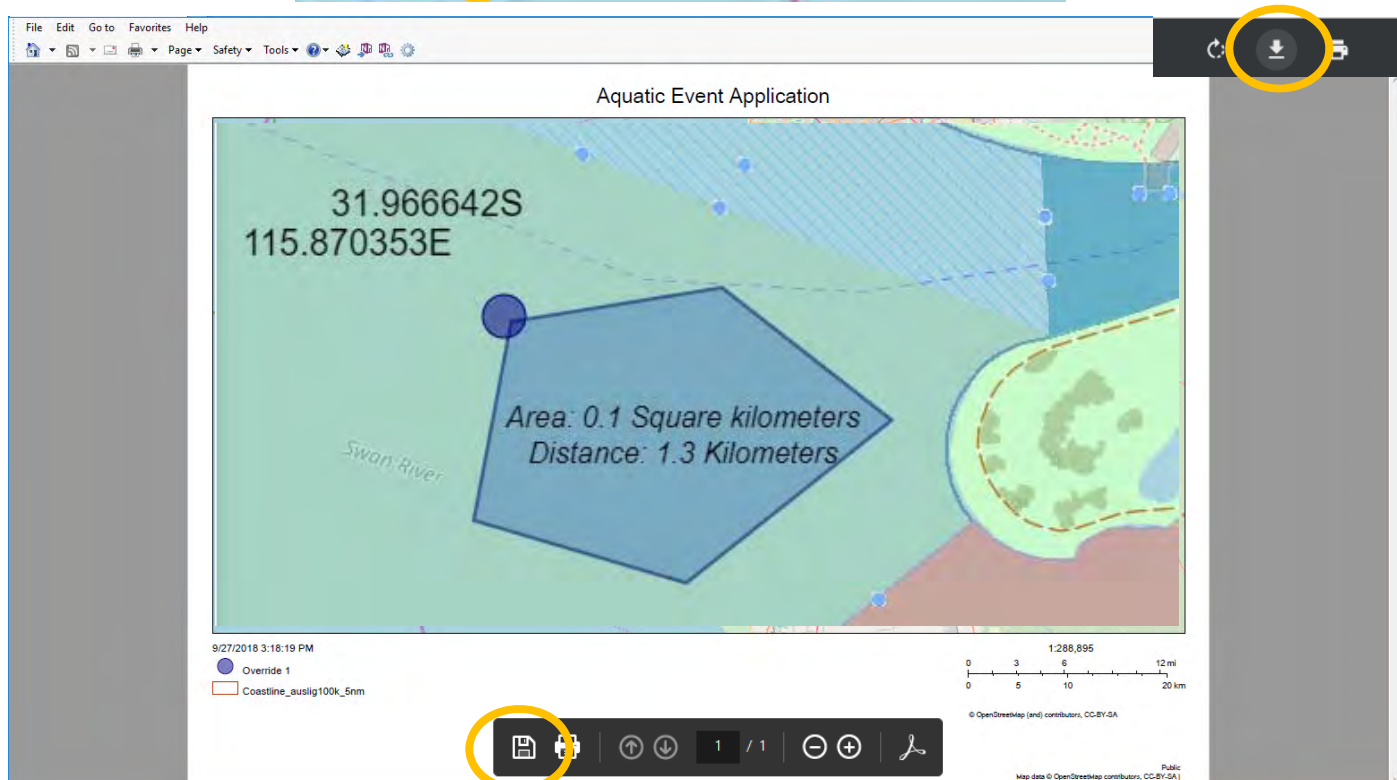
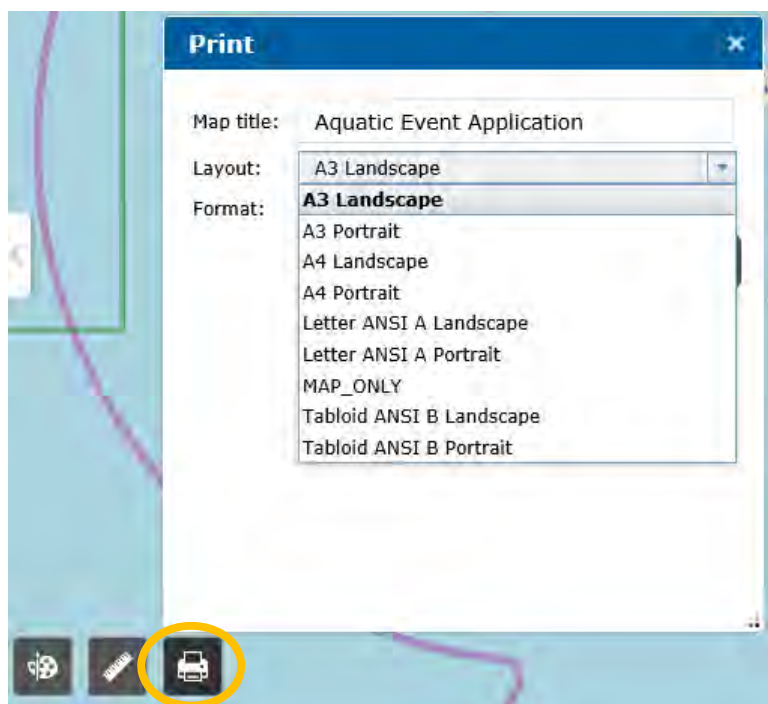


The final coordinate labelling result is shown below, with the easting (longitude) and northing (latitude) labels and a coloured point for one location. Repeat Step 9 again to continue labelling the rest of the main coordinates for your aquatic events area.



Step 10: Print your map as a pdf

Click on the Print button, enter the Map Title, choose layout, then choose format or advanced settings, then click the Print button. You can create more than one print, and a list of prints (e.g. pdfs) will appear in the window, select the one you wish to view. Save map by clicking on the download button (in Chrome) or the save button (Explorer). Attach map to your application.



Step 11: Save the map to your computer hard drive

Step 12: Attach your map to your application and Email to your Aquatic Events Manager

Email your aquatic events submission and the map to navigational.safety@transport.wa.gov.au