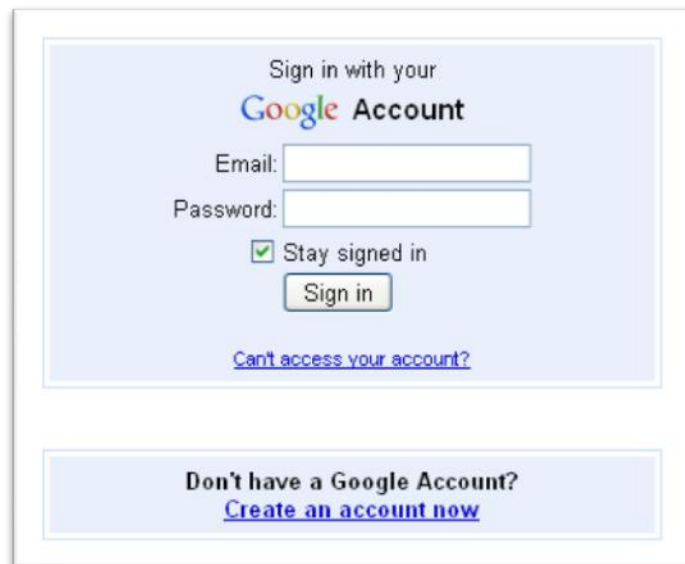
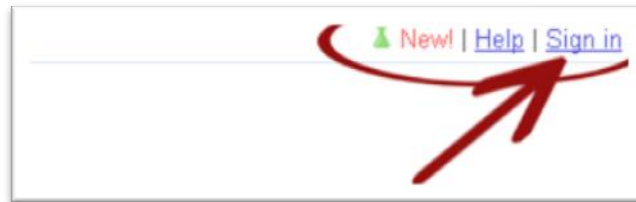


Tutorial: Adding a Facility to the World FM Day Google Map

Step 1

Sign in to Google. If you don't have a Google/maps account – create one. Make sure you are viewing the [World FM Day Map](#) after signing in.

A screenshot of the Google Account sign-in form. The form is titled "Sign in with your Google Account". It contains fields for "Email:" and "Password:". Below these fields is a checkbox labeled "Stay signed in" which is checked. A "Sign in" button is located below the checkbox. At the bottom of the form, there is a link that says "Can't access your account?". Below the form is a separate box with the text "Don't have a Google Account?" and a link "Create an account now".

Step 2

Click the "Save to My Maps" link.



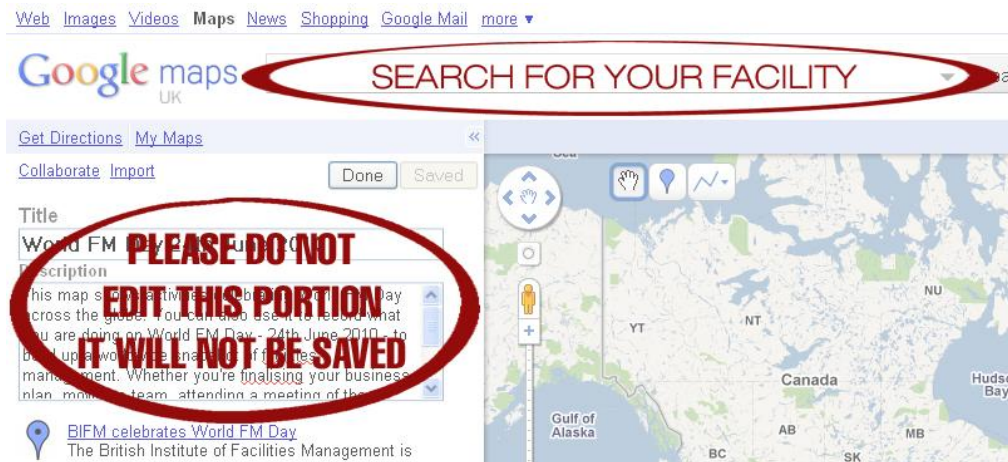
Step 3

Click the “Edit” link.



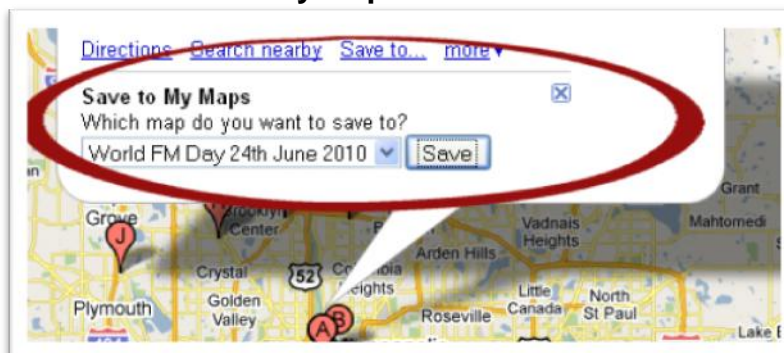
Step 4

Search for your facility by entering the address in the search field.



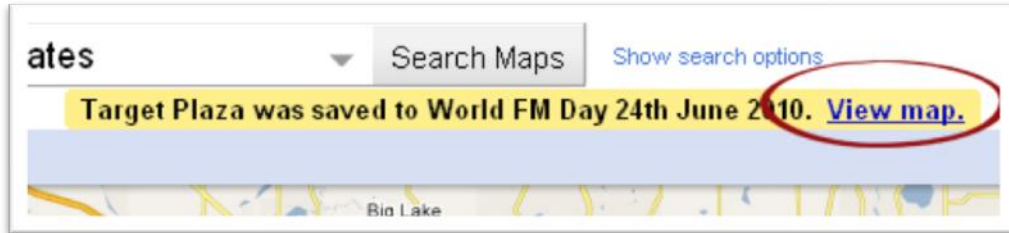
Step 5

After you have found your facility, a red marker will appear at the specified address. Click the marker, then click “Save to...” Under “Save to My Maps” make sure the World FM Day Map is selected then click “Save.”



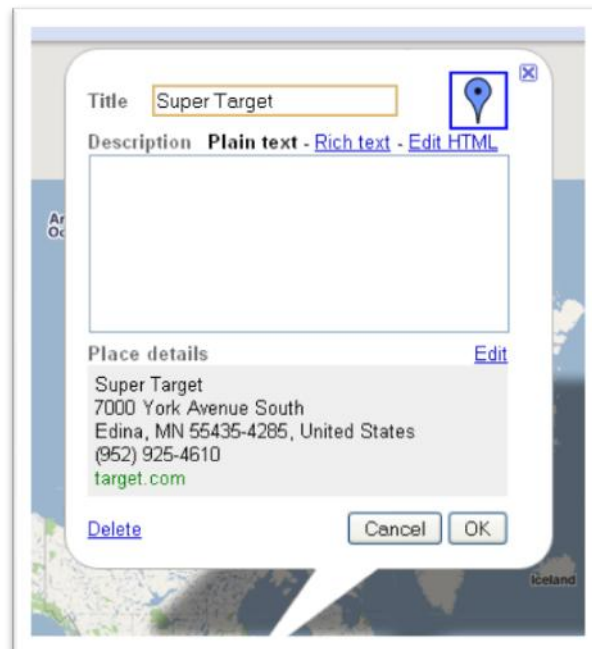
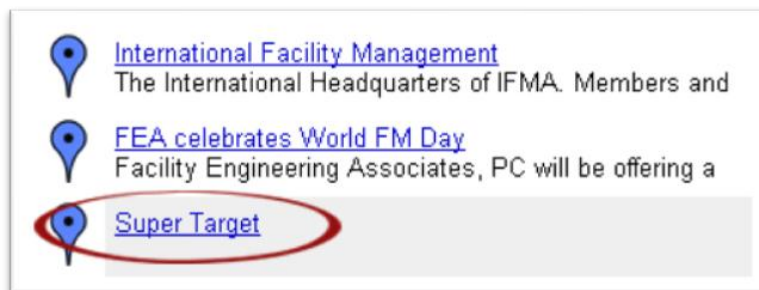
Step 6

When the marker has been saved, a message will appear at the top of the screen. Click the link to go back to the World FM Day Map.



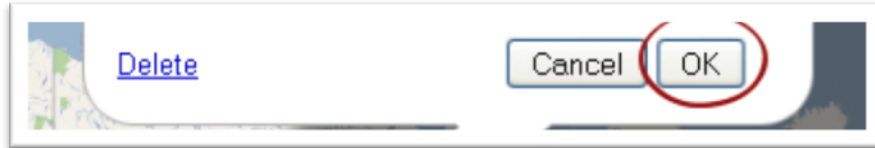
Step 7

You will see your facility at the bottom of the World FM Day Map list. Click on it and a balloon will appear. Edit the information and give details about what you are doing to celebrate World FM Day and projects going on in your facility.



Step 8

Save your facility information by clicking “Ok” within the bubble. Save the map by clicking “Save” on the left-hand side of the screen, then click “Done.”



Step 9

Explore the map to learn about other FM's facilities and feel proud about helping recognize the FM profession on World FM Day! 😊