



FCA STAFF MAP

Step by Step Design Guide

For Map Creation: send to: fcmap@redlogic.com

Questions/Need Help: contact Mat Casner: mat@redlogic.com

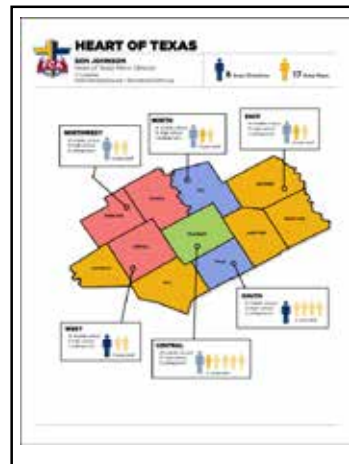
Step 1. Open the file (*FCA Map Worksheet.xls*) and:

- A) **Complete the worksheet.**
- B) **Email completed worksheet to:**
fcmap@redlogic.com

Note: Be sure to include all counties in your ministry area. We will use the counties you specify to build your map.

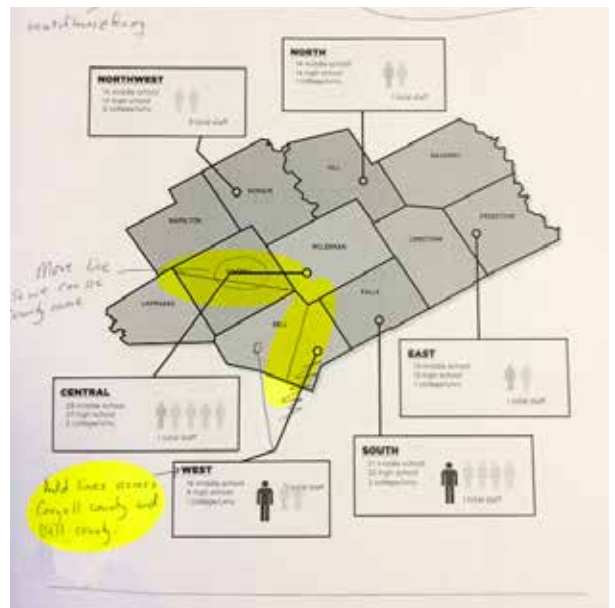
County	Churches	Staff
...

Step 2. My worksheet will be used to build a preliminary map with my ministry area/ counties. A map will be created and emailed to me.



Step 3. When I receive the preliminary map, I will:

- A) **Print the map.**
- B) **Using a pen or marker, I will draw on the printed map and label any staff area boundaries and major geographical items (rivers, interstates, etc).**
- C) **Take a photo of my map with my phone and email it back.**





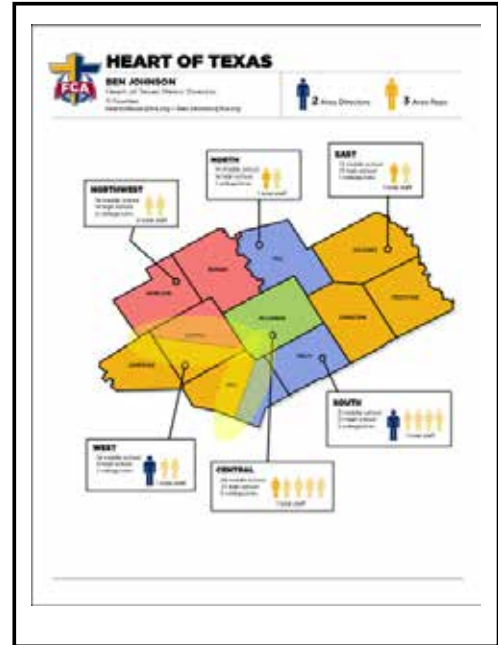
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Step 4. The map will be updated based on my drawing. A new draft will be created and sent to me to review for accuracy.



Step 5. When I receive the updated map, I will print out a copy of the map, mark any final desired changes/corrections. Then I will capture an image of the edited map with my phone and email it back.

Step 6. Once I confirm the map is finalized, the final files will be generated and emailed to me.

I will receive two files.

1) a final **PDF file** and

2) a **PNG graphic** (with no background) that can be added to websites, documents, brochures, powerpoints, presentations and videos.

Note: After the map has been finalized and completed, and the final files have been delivered to you, you will receive an invoice via email from Redlogic for the cost of the map and graphics creation process. Cost may vary depending on map complexity. Any small updates or edits to your map in the future will be covered in this cost as well.

