

STEP-BY-STEP GUIDE TO ADDING PLAYSPACES ON KABOOM.ORG

For every playspace one of our team members puts on the map, NWF earns \$1.00. If we win the competition and outscore the other teams (YMCA, First Book, America's Promise, etc.) NWF gets an extra \$20,000.



You have until June 30, 2009!!

1. First, check <http://playspacefinder.kaboom.org/> to see what parks are already on the map, so you know which ones you can still add. (It won't count if it is a duplicate entry.)
2. Go to a public trail, playground, park, school, nature center, pond or other recreation area you know and take a few pictures – then go to different area and take a few more. Jot down the names and locations of the areas you visit.
3. Go home – load the photos onto your computer and log on to <http://www.kaboom.org/nwf> Then, choose the NWF/ Be Out There team. (Yay!)
4. If you have not signed up for a log-on (username and password), you will need to do so.
5. Now click “Add a playspace” on the purple tool bar at the top of the screen.
6. You will now be looking at an online form you need to fill out. First field is easy – the name of park or recreation area. Second field – put in the closest street intersection to or address of the playspace you are adding to the Kaboom map.
7. Fill out the rest, including a few words of description about the area. Then click “Submit”
8. A little box with a map appears with an arrow pointing at the intersection you posted. If it is right, click “Looks good to me.” (Make sure you get the street names right -- Google maps can help).
9. Now you get a second form to fill out – looks long but it is easy – check the correct boxes for features the area has – ball-fields, playgrounds, trails, pools -- whatever. Then click update. If you can't remember everything the playspace had, don't worry. It doesn't have to be perfect to “count.”
10. **You are almost done!** But you have rate it and upload the photo. At the upper right you will see an orange box that's titled “100,000 Playspaces in 100 days” – click on the word “1 rating” and then the box that says submit a rating when it comes up. Then rate and submit.
11. **Finally** – go back to that orange “100,000 playspace box upper right and click on “1 photo” – and then the “upload” box and browse through your files to find the correct photo. Add it and click submit. (You can add more than one picture)

THANK YOU! You are finished – a new arrow goes on the play-space finder map. You can add more if you want – please do!

NWF gets \$1.00 and a very cool play area goes on play-space finder for folks in your area to look up and visit with their kids, pets and friends.

Written by Kevin Coyle, VP of Education and Training for the National Wildlife Federation