

DRA 2020 Quick Start Guide

Prepared by National Demographics Corp.

Step 1: Create User Account

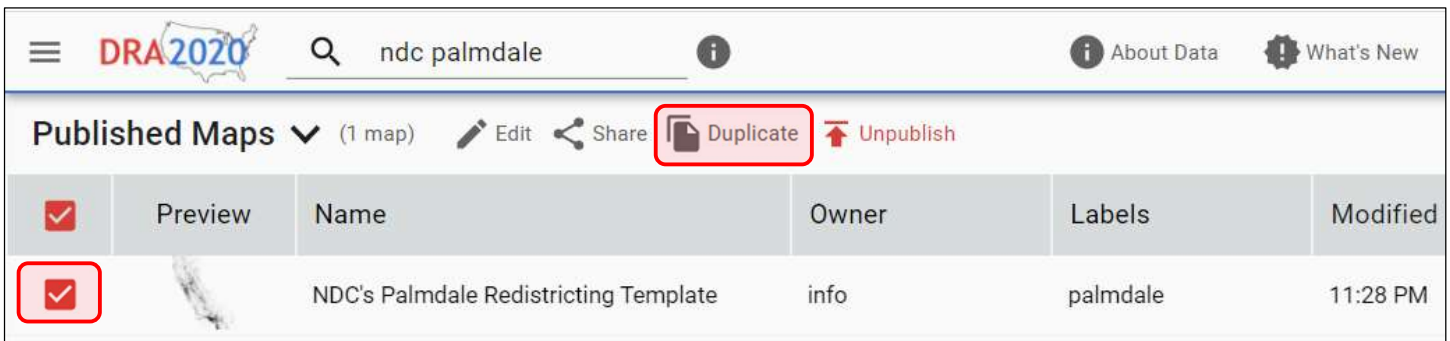
If it's your first time on the DRA 2020 site, you'll need to create an account. Click the **"Sign Up"** button to create an account.

If you already have a user ID and password, click **"Log In."** Once you have logged in to the site, you can access the mapping tool for [Palmdale](#).



Step 2: Create Your Map

After logging in to DRA, click the link to view NDC's redistricting templates for [Palmdale](#). Select a map to start from and click **"Duplicate."**



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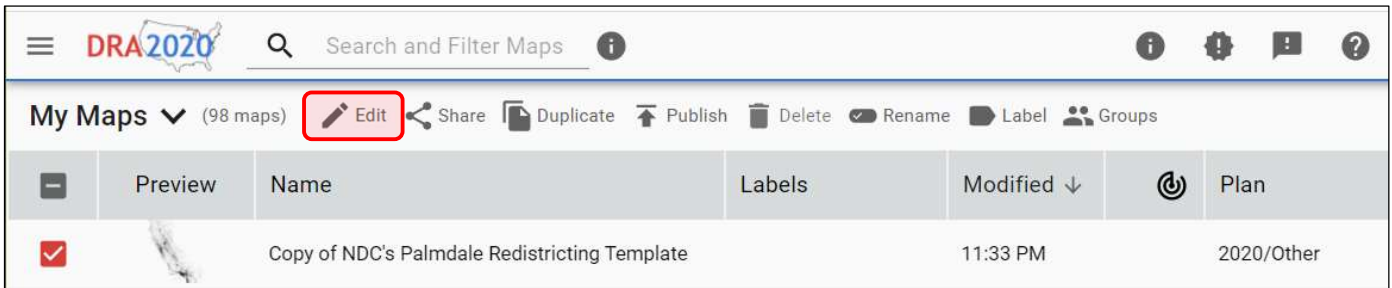
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You will now be directed to a page titled “My Maps.” Your map will appear on the list with the title “Copy of...” Be patient—the site takes a few seconds to load. Check the box to select your map. Then click the “Rename” button to give your map a new name, keeping “Palmdale” in the title.

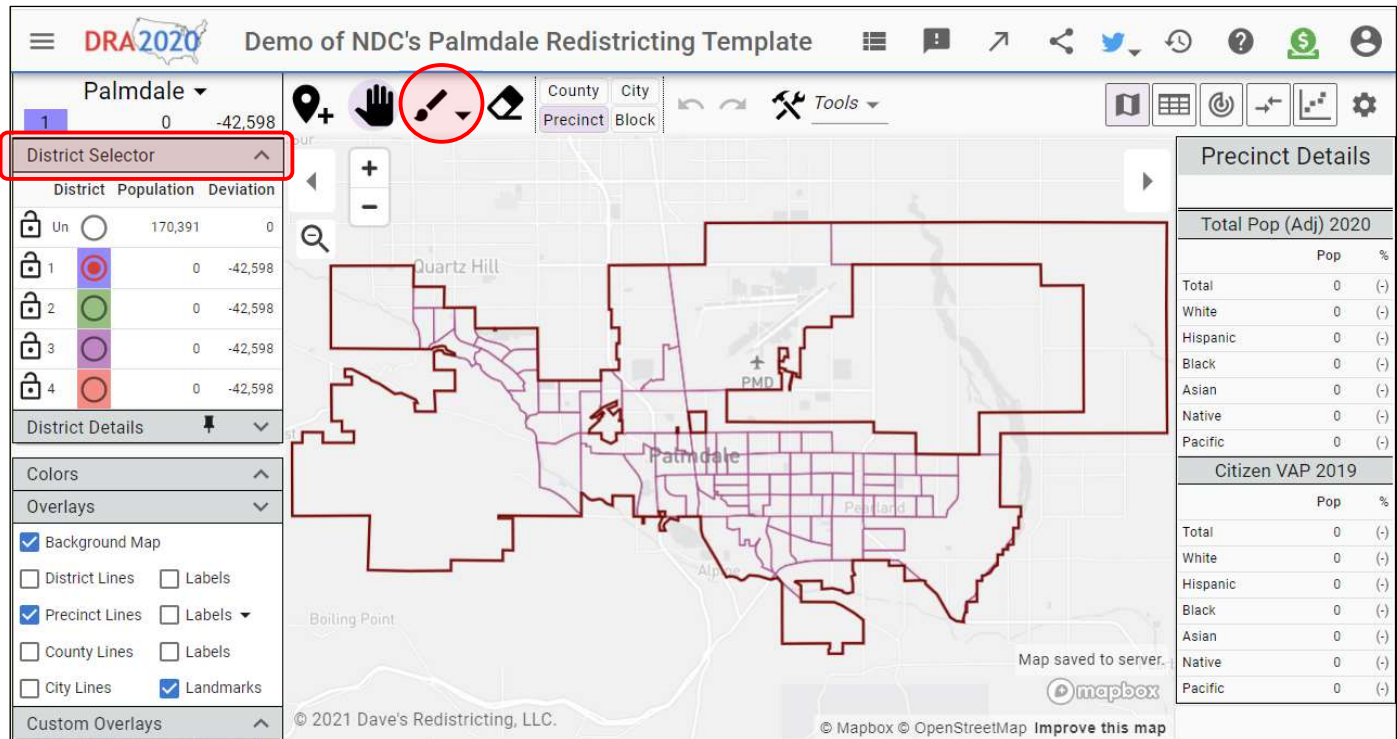


Step 3: Draw Districts

On the “My Maps” page, click the “Edit” button to open your map and begin drawing districts. Again, be patient—it takes a few seconds to fully load the mapping tool and data.



In the **District Selector** box, select the district you want to draw by clicking on the radio button next to the district number. After selecting a district, click the **Paintbrush** icon at the top of the page.



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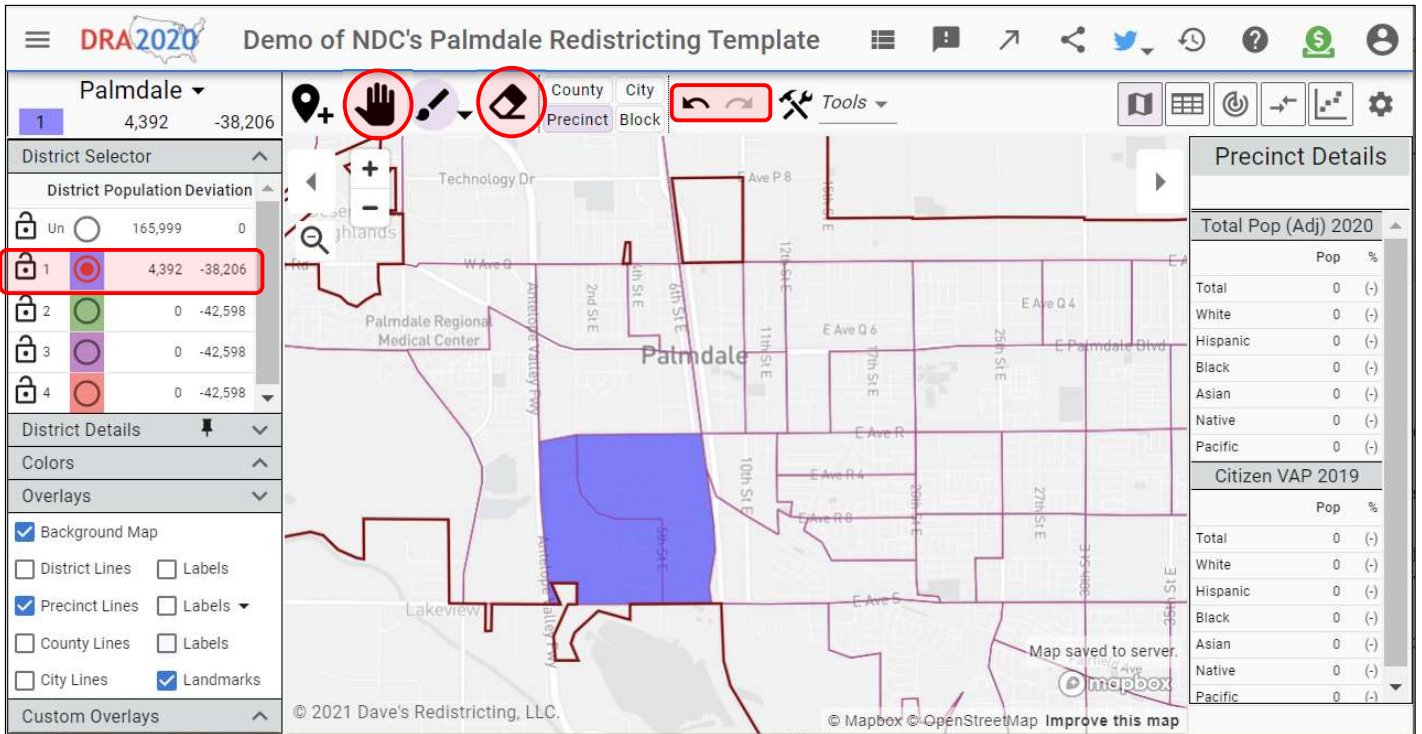
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Click directly on the map to add **precincts** (or smaller block units) to assign them to the selected district. In the example below, two precincts have been added to District 1. Your goal, at the very least, is to assign all the precincts to districts so that each district has about the same population, and to make sure each district is contiguous (all parts are connected).

To exit Paint Mode, click the **Hand** icon. This opens the pan tool, which you can use to move the map by clicking and dragging across the screen.

To correct the boundaries of your districts, click the **Eraser** icon at the top corner of the page. You can also click the **Undo/Redo** buttons to revert your most recent modifications to the map.

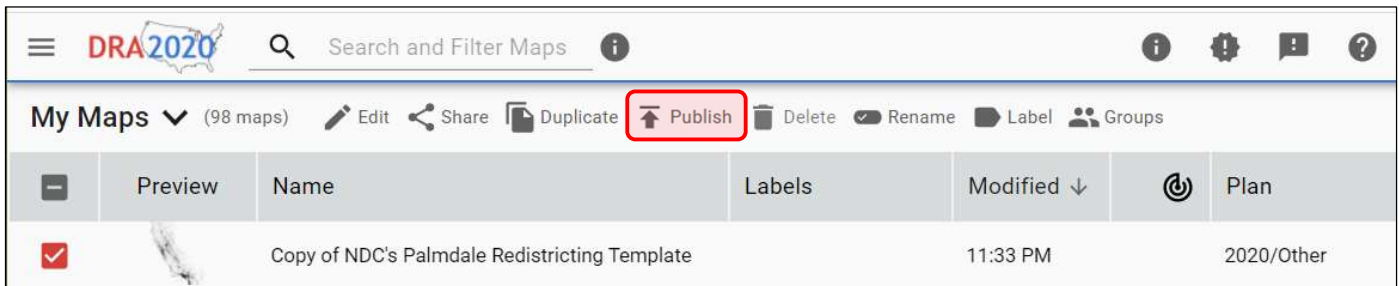
To draw another district, choose a different district from the **District Selector** box.



Step 4: Submit Your Plan

When finished, go back to "My Maps," select your map, and click the "Publish" button.

Next, send an email to redistrict2021@cityofpalmdale.org to notify us that your plan is published (please include your plan name). You can also use the **Share** button to generate a link to your map.



NOTE: If you do not email your map, it will not be entered into the public record for consideration.