

It's Official: You Are a Mapping Representative for Parks on the Air

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Mapping Leadership
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NAME	CALLSIGN
REGION / COUNTRY	DATE

Thank you again for volunteering. Your Mapping Representative permissions are now active for your assigned jurisdiction, and your name should appear on the Parks on the Air website.

Please sign out of pota.app and sign back in so the new permissions initialize correctly.

Quick start

1. Open a park in your assigned jurisdiction. You should see an Edit button near the top of the Park Info page.
2. **Select Edit to update the available fields. If you do not have edit access for a park that crosses jurisdictional boundaries, send the request to your Mapping Representative Lead.**
3. Use the official government agency source for the park whenever one is available. Where a conventional official webpage is not routinely available, use authoritative governmental GIS data, agency maps, or other official documentation accepted under the eligibility policy.
4. Review Access Methods and Activation Methods. Select only methods that are supported by the available information.
5. Use Comments sparingly. Add information that is genuinely useful to activators, such as an unusual access restriction or other important condition. Avoid unnecessary advice or information that may quickly become outdated.
6. Select SAVE when your edits are complete.
7. **Use the ACTIVE control only for ordinary closure-related deactivation when appropriate. Eligibility-based deactivation questions should be escalated to your Mapping Representative Lead rather than handled independently.**

Topics to review with your Mapping Representative Lead

- Park names and park types
- Cross-jurisdiction parks
- Official and third-party information sources
- Deactivation and legacy-reference questions
- Database updates, permissions, and page refresh behavior

A short follow-up call or online meeting with your Mapping Representative Lead can be used to review these items and answer any questions about your new permissions.

One final reminder

The onboarding guidance, Qualification of Parks and Eligible Areas for Parks on the Air, Country Eligibility Schedule, and Knowledge Bank remain your working references. If a situation is not clearly covered, ask your Mapping Representative Lead before making a policy-sensitive change. Your Lead will coordinate with Mapping Leadership if further review is needed.

Thank you for your work and welcome to the Mapping Team.