

Parks on the Air New Mapping Representative Onboarding

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Mapping Leadership

John Ford AB00 • David Mato-Segovia KK4OMJ

Thank you for volunteering to serve as a Parks on the Air Mapping Representative. This role helps keep the Parks on the Air database accurate, consistent, and manageable worldwide.

A word about the responsibility

Being a Mapping Representative is rewarding, but it also requires judgment and consistency.

Most Mapping Representatives want to add parks. That is part of what makes the role enjoyable. But you will also receive requests for parks that do not qualify. Some of those requests may come from friends, local radio clubs, or active members of the Parks on the Air community. They may make a strong case for why a particular park should be included.

Your responsibility is not to find a way to make every park qualify. Your responsibility is to apply the Parks on the Air eligibility rules consistently.

Sometimes the correct answer will be “no.” When that happens, you are not making a personal decision about the park or the person requesting it. You are applying the same Parks on the Air standards that apply everywhere else.

If a situation is unusual or genuinely unclear, you are not expected to solve it alone. Ask your Mapping Representative Lead for guidance.

1. What the role requires

Mapping Representatives apply Parks on the Air eligibility rules to candidate areas in their assigned jurisdiction. They are responsible for careful research and consistent application of the published guidance.

A Mapping Representative does not create policy or make local exceptions. If a question cannot be resolved by the published guidance, it should be escalated to your Mapping Representative Lead. If further review is needed, the Lead will coordinate with Mapping Leadership.

Prompt communication is also important. If your availability changes and you cannot continue supporting the role, please let your Mapping Representative Lead know so another volunteer can be assigned.

2. The references you will use

Mapping Representatives should use the following resources together:

Eligibility reference hierarchy

1. Qualification of Parks and Eligible Areas for Parks on the Air — controlling eligibility policy
2. Country Eligibility Schedule — qualifying governmental tiers and recognized country-level arrangements
3. Knowledge Bank and operational guidance — practical scenarios, established interpretations, and recurring special cases

The Knowledge Bank is an important operating reference. It captures practical situations that cannot reasonably be described in a high-level eligibility document and helps Mapping Representatives apply the rules consistently across many different park systems and government agencies.

3. Eligibility decisions

The current Qualification of Parks and Eligible Areas for Parks on the Air policy governs all new references. A candidate area must satisfy the requirements in that policy and fall within a qualifying governmental tier listed for the country or entity in the Country Eligibility Schedule.

- Do not add parks from governmental tiers that are not listed as qualifying for the country or entity.
- Do not create exceptions to ownership or operation requirements.
- Do not rely on an existing Parks on the Air reference as precedent for adding another area.
- Questions involving governmental structure, unusual ownership or management arrangements, or unclear policy interpretation must be escalated to your Mapping Representative Lead. The Lead will involve Mapping Leadership when needed.

4. Research before creating a reference

Good research prevents problems later. Before creating a new reference, confirm the following:

- The candidate is within a qualifying governmental tier for the country or entity.
- Ownership and operation meet the Parks on the Air requirements.
- The area is open to the public, subject to normal agency rules, permits, hours, or seasonal restrictions.
- The area has identifiable boundaries supported by authoritative documentation.
- There is an official government source for the area. Where a conventional government park webpage is not routinely available, authoritative governmental GIS data, agency maps, or other official governmental documentation may be used.

Non-government tourism pages, social media posts, commercial directories, and other third-party websites can be useful for background information, but they are not authoritative evidence of eligibility.

A governmental designation, environmental classification, inventory, registry, or similar recognition does not by itself make an area eligible. The underlying area must independently satisfy all eligibility requirements.

5. Communicating decisions

It is appropriate to explain briefly why a candidate was added or not added. Be clear, courteous, and consistent. Mapping Representatives are not expected to debate Parks on the Air rules or policy.

General rules, policy questions, or suggestions from participants may be directed to help@parksontheair.com. Internal questions requiring interpretation should be escalated first to your Mapping Representative Lead.

6. Creating a new park

Once you receive New Park rights for your assigned jurisdiction, the basic process is straightforward:

1. Open New Park in [pota.app](#). You may need to sign out and sign back in after permissions are granted.
2. Enter the country/entity and the appropriate location for your assigned jurisdiction.
3. Enter the official park name and choose the closest existing park type. Do not create a new park type.
4. Enter GPS coordinates in decimal format.
5. Add the authoritative official source and any required access or activation information.
6. Use the comments field only for information that is genuinely useful or unusual.
7. Review the entry, then select SAVE. The database will assign the reference number automatically.

A new reference is created immediately in the database, although the map pin may take additional time to appear.

7. Existing references and deactivation

Do not deactivate an existing reference simply because it raises an eligibility question. Legacy eligibility issues should be escalated to your Mapping Representative Lead. If needed, the Lead will coordinate with Mapping Leadership. Parks on the Air Leadership may direct correction or deactivation when appropriate.

Temporary or seasonal closures do not normally require deactivation. Ordinary deactivation is reserved for cases such as a park that no longer exists or has been permanently closed by the responsible agency.

8. Before you are approved

Please review this onboarding guidance, the current eligibility policy, the Country Eligibility Schedule for your jurisdiction, and the Knowledge Bank. A short follow-up conversation may be used to answer questions and confirm that you are comfortable with the role before database permissions are granted.

Thank you for volunteering. Mapping Representatives are essential to maintaining a consistent and reliable Parks on the Air program worldwide.

Mapping Representative Acknowledgment

I have reviewed this onboarding guidance and understand the responsibilities of the Mapping Representative role, including the requirement to apply published eligibility guidance consistently and to ask my Mapping Representative Lead for guidance when a situation is unclear.

Mapping Representative (printed name and callsign)

Jurisdiction

Signature

Date