

# Your 10 Steps to hold a #TravelAble event with Wheelmap.org

A great opportunity to get engaged for accessibility and to hold a team building activity at the same time, is to carry out your own mapping event and register it on [www.wheelmap.org/events](http://www.wheelmap.org/events).

Holding a mapping event or “mapathon” means that you gather a group of people who have at least 2-4 hours of time to: meet, get an introduction to Wheelmap, walk around town in small teams to map places and optionally meet back for feedback and an exchange of experiences afterwards.

So, here are the steps necessary for setting up your event, along with some information to keep in mind for your mapathon:

## A Schedule the event

### Step 1: Set up your event

Fix a date for your event – you can use Doodle or a similar service to find a time that is good for everyone. Keep the opening hours of shops, cafés and other places in mind when planning. Then, fill in the form on [www.news.wheelmap.org/en/travelable-event](http://www.news.wheelmap.org/en/travelable-event) in order to provide us with information about your event.

### Step 2: Receive your mapping kit for the group

We will put your event online on [wheelmap.org/events](http://wheelmap.org/events) and send you 1. a PowerPoint presentation to introduce Wheelmap to the group, including a QR code which the participants will need for logging in and 2. your mapping kit with flyers, stickers and caps you can use for the mapathon.

### Step 3: Book a room for an introduction and an “afterparty”

Reserve a room for the day of the event, before the event, for an hour. Make sure that it is big enough for your group, has the equipment and an internet connection for showing Wheelmap live and to check that everyone has logged into your event. After mapping together it is a good idea to take the time to celebrate your achievement, share stories and connect. This can be in a bar or restaurant – we recommend you reserve a table – or in the same room where you met before the event. If you have some money that you can spend for the event, provide some treats to make this a social event for the group to close off the day.

## B Prepare the event

### Step 4: Choose the areas to be mapped

Split the group into teams of 2-4 people. Depending on the number of teams you then have, choose a corresponding number of mapping areas on [www.wheelmap.org](http://www.wheelmap.org); this could be areas you're interested in, areas that still have a lot of grey icons, favorite tourist areas, areas with a lot of cafés and shops... Zoom in as far as possible on the map, so that all the places are shown. Make a screenshot. Print one out for each team. Highlight the streets that have been assigned to each team for mapping.

## C Rock the event

### Step 5: Explain how Wheelmap works

Use the PowerPoint presentation to give a basic introduction of what Wheelmap.org is and how it works.

### Step 6: Make sure participants are logged in to the event

Show the QR code in the presentation and ask everyone to follow the URL. Alternatively, show the event on Wheelmap.org and have people click on the blue “Take part” button to bring them to the welcoming message on their screens.

### Step 7: Split into groups

Split the group into mapping teams of 2-4 people and hand out the prepared mapping sheets showing their designated mapping areas or display them on a pinboard and ask people to find their favorite mapping area. You can also be creative and combine this with a little team-building activity to break the ice and get everyone into the spirit. ;-)

### Step 8: Equip your groups with the mapping materials

Hand out flyers, caps, measuring tapes and stickers to stick on the clothing, so everyone feels well prepared and is recognizable as part of the Wheelmap event for passers-by.

### Step 9: Take a group picture

Take a photo of the whole group before everyone heads off to the different areas in town.

### Step 10: And now: Map away!

Enjoy your mapathon outside and try to map as many places as possible. The counter of your event will let you know how many places you succeeded in mapping by the end of the day. For more statistics about your event you can also send an e-mail to [travelable@wheelmap.org](mailto:travelable@wheelmap.org).

## D Meet up again for an evaluation and “afterparty”

After the mapping part, meet with the whole group and exchange your stories while having drinks or a snack with all the participants. If you have feedback on the app itself, please mail us at [travelable@wheelmap.org](mailto:travelable@wheelmap.org).

Last but not least: Have fun!

## Further support

Feel free to mail the Wheelmap team anytime at [info@wheelmap.org](mailto:info@wheelmap.org) or [travelable@wheelmap.org](mailto:travelable@wheelmap.org) if you have further questions. We can schedule a video-call to discuss the details. We are also happy to receive your bug report at <https://news.wheelmap.org/en/contact/> when you run into a problem during the mapathon that you think needs to be fixed.