

Instructions for reporting issues in ESA using Google Maps

The following instructions are written for reporting locations of issues within London's ESAs using Google Maps. Please note that these instructions are applicable only to internet browsers on a computer, and may not be the same if using a tablet or phone.

We recommend bookmarking the link to these instructions and/or the map hyperlinked in Step 1 so that you may add observations of conflicts in ESAs in the future.

Step 1: Visit the [Google map](#) for reporting ESA issues

Step 2: If you have not already, sign in to your Google account.

Step 3: At the top left, click the Edit button

Step 4: If starting reports for a new ESA not already listed, click the Add layer button. A new layer will appear called "Untitled layer". Click the three vertical dots beside it and rename the layer to match the name of the ESA. Note that the first layer shows examples in the Medway Forest ESA.

Step 5: With your new layer selected, visit the ESA on the map. To add markers, press the Add marker button  under the search bar at the top. Then click on the map where you want to place the marker. You can drag the marker around to reposition it if needed.

Step 6: Title the marker with a brief description of the issue being reported. You may add further details in the description. If available, you may upload photos of the issue by pressing the camera icon 

Step 7: Once you are finished adding a marker, press the Save button.