



## Quick Guide: Your SARTopo/CalTopo Demo Team Account Trial

Welcome to SARTopo and CalTopo team accounts. You should have received a code to join the demo team account. If you did not receive a code or the code has expired, please contact us at [help@caltopo.com](mailto:help@caltopo.com) and we can issue you a new one.

Please also share this code with 1-2 other team members so you can practice the collaborative functions together. Keep in mind that this is a shared account and you should not use it for live events or any sensitive data.

### Now What?

You should try out the primary features of a team account that differ from an individual account. These include shared maps across the team, shared location tracking, custom team layers, mapsheets, and icons, and finally events.

Links to the [user guide](#) are included for each section if you need specific instructions or are not already somewhat familiar with the program. Any time you have a question about the specifics of how to do a function below, go to [training.caltopo.com](http://training.caltopo.com) to find the answer in our user guide.

### Easy collaborative mapping: [Team Map Collaboration](#)

- [Create a new map for testing](#). When you go to save it, use the drop-down menu to save it to the trial team account. When the other team members access their map list in SARTopo, they will see this map listed in their maps, and can open and edit it. More than one person can edit the same map at the same time.
- There is no need to share a link to each map. All team members can access and possibly edit the map, depending on their [team-level permissions](#).

### Live Location Sharing: [Live Team Tracking](#)

- With the [mobile app](#), team members can turn on their location sharing and mission managers, or anyone else on the team, can see it live on any map when they turn on the Team Shared Location Overlay (as long as they have a data connection).
- Have your other team members turn on this feature in their app while you turn on the overlay while viewing SARTopo in your browser. Copy their position to a marker to capture their location at a particular time. Team members can also record tracks to the map in real time, and if they have a data connection you will see the track update as they move.

### **Working with Team Data such as Layers, Mapsheets, and Icons:**

- Many teams have a need for local information to be readily available to all team members. This can be done via [custom layers](#) or [mapsheets](#) for base layer and overlay-type data. Teams can also have custom icons for markers. Custom layers, map sheets and icons can be saved to the team account so that anyone on the team can instantly access them whenever they are needed.
- To see and use a demonstration of a team account custom layer, navigate the map viewer to Paradise, CA. Go to the Map Layer menu and select + Stack Base Layer. Select the Camp Fire layer from the SARTopo Demo Team Layers section of the list. This is a layer built in MapBox from high resolution aerial imagery captured by drones after the devastating Camp Fire ripped through the town of Paradise. This layer was created and used during the wildfire search and recovery efforts. Hopefully your needs for custom layers aren't as dramatic; many county GIS offices have their own map layers and teams are able to bring those in as custom layers for their team members to access.

### **Events: [Team Events](#)**

- Large incidents often require collaboration and coordination with responders who are not on your team. Events are designed to allow you to provide access to event-specific maps and data to people outside your team and get everyone on the same map.
- From the [admin area](#) of the demo team account, create an event and add a new map to it. Create an invite code to the event. This can be shared with another person or two on your team, whether they already have a SARTopo account or not.