



THE ROAD AHEAD PARTNERSHIP

Instructions for Adding Sites-Attractions-Events to the American Indians and Rt. 66 Itinerary Spreadsheet

Note: Return Completed Spreadsheets via Email to Dr. Rick Valentin, Illinois State University at: rvalen@ilstu.edu

Download the Excel spreadsheet file, titled "Am. Indians Rt. 66 Itinerary.xlsx", from the Rt. 66 Road Ahead Partnership website.

Open the spreadsheet.

Notice that there are two "tabs" at the bottom of the spreadsheet, one titled "Sites-Attractions" & one titled "Events". Enter information regarding sites and attractions on the worksheet accessible via the first tab, and enter information regarding events on the worksheet accessible via the second tab.

A "for example" row of data is included in each worksheet, so you can see a sample of what the information you enter should look like. You can delete this row, then begin entering information for each site/attraction and/or event you suggest be included in the American Indians Rt. 66 Itinerary.

Explanation of columns

Name

Name of the Site, Attraction or Event. 50 characters maximum

Type

General category for the Site, Attraction or Event. (Some suggested types: Attraction, Historical Location, Historical Marker)

Address 1 + 2 / City / State / Zip

If available, the official USPS address of the POI

Latitude/Longitude

If available, the latitude and longitude of the POI. Either the address or the lat/long are required for locating the POI in the application.

Description

A short, concise description of the Site, Attraction or Event. Please limit the description to approximately 50 words / 250 characters.

Additional Info (optional)

A web link to additional information about the Site, Attraction or Event

Image (optional)

The filename of an image of the Site, Attraction or Event. Do not insert the actual image file into the spreadsheet. Image files should be submitted separately along with the Excel file. Submitted images should be at least 640 pixels on the shortest side.

Contributor Name / Contact

The name of the individual and/or organization who has submitted the information in the row and an email contact for the submitter.

Entry Date

Date the row was added to the spreadsheet.