

**DRAW THE LINE FOR FAIR  
AND EQUAL REPRESENTATION**



User Guide

# Maptitude Online Redistricting User Guide

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## Create an Account

Figure 1. Maptitude Online Redistricting login

On the maptitude website you will login with your existing username or select **New User** at the bottom of the page.

To create a new username, fill out the information boxes with your desired username, password, and email address.

**Note:** username must be one word and your password must have at least 8 characters.

*Your username will appear at the top of any maps you print or email.*

You will return to the login page and use the username and password you just created.

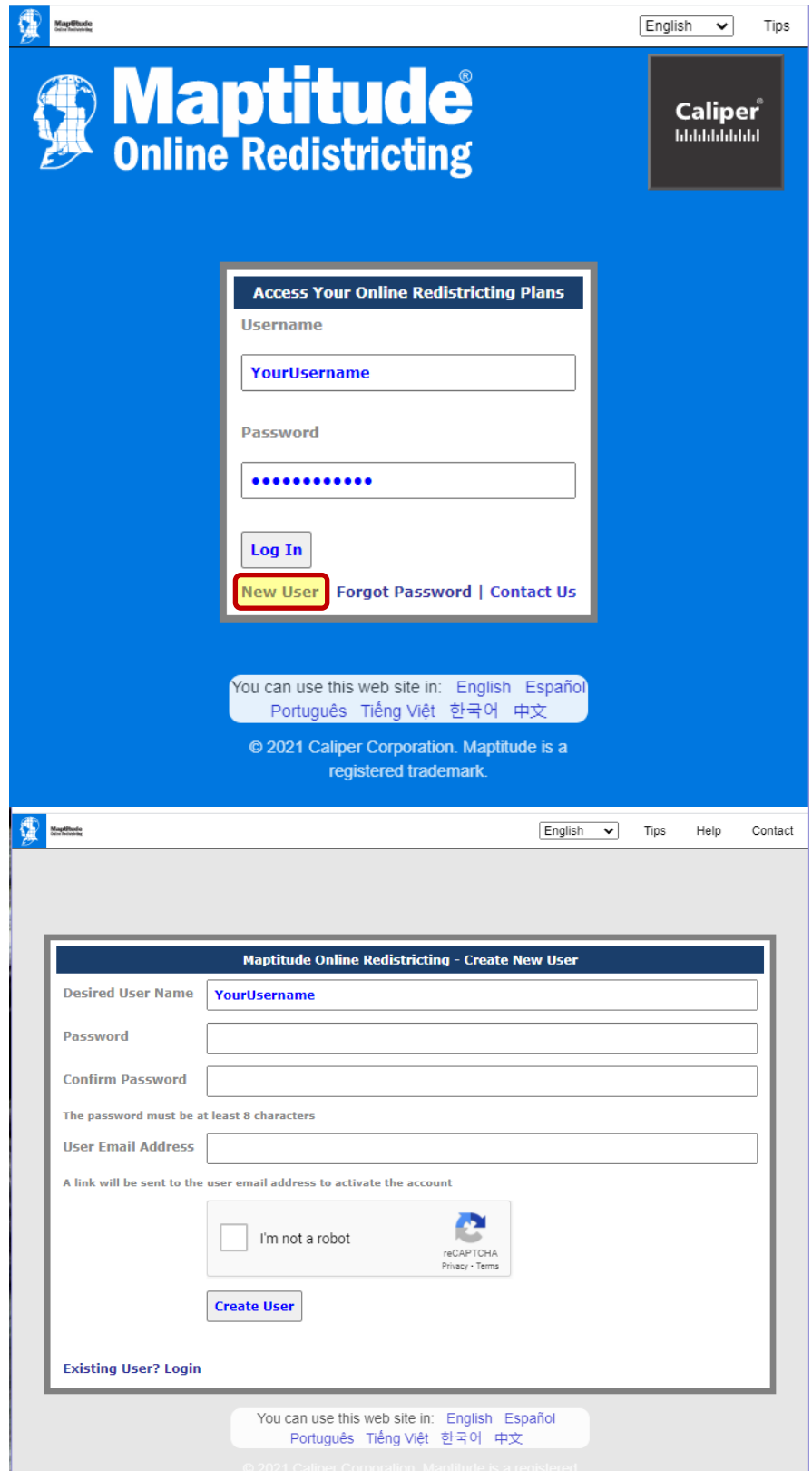


Figure 2. Create New User

## Start a Plan

Once you are signed in, you will see the Plan Manager window. In this window you will be able to see any plans you have created.

To open the Plan Manager window from the map you can use the My Plans tab in the Sidebar menu (pg 4).

### Create A New Plan

To create a new plan, you will select **New Plan** on the right.

In this window you can see the plan provided as a starting point. This plan will show the current commission districts in Orange County with the 2020 Census Data.

Click **Create** to use the selected plan to start.

Choose a name for your new plan.

Click **OK**.

### Open A Shared Plan

To open a shared plan, you will go to the plan manager.

Select **New Plan**.

Select the **Shared** tab.

A shared plan is a plan that an individual has shared to the public as a starting point for others to edit. When you open a shared plan it will be a copy of the shared plan.

Click **Create** to use the selected shared plan.

Choose a name for your new plan.

Click **OK**.

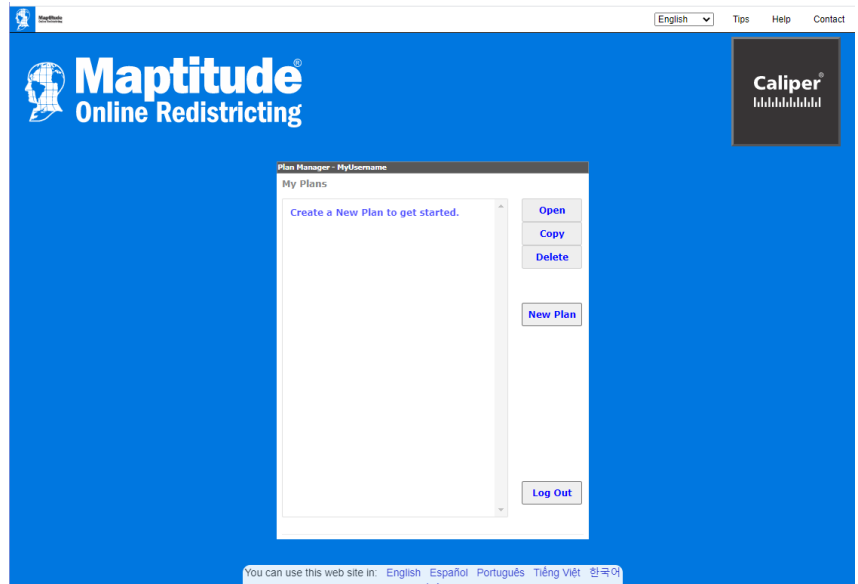


Figure 3. Plan Manager Window

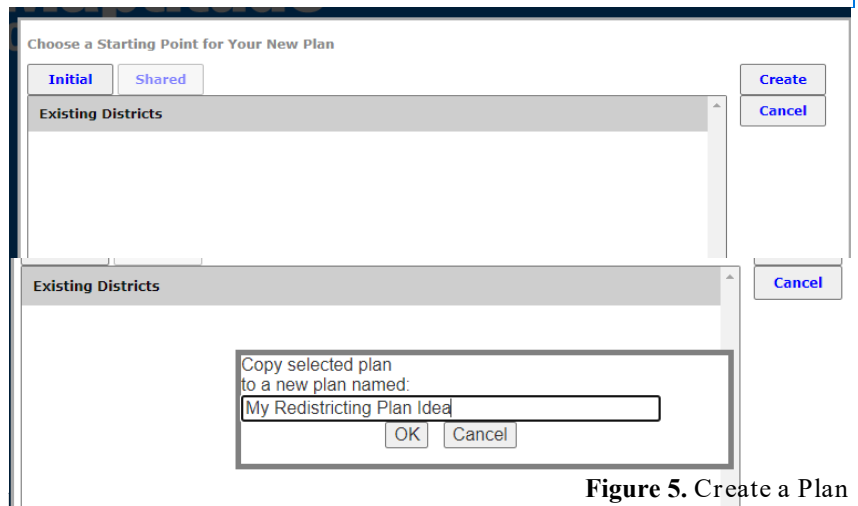


Figure 5. Create a Plan

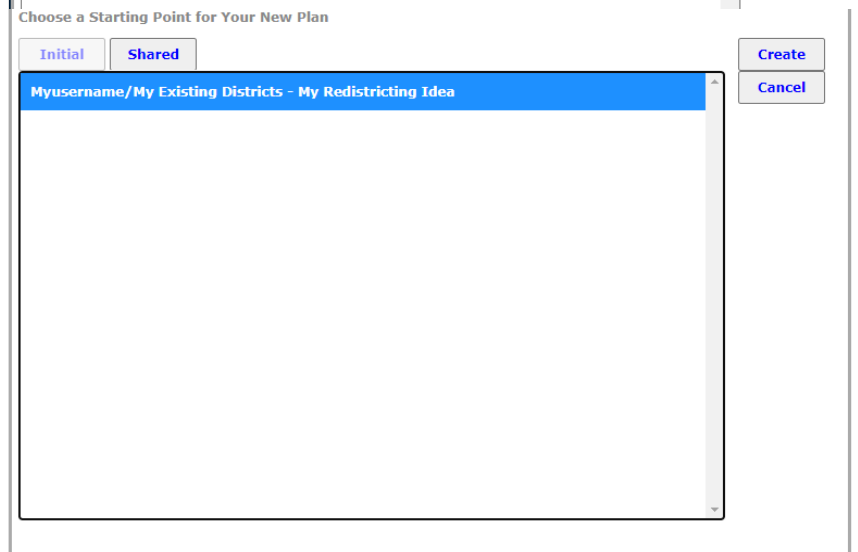
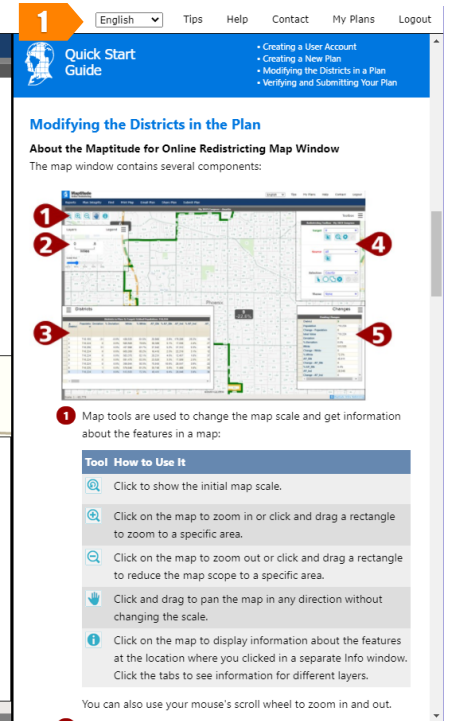
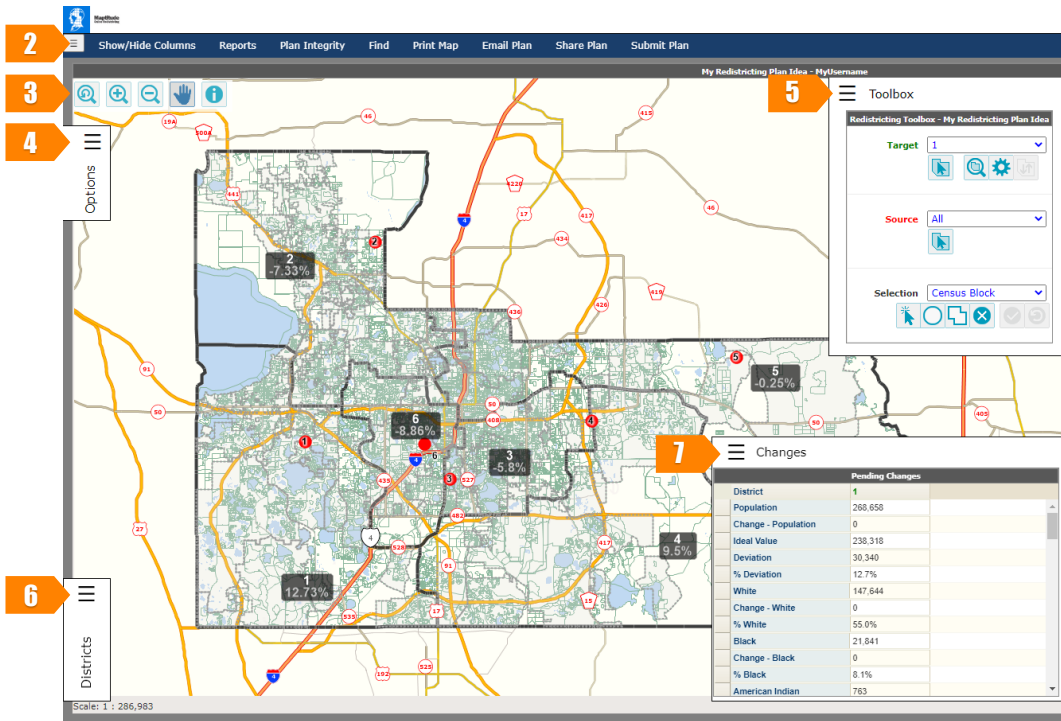


Figure 6. Create a Shared Plan

# Maptitude Online Redistricting User Guide

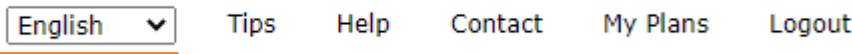
## Sidebar Menu



Your Screen will now look like Figure 7 above.

Figure 7. Maptitude Window

## 1 > Sidebar Menu



### Language Drop Down

Click the **down arrow** in the drop down menu. Here you can set the language between English, Spanish, Portuguese, Vietnamese, Korean, or Chinese.

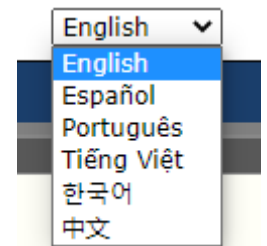


Figure 8. Language Drop Down



### Tips

Select the **Tips** tab at the top right of the window. It will prompt and guide you through some of the tools you will use to modify districts.

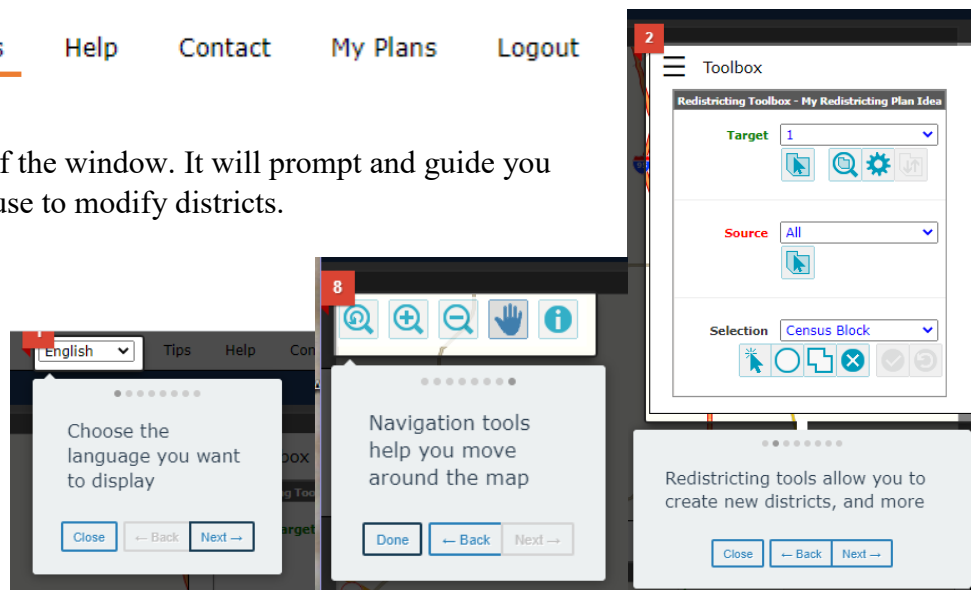


Figure 9. Tips Instructions

## Sidebar Menu

English ▼ Tips Help Contact My Plans Logout

### Help - Quick Start Guide

On the right a panel will open showing the Quick Start Guide for using Mapitude.

In the Quick Start Guide you will find help with:

- ⇒ [Creating a User Account](#)
- ⇒ [Creating a New Plan](#)
- ⇒ [Modifying the Districts in a Plan](#)
- ⇒ [Verifying and Submitting your Plan](#)

English ▼ Tips Help Contact My Plans Logout

### Contact

Select the **Contact** tab.

You will find contact information to reach Orange County Government.

#### Contact us

Email: [redistricting@ocfl.net](mailto:redistricting@ocfl.net)

Phone: (407) 836-5606

Figure 10. Contact Information

English ▼ Tips Help Contact My Plans Logout

### My Plans

Select the **My Plans** tab.

This will take you to the Plans Manager window. You can open any of your plans or start a new one.

English ▼ Tips Help Contact My Plans Logout

### Logout

This will log you out of the site.

## Map Menu

### 2 > Map Menu

- Show/Hide Columns
- Reports
- Plan Integrity
- Find
- Print Map
- Email Plan
- Share Plan
- Submit Plan

#### Show/Hide Columns

The **Show/Hide Columns** tab allows you to customize which data you wish to see in your plan.

To use this tool, select a category from the “Hidden Columns” and use the arrow to move it to the “Visible Columns.”

You will see the categories reflected in your **Districts** box and **Changes** box.

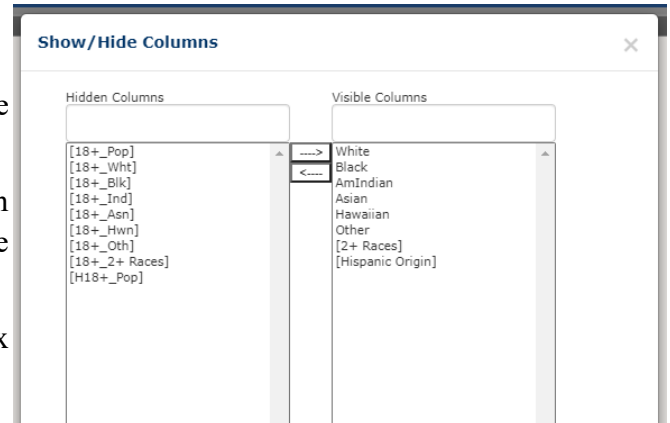


Figure 11. Show/Hide Column window

- Show/Hide Columns
- Reports
- Plan Integrity
- Find
- Print Map
- Email Plan
- Share Plan
- Submit Plan

#### Population Summary

#### Reports

#### Population Summary

Select the Reports Tab, select the **Population Summary**.

Select a demographic and select the arrow to move it to the right column.

Click **OK**.

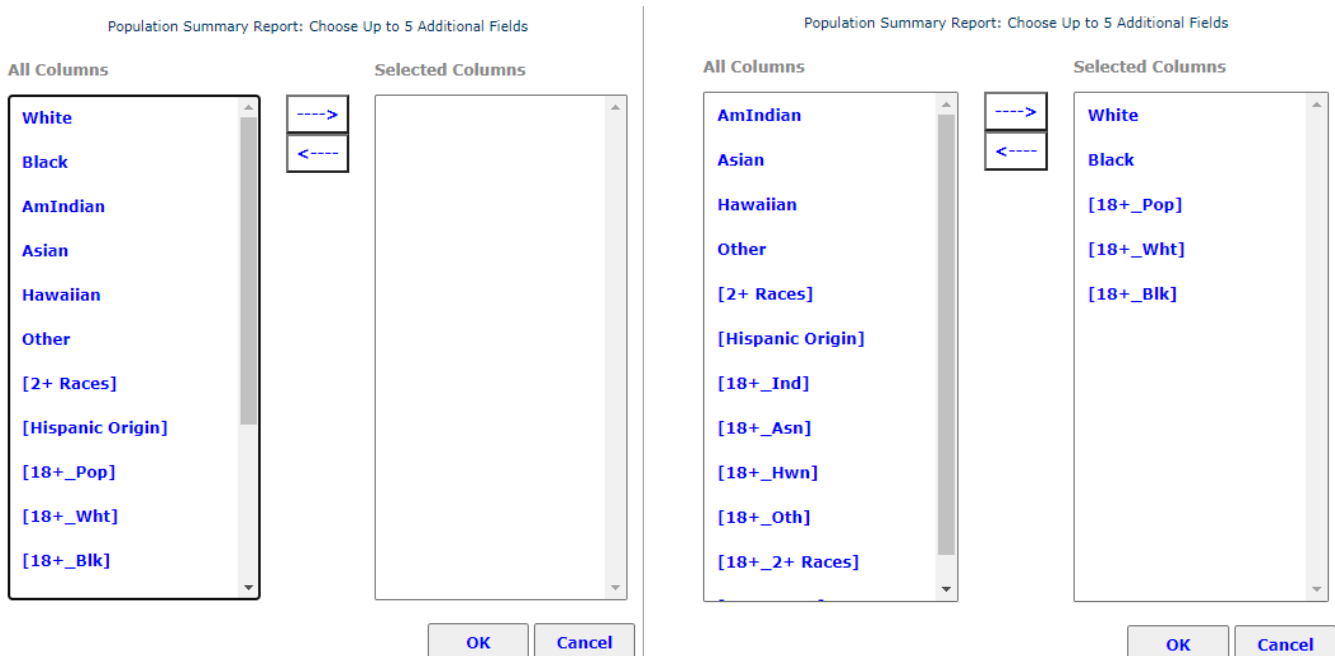


Figure 12. Select fields to view in the Population Summary Report

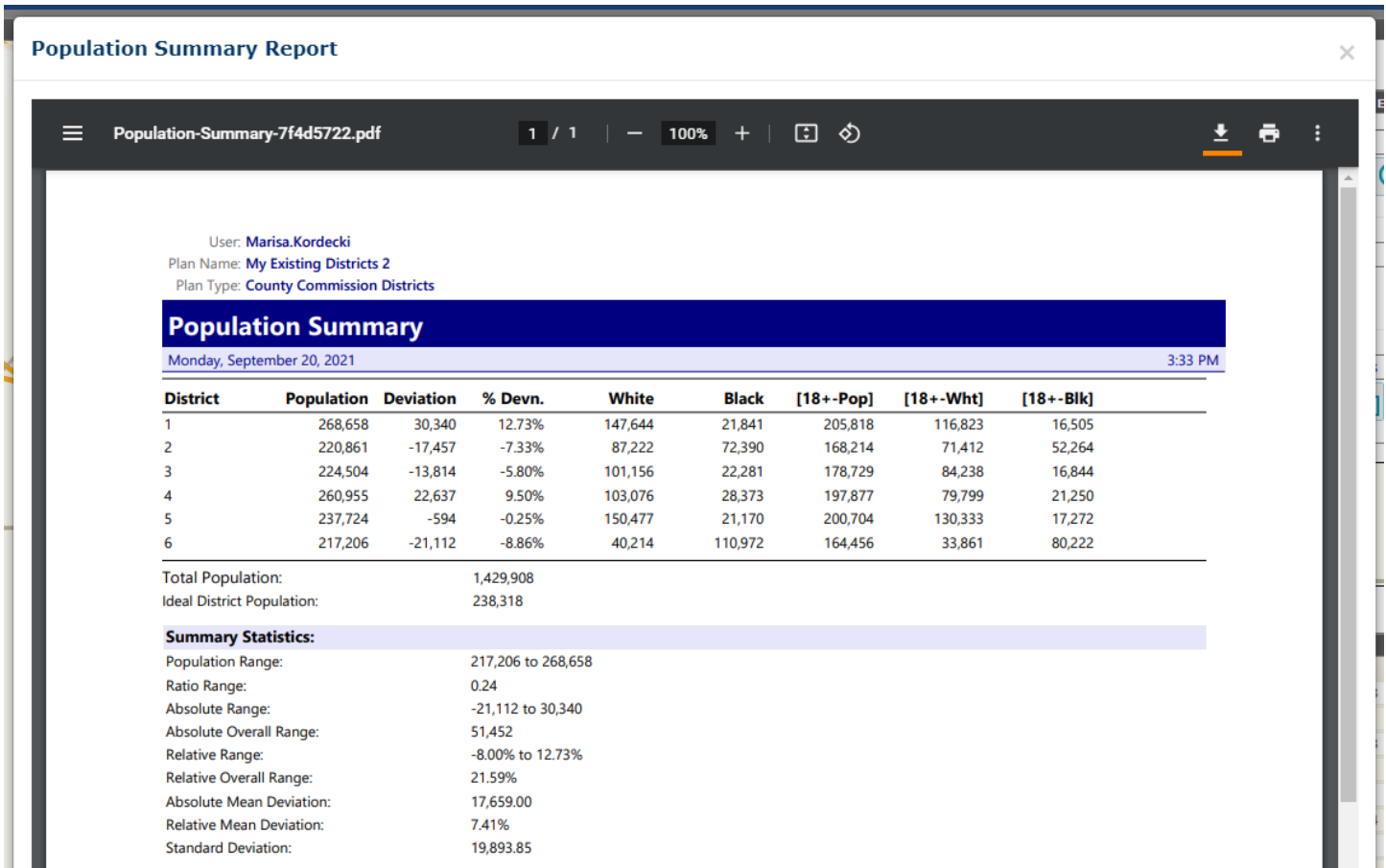
## Map Menu

### Report Summary (continued)

Once you have clicked **OK**, the report will pop up in a window showing the fields you selected and their statistics.

You can download this Report Summary as a PDF file by clicking the download icon in the right top corner.

**Figure 13.** Population Summary Report



Navigation menu items: Show/Hide Columns, Reports, **Plan Integrity**, Find, Print Map, Email Plan, Share Plan, Submit Plan

Plan Integrity dropdown menu items:

- Find Unassigned Areas
- Find Non-Contiguous Districts
- Find Majority-Minority Districts
- Find Incumbent Districts

### Plan Integrity

The Plan Integrity tab includes tools that will help ensure your redistricting plan meets legal requirements. These tools are useful for identifying those areas for you to revise.



## Map Menu

### Plan Integrity (continued)

#### Find Unassigned Areas

The Find Unassigned Areas tool runs a check to find any census blocks that are not assigned to a district.

You will most likely not need this tool. The maps are configured such that it should not be possible to create an unassigned area.

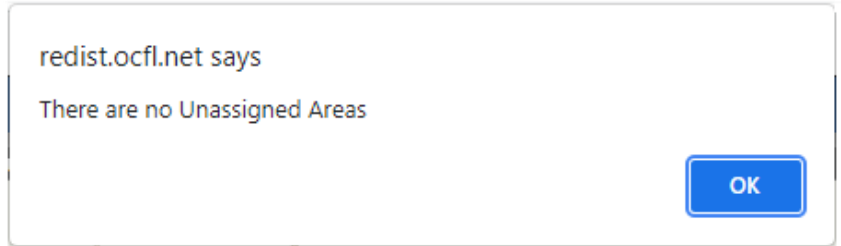


Figure 14. No Unassigned Areas Pop Up

#### Find Non-Contiguous Districts

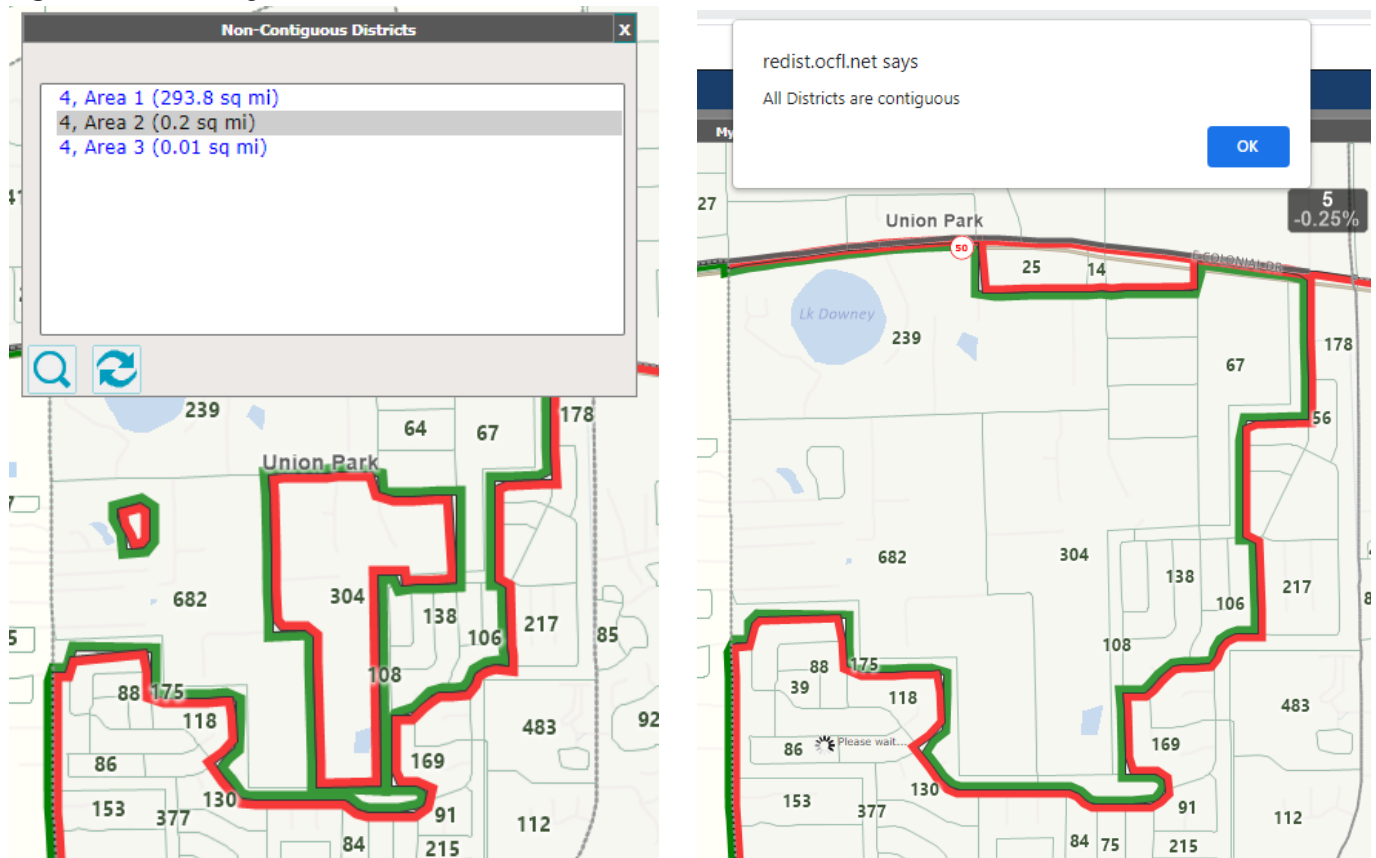
The Find Non-Contiguous Districts tool will run a check to find any areas of a district that do not meet the legal requirement of being contiguous.

The Florida Supreme Court has defined “contiguous” as being in actual contact – touching along a boundary or a point.

In the event a district is not found to be contiguous, a pop-up window will list areas by District, Area #, and square miles of the area.

Select one of the areas, and use the magnifying glass icon to zoom to that location. You will then use your tool box revise your blocks to meet the contiguity requirement.

Figure 15. Non-Contiguous Areas



## Map Menu

### Plan Integrity (continued)

#### Find Incumbent Districts

Find Incumbent Districts is a tool that runs a check to see if the current incumbent commissioner lives in their elected district.

In the map you will see the Incumbent symbolized as a red circle with a label showing the district the Incumbent represents.

In the image you can see an example of when an Incumbent is no longer in their elected district. In this instance the District 3 border was moved east, and the District 4 Commissioner would reside in District 3.

*Note: A plan that fails this tool can still be submitted.*

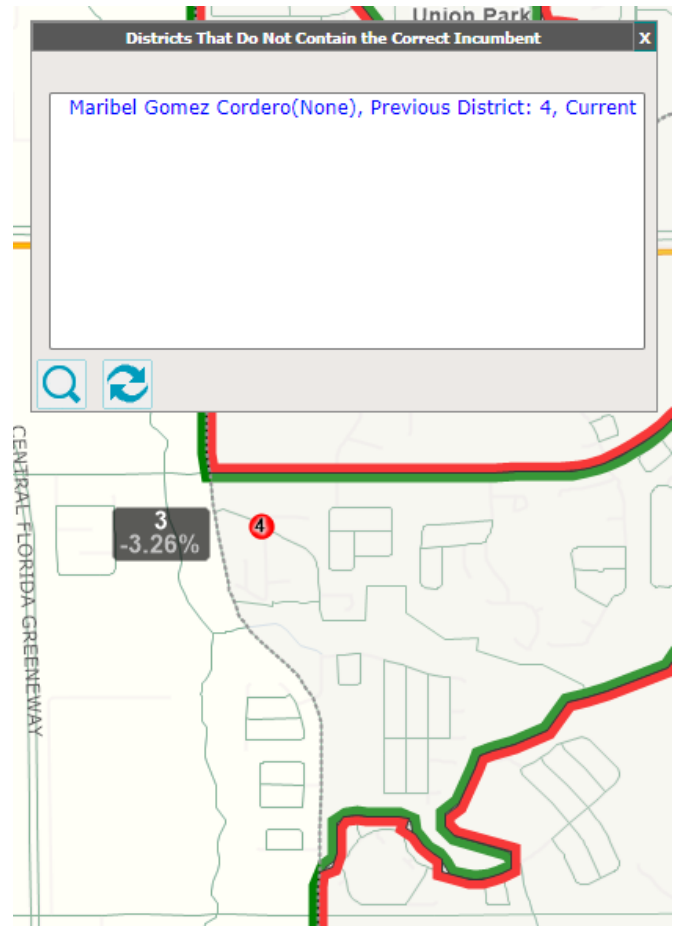


Figure 16. Find Incumbent Districts tool



### Find

This tab will open a window that allows you to search for a specific address or district.

Enter an address you would like to see and click Find. The map will zoom to that address and mark it on a map with a red bullseye.

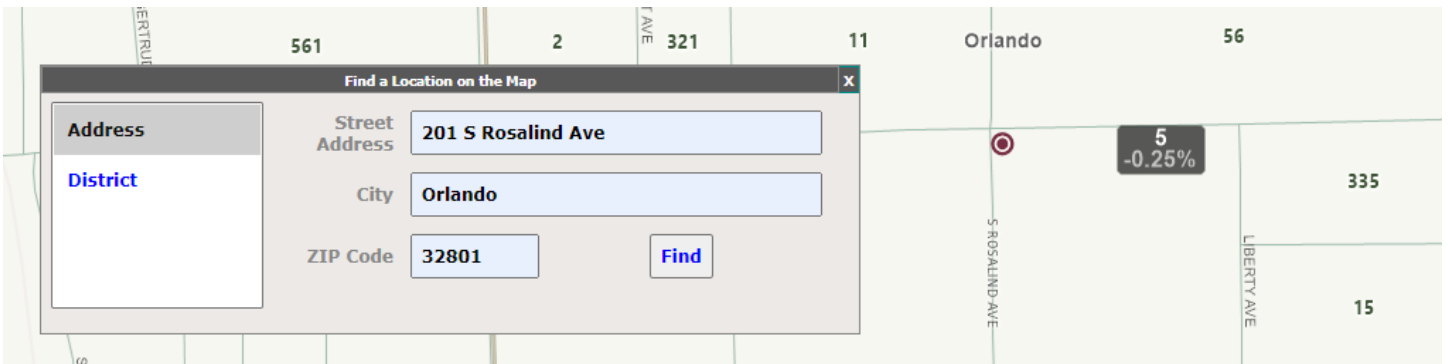


Figure 17. Find tool used to find an address

## Map Menu

Show/Hide Columns Reports Plan Integrity Find Print Map Email Plan Share Plan Submit Plan

### Print Map

This tab will open a print window.

The scale and view in your window of the map will be the scale and view in the print map.

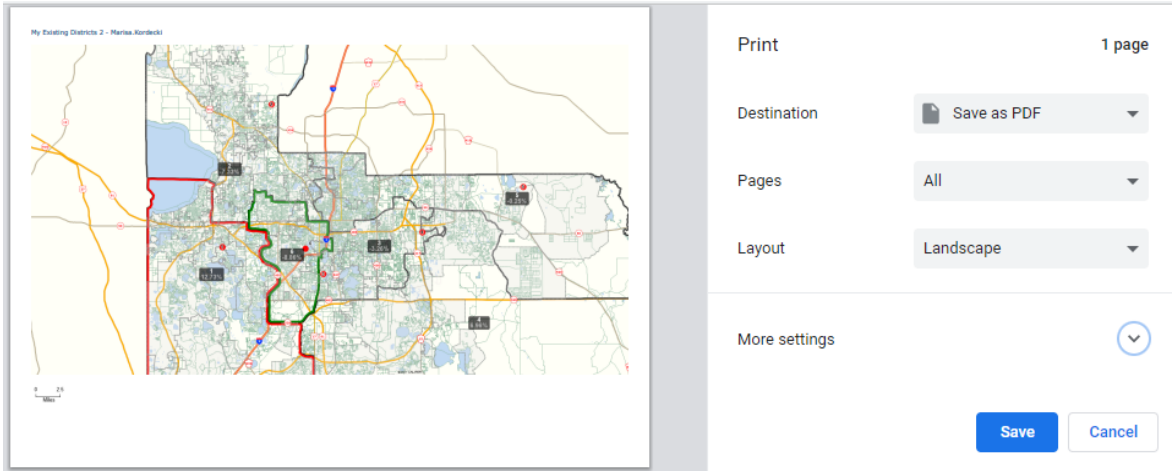


Figure 18. Print configuration window

Show/Hide Columns Reports Plan Integrity Find Print Map Email Plan Share Plan Submit Plan

### Email Plan

This tab allows for a user to directly send a plan to others.

***Emailing a plan is not a substitute for submitting a plan under the Submit Plan tab.***

*Emailing a plan does not guarantee a plan meets legal requirements or perform automatic checks such as when a plan is submitted.*

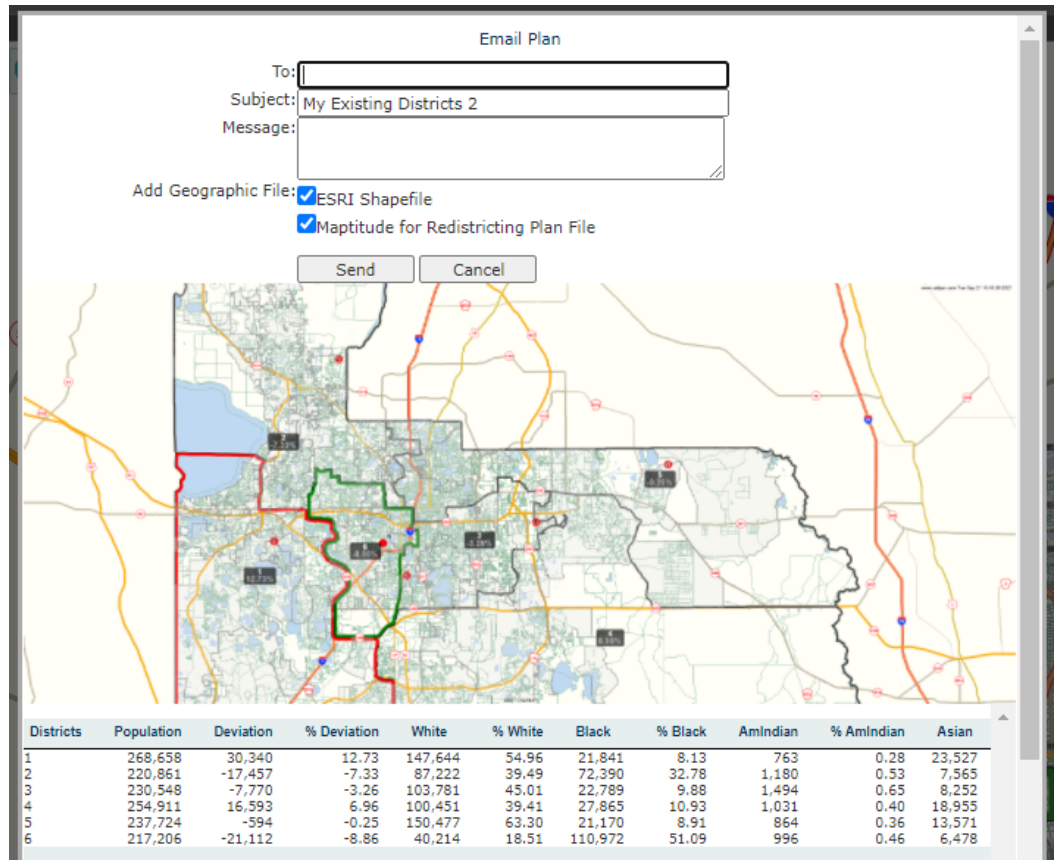


Figure 19. Email Plan window

## Map Menu

Show/Hide Columns   Reports   Plan Integrity   Find   Print Map   Email Plan   Share Plan   Submit Plan

### Share Plan

This tab allows for a user to share their map for anyone in the public to copy and use as a starting point for their own plan.

Select **Share Plan**. Name your plan.

You will see a pop-up that confirms your plan was shared for others to use.

See [page 2](#) to Open a shared plan.

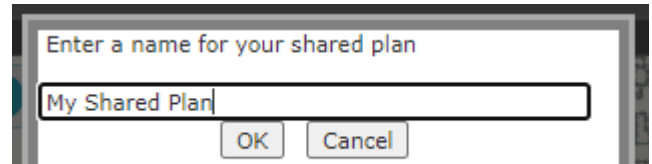


Figure 20. Name your shared plan

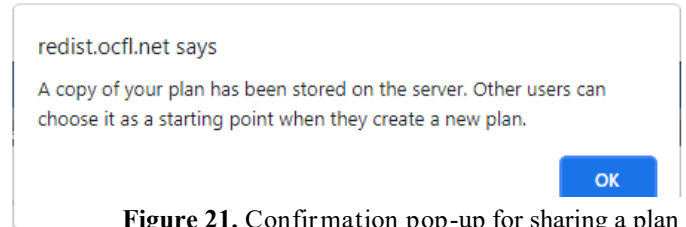


Figure 21. Confirmation pop-up for sharing a plan

Show/Hide Columns   Reports   Plan Integrity   Find   Print Map   Email Plan   Share Plan   Submit Plan

### Submit Plan

This tab allows a user to submit their plan to Orange County for review.

Before a plan is submitted automated checks will run to ensure that the plan meets legal requirements for contiguity and percent deviation +/-10%.

If your plan fails either of those checks, it will not be submitted. You will see a pop-up that will tell you what has failed and you can revise your plan.

When your plan passes all the checks, you will see a box that asks for a description and your contact information.

Once you select **OK** your plan will be submitted.

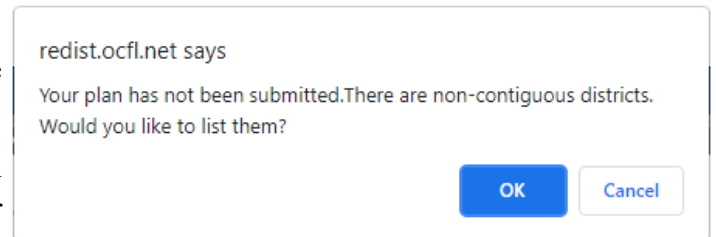


Figure 22. Submit a plan automated checks

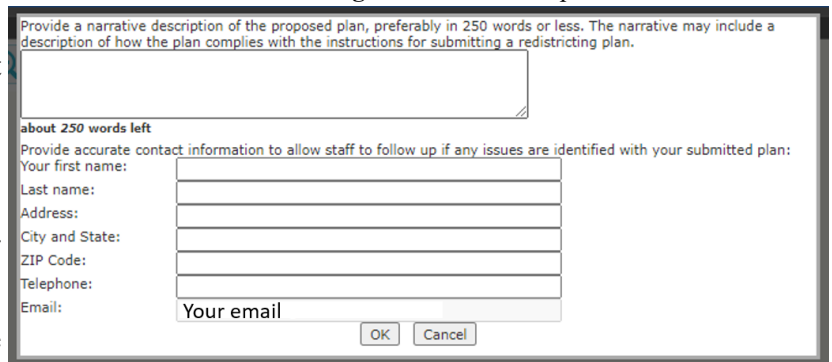


Figure 23. Submit a plan description and contact information

**PLEASE NOTE: YOUR PLAN HAS NOT BEEN SUBMITTED FOR CONSIDERATION BY THE ADVISORY COMMITTEE FOR REDISTRICTING.** Submitting your plan through the Mapitude web application only enters it into the system so that county staff may retrieve it at the request of the Committee Members.

In order for your submitted plan to be put before the Advisory Committee for Redistricting for consideration, you must have a Committee Member sponsor your submitted plan. **ONLY PLANS THAT HAVE BEEN SPONSORED BY A COMMITTEE MEMBER WILL BE CONSIDERED BY THE ADVISORY COMMITTEE FOR REDISTRICTING.**

Please review the following website: [Redistricting 2021](#), for information on obtaining Committee Member sponsorship of your plan. **THERE IS NO GUARANTEE THAT YOUR PLAN WILL BE SPONSORED.** The decision to sponsor plans created by the public is left to the sole discretion of each individual Committee Member.

## Map Toolbar, Options Window, & Toolbox Menu

### 3 > Map Toolbar



- Click to show the initial map scale
- Click to zoom in to the map or drag and create a window to zoom to that area
- Click to zoom out of the map or drag and create a window to zoom out of that area
- Click and drag to pan the map in any direction without changing scale or selecting elements
- Click on the map to see a data pop up for different layers

### 4 > Options Window

This window allows you to set some layer configurations in your map.

You can control the label size and see a dynamic scale and legend for your map.

Select **Layers**.

You can toggle layers on and off in the map.

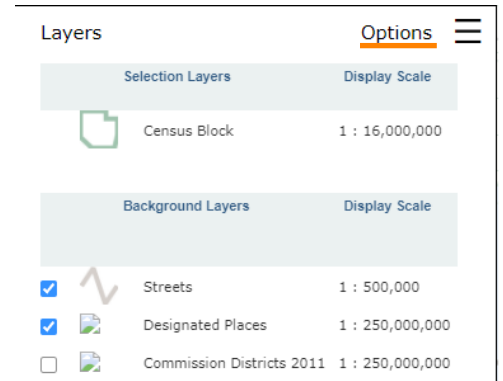
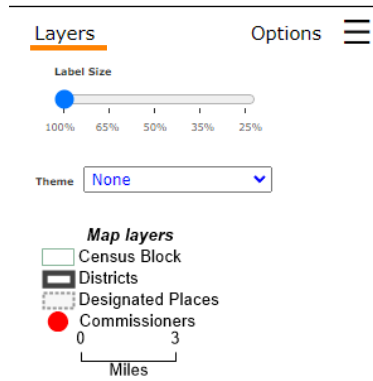


Figure 24. Options Window and Layers options

### 5 > Toolbox Menu

This window is the one you will use to modify districts.

The **Target** district is the district you wish to add to.

The **Source** district is the district you wish to subtract from.

- Select or Deselect a single census block
- Select by Circle
- Select by Polygon
- Cancel Selection
- Commit Selection
- Undo

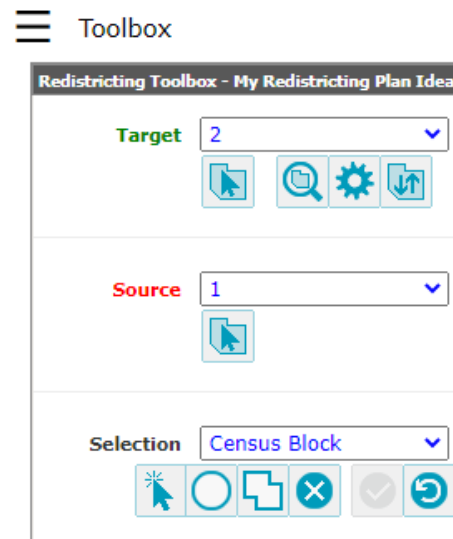



Figure 25. Toolbox Menu

## Districts & Changes Windows

### 6 > Districts Window

Districts 

Districts in Plan: 6; Target: 6; Ideal Population: 238,318														
District	Population	Deviation	% Deviation	White	% White	Black	% Black	American Indian	% AmIndian	Asian	% Asian	Hawaiian	% Hawaiian	Other
1	235,347	-2,971	-1.2%	129,153	54.9%	18,150	7.7%	627	0.3%	22,101	9.4%	237	0.1%	20,008
2	241,161	2,843	1.2%	99,022	41.1%	75,380	31.3%	1,267	0.5%	8,144	3.4%	167	0.1%	24,271
3	238,058	-260	-0.1%	106,184	44.6%	23,698	10.0%	1,507	0.6%	8,917	3.7%	239	0.1%	43,736
4	247,401	9,083	3.8%	98,048	39.6%	26,956	10.9%	1,018	0.4%	18,290	7.4%	299	0.1%	38,701
5	237,724	-594	-0.2%	150,477	63.3%	21,170	8.9%	864	0.4%	13,571	5.7%	210	0.1%	16,888
6	230,217	-8,101	-3.4%	48,905	20.4%	111,673	48.5%	1,045	0.5%	7,325	3.2%	265	0.1%	28,300

Figure 26. Districts Window

The Districts Window will open a table that shows the Districts in your plan and summarizes the populations in that district.

To change the fields that you see in the Districts window, refer to [page 5](#) of the guide.

### 7 > Changes Window

When editing your districts, the Changes window allows you to see the changes you are proposing to make before those changes are committed in the map.

 Changes

Pending Changes			
District	3	4	
Population	239,713	245,746	
Change - Population	1,655	-1,655	
Ideal Value	238,318	238,318	
Deviation	1,395	7,428	
% Deviation	0.6%	3.1%	
White	106,946	97,286	
Change - White	762	-762	
% White	44.6%	39.6%	
Black	23,865	26,789	
Change - Black	167	-167	
% Black	10.0%	10.9%	
American Indian	1,517	1,008	
Change - AmIndian	10	-10	

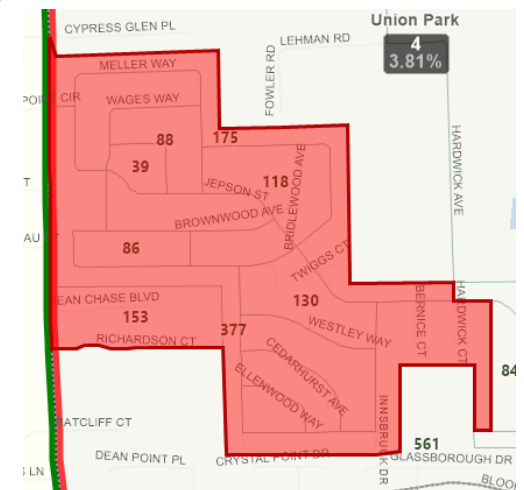


Figure 27. Changes Window showing pending changes shown on the right

## Common Terms

**Contiguous** as defined by the Florida Supreme Court as being in actual contact—touching along a boundary or point.

- A district lacks contiguity when a part is isolated from the rest by the territory of another district or when the lands mutually touch only at a common corner or right angle.
- The presence of a body of water without a connecting bridge in a district, even if it necessitates land travel outside the district in order to reach other parts of the district, does not violate the Florida Supreme Court’s standard for determining contiguity.

**Ideal District Size** is determined by dividing its total population (not voting age population) by the six (6) commission districts required by Section 202 of the Orange County Charter.

How to Calculate District Deviation from the Ideal District Size:

- **Absolute Deviation:** Subtract the ideal district size from a district’s population to get that district’s absolute deviation.
- **Relative Deviation:** Divide a district’s absolute deviation by the ideal district size and multiply by 100 (to obtain the percentage).
- **Relative Mean Deviation:** Average the absolute values of the relative deviations of all of the districts.
- **Maximum Deviation:** Sum the absolute values of the relative deviations of both the largest and smallest districts.

**Note:** The result of these calculations per proposed redistricting plan will be generated by the software the Committee will be using.

**Redistricting** is the process of redrawing the geographic boundaries of the districts from which public officials are elected with the primary purpose of rebalancing the population between such districts based on population data provided by the U.S. Census Bureau after each decennial census.