

Tips and Tricks for using the Community Maps Contributor App

So, you're a part of Esri's Community Maps Program and are ready to provide your data using the Community Maps Contributor App? Here are some Tips and tricks for using the App:

Using the Contributor App for the first time?

Here are some helpful resources to anyone new to the Contributor App:

- If you get into trouble or have questions, email us at: communitymaps@esri.com
- Access the Contributor App [here](#)
- Video: [Using the Community Maps Contributor App](#)
- Storymap: How to [prepare your data](#).
- Review: [Community Maps Data Layers Spreadsheet](#) to understand how Esri defines Layer Types
- Download: [Data Prep Tools](#) – used for layers via GDB.zip delivery only

Read these if you plan to provide data in the form of a Service:

- Online help: [What are Hosted Feature Services?](#)
- Read this cheat-sheet: [Sharing ArcGIS Online Hosted Items with Esri's Community Maps Team](#)
- Online help: [Publishing Hosted Feature Services](#).
- Online help: [ArcGIS Online Sharing Options](#)
- Online help: [What types of services can you publish with ArcGIS Server?](#)
- Video: [Service Delivery Tip and Tricks](#)

Tip: Speed up publishing process by pre-processing your GDB.zip data

Skip this section if you provide data in the form of a Service, because you transparently use the Prep Tools during the Service Contribution process.

But if you provide the data in the form of a zipped Geodatabase, then you will need to pre-process it for faster integration (and fewer errors) before you send your data to Esri.

- **Tip:** Download and use the [Community Maps Data Prep Tools](#) to prepare your layers. Some layers don't need pre-processing (like imagery).

Tip: Assemble (and document) before you use the App

You can only make ONE contribution at a time, so spend some time reviewing which layers you want to contribute, how you'll contribute them (as a GDB.zip, as Services, or a mixture of both), and any queries needed to support basemap cartography.

Before you contribute data to the Community Maps Program, take a few minutes to familiarize yourself with Esri's Layer Type definitions.

- **Tip:** See the [Community Maps Data Layers Spreadsheet](#) to understand how Esri defines Layer Types.

You're most likely going to need to **apply filters to your data**, so think ahead about query statements that will isolate the correct features. Since we use your entire layer and do wholesale replacement of any previous features, use this filter to remove anything you don't want on the map or that are not part of that layer type!

For instance, does your Parcels Service layer contain both privately owned parcels and government owned local parks? Parcels and Local Parks are rendered differently in the Basemap, and are treated as separate layers in the database, so if you are using a Parcels Service to contribute Parcels, make sure to filter out the Local Parks.

- **Tip:** Write down your filter statements so you can quickly enter or re-enter them in the Query dialogs.

What about missing attribute data like a Point of Interest (POI) Name? If you are using a label field that contains missing values, make sure you know which query will properly remove them. E.g., use single quotes to remove the empty string (single quote + blank space + single quote).

For Service delivery, make sure you know **how many features you should be contributing from the Service layer!** The App's Query tools will report how many features result from the query, and you should know enough about your data to determine if this is right or wrong.

- **Tip:** Perform the query in ArcGIS Pro or ArcMap or ArcGIS Online ahead of time, and write down how many features result from the query. You should have the same number of features when you define your Services in the Contributor App.

Documenting layer names and queries really helps speed things up.

- Create a document if needed
- Contributing layers inside GDB.zip: The downloadable Prep Tools automatically save your layer settings into a "ToolParameters" table, and you can fetch and reuse these parameters anytime.
- Contributing layers as Services: The Contributor App automatically saves your layer settings, and you can see them in the My Account tab.

Tip: Know Esri's Service Requirements!

1. **Services must be shared in a way that Esri can access your Service**

We can fetch features from either a Public Service, or a Service that is shared within a group that includes Esri.

- Read general Online Help about [ArcGIS Online Sharing Options](#).

You can Contribute Data via a **Public Service** or via **Group Sharing** (ArcGIS Online Hosted Service only):

➤ **Tip:** Read the specific steps outlined in the [Community Maps Sharing ArcGIS Online Hosted Items](#) pdf.

2. If you use the Hosted Service pick-list, **Services will only appear on the list if they have been published by your login or shared in a group by your login.**

Services that are not owned or shared with your Login **won't** appear in the drop-down list!

➤ **Tip:** look in the AGOL Feature Service properties, and make sure you have shared the Service with the login you use for the Community Maps Program. The fastest way to do this may be to have the Service owner create a new Group and invite your community maps Login into that group. After you do this, the service should appear in the drop-down list.

➤ **Tip:** If you know the Hosted Service endpoint URL, you can simply use that URL in the ArcGIS Server endpoint URL, whether or not you can see it in the picklist!

3. **ArcGIS Server Services must be published as a secure Service** (https and not http). Note Hosted Services will default to https.

Tip: Making follow-up contributions after the initial one

You can only make ONE contribution **at a time** because we need time to process your contribution. Usually we can receive another contribution from you a few weeks after your last contribution. Process-wise, this means you can re-contribute after you have had a chance to review and approve the cache of your previous contribution.

- **Tip:** Use a Service subscription to have our system periodically and automatically re-fetch your data every so often. Go to the [Contributor App](#) and see the My Account Tab for these Service settings.
- **Tip:** If you want to provide Service data more often than every 6-months, you can easily re-contribute them if we're not already processing another data contribution from you. In the Contributor App, Click 'Contribute Data Now,' and then click 'Upload'.