

# City of Hayward Districting Tool

## User Guide

### Welcome to the City of Hayward Districting Tool

Welcome to the [City of Hayward Districting Tool](#)! This user guide provides instructions on creating districting plans for the Hayward City Council.

The [City of Hayward's online Districting Tool](#) is a free-to-use geographic information system that allows users to work with the same geographies and data that the Hayward City Council will use to create the new election districts. Through the [City of Hayward Districting Tool](#), you can create districting plans while referencing the population data associated with each district in your plan. When you are finished, you can submit your district input directly to the Hayward City Council. Everyone who lives in Hayward is invited to participate.

### How to use the City of Hayward Districting Tool!

Through the [City of Hayward Districting Tool](#), you can draw one district, a few districts, or a districting plan for the entire city (6 districts).

When you are creating districts, try to follow these guidelines:

- Districts must be roughly equal in population and it is a best practice to try and keep each district in your plan to **within 5% above or below the ideal population**. You can check the % Deviation column in the Statistics Panel as you work. The % Deviation indicates how far above or below the ideal population the districts in your plan are. The ideal population for each Council district is 27,195.
- Your districts should be drawn as one shape on the map. Avoid drawing a map that represents your district as broken up into more than one piece.
- Your districts should respect neighborhoods and Communities of Interest
- Your districts should also be reasonably compact

When you are finished with your district map, send it to the Council by clicking the "Submit" button. Your district map and comments will be sent directly to the Hayward City Council for consideration during the line-drawing process.

### Need Support?

If you need support at any time while using the tool, you can email your inquiry to [support@publicdistricting.com](mailto:support@publicdistricting.com). A technical support team member will respond and assist you.



## Log In or Use as a Guest

You can use the [City of Hayward Districting Tool](#) as a guest or by creating an account. If you make an account you'll be able to save your work as a draft and finish it later. You will also be able to view any maps you submitted to the Council at an earlier date.

**To create a new account**, click the “Sign up here” link on the home page, complete the form, and check your email. Follow the instructions in the email we send you to verify your account. If you do not see a verification email, check your spam or promotions folder.

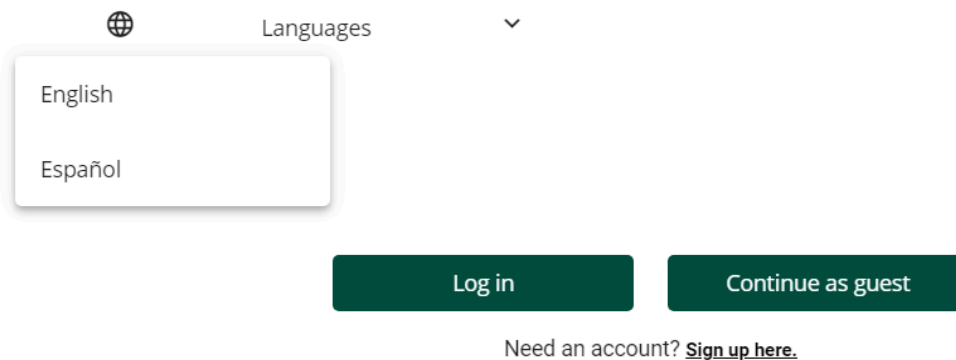
Once you log in to your account, you will be taken to a page called “My Maps.” Click “Start a New Map” to draw your first district.

**To use the tool as a guest**, click “Continue as Guest” on the login page. You will be able to do everything a logged-in user can do except save your work to edit at a later time. If you start using the [City of Hayward Districting Tool](#) as a guest and decide you would like to save your work, you can still create an account and log in after you've started drawing your district map.

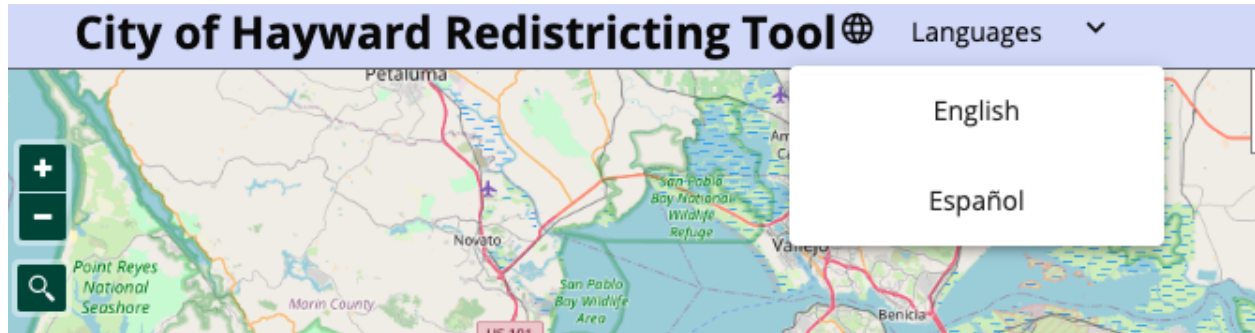
## Languages

[City of Hayward Districting Tool](#) is available in English and Spanish. You can change the language you are working in at any time.

At the **Welcome Page**, you can change the language by clicking the “Languages” menu in the top left corner of the window.



You can also change the language from the main page of the [City of Hayward Districting Tool](#) by clicking the “Languages” menu at the upper left-hand corner of the screen.



## Draw a Map

On the left-hand side of the page to expand this section under “Draw a Map,” you will see the tools you can use to move the map, draw your map and more.

## Moving the Map

### Move Map

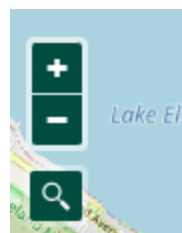
When you open the [City of Hayward Districting Tool](#), the **Move Map** button is enabled by default. You can click on this icon at any time to use this tool.

Click and drag anywhere on the map to move the map.



### Zooming In and Out

To zoom in and out of the map, click the “plus” or “minus” [“+”/“-”] buttons at the top left corner of the map area or use the trackpad on a laptop or the wheel of a mouse.



## Drawing Tools

You can create a new district or add or remove an area from an existing district by using the drawing tools to make selections. Before making a selection, choose “Add” or “Remove” mode, and then use the drawing tools to select shapes on the map:

- **Add by Clicking:** To add area to your districts, click individual shapes in the Drawing Layer to add those shapes to your district map.
- **Add by Rectangle:** Click and drag across an area on the map.
- **Add by Freehand:** Click and freehand draw an area on the map.
- **Deselect Area:** To erase an area from your selection, either click or click and drag across an area.
- **Undo/Redo:** Undo or redo recent changes.

After selecting an area on the map, click “Make Changes to District” to update the shape of your district.



## Creating a District

The selection you make with the drawing tools will be represented by a highlighted area on the map. To create your first district, highlight an area on the map, click “Make Change to District,” and name your new district.



## New District

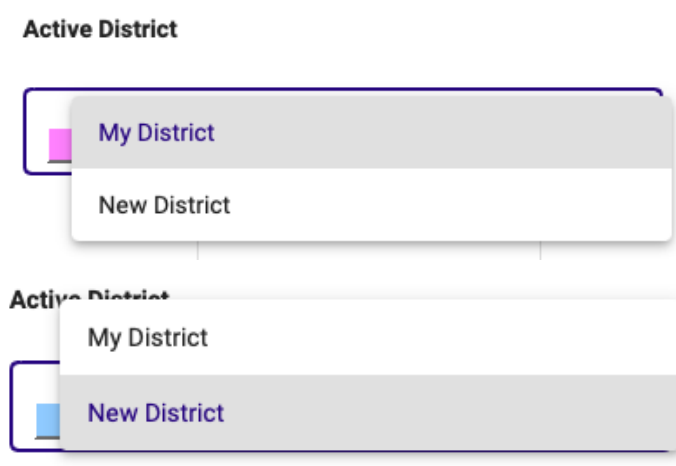
Name



## New District

Name

Your district will now appear shaded in on the map, and its name will display in the “Active District” dropdown menu. After creating your first district, you can create additional districts by selecting “New District” from this dropdown menu and following the same steps to select an area and create another district.



### Comments

If you want to add a note to any individual district you create, you can use the ‘Comments’ box to enter text. District comments will be sent to the Hayward City Council with your district map.

#### Active District

Name

Comments

Lock



## Making Changes to Districts

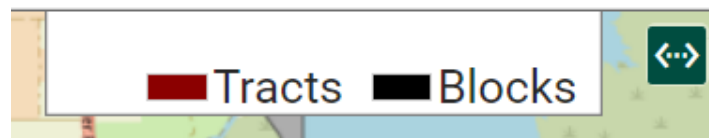
To edit an existing district, first, select the district's name in the "Active District" dropdown menu. Then choose either "Add" or "Remove" mode and use the drawing tools to make selections. If you are adding an area to your existing district, select areas outside of it. If you are removing an area from your district, select areas within it. Click "Make Change to District" to add or remove the selected area from your district.

Changes must be applied by clicking "Make Change to District" before you switch between Add or Remove mode, as a selection can only be made in one mode at a time. Similarly, changes must be applied before you zoom between different drawing layers, as a selection can only be made in one drawing layer at a time. If you attempt to switch modes or draw layers without first clicking "Make Change to District," you will be prompted to either clear your selection in order to proceed or remain on your selection and apply changes.

You can also update the name or comments on the Active District at any time. Remember to apply these changes by clicking "Make Change to District."

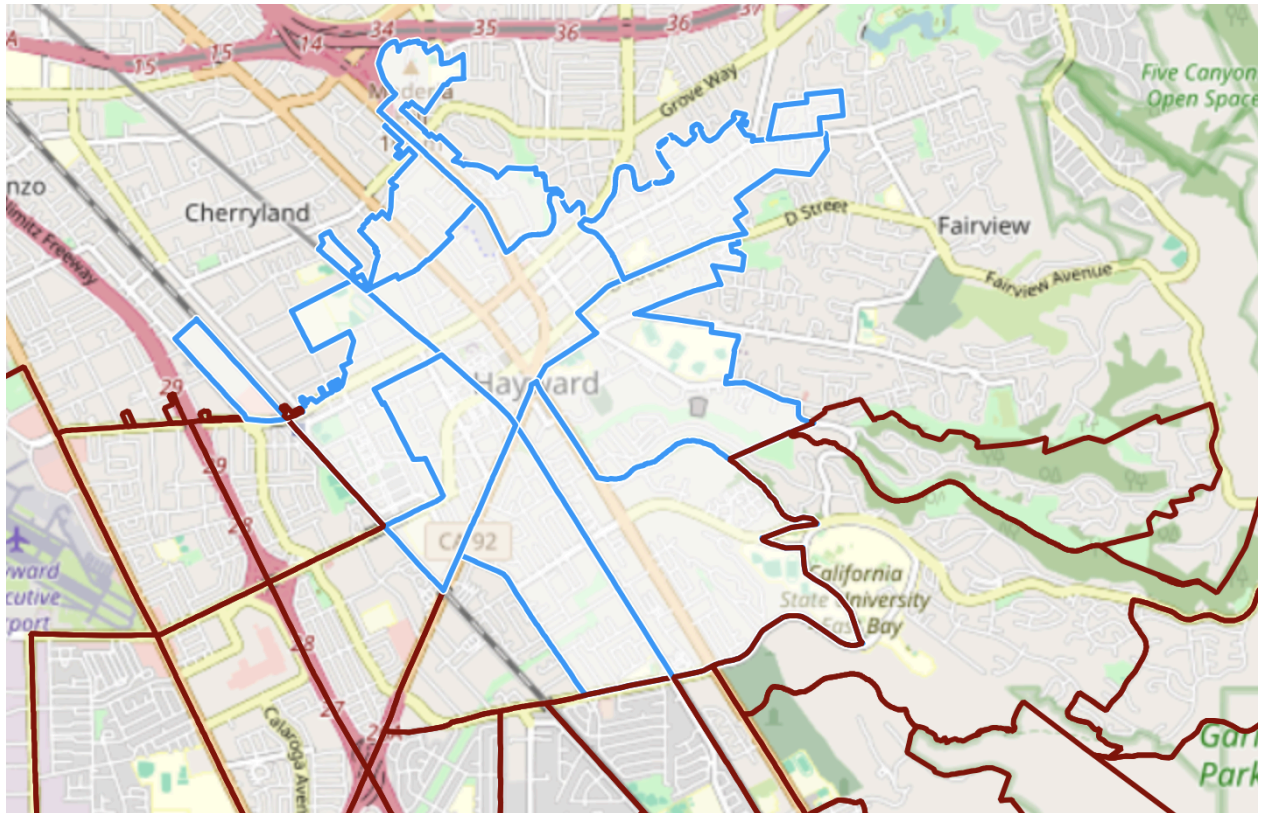
## Map Legend

The Drawing Layers are color-coded. For help remembering which color corresponds with each Drawing Layer, view the map's **Legend** in the upper right corner of the screen.



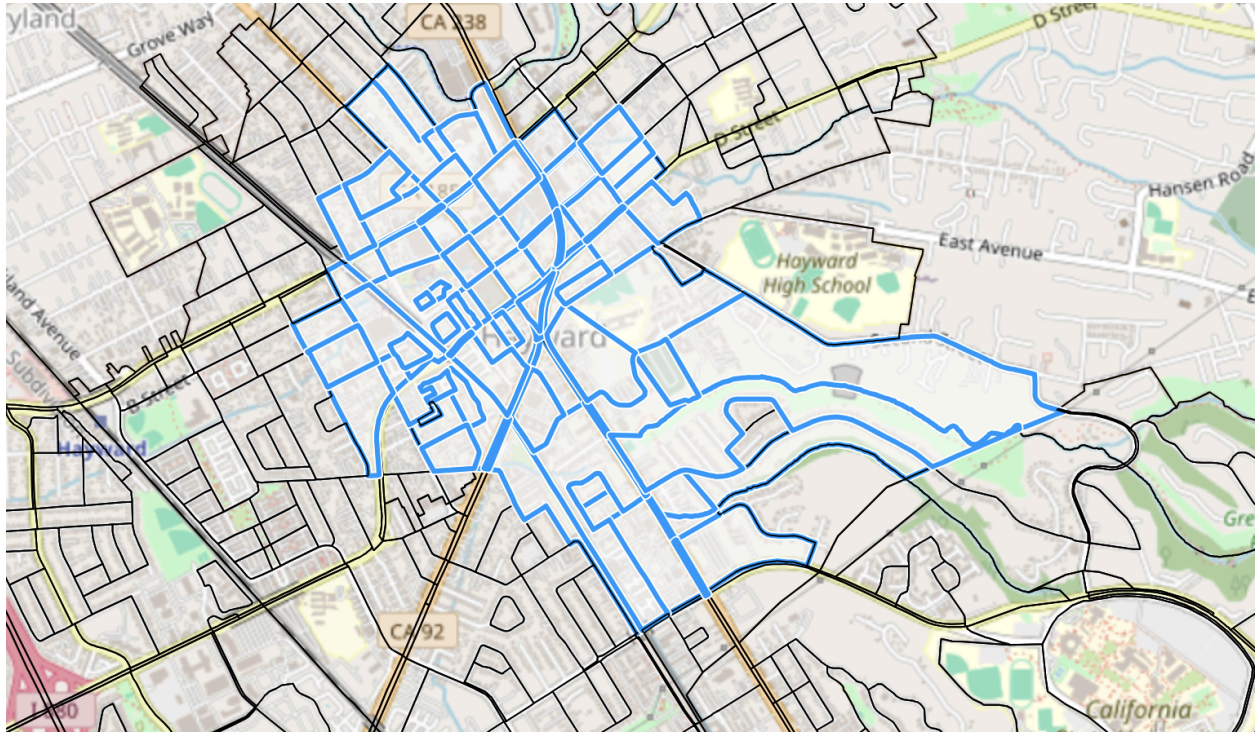
The Drawing Layers are based on census geography, which is created by the U.S. Census Bureau. **This is the geography that the Hayward City Council will use to create districts.**

- **Tracts:**
  - Generally speaking, there are often multiple census tracts in a city. *Tracts do not necessarily follow the same boundaries as cities and towns.*



- **Blocks:**
  - This is the smallest unit of census geography. In metropolitan areas, a census block can be the size of a city block, in rural areas the space covered by a single census block is often much larger.





## District Statistics

Click the word “Statistics” at the bottom of the map to expand the Statistics Panel. Here you can access information about the population and demographics of the district you are actively working on.



The Statistics Panel displays population-related statistics of your active district and any other districts affected by changes to the active district. The active district and any affected districts are listed in the tabs above the statistics table. In the example below, District 1 is the active district, and the area selected to add to it would be removed from District 2.

Population Data							
		Statistics					
		Population Totals					
District 1		District 2					
Value	Population	%Deviation	%Latino	%White	%Black	%Asian	%MMR
Current	2,852	-87.17 %	38.29 %	38.15 %	9.12 %	9.54 %	1.02 %
Selected Area	141	-99.37 %	38.30 %	26.24 %	5.67 %	24.82 %	0.71 %
Proposed	2,993	-86.54 %	38.29 %	37.59 %	8.95 %	10.26 %	1.00 %

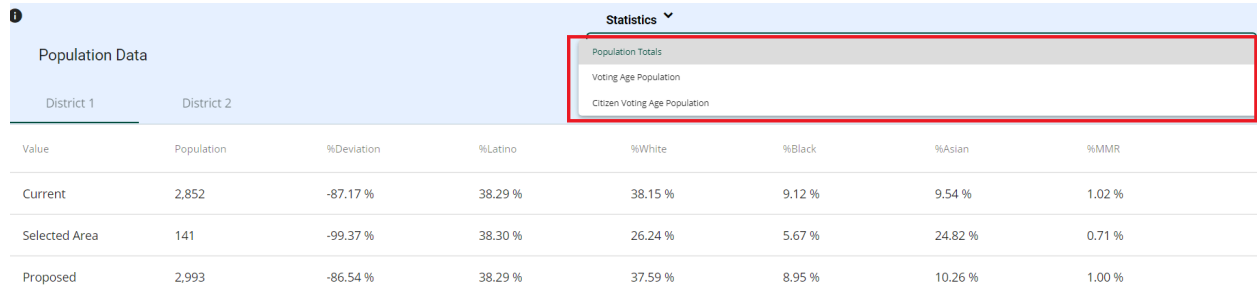
The statistics shown in the “**Current**” row include demographics associated with areas already assigned to the active district. The population data of the geography highlighted in blue on the map is listed in the “**Selected Area**” row. The “**Proposed**” row shows what the statistics of the active district will be if you add or remove the selected area to your active district.

Population Data							
		Statistics					
		Population Totals					
District 1		District 2					
Value	Population	%Deviation	%Latino	%White	%Black	%Asian	%MMR
Current	2,852	-87.17 %	38.29 %	38.15 %	9.12 %	9.54 %	1.02 %
Selected Area	141	-99.37 %	38.30 %	26.24 %	5.67 %	24.82 %	0.71 %
Proposed	2,993	-86.54 %	38.29 %	37.59 %	8.95 %	10.26 %	1.00 %

The demographics available on the Statistics Panel include the total population and race and ethnicity data of people who live in the district you are working in. The Statistics Panel also shows the “**% Deviation**,” which indicates how far below or above the population of your active district is from the ideal population.

Population Data							
		Statistics					
		Population Totals					
District 1		District 2					
Value	Population	%Deviation	%Latino	%White	%Black	%Asian	%MMR
Current	2,852	-87.17 %	38.29 %	38.15 %	9.12 %	9.54 %	1.02 %
Selected Area	141	-99.37 %	38.30 %	26.24 %	5.67 %	24.82 %	0.71 %
Proposed	2,993	-86.54 %	38.29 %	37.59 %	8.95 %	10.26 %	1.00 %

In addition to total population data, the Statistics Panel also displays race and ethnicity statistics by Voting Age Population and Citizen Voting Age Population. To change what type of data is displayed on the Statistics Panel, click the dropdown menu in the top right-hand corner of the panel and choose a data category.



The screenshot shows a 'Statistics' dropdown menu with three options: 'Population Totals', 'Voting Age Population', and 'Citizen Voting Age Population'. Below the menu is a table with columns for 'Value', 'Population', '%Deviation', '%Latino', '%White', '%Black', '%Asian', and '%MMR'. The table has three rows: 'Current', 'Selected Area', and 'Proposed'.

Value	Population	%Deviation	%Latino	%White	%Black	%Asian	%MMR
Current	2,852	-87.17 %	38.29 %	38.15 %	9.12 %	9.54 %	1.02 %
Selected Area	141	-99.37 %	38.30 %	26.24 %	5.67 %	24.82 %	0.71 %
Proposed	2,993	-86.54 %	38.29 %	37.59 %	8.95 %	10.26 %	1.00 %

## Saving

If you are logged into your [City of Hayward Districting Tool](#) account, you can save your work as a draft.

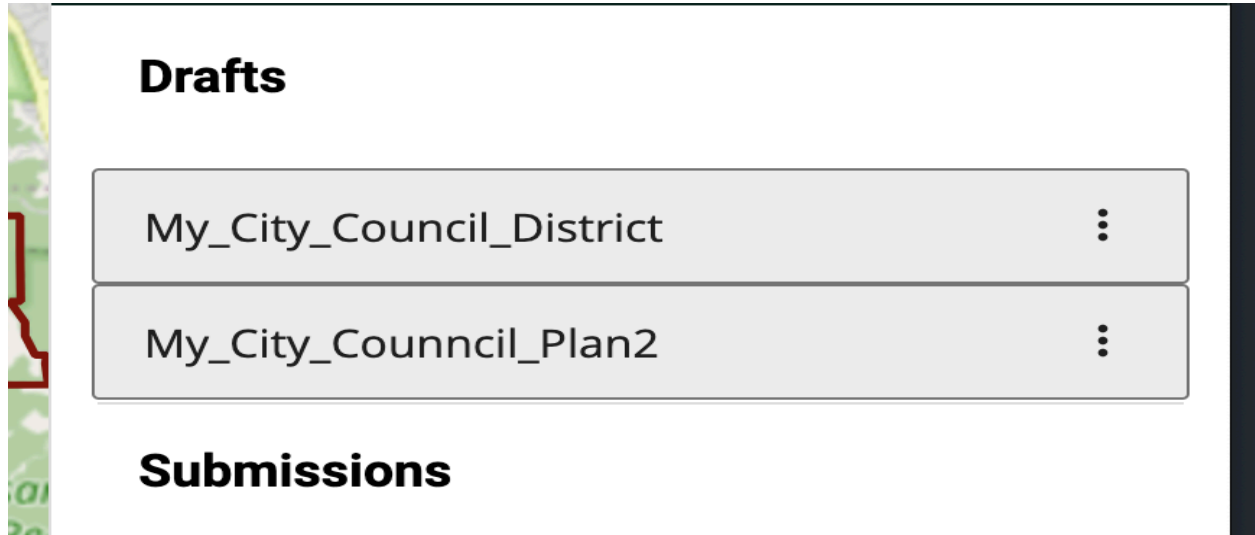
- Click the “Save” button at the bottom left-hand corner of the screen.
- Click “Yes, Save Draft” to save your work

If you are using the City of Hayward Districting Tool as a guest, you will be asked to create an account in order to save a draft.

## My Plans

When you save a draft, you will be taken to the **My Plans** page, where you will find a list of all your saved drafts and submissions. When you click on a draft or submission, the map of those districts will appear on the screen.

To edit a draft, click the three dots next to the name of the draft. Choose “Edit” to keep working on your districts.



## Submitting

When you are ready to send your district map and comments to the Hayward City Council, click “Submit.” You will have one last chance to review your work before it is sent to the Council.

Once your plan is submitted, you cannot make any further changes.

- Review your district statistics
- Add any general comments about your districting plan that you’d like to share with the Council.
- Click “Submit.” Your input will be sent to the Hayward City Council!
- If you are logged in when you submit, you will receive an email verifying that your district map has been sent to the Council. As a logged-in user, you can also view your submission map at any time in My Plans.
- We suggest you download a copy of your input right after submitting it. That way you will have a copy of your input for your records!

## Privacy Notice and Disclaimer

Once you submit your input to the Hayward City Council, it becomes part of the public record and the Council may make the information you provide readily available to the public.

Input submitted through the [City of Hayward Districting Tool](#) will be reviewed and considered, however, the districts you create are not guaranteed to be kept together in Hayward new districting plans.