

## Rally Calendar Submission to DS&E (maps)

Go to DS&E website on [www.dse.vic.gov.au](http://www.dse.vic.gov.au)

Click on '*Interactive Maps*' on the right hand side.

Click on '*Forrest Explorer*' online

Click on '*Layers*' on the top toolbar.

On the far right open up the '*Land Administration and Classification*

*Check box Public Land (in blue)*'.

Open '*Forests and Fire*'.


Check box '*Land and Fire Districts*'.


Click '*Refresh Maps*'.

Place your cursor on the general area you wish to use for your Rally and double click to enlarge. Keep clicking until you have the appropriate scale.

You can then click on the 'hand' on the toolbar to then move your map around to position it as you like.

Enlarge to a scale of approx. 250,000 (see scale on bottom left corner).

Go to top toolbar and click on '*Tool Box*'. 

Click on '*Add Linemarker*' third on right from the toolbar. 

Using this tool click around the area you wish to utilise creating the boundary.

Once you have created this shape, go to the right side and click '*OK*', or clear if you made a mistake and have to re-do it.

After you clicked '*OK*' you will see on the right information required.

In the box '*Line Type*' select '*Solid Line*'.

In the box select colour '*Blue*'

In the next box "*line width*" select 2 pixels.

Click '*OK*'

You will now see a blue boundary surrounding the roads you wish to use for your event.

Next you need to save it by clicking on the PDF icon on the top toolbar. Click this icon.

Now you see a list of information you are required to fill in .....

In '*Map Title*' you type, over the default wording, the name of your event, then proposed date and then the following – '*General Extent Only*'

In Page Size select '*A4 Landscape*'

In Quality select (72dpi)

In Scale select '*Current Extent*'

In Draw Map Grid select '*None*'

Now click 'OK'

To save file right click on 'Open Map' and select 'Save Target As' and save in your filing system ready to be forwarded on.

Once map file is completed email to:-

Alan Patterson on [alanpatterson@primus.com.au](mailto:alanpatterson@primus.com.au)

Also email completed application form.

Must be received no later than 31/07/2011