



Getting Started with the Redistricting Software

Software Version 2.36 with 2010 Census Data

Document Version 1.5: September 2021

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Introduction

Thank you for your interest in Oregon redistricting! In this document, you will learn what redistricting is, how to create your redistricting account, and get started on your first plan!

You can submit your plans to the redistricting committees for consideration. ***Your plans must be submitted by September 8th, 2021 at 5 PM Pacific time in order to be considered by the committees.*** You can submit a Congressional plan and/or a House plan.

In Oregon, every Senate seat must contain two House seats. ***Therefore, if you submit a House plan, upload a document telling us which House seats you would combine to create a Senate plan.***

This document was prepared by the redistricting team at Oregon's Legislative Policy and Research Office (LPRO). For questions, comments, or suggestions, please e-mail us at Oregon.Redistricting@oregonlegislature.gov.

You can also visit Oregon's official redistricting website at <https://www.oregonlegislature.gov/redistricting>. The website includes information about Oregon's redistricting process, the redistricting committees, and also has training videos which cover the same topics as this document.

The above website also includes a supplemental document going over software functions not covered in this document.

What is Redistricting?

The United States Constitution requires a census every ten years to determine the number of people residing in each state. Once the population of each state has been determined, the 435 seats in the U.S.

House of Representatives are redistributed based on population losses or gains in each state. This process is known as reapportionment.

Redistricting is the process of redrawing the district boundaries of state House, Senate, and Congressional districts. States take a variety of approaches to accomplish redistricting. Redistricting can be performed by the legislative, judicial, or executive branches, or by an independent commission. In Oregon, the state Constitution directs the Legislative Assembly to draw the district boundaries.

What Criteria Must Redistricting Plans Meet?

ORS 188.010 describes the criteria used for creating legislative and Congressional districts in Oregon (ORS 188.010 can be found here: <https://www.oregonlaws.org/ors/188.010>). As nearly as practicable, each district shall:

- be contiguous
- utilize existing geographic or political boundaries
- be of equal population
- not divide communities of common interest
- be connected by transportation links

The law also specifies that no district is to be drawn to favor any political party, incumbent legislator, or other person. Additionally, districts may not dilute the voting strength of any language or ethnic minority group.

“Communities of common interest” is a broad term that can mean any subpopulation that expresses an interest in occupying the same district and is not limited to ethnic or racial minority blocs.

Each Oregon Senate district must also completely contain 2 House districts.

Oregon has 6 Congressional districts, 30 state Senate districts, and 60 state House districts.

For more information about redistricting in Oregon, click this link:
<https://www.oregonlegislature.gov/lpro/Publications/Redistricting%20-%20Background%20Brief.pdf>

What is GIS?

GIS stands for geographic information system. A GIS is a computer system for gathering, storing, analyzing, and displaying spatial data. This data can include roads, water features, buildings, land ownership – essentially anything that can be mapped can be included in a GIS.

Additional information can be found here:

<https://www.nationalgeographic.org/encyclopedia/geographic-information-system-gis/>

Who is ESRI?

ESRI stands for Environmental Systems Research Institute. They are the software company who produce the ArcGIS software suite, one of the most widely used and recognized GIS products on the market and the primary GIS used by numerous state agencies and universities. The redistricting software the Oregon legislature is using to redistrict the state comes from ESRI.

Examples of how state agencies use ArcGIS can be found here:

<https://olis.oregonlegislature.gov/liz/2021R1/Downloads/CommitteeMeetingDocument/230417>

The Oregon Geospatial Enterprise Office's website can be found here:

<https://www.oregon.gov/GEO/Pages/index.aspx>

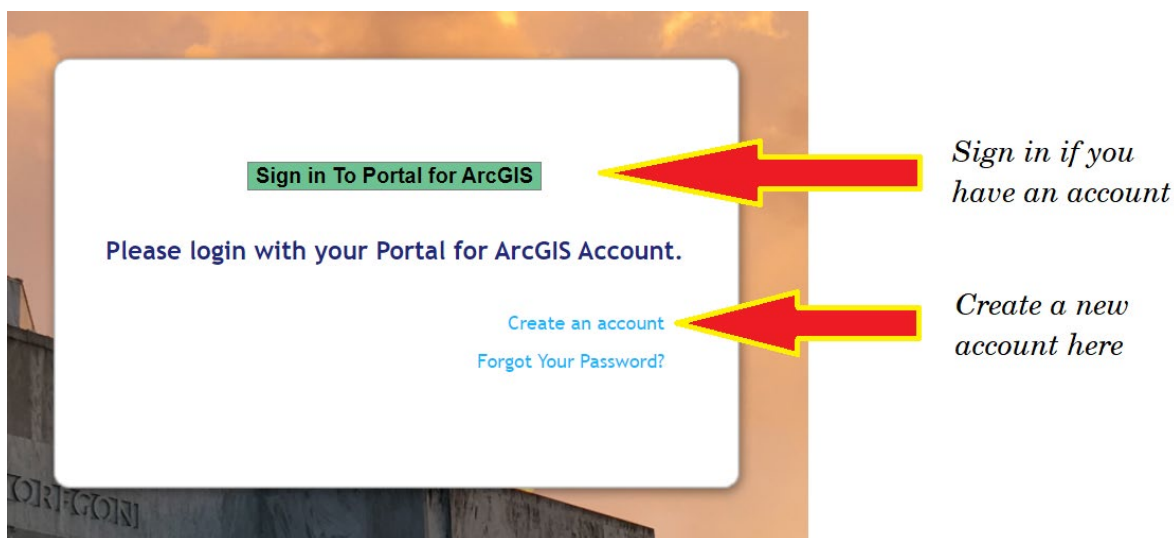
Create an Account and Log In

The redistricting application is available here:

<https://oregon-redistricting.esriemcs.com/redistricting/>

If you already have a redistricting account, click on “Sign in to Portal for ArcGIS” and enter your credentials.

If you do *not* have an account, click “Create an account.”



The “Create Account” window will appear. Fill in the requested information.

Note that ESRI’s password requirements can be difficult to meet. If your password is not being accepted, try one or more of the following:

- Use both lower- and upper-case letters
- Include at least one number
- Include at least one symbol (!#\$%^&, etc.)
- Ensure the password is at least 8 characters long

Create Account

Please enter the following information for your Redistricting Online user account. All fields are required.


First name:	<input type="text" value="Your"/>
Last name:	<input type="text" value="Name"/>
Email address:	<input type="text" value="youremail@goeshere.com"/>
Username:	<input type="text" value="Username"/>
Password:	<input type="password" value="....."/>
Confirm Password:	<input type="password" value="....."/>

After filling out the information and clicking the Create button, the Notice window appears:

Notice

User account is successfully created. Please click on Sign in to Portal for ArcGIS.

Click OK. The first page reappears. Click on “Sign in to Portal for ArcGIS” and enter the credentials you used in creating the account:

Sign in to ArcGIS Enterprise with 

ArcGIS login


☐ Keep me signed in

[Forgot password?](#)

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You will be prompted to select a security question and create a custom answer. Enter the information and click OK:

Security Question and Answer



A security question has not been set for your account. Setting a security question and answer allows you to reset your password if needed. Choose a question from the drop down menu below and enter your answer in the input box provided.

Security Question:


Select one


Answer:

OK


ESRI will ask your permission to let the redistricting application access your account. Click Allow:

Request for Permission



 GettingStarted

[Sign in with another account](#)

Redistricting (Developed by ArcGIS Enterprise) wants to access your ArcGIS Enterprise account information 

Cancel

Allow

The licensing agreement will appear. Click Agree when you finish reviewing it:

Licensing Agreement

LICENSE AND SERVICES AGREEMENT

IMPORTANT—READ CAREFULLY

Unless superseded by a signed license agreement between you and Esri, Esri is willing to provide Esri Offerings to you only if you accept all terms and conditions contained in this Agreement. Please read the terms and conditions carefully. You may not use the Esri Offerings until you have agreed to the terms and conditions of the Agreement. If you do not agree to the terms and conditions as stated, click "I do not accept the agreement" below; you may then request a refund of applicable fees paid.

This Agreement is between you ("Customer") and Environmental Systems Research Institute, Inc. ("Esri"), a California corporation with a place of business at 380 New York Street, Redlands, California 92373-8100 USA.

1.0 GENERAL GRANT OF RIGHTS AND RESTRICTIONS

1.1 Attachment A contains definitions of capitalized terms used throughout this Agreement. Each section of this Agreement may include additional definitions that are used exclusively within that section.

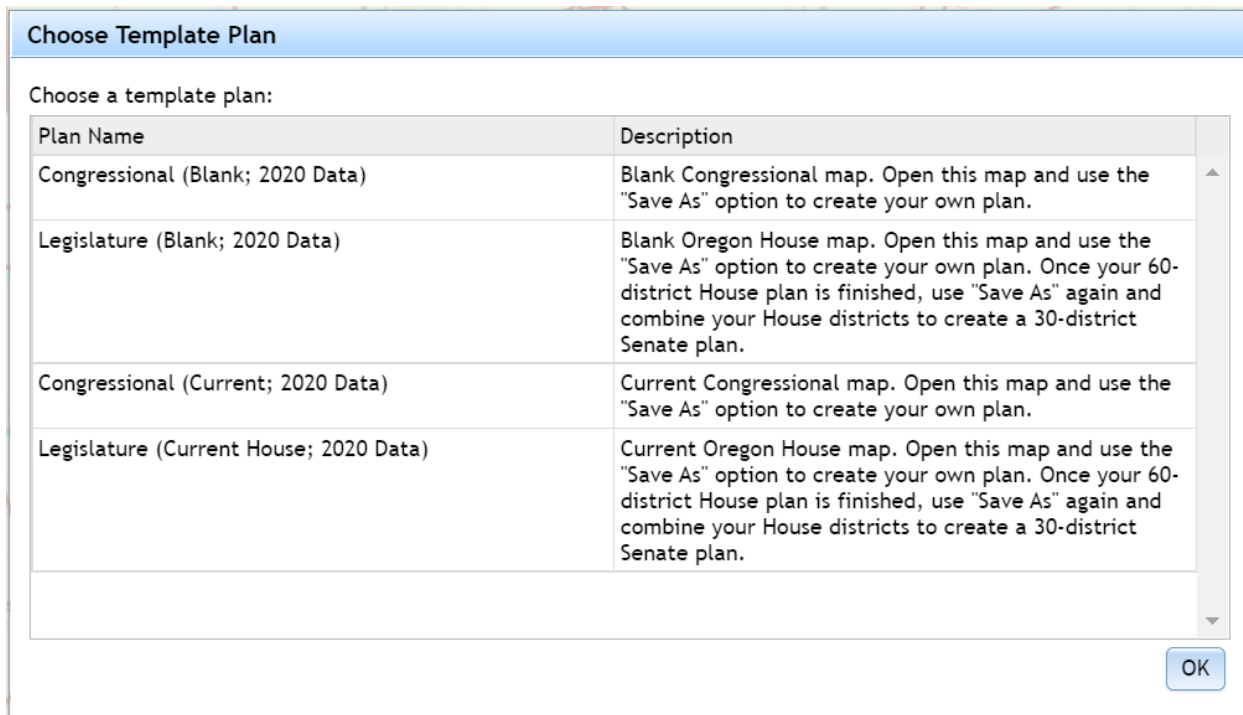
1.2 Grant of Rights. In consideration of Customer's payment of all applicable

Agree

Disagree

Open a Plan

When you log in, the Choose Template Plan window appears:



Plan Name	Description
Congressional (Blank; 2020 Data)	Blank Congressional map. Open this map and use the "Save As" option to create your own plan.
Legislature (Blank; 2020 Data)	Blank Oregon House map. Open this map and use the "Save As" option to create your own plan. Once your 60-district House plan is finished, use "Save As" again and combine your House districts to create a 30-district Senate plan.
Congressional (Current; 2020 Data)	Current Congressional map. Open this map and use the "Save As" option to create your own plan.
Legislature (Current House; 2020 Data)	Current Oregon House map. Open this map and use the "Save As" option to create your own plan. Once your 60-district House plan is finished, use "Save As" again and combine your House districts to create a 30-district Senate plan.

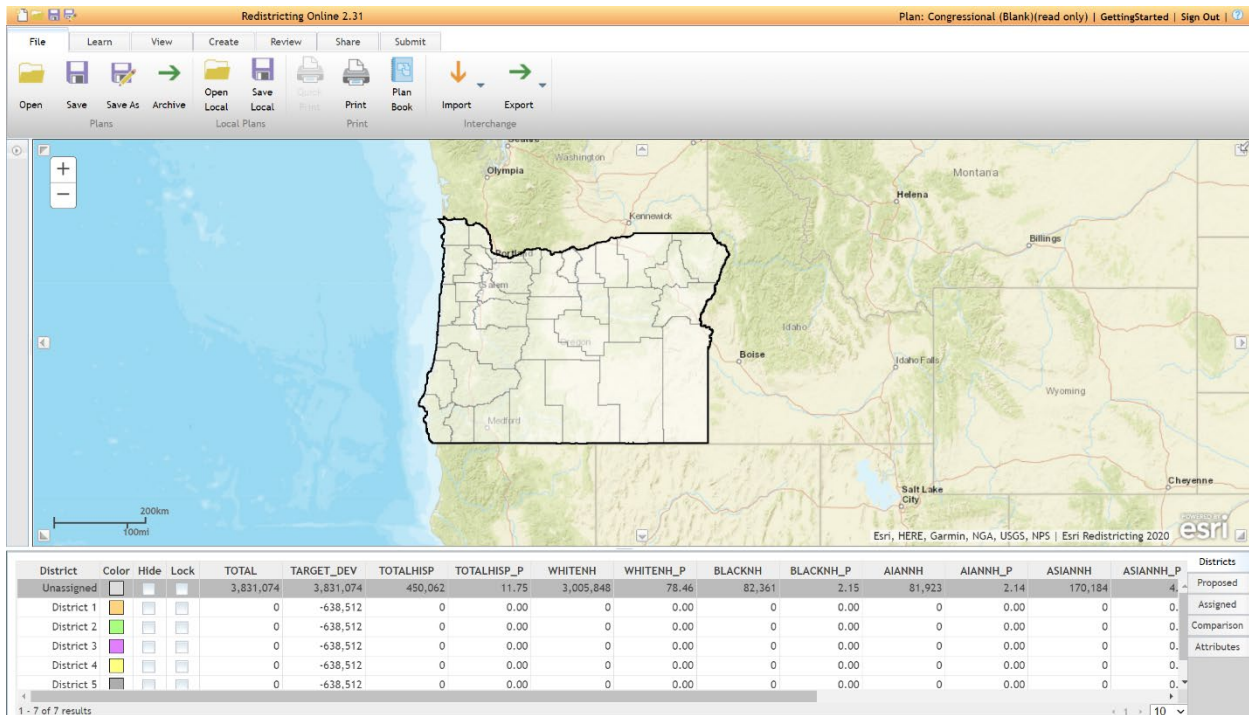
OK

These are the template plans available to you. The plan name is in the left column, while a short description of the plan appears on the right.

You can choose template plans for the Congressional or Legislative districts. Each has two versions – one is blank, and the second has the current districts (the Legislative version has the House districts as its starting point).

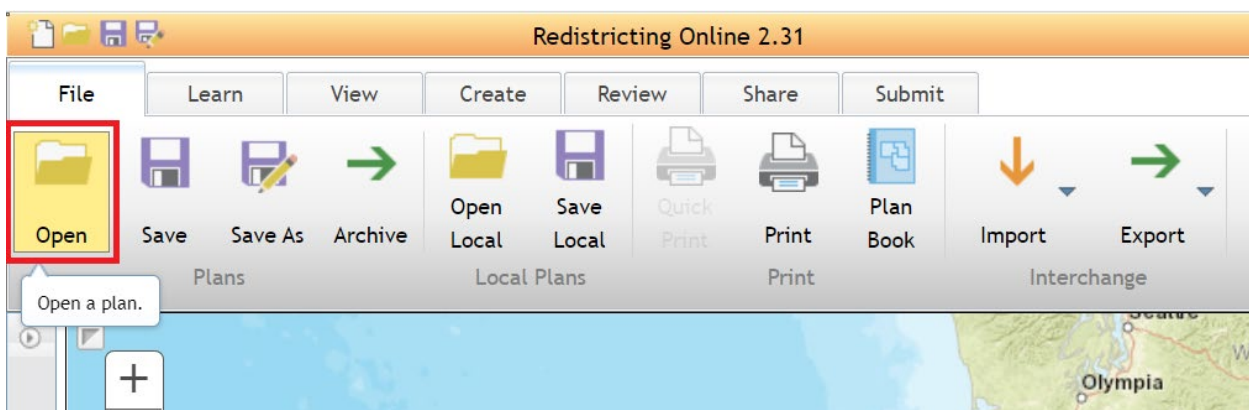
For now, click on Congressional (Blank) and then click OK. This opens a blank map for Congressional districts. When it finishes opening, it should look something like this:

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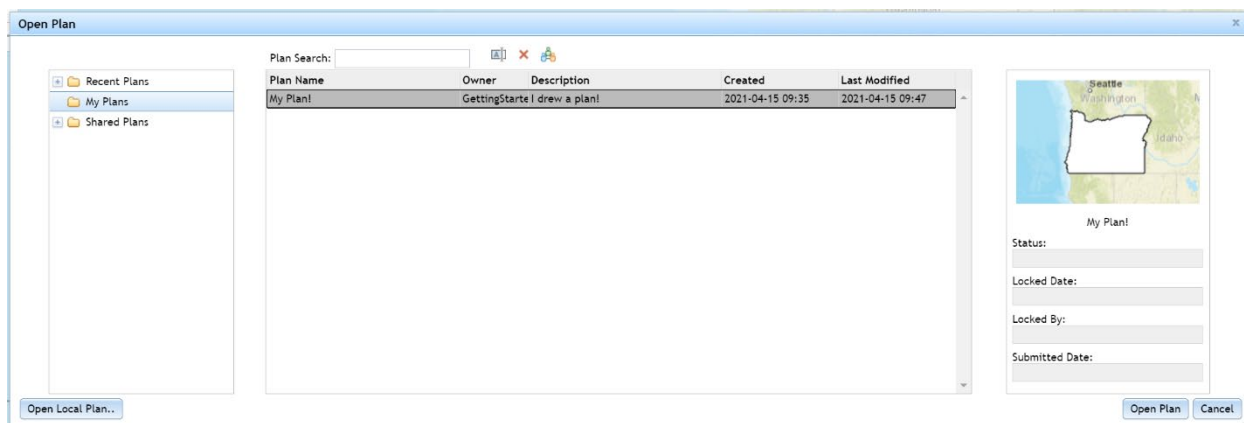


Opening a Saved Plan Instead

In the current software version, the template plan menu comes up when you log in. If you already have a plan saved that you want to open or work on, open any of the template plans first. Once the template plan finishes opening, click the Open button in the File ribbon:



The Open Plan window pops up:



The left-hand section has three folders you can click on:

- **Recent Plans** shows plans you have recently opened or worked on.
- **My Plans** shows all plans belonging to you.
- **Shared Plans** shows plans that have been shared. If you are a member of any groups (you should always have access to the *Everyone* group), you can click on the group name to see plans shared to that group.

Some plans are available to *Everyone*:

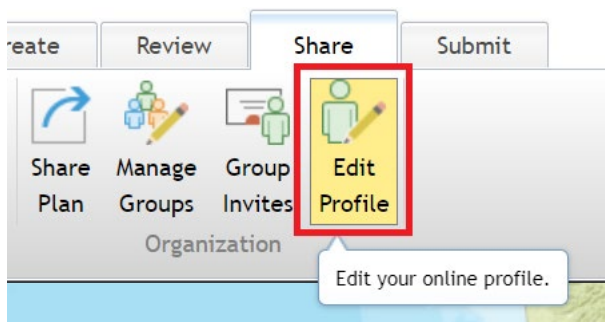
- Congressional blank
- Congressional with current districts
- Legislature blank
- Legislature with current House districts
- Any plans other software users have decided to share with the public

When you click on a plan in the middle box, a small preview of the plan shows up in the right-hand box.

To open a plan, click on the plan you want in the middle box, and then at the bottom-right of the window, click the Open Plan button.

Changing Your Profile and Log-in Information

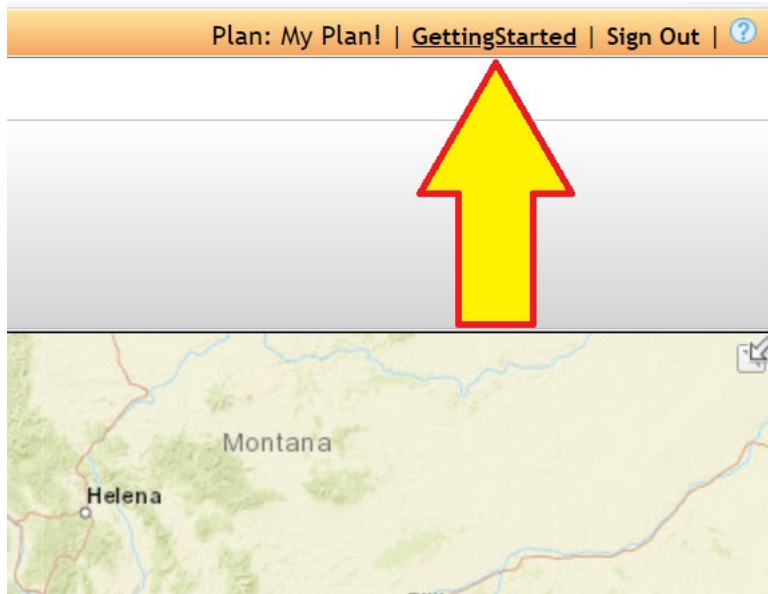
Once you are logged in to the software and have a plan opened, you can change your profile and log-in credentials if you wish. In the Share ribbon, click on the Edit Profile button.



The User Profile window appears where you can change your credentials. Click OK to confirm your changes, or click Cancel to cancel any changes:

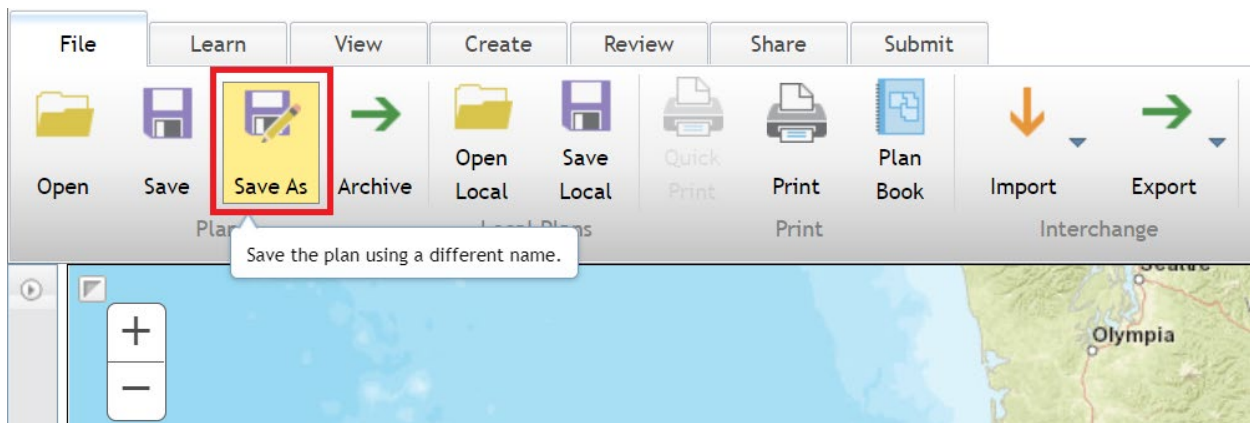
A screenshot of a 'User Profile' dialog box. It has a title bar that says 'User Profile'. Inside, there are several text input fields: 'Username:' with the value 'GettingStarted', 'First name:' with 'Getting', 'Last name:' with 'Started', 'Email address:' with 'YourEmail@GoesHere.com', 'New Password:', and 'Confirm Password:'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

The User Profile window also appears if you click on your username in the top right corner of the application.

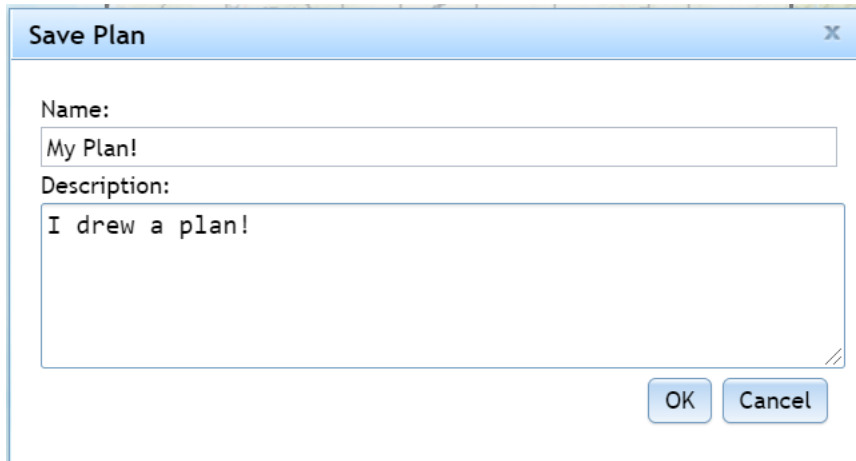


Saving the Plan

Before getting started, use the Save As function to save your own version of the template plan we opened earlier. Click on the Save As button:



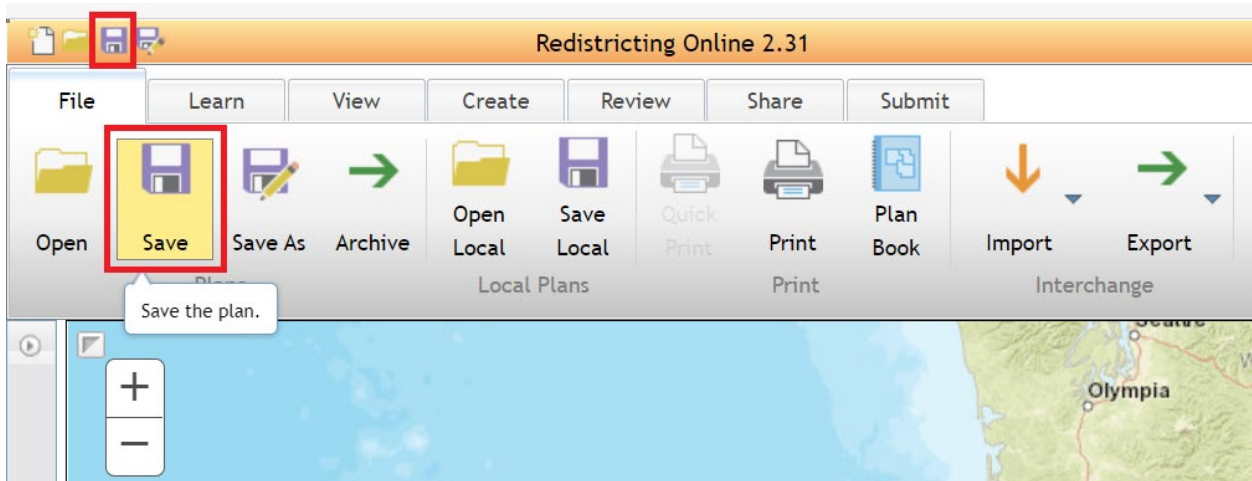
The Save Plan window appears. Fill in your name and description for the plan, and then click OK:



A dialog box titled "Save Plan" with a close button (X) in the top right corner. It contains two text input fields: "Name:" with the text "My Plan!" and "Description:" with the text "I drew a plan!". At the bottom right are "OK" and "Cancel" buttons.

At this point, you can use the regular Save buttons whenever you want. The Save button in the orange bar will be there no matter which tools you're using. The bigger Save button is in the File ribbon.

You should save often – technology can be finicky!



Navigating the Interface

Ribbons

Map View

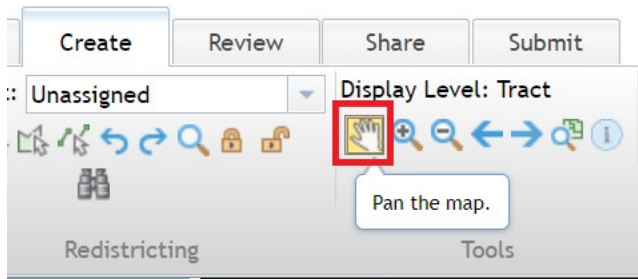
District	Color	Hide	Lock	TOTAL	TARGET_DEV	TOTALHISP	TOTALHISP_P	WHITENH	WHITENH_P	BLAC
Unassigned				3,831,074	3,831,074	450,062	11.75	3,005,848	78.46	
District 1				0	-638,512	0	0.00	0	0.00	
District 2				0	-638,512	0	0.00	0	0.00	
District 3				0	-638,512	0	0.00	0	0.00	
District 4				0	-638,512	0	0.00	0	0.00	
District 5				0	-638,512	0	0.00	0	0.00	

1 - 7 of 7 results

District Window

Moving Around the Map

The center of the screen is your map view. To move around the map, click on the Create ribbon and select the Pan tool:



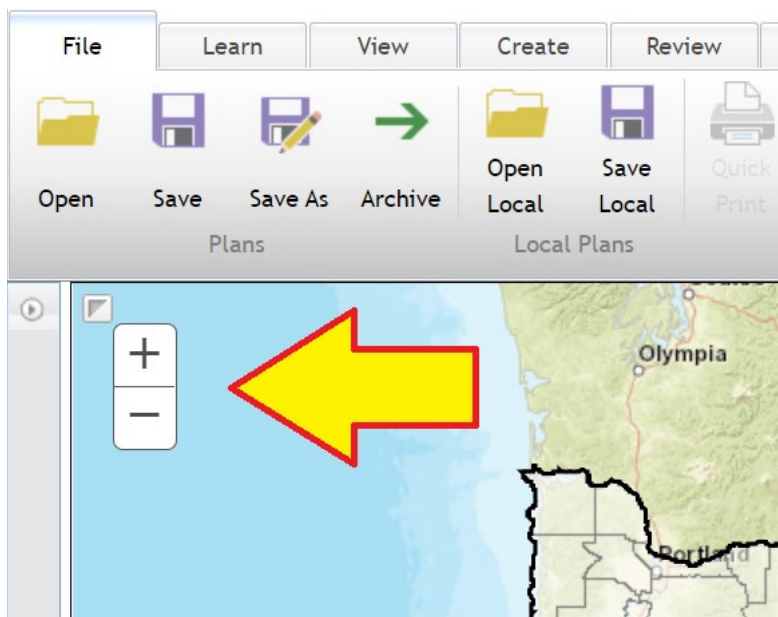
You can then click on the map, hold down the left mouse button, and then move your mouse to move around the map.

Other options also exist to move around the map:

- Press the arrow keys on your computer keyboard to pan the map in the direction of the arrow(s) you press.
- If your mouse has a center scroll wheel, hold that down and move your mouse. This will pan around the map.

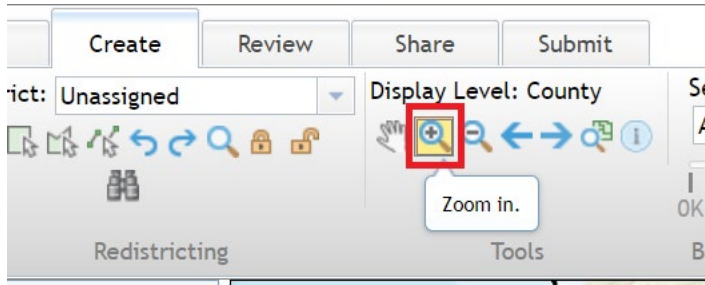
You have a few ways to zoom in or out of the map.

Click on the + (zoom in) and – (zoom out) buttons at the top-left corner of the map to zoom in and out:



In the Create ribbon, click on the Zoom In icon (the icon to its right is the Zoom Out button):

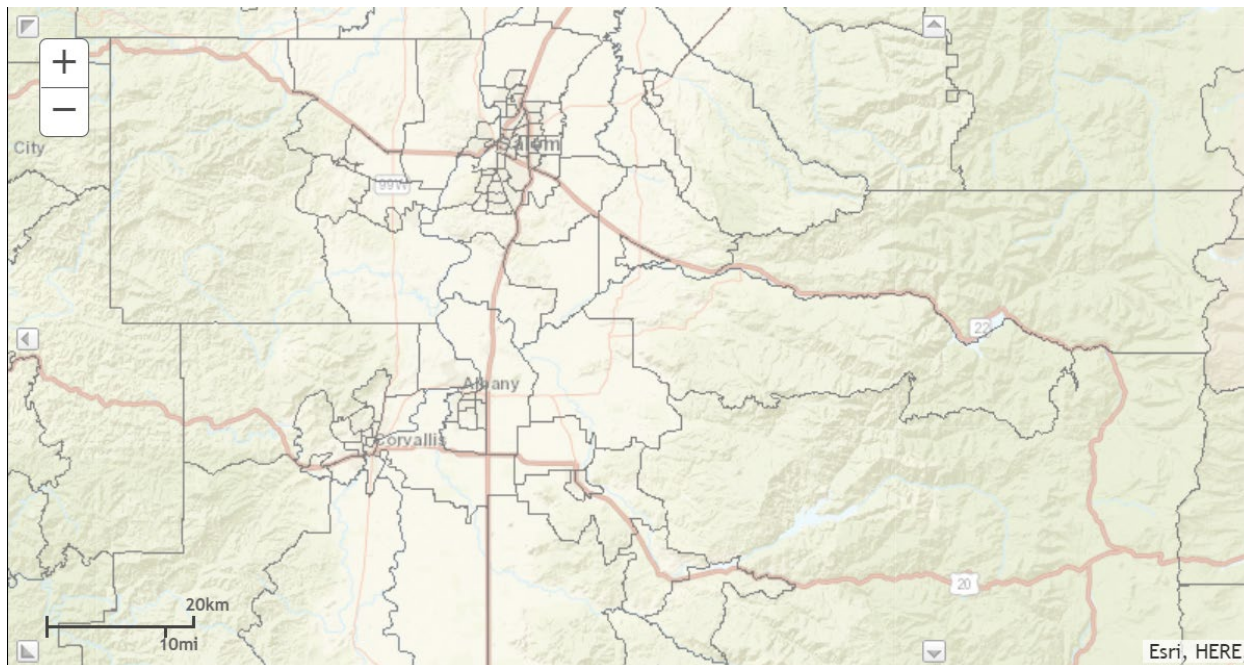
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Click on the map, hold the left mouse button down, and move the mouse to draw a rectangle:



The map zooms in to that area:



The zoom out tool functions the same way.

A third option is to scroll up or down on your mouse wheel with your mouse pointer on the map. Scrolling up will zoom the map in to where your mouse pointer is. Scrolling down will zoom out from the area your mouse pointer is.

Data (District Window)

The bottom of the screen is the district window and shows your districts' population:

District	Color	Hide	Lock	TOTAL	TARGET_DEV	TOTALHISP	TOTALHISP_P	TOTALNH	TOTALNH_P	WHITENH	WHITENH_P	BLACKNH	BLACKNH_P	AIANNH	AIANNH_P	Districts
Unassigned				3,831,074	3,831,074	450,062	11.75	3,381,012	88.25	3,005,848	78.46	82,361	2.15	81,923	2.15	Proposed
District 1				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	Assigned
District 2				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	Comparison
District 3				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	Attributes
District 4				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
District 5				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	
District 6				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	

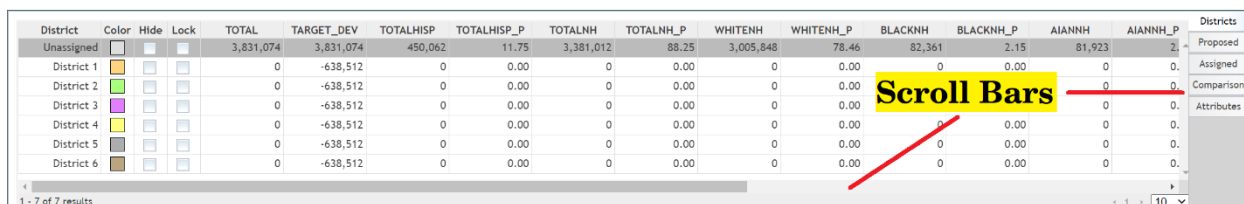
These numbers automatically change as you adjust your district lines. The numbers use Census 2020 data and include total population and race/ethnicity numbers.

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With your mouse pointer on the data table, scroll up or down on your mouse wheel. This allows you to scroll through the data table to see numbers for other districts.

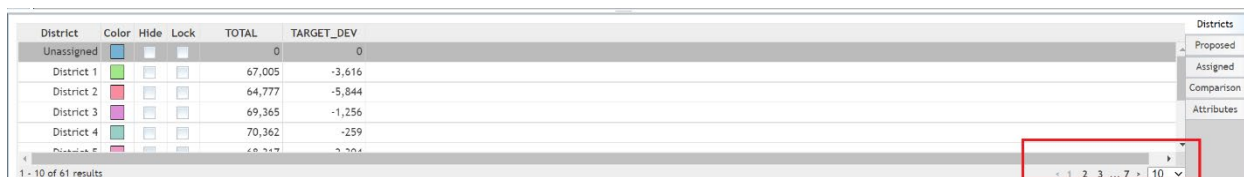
There is also a scroll bar on the right-hand side of the table that you can click on to scroll up or down instead.

The scroll bar at the bottom of the table can be moved to the left or right so you can see other data variables.



District	Color	Hide	Lock	TOTAL	TARGET_DEV	TOTALHISP	TOTALHISP_P	TOTALNH	TOTALNH_P	WHITENH	WHITENH_P	BLACKNH	BLACKNH_P	AIANNH	AIANNH_P
Unassigned				3,831,074	3,831,074	450,062	11.75	3,381,012	88.25	3,005,848	78.46	82,361	2.15	81,923	2.11
District 1				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 2				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 3				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 4				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 5				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 6				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

If there are more than ten districts in your plan, your districts will be on separate ‘pages’ in the District window. In the bottom-right corner of the window you can click on the page numbers to scroll through them, or you can click on the drop-down list to change the number of districts that appear on each page:



District	Color	Hide	Lock	TOTAL	TARGET_DEV
Unassigned				0	0
District 1				67,005	-3,616
District 2				64,777	-5,844
District 3				69,365	-1,256
District 4				70,362	-259
District 5				69,362	-259

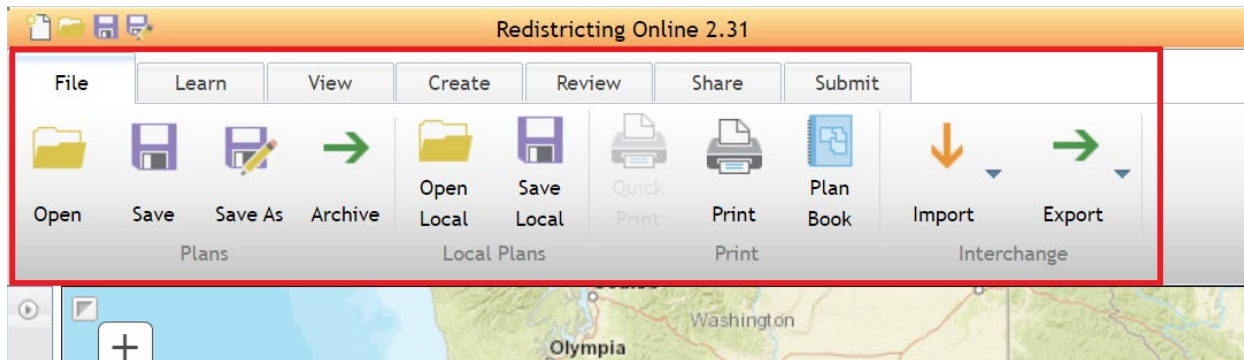
For more information about how the Census defines race and ethnicity, click this link:

<https://www.census.gov/topics/population/race/about.html>

Ribbons and Tools

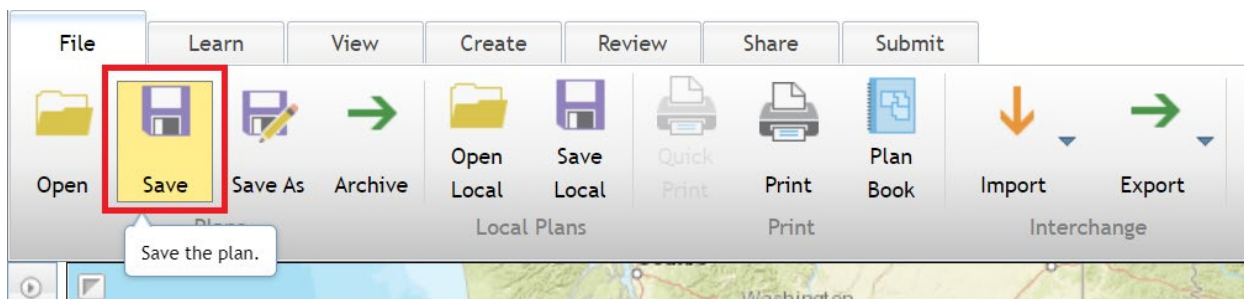
The ribbon at the top of the screen includes your redistricting tools.

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Click through the ribbons (File; Learn; View; Create; Review; Share; Submit). Each of these ribbons contain different types of tools, while the Learn ribbon has information from ESRI about the program.

If you're ever unsure what a button does, hover your mouse pointer over the button. A small description of its function will appear:

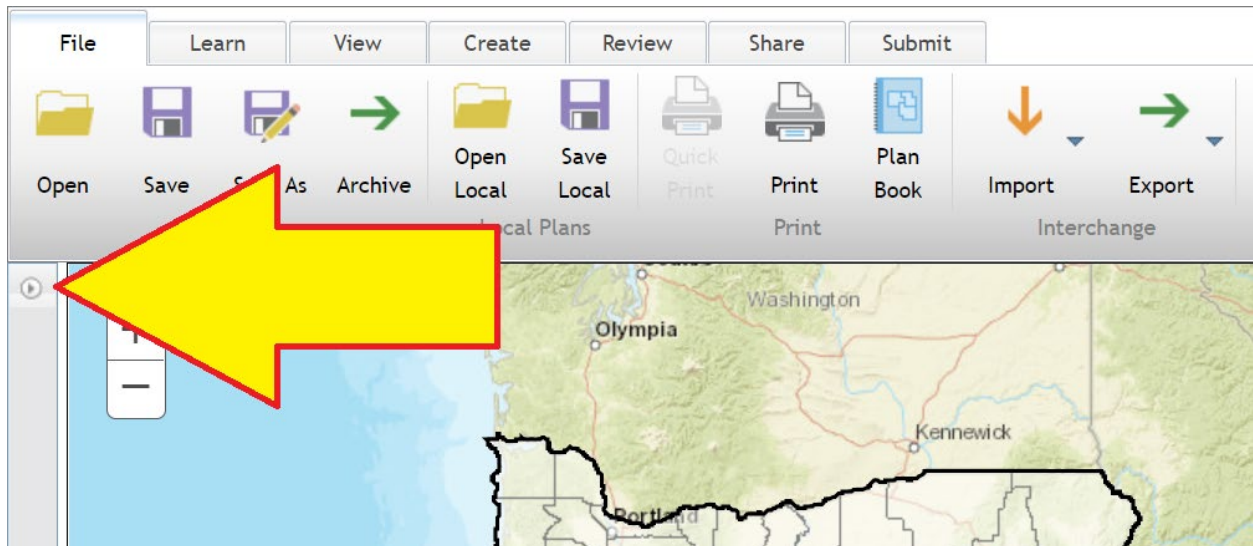


For ESRI's full online documentation, click this link:

<https://doc.arcgis.com/en/redistricting/get-started/what-is-esri-redistricting-online.htm>

Panels

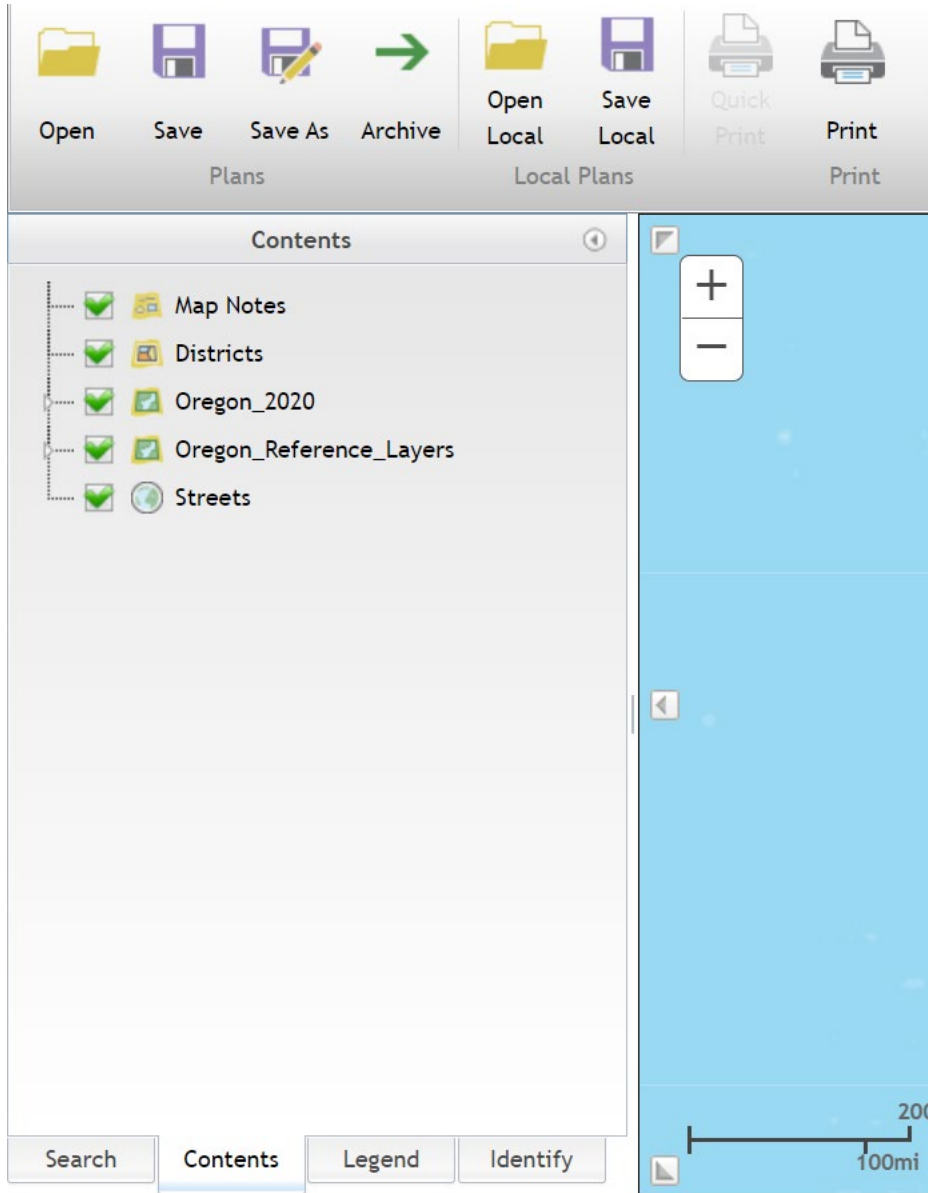
At the top-left corner of the map is a tiny arrow button:



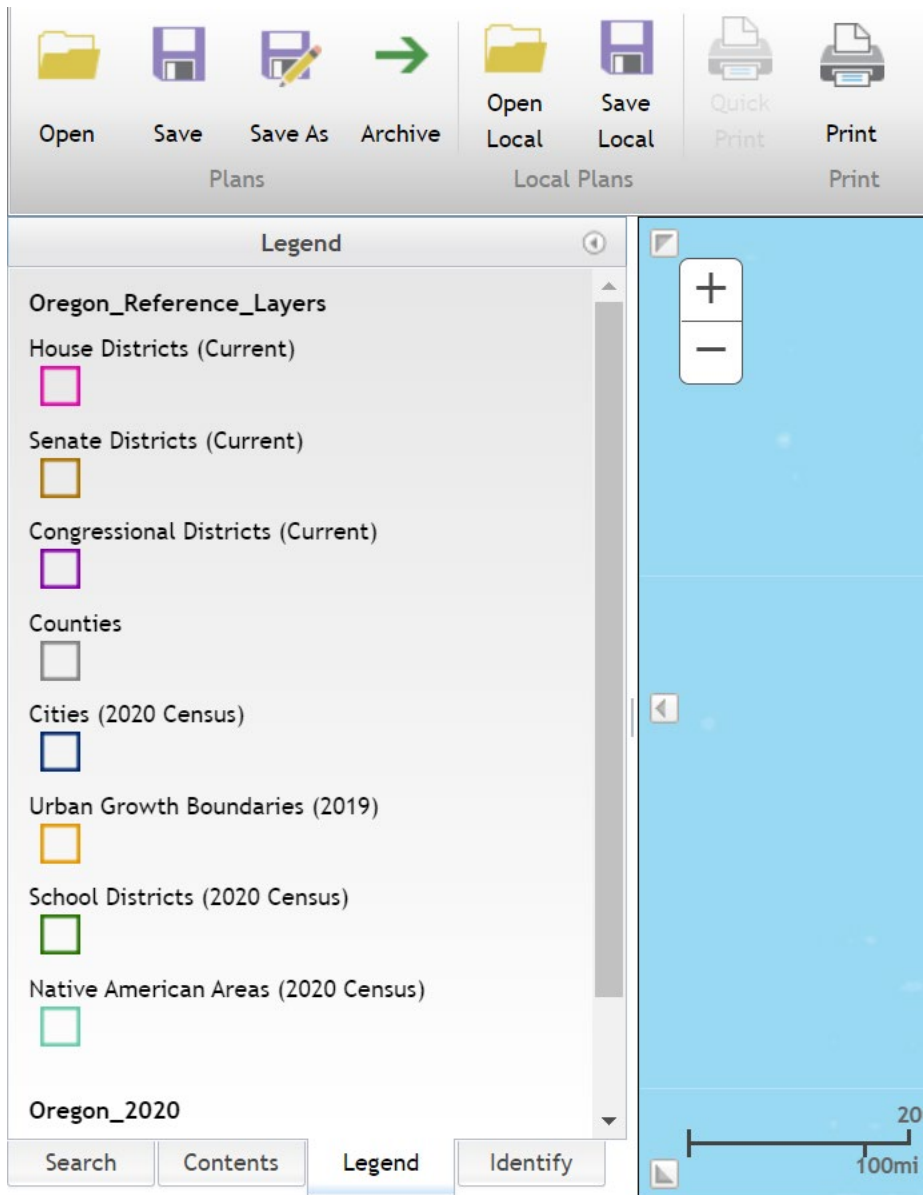
When you click on this, a gray box with 4 tabs at the bottom (Search; Contents; Legend; Identify) appears with more options.

The Contents panel allows you to turn map layers on or off by clicking on the check boxes. Try turning some layers on or off to see how they change the map.

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The Legend panel shows you what active layers look like:



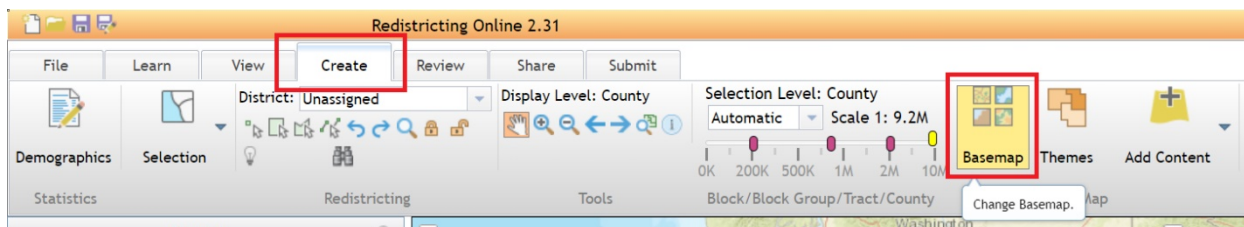
The Search and Identify panels include more advanced functions to be covered in other training materials.

Beginning Work on Your Plan

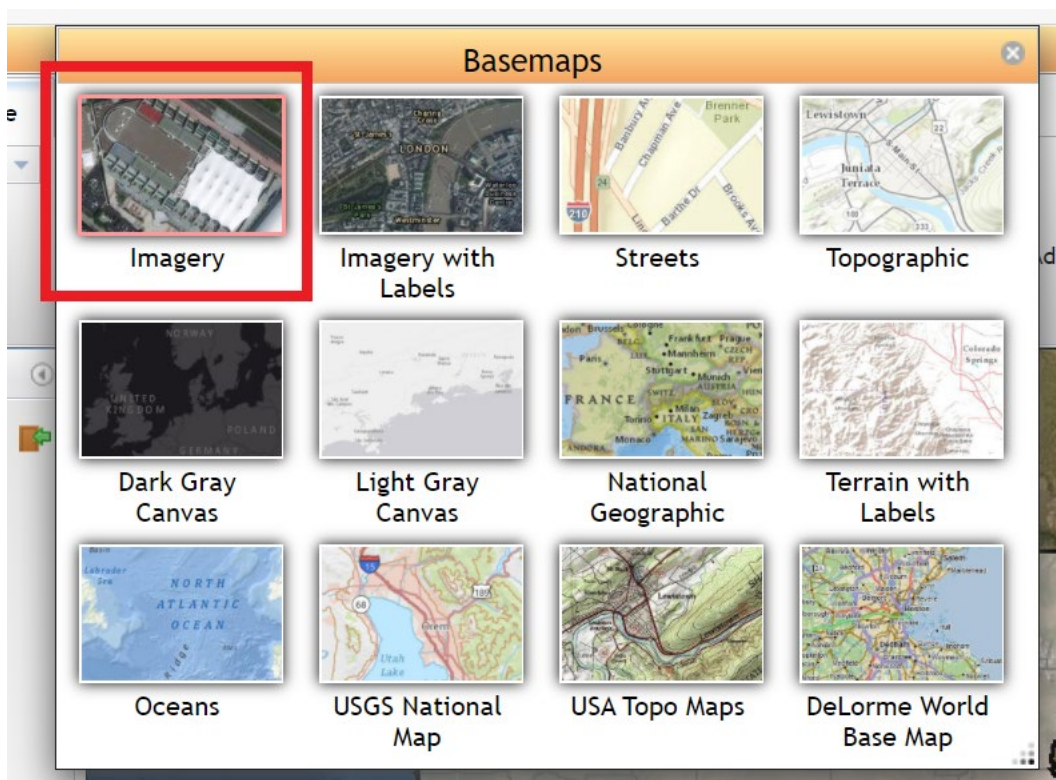
In this section, you'll start working on your plan and learn some of the basic functions of the software.

Basemaps

Click on the *Create* ribbon. Most of your work will be done on this ribbon. Towards the right hand side of the ribbon is the Basemap button.



In the Basemaps window, click on Imagery.

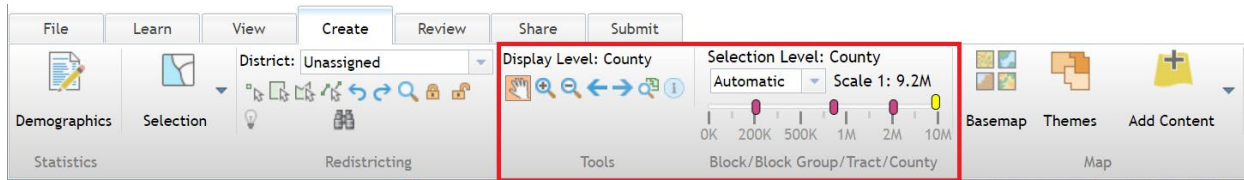


This changes the underlying reference map to satellite imagery. Depending on your needs, you may want to change the basemap.

For this exercise, go back to the Basemaps window and click on Streets. This changes the basemap back to the default street map.

Understanding Zoom and Selection Levels

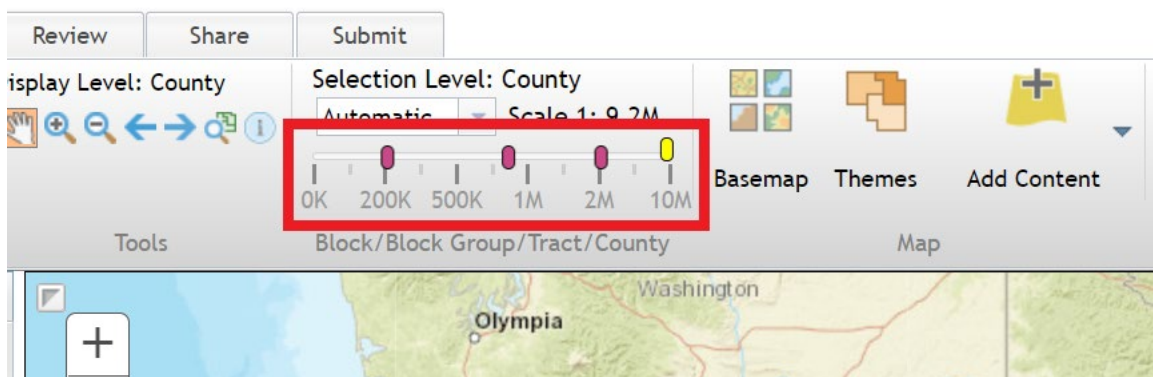
In the *Create* ribbon, zoom level information is to the left of the Basemap button:



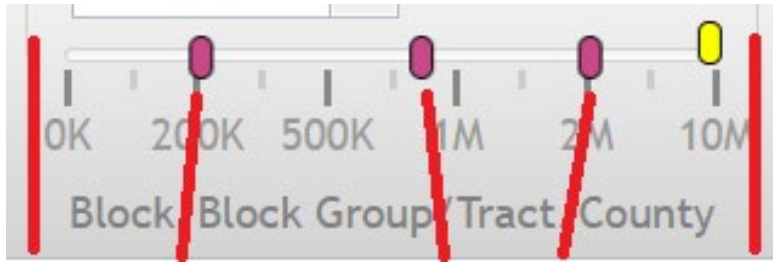
Display Level tells you what geography is currently displayed. By default, the geography is County. Try zooming in on the map. You should see the display level change. Zoom levels include County, Tract, Block Group, and Block. At the closest zoom levels, the display level will be Block. Now zoom back out to the County level.

The scale bar under Selection Level shows the divisions where different geographies show up. These can be adjusted.

The yellow oval above the line shows your current zoom level. As you zoom in or out, the yellow oval moves along the scale bar:

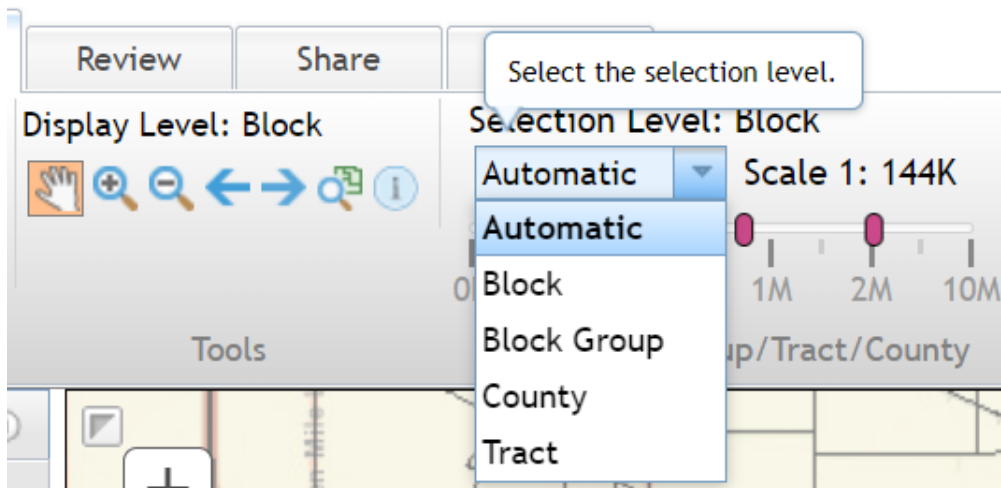


The red ovals on the line show where the 'breaks' between geography levels are.



If you want to adjust when the geography changes from county to tract or another geographic level, click and drag the red oval along the scale bar to move its break point.

The selection level shows which geography you can select on the map. By default this is set to Automatic. In Automatic, whichever geography is visible will be selectable. You can set it to county, tract, block group, block, or leave it in automatic mode.



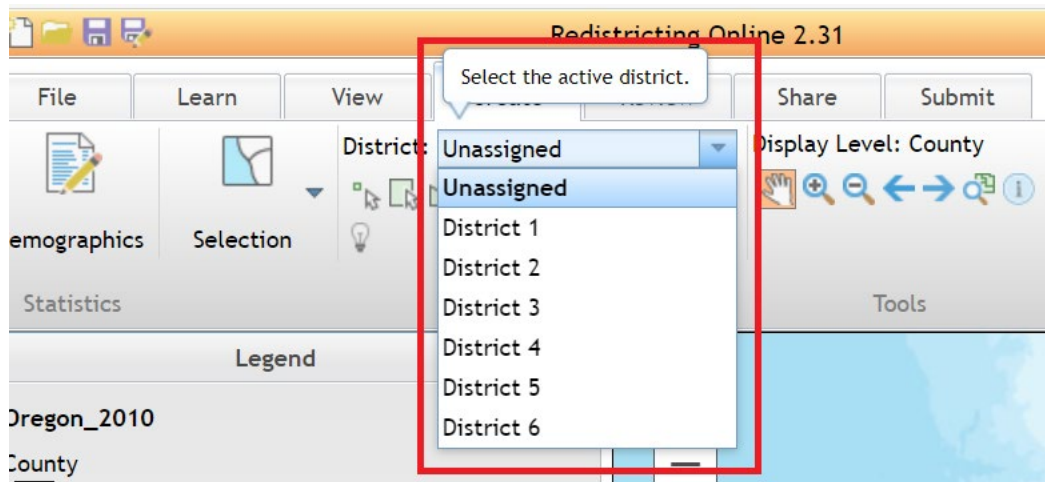
Building Your Plan: Map Selection Tools

To build your plan, you need to select geographies on the map. There are a few different ways to do this, depending on your needs.

Choosing which district to edit

Staying in the Create ribbon, click on the District drop down menu and select District 1 (any district can be chosen in the district drop-down menu at any time).

GETTING STARTED WITH THE REDISTRICTING SOFTWARE

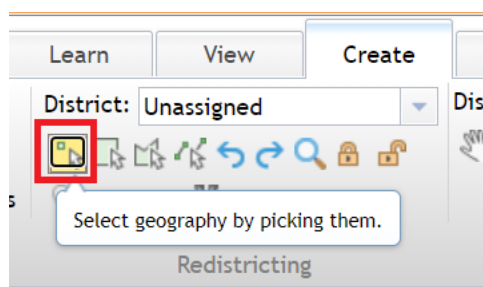


Instead of using the drop-down menu to choose a district, you can also click on a district line in the District Window at the bottom of the screen:

District	Color	Hide	Lock	TOTAL	TARGET_DEV	TOTALHISP	TOTALHISP_P	TOTALNH	TOTALNH_P	WHITENH	WHITENH_P	BLACKNH	BLACKNH_P	AIANNH	AIANNH_P
Unassigned				3,831,074	3,831,074	450,062	11.75	3,381,012	88.25	3,005,848	78.46	82,361	2.15	81,923	2.15
District 1				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 2				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 3				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 4				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 5				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
District 6				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

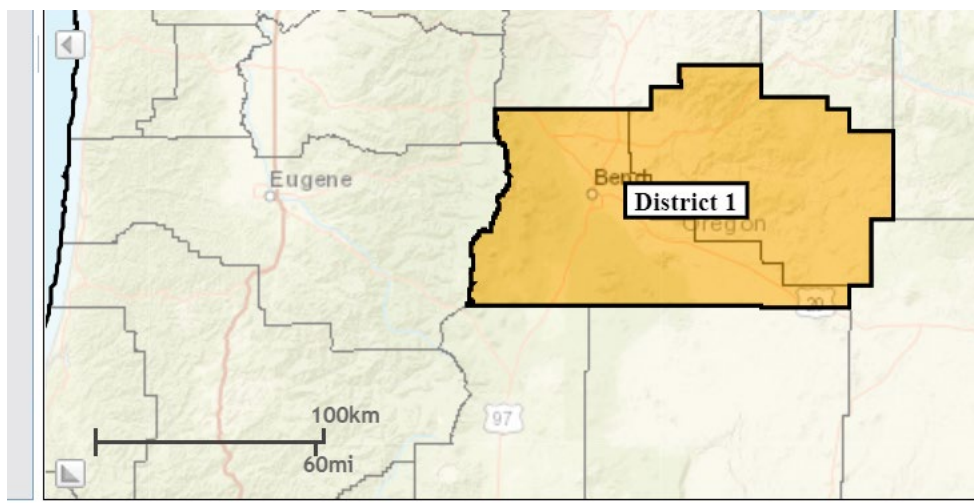
Selecting individual locations

Underneath the district drop down menu are your selection tools. Start by clicking on the first tool.



Click on a county on your map. This adds that county to District 1. The county changes color on the map, and it changes the numbers in District window. Click on a second county. The second county should

also be in District 1 now, and the numbers in the District window should have updated to add the second county numbers to the district:

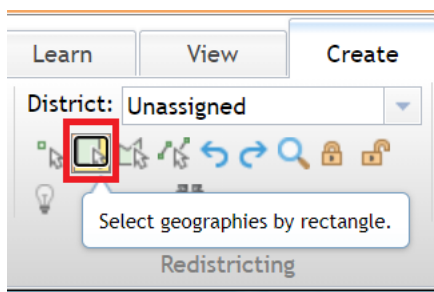


District	Color	Hide	Lock	TOTAL	TARGET_DEV	TOTALHI
Unassigned				3,652,363	3,652,363	436
District 1				178,711	-459,801	13
District 2				0	-638,512	

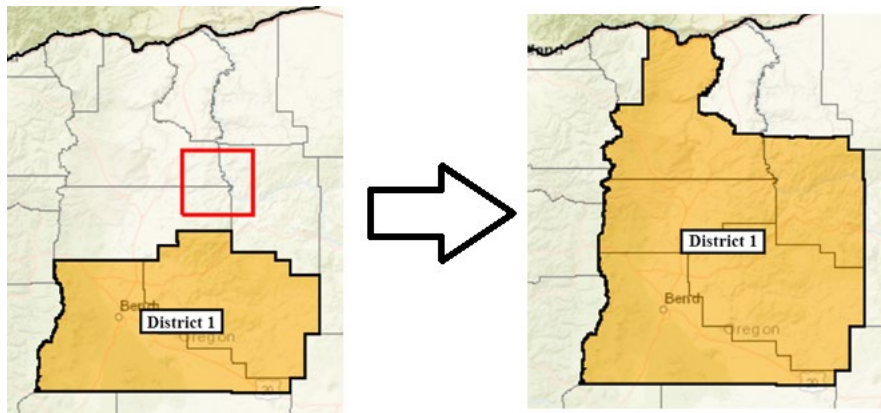
Note: No examples in any of these training documents are intended as any official district proposals, intentions for such proposals, or as suggestions. They are intended exclusively as visual guides for you to help learn the software.

Selecting by rectangle

Now let's try the next selection tool, which looks like a square with a tiny arrow on it.

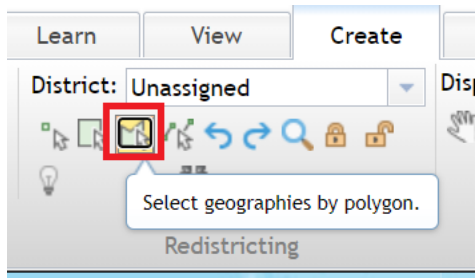


Click on the map, but don't let go of the mouse button. Drag the mouse around the map to draw a rectangle. Any geography your rectangle touches will be added to your district.

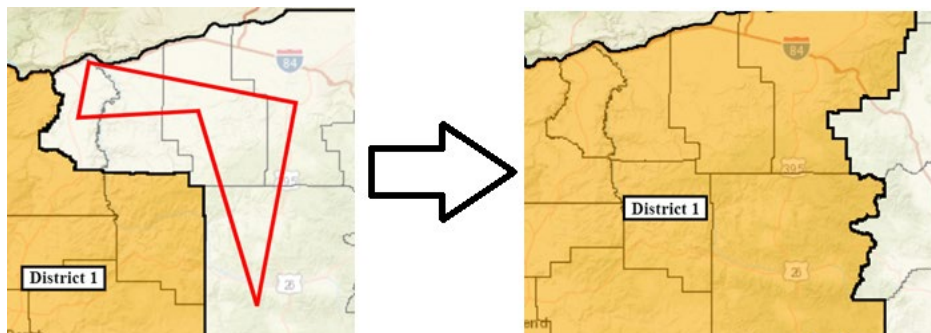


Selecting by custom polygon

The third selection tool allows you to draw a custom polygon to select geographies. Choose the third selection option.

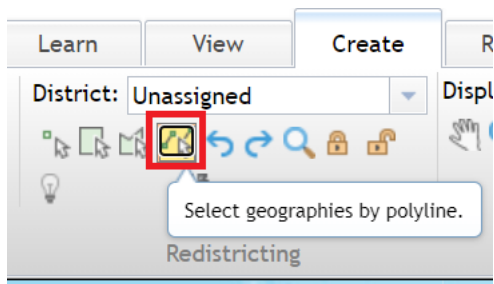


Click on the map. Move the mouse to another part of the map and click again. Do this again and click a third time. Now, move the mouse to another part of the map and double click. This 'closes' the polygon and adds the geographies it touches to District 1.

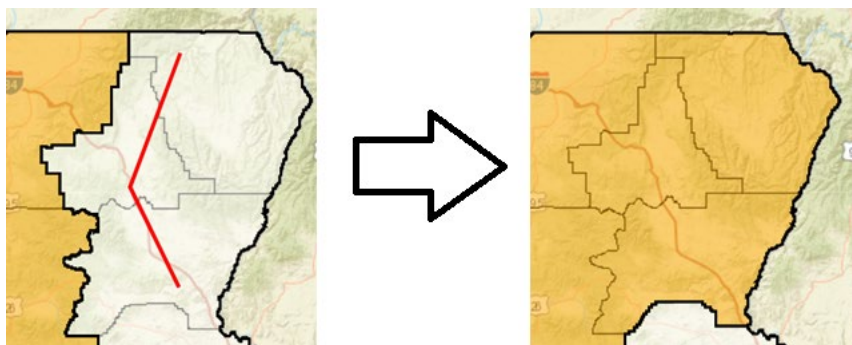


Selecting by line

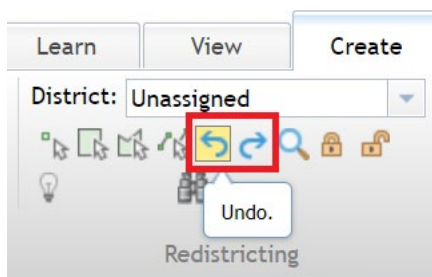
But wait, there's more! Click the next selection tool, the line tool.



Click on the map. Now move to another part of the map and click again. Move to a third point on the map and double click. Any geographies along the line you drew will be added to District 1.

What if I make a mistake?

It's OK! There are undo and redo buttons under the district drop-down menu.



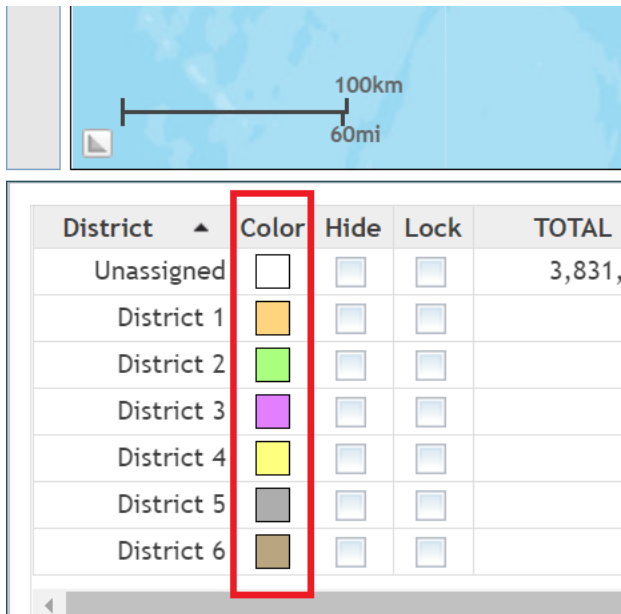
In the district drop-down menu, you can also choose Unassigned. Use the selection tools we explored above to 'assign' geographies to the Unassigned category (or any other district you wish).

For now, select the Unassigned category and select the entire state of Oregon to put everything back into this category.

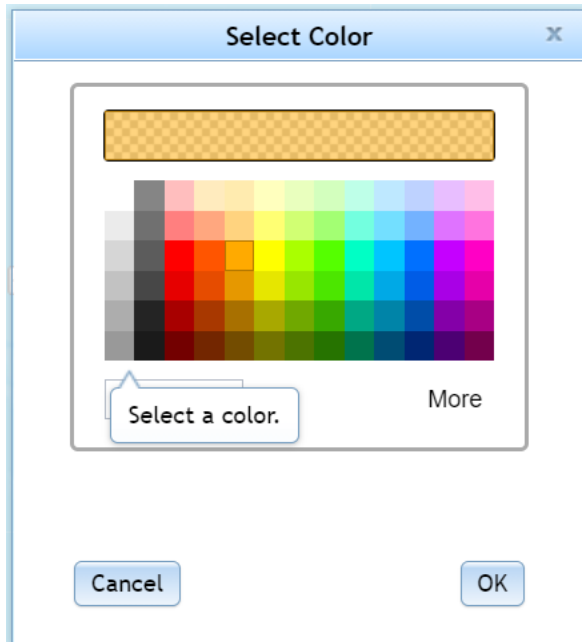
Building Your Plan: Other Useful Tools

Changing district colors

In the District window, you can change the colors each district will be on your map. In the “Color” column, click on one of the colored boxes.



In the Select Color window that opens, choose the color you want to use, then press OK. That district will now show up on your map in the color you chose. Clicking Cancel will cancel your change and keep the color as is.



Locking

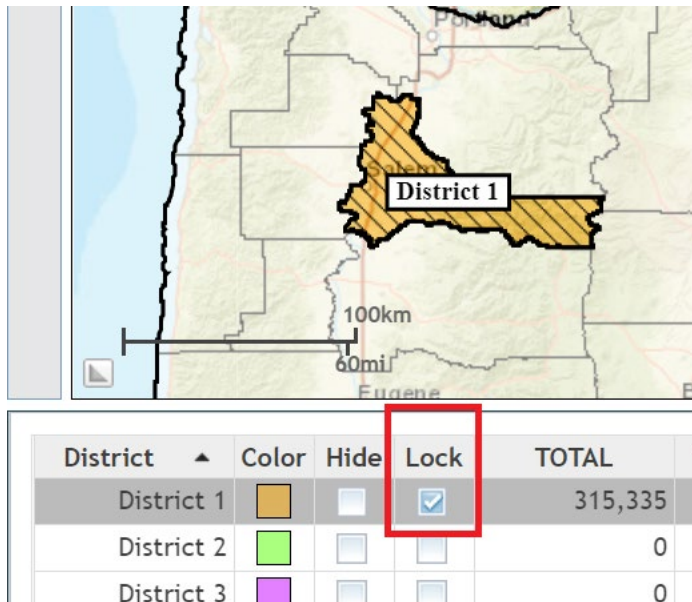
Once you start filling up your map with districts, or if you have a map with an unusual shape, locking districts or geographies will be quite helpful.

As an example, add Marion County (home to Salem) to District 1:

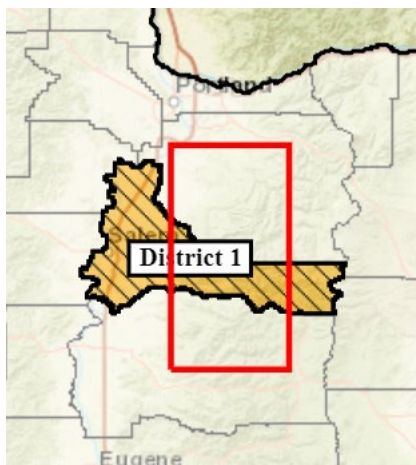


In the District window, click District 1's lock button. This locks District 1 and puts a cross-hatch pattern over it on the map:

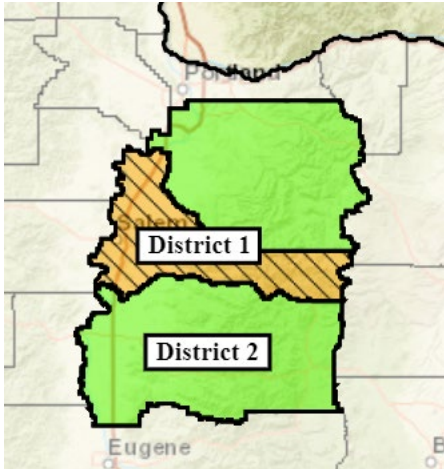
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In the District drop-down menu, choose District 2 so you can add geographies to it. Now use the rectangle selection tool to select an area that includes Marion County and at least one other county:



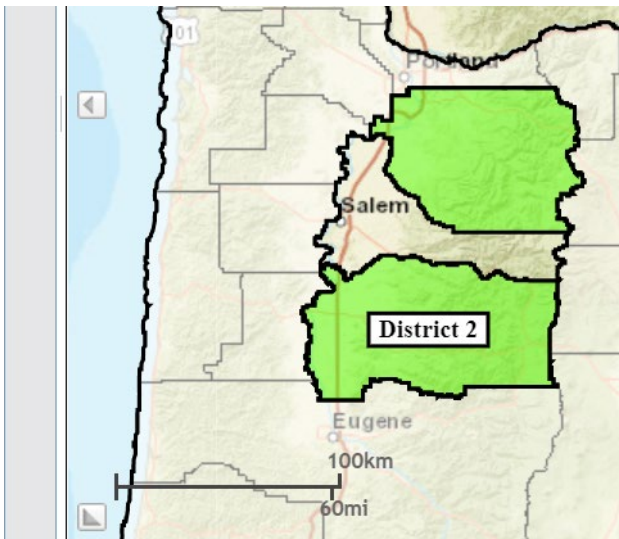
Because District 1 is locked, Marion County doesn't get added to District 2:



Districts can be locked and unlocked any time in the District window. This ability helps if you are satisfied with a district assignment in one area but still need to adjust adjacent areas.

Hiding districts

Districts can be hidden from view. In the District window, click the District 1 hide button. District 1 turns off on the map. Any district can be hidden or unhidden by clicking its hide box in the District window.



District	Color	Hide	Lock	TOTAL
District 1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	315,33
District 2		<input type="checkbox"/>	<input type="checkbox"/>	492,66
District 3		<input type="checkbox"/>	<input type="checkbox"/>	
District 4		<input type="checkbox"/>	<input type="checkbox"/>	

IMPORTANT NOTE ABOUT SENATE DISTRICTS

Each of Oregon's 30 Senate seats must completely contain two adjacent Oregon House seats. When you submit a House plan, upload an attachment that tells us which House seats you would combine to create Senate seats (see *Attaching Files and Documentation* later in this document for instructions).

Your upload can be in any format the program allows (PDF, Text, Word, etc.). Below are just a few examples of what written documentation could look like:

House District 1 + House District 2 = Senate District 1

HD1 + HD2 = SD1

House / Senate

1,2 / 1

3,7 / 4

9,10 / 5

This document does not have to be written text – you could also print your House map, draw on it, and upload a picture or scan of it. As long as the documentation is clear and understandable, the format is up to you.

If you want a map of your Senate districts, save your House plan as a new plan, and use the Join Districts tool in the View ribbon to combine your House districts together. Then use the Swap Districts tool to renumber your Senate districts from 1 through 30, and change the Number of Districts in the View ribbon to 30. The Join and Swap Districts tools are covered in detail in the *Supplemental Guide to the Redistricting Software* document available at <https://www.oregonlegislature.gov/redistricting/>. This process is also covered in a training video available on the website.

Understanding the Data

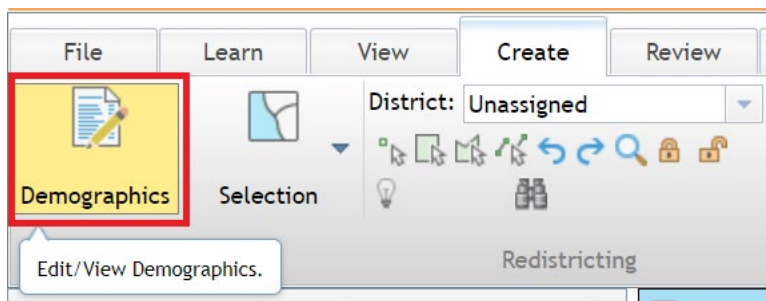
What's in the District Window?

The District window at the bottom of your screen shows you the Census data for your plan, with the numbers automatically updating as you draw your districts. Each district has its own line in this table.

District	Color	Hide	Lock	TOTAL	TARGET_DEV	TOTALHISP	TOTALHISP_P	TOTALNH	TOTALNH_P	WHITENH	WHITENH_P	BLACKNH	BLACKNH_P	AIANNH	AIANNH_P
Unassigned				3,831,074	3,831,074	450,062	11.75	3,381,012	88.25	3,005,848	78.46	82,361	2.15	81,923	2
District 1				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0
District 2				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0
District 3				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0
District 4				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0
District 5				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0
District 6				0	-638,512	0	0.00	0	0.00	0	0.00	0	0.00	0	0

Each column in the table is called a field. At the top of the column is the field name. In the current version of the software, these names are not very intuitive.

In the Create ribbon, click the Demographics button:



The Demographics window appears:

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Demographics

Name	Sum	Percent	Ideal	Description
▶ Universe	<input type="checkbox"/>	<input type="checkbox"/>		
▶ Standard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
▶ Standard VAP	<input type="checkbox"/>	<input type="checkbox"/>		
▶ Alternative	<input type="checkbox"/>	<input type="checkbox"/>		
▶ Alternative VAP	<input type="checkbox"/>	<input type="checkbox"/>		
▶ OMB	<input type="checkbox"/>	<input type="checkbox"/>		
▶ OMB VAP	<input type="checkbox"/>	<input type="checkbox"/>		
▶ OMB Non-Hispanic	<input type="checkbox"/>	<input type="checkbox"/>		
▶ OMB Non-Hispanic VAP	<input type="checkbox"/>	<input type="checkbox"/>		

Ok

Click on the arrows next to the Universe and Standard lines:

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Name	Sum	Percent	Ideal	Description
Universe	<input type="checkbox"/>	<input type="checkbox"/>		
TOTAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	638,512	Total
TOTAL18	<input type="checkbox"/>	<input type="checkbox"/>	494,104	Total voting age
TARGET_DEV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	Deviation from the target
Standard	<input type="checkbox"/>	<input type="checkbox"/>		
TOTALHISP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	75,010	Hispanic
TOTALNH	<input type="checkbox"/>	<input type="checkbox"/>	563,502	Non-Hispanic
WHITENH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	500,975	Non-Hispanic white
BLACKNH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13,727	Non-Hispanic black
AIANNH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13,654	Non-Hispanic American Indian/ Alaskan Native
ASIANNH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28,364	Non-Hispanic Asian
HPINH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2,826	Non-Hispanic Hawaiian or Other Pacific Islander
OTHERNH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,235	Non-Hispanic some other race
MLTMNNH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2,722	Non-Hispanic two or more minority race
Standard VAP	<input type="checkbox"/>	<input type="checkbox"/>		
Alternative	<input type="checkbox"/>	<input type="checkbox"/>		
Alternative VAP	<input type="checkbox"/>	<input type="checkbox"/>		
OMB	<input type="checkbox"/>	<input type="checkbox"/>		
OMB VAP	<input type="checkbox"/>	<input type="checkbox"/>		

The fields in the District window are listed here. The left column shows the field names.

The check boxes signify if the fields are visible in the District window. For example, consider the TOTALHISP field, which refers to the Hispanic population. If its “Sum” box is checked, the District window will keep track of how many Hispanic individuals are in the districts you’ve drawn. If its “Percent” box is checked, the District window will track what percentage of your districts’ populations are Hispanic.

The Ideal column shows the “ideal” number each district should have (this is just the total statewide count divided by the number of districts).

The right column shows the description, telling you what the field is. Any of these fields can be turned off or on at any time you choose.

ESRI's documentation includes more information about these data points here:

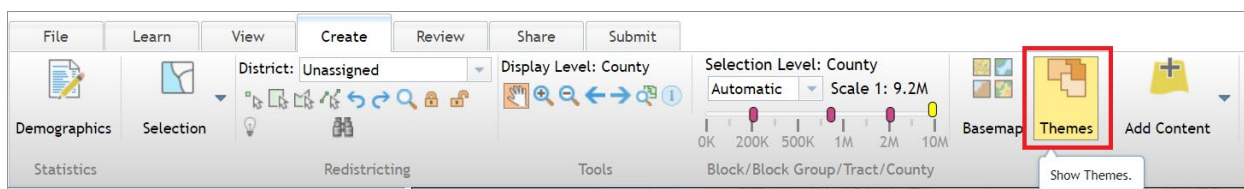
<https://doc.arcgis.com/en/redistricting/analyze/understanding-demographic-variables.htm>

The Census Bureau includes a brief overview of how it defines race here:

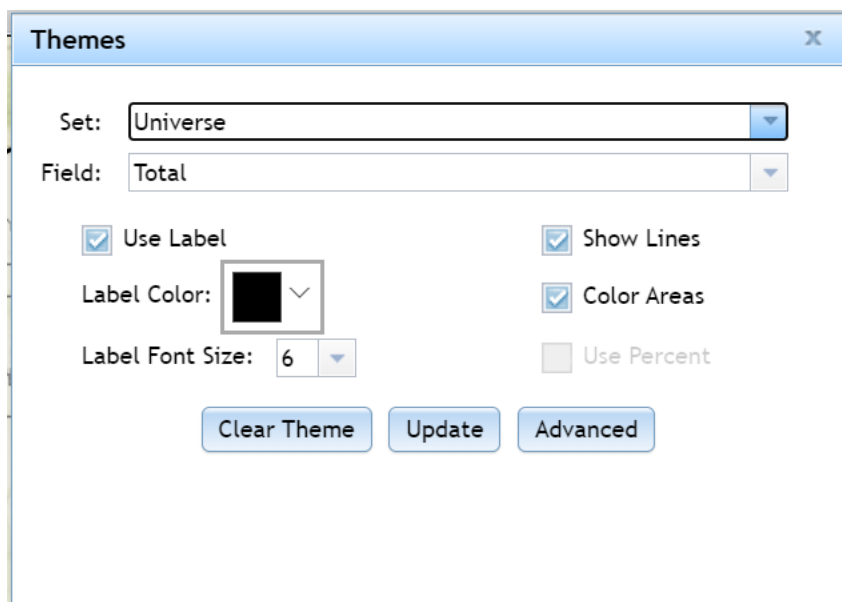
<https://www.census.gov/topics/population/race/about.html>

Themes

You may wish to see data on the map as you're working. In the Create ribbon, click on the Themes button:



The Themes window appears:

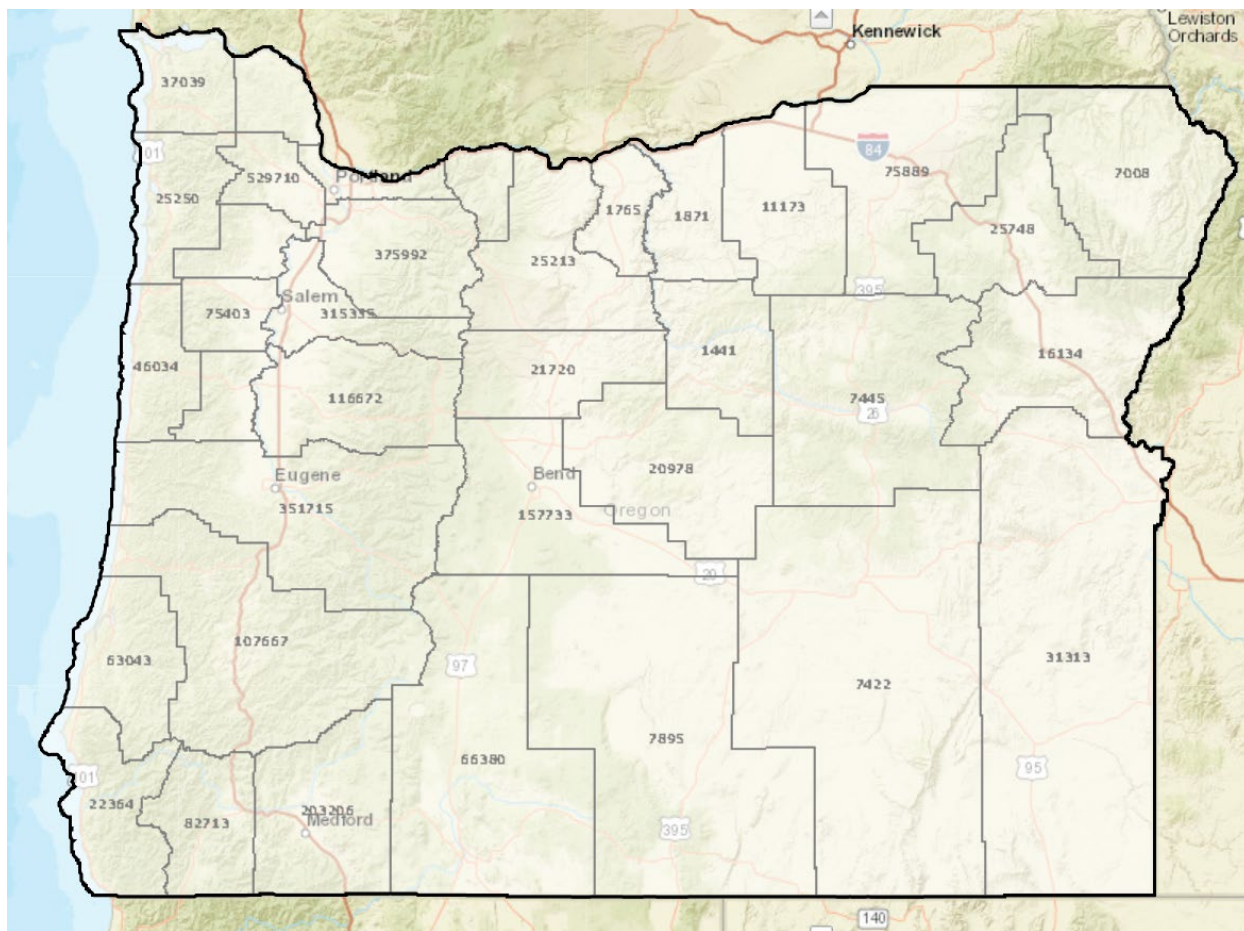


The Set and Field drop-down menus allow you to choose a data variable from the Demographics window (discussed in the previous section).

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The options on the left-hand side change how the label appears on your map. The Use Label check-box turns the labels off or on. Underneath that, you can choose the label color and size. The options on the right-hand side change how underlying data looks on your map.

For now, *uncheck* Show Lines and Color Areas. Then click the Update button, then click the X in the top-right hand corner of the Themes window. Your map should look something like the image below, with the total population numbers for each county showing up on your map:



As you zoom in, the numbers will automatically adjust for Census tracts, block groups, and blocks, depending on which zoom level you're at.

To turn this off, return to the Themes window, click Clear Theme, and click the X in the top-right of the window. You can also return to the

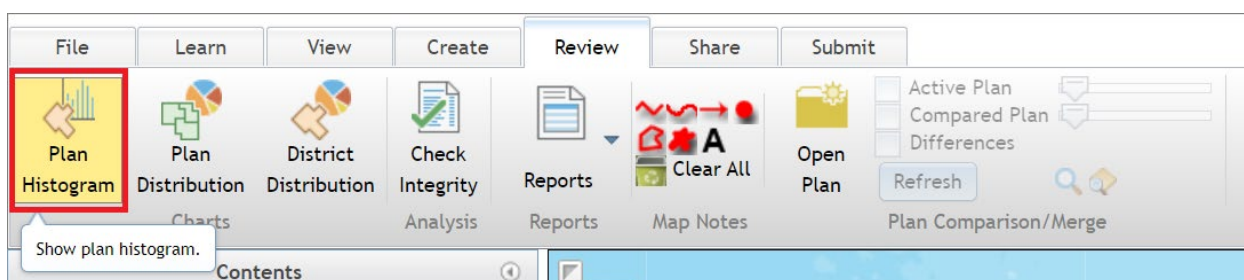
Themes window at any time to change which data shows on your map, to add color symbology to your map, or change other options in the Advanced options (covered in another training document).

Reviewing Your Plan

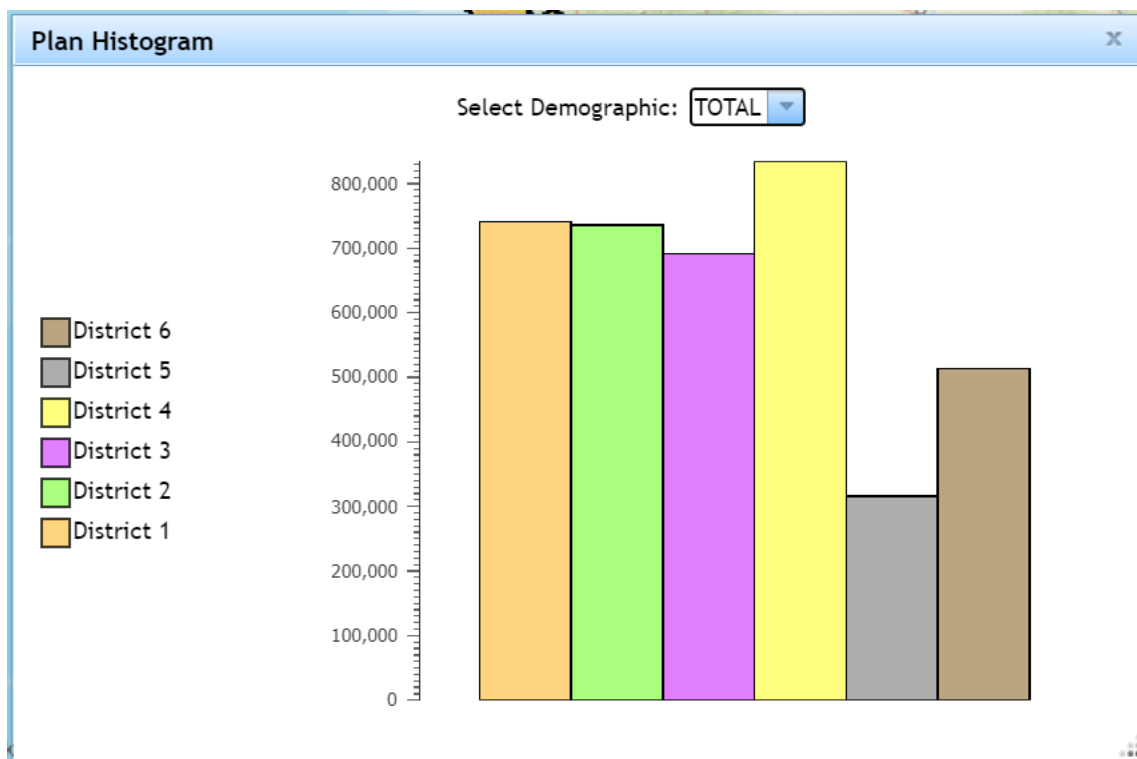
The redistricting software includes tools that let you summarize your plans and verify they meet some of the redistricting criteria.

Charts

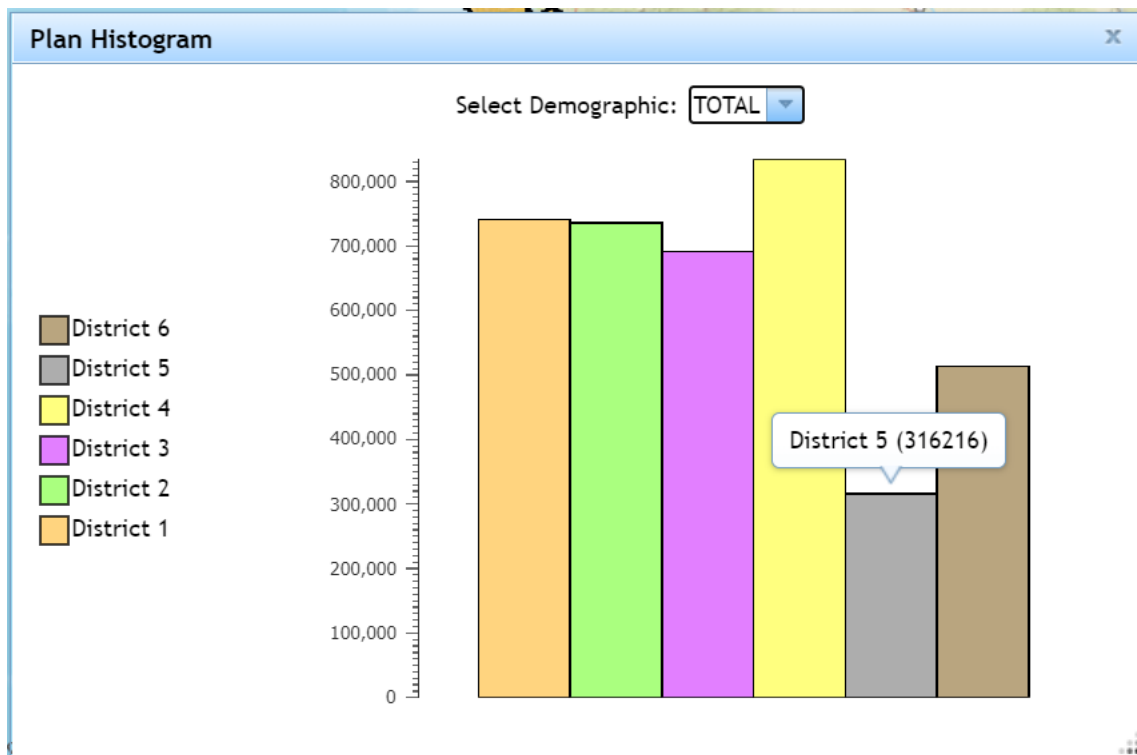
In the Review ribbon, click on the Plan Histogram button:



The Plan Histogram window appears. This window compares your districts to each other, using the data your plan is using:

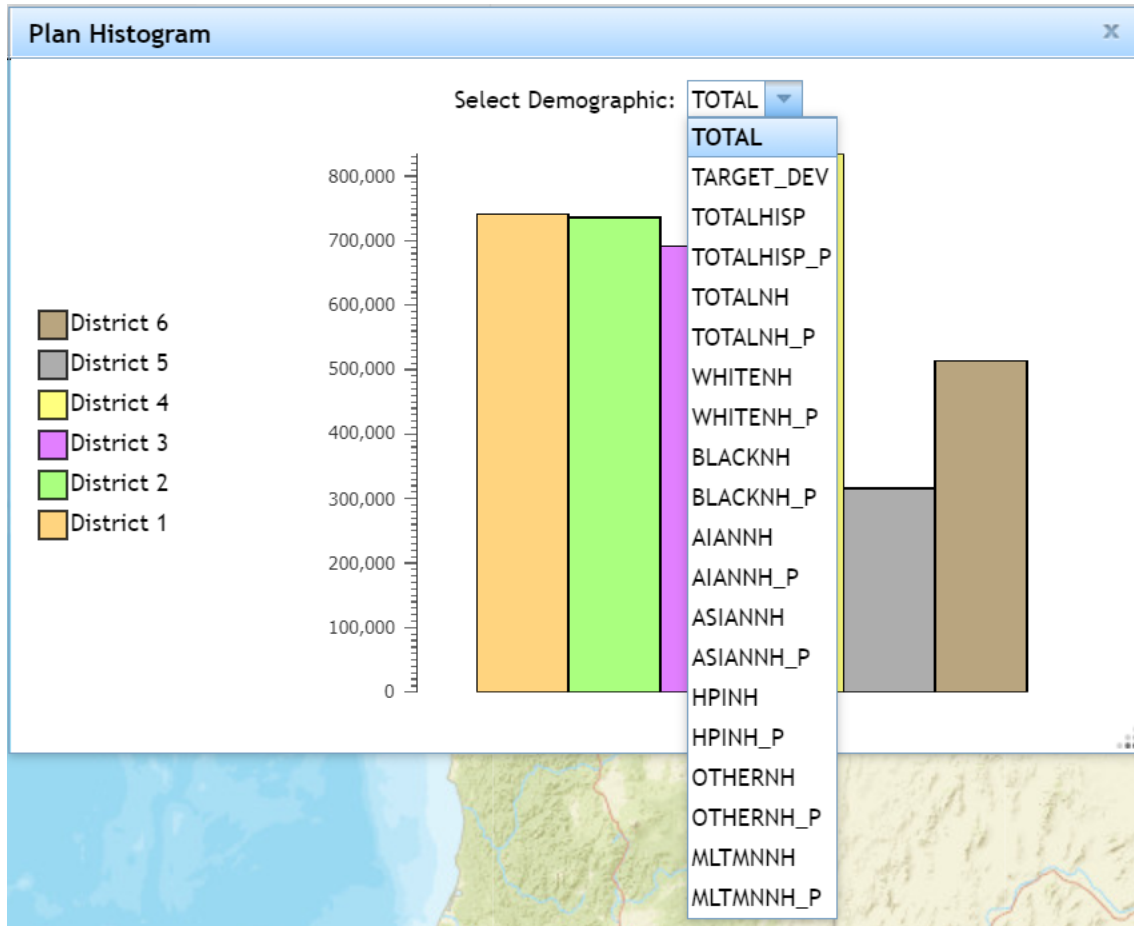


If you hover your mouse over one of the colored bars, it will show you the value for your district. In this example, District 5 has a total population of 316,216:

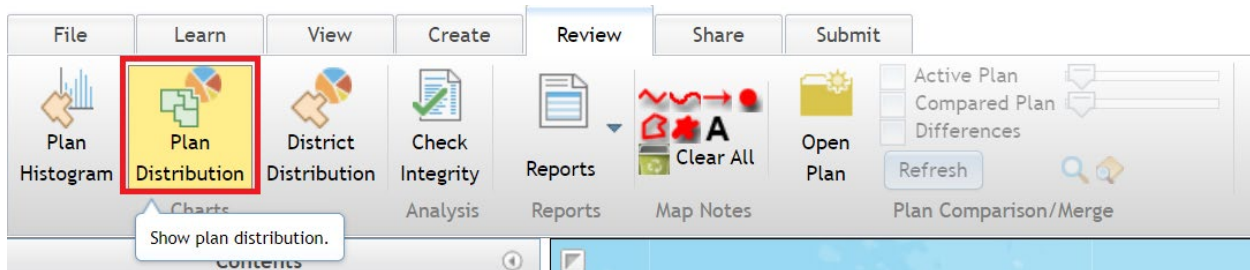


If you want to look at a different variable, click the drop-down menu next to “Select Demographic.” The list of variables in your plan will appear, and you can click on one to make it appear in your chart.

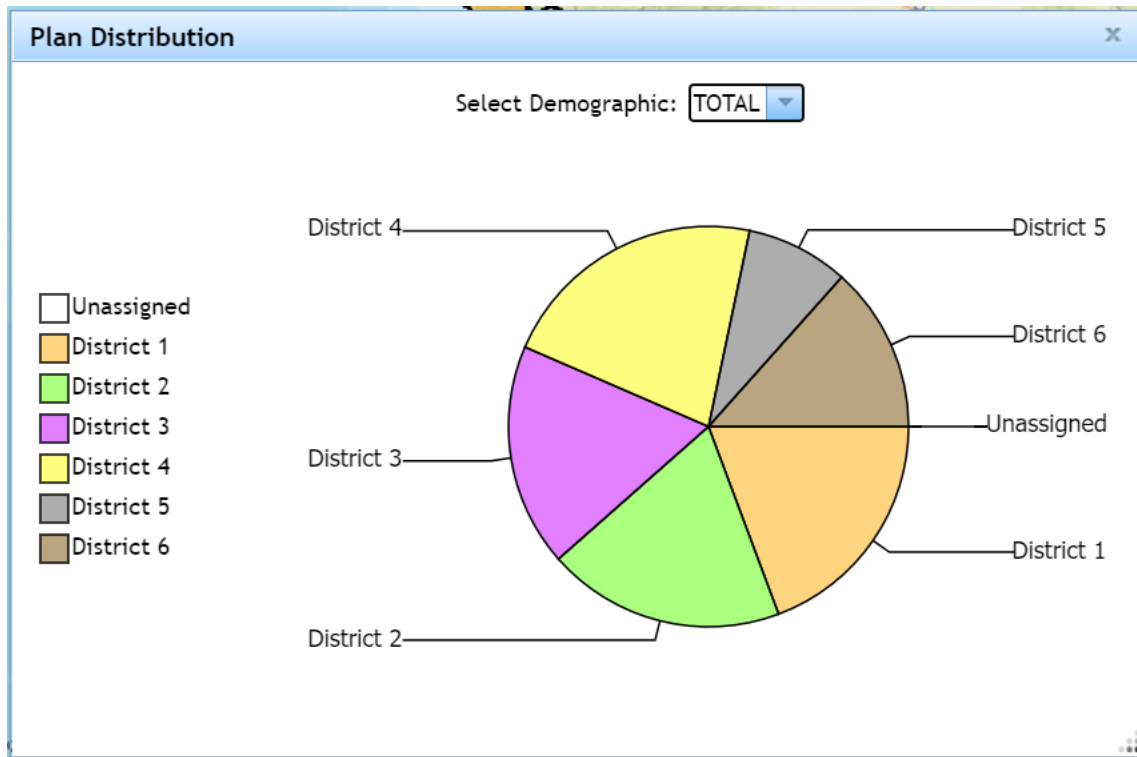
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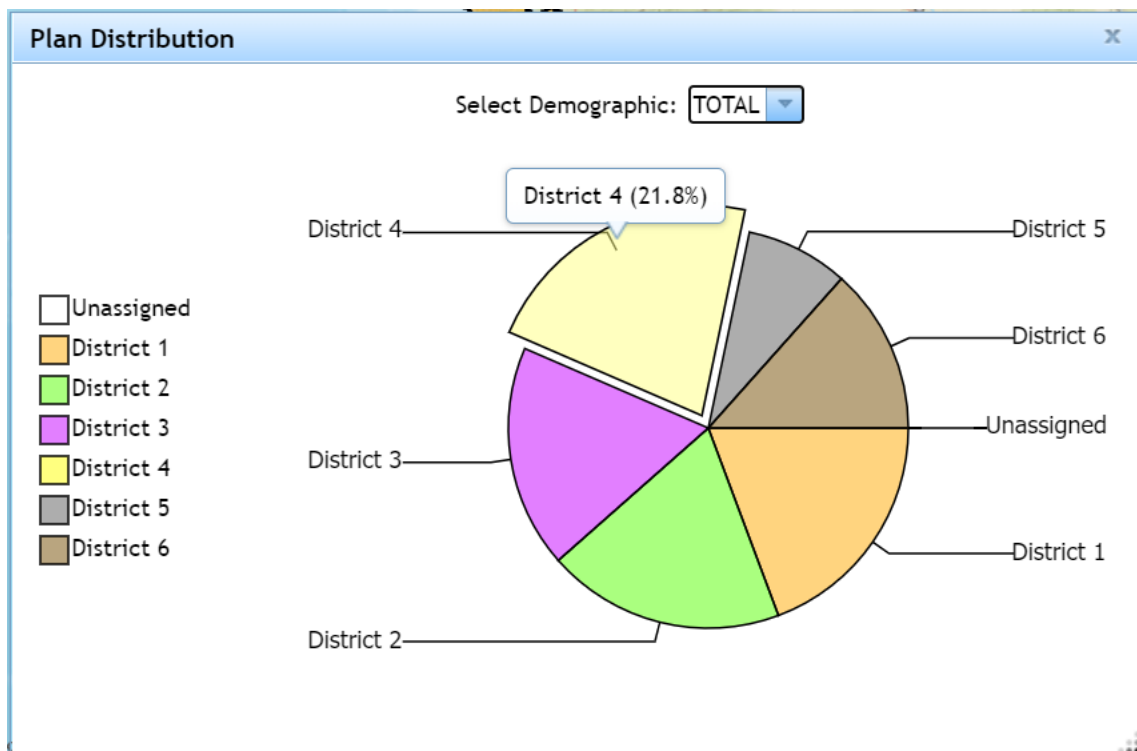
Click on the X in the top-right corner of the Plan Histogram window to close it. Now go back to the Review ribbon and click on the Plan Distribution button:



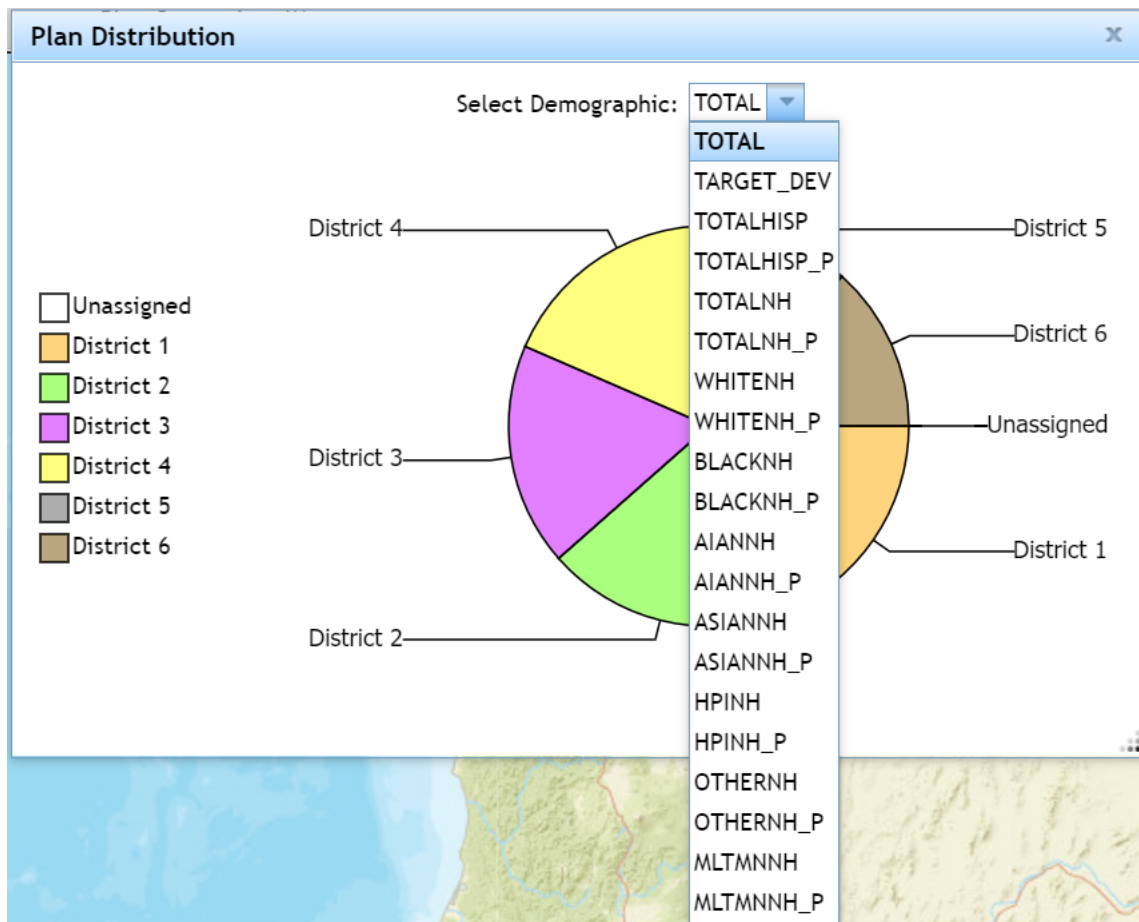
The Plan Distribution window appears. It is just like the Plan Histogram window, except instead of a bar chart, it uses pie charts:



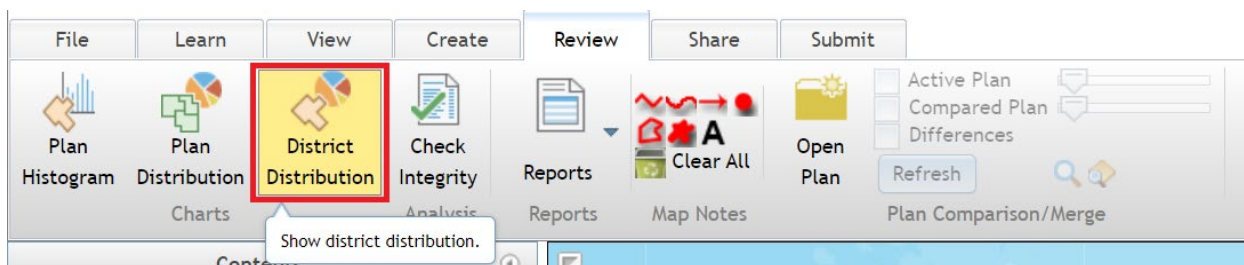
Hovering your mouse over one of the pieces of the pie will show you the value for a district. In this example, District 4 has 21.8% of the total state population:



If you want to look at a different variable, click on the drop-down menu next to “Select Demographic.” The variables in your plan will appear, and you can click on one to have it shown in your pie chart:

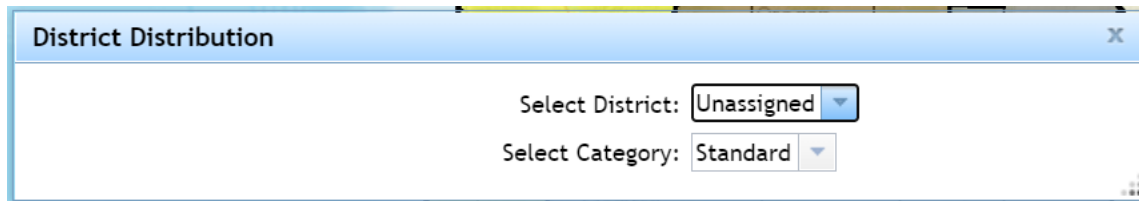


Click the X in the top-right corner of the Plan Distribution window. Now return to the Review ribbon and click on the District Distribution window:

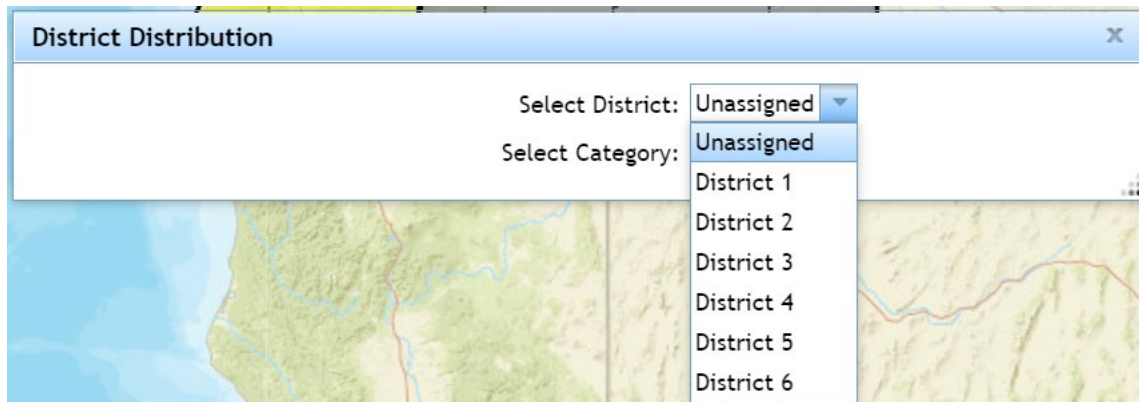


The District Distribution window appears:

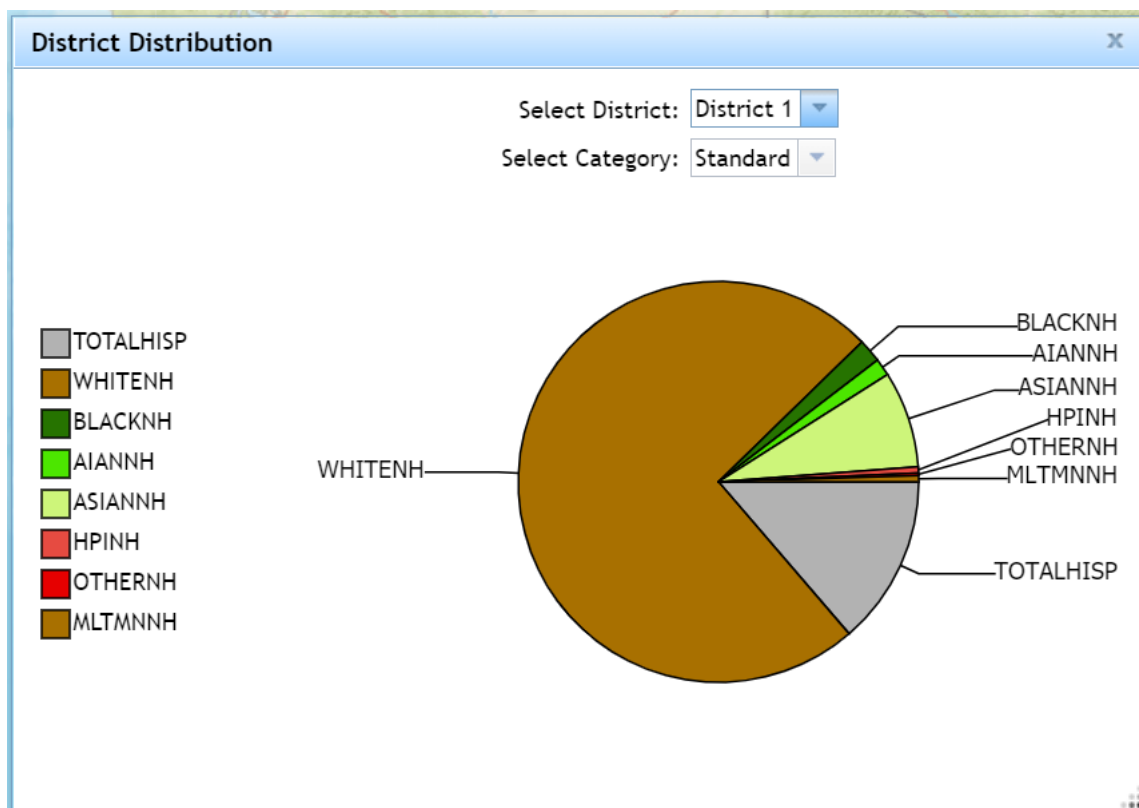
GETTING STARTED WITH THE REDISTRICTING SOFTWARE



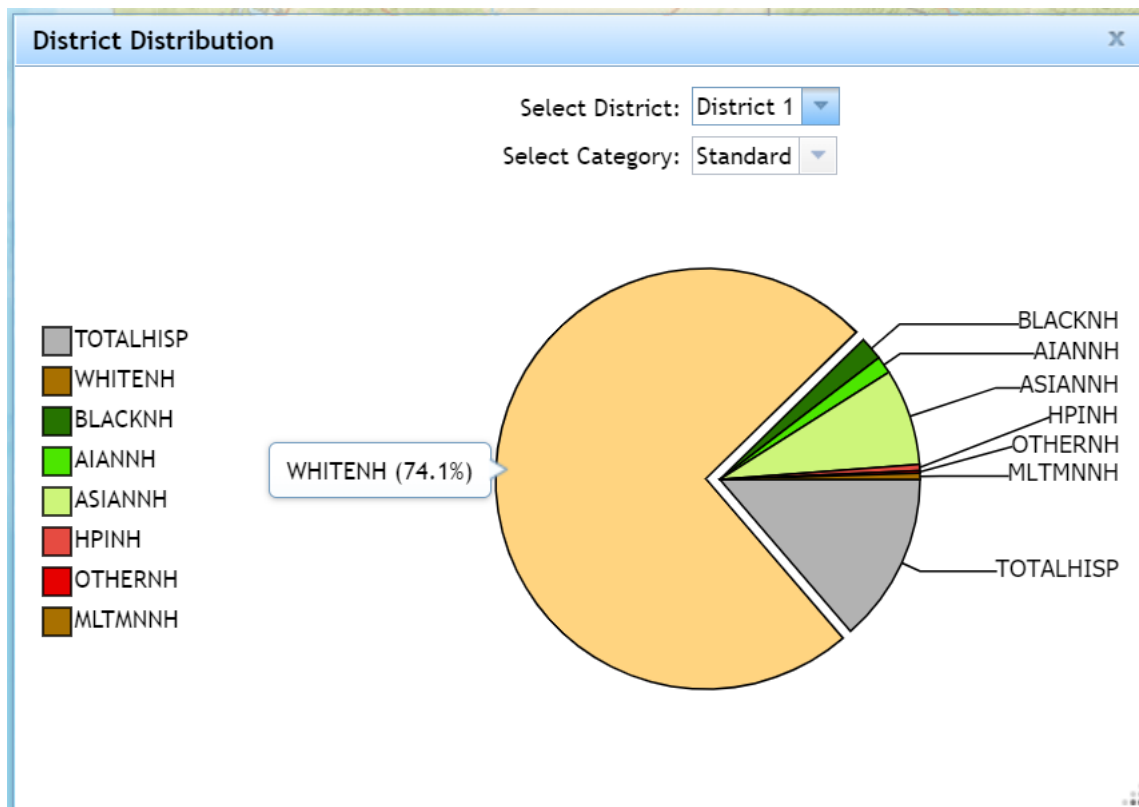
Click on the drop-down menu next to “Select District.” Click on one of your districts:



Instead of comparing districts to each other, this window shows you a pie chart for a single district:



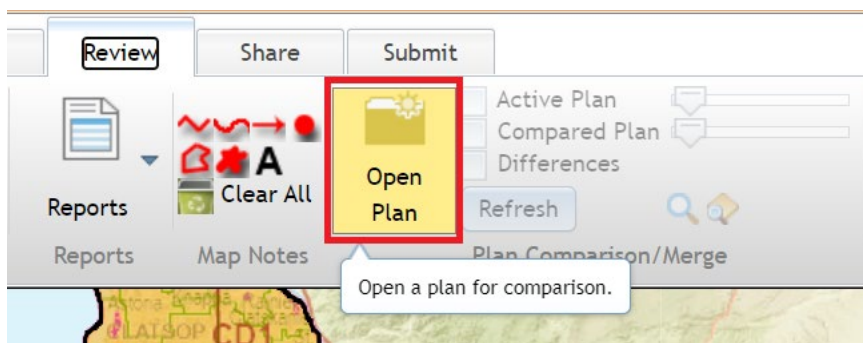
Hovering your mouse over one of the pieces of the pie shows the value for that variable. In this example, the chart says District 1's total non-Hispanic population makes up 74.1% of the district.



Click on the X in the top right corner of the window to close the screen.

Comparing Plans

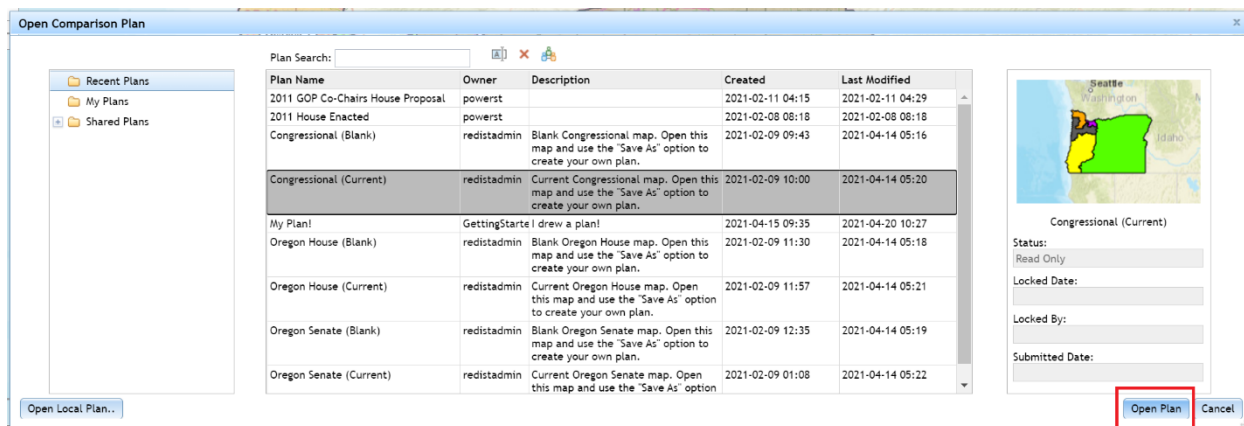
You can use the software to compare your plan to another one. In the Review ribbon, click on the Open Plan button:



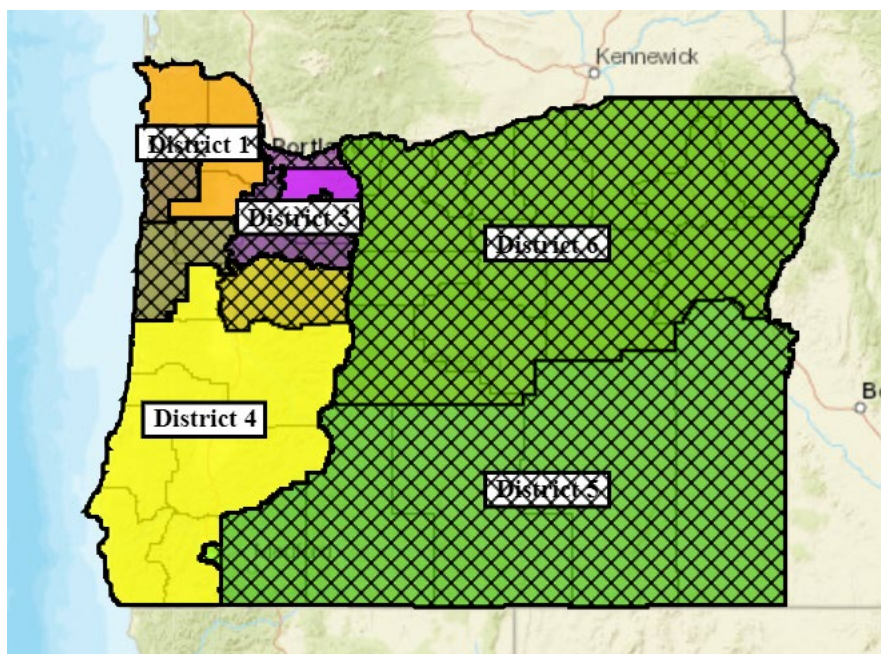
GETTING STARTED WITH THE REDISTRICTING SOFTWARE

The Open Comparison Plan window opens. This is the same as the Open Plan window discussed earlier; plans you have access to will show up in the middle section. You can click through the folders in the box on the left-hand side of the screen to see other plans you may have access to.

For this example, find the Congressional (Current) plan. Click on it, then click the Open Plan button in the bottom right corner of the window:

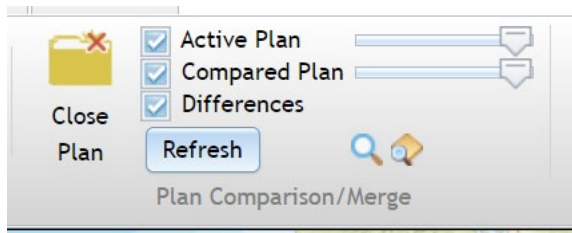


The current Congressional districts will appear on your map alongside your own plan:

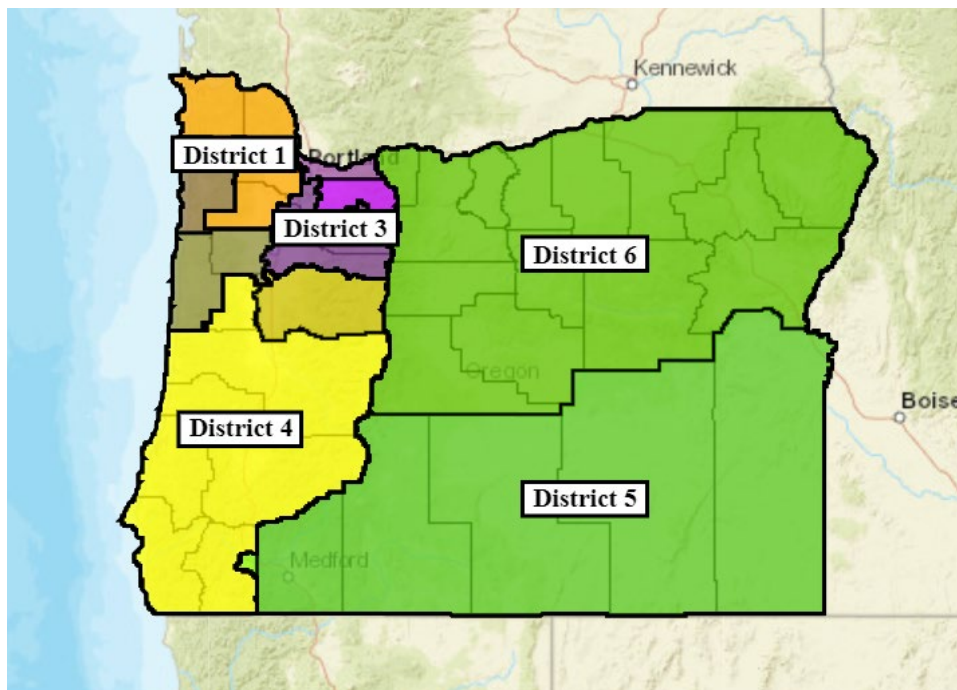


You may notice this makes the map a little hard to read. Thankfully, there are some tools to help with this.

In the Review ribbon, we have a few options:



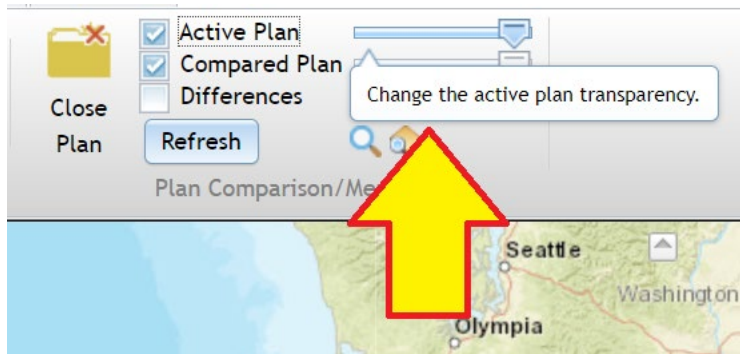
Click on the check box next to Differences. Differences between your plan and the plan you're comparing to are shown with a cross-hatch pattern on your map. Turning off the check box turns off the pattern:



Active Plan refers to your plan. Clicking the check box next to it turns your plan on and off.

Compared Plan refers to the plan you're comparing to. Clicking the check box next to it turns the comparison plan on and off.

The sliders on the right can be adjusted to change the transparency of the active and compared plans to make one or the other easier to see:



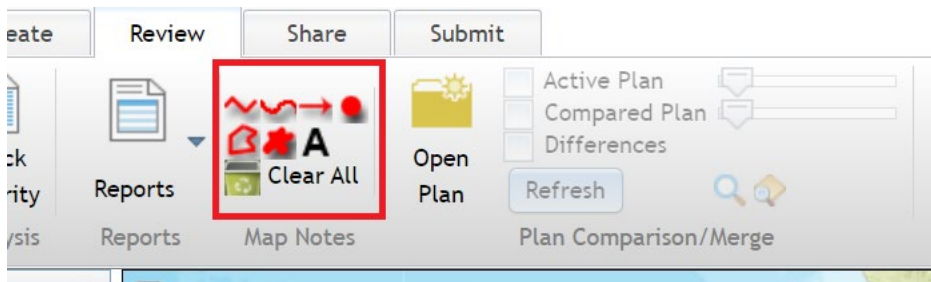
The transparency, along with the differences layer, can be adjusted as desired to make comparing the plans on your map easier.

To stop comparing your plan, click on the Close Plan button. This removes the comparison plan from your map.

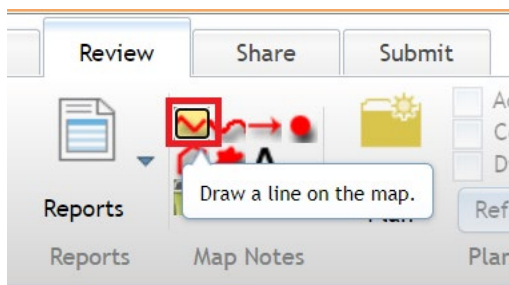
Adding Notes

Drawing on the map

You can add notes to your plans. Your options are in the Map Notes section of the Review ribbon:



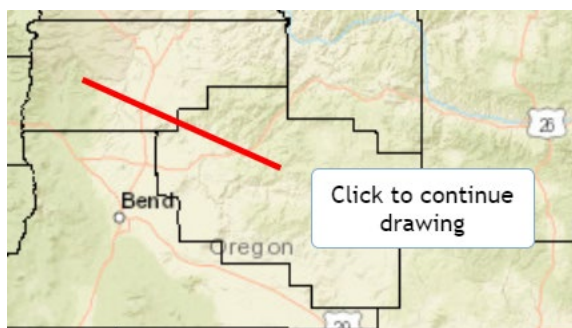
Click on the first tool, which you can use to draw a line on your map:



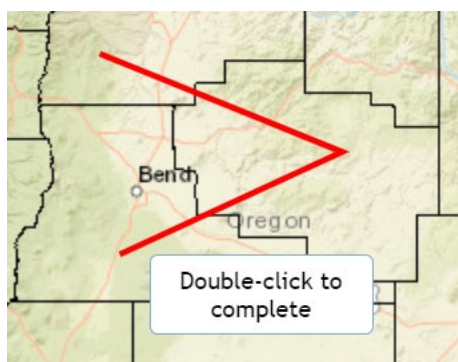
When you hover your mouse over the map, an instruction bubble appears:



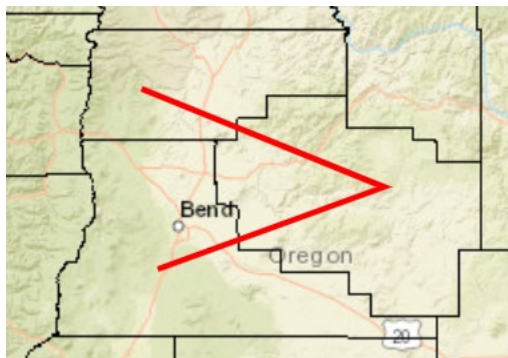
Click somewhere on the map, and then move the mouse. The instruction bubble updates:



Click on a second part of the map, and move the mouse some more. You have added a point on your line, and the instruction bubble updates:



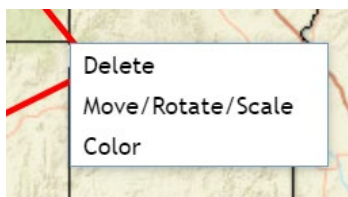
Double-clicking on another part of the map finishes the line:



If you only want one straight line, double-click on your second point instead of the third point. If you want more points on your line, single-click on points until you get to the end of where you want your line, and double-click on the end point.

If you start drawing by accident, hit the Escape key on your keyboard to cancel your drawing.

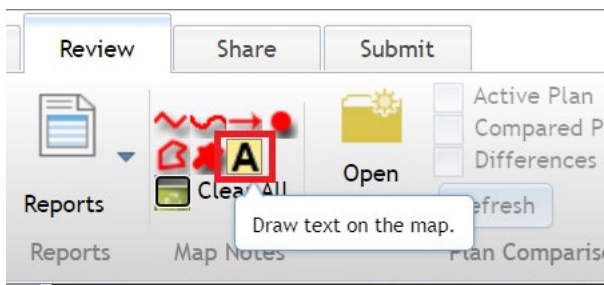
If you want to edit your drawings, right-click on it to bring up your options. It may take some practice to learn where the software wants you to right-click, though.



The other drawing tools work the same way; click on another tool and follow the on-screen instruction bubbles to use it.

Writing on the map

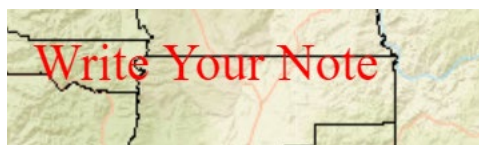
Click on the "A" in the Map Notes section:



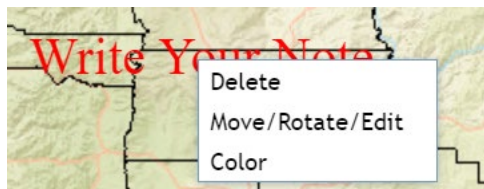
Hover the mouse over the map. The instruction bubble appears, just like with the drawing tools:



Click on the map, and start typing your note. You may need to backspace to remove the default text. Hit enter when you're done, and the text appears on your map:



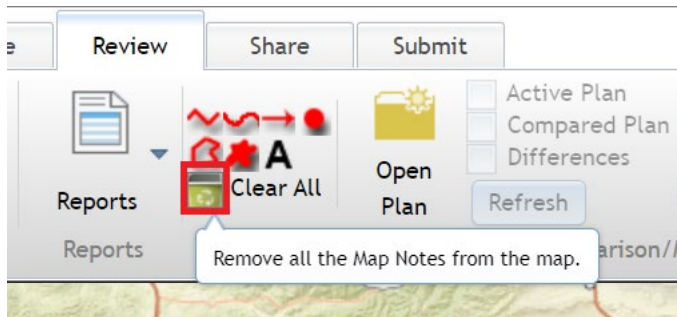
If you want to edit your note, right-click on it. You can delete the note, make some adjustments, or change the color. If you want to change what the text says, double click on the text after choosing the “Move/Rotate/Edit” option.



Clearing your notes

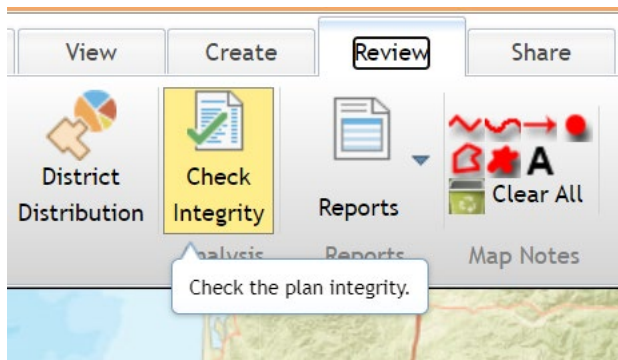
To remove an individual drawing or note, right-click on it and then select Delete.

To remove *all* of your drawings *and* notes all at once, click on the Clear All button. This will remove all of them:

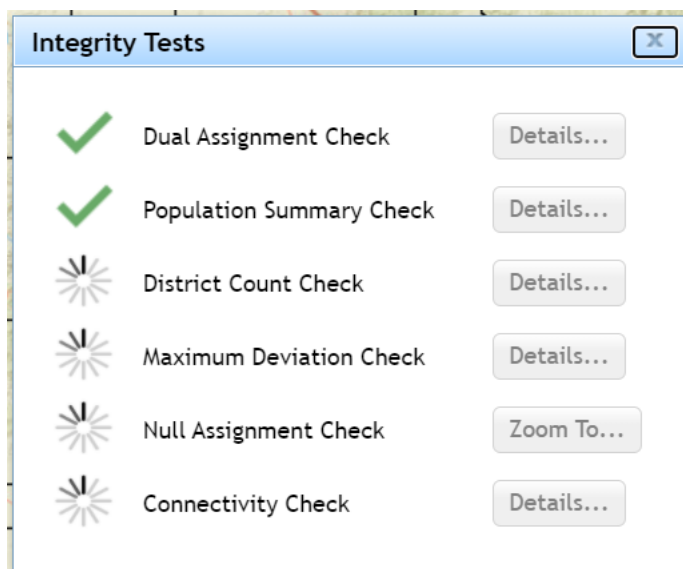


Integrity Tests

A major tool to help ensure your plan meets redistricting criteria is the Check Integrity tool, found in the Review tab. Click on that now:



The Integrity Tests window appears and begins running checks on your plan. It may take a moment for the software to complete the process:



Six tests are performed.

Dual Assignment Check ensures geographies, such as a county, are not assigned to multiple districts at once.

Population Summary Check ensures the population of your districts correctly add up to the state total.

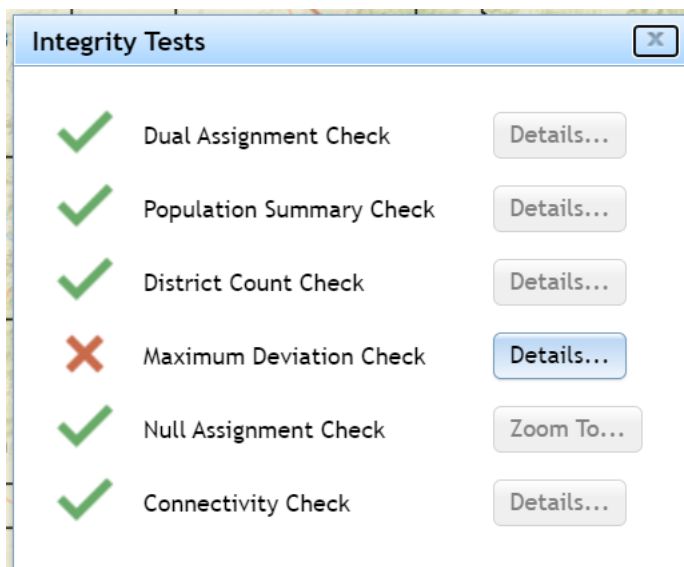
District Count Check ensures all districts have at least one geography assigned to them.

Maximum Deviation Check ensures all districts' populations are balanced.

Null Assignment Check ensures all geographies, such as counties, are assigned to a district.

Connectivity Check ensures all parts of a district are connected to all other parts of the district.

When the tests are complete, the window should look something like this:



Tests that pass will have a green check mark next to them. Failed tests will have a red X. If a test fails, you have the option to correct the

errors. In this example, the Maximum Deviation Check failed. Clicking on the Details button brings up this window:

District	Total	Target	Target Deviation	Allowable Deviation
District 1	740543	638512	102031	0
District 2	735334	638512	96822	0
District 3	691327	638512	52815	0
District 4	834518	638512	196006	0
District 5	316216	638512	-322296	0
District 6	513136	638512	-125376	0

Maximum Dev.(%): Refresh Ok

The deviation refers to the difference between the population of a district and the population it is supposed to have. Congressional districts must have as close to zero deviance as possible, and in this example the districts have very large deviances, causing the deviation test to fail. Adjusting the district lines so they have equal populations will correct this.

NOTES:

- All integrity tests **must** pass if you want to submit your plan as an option for the committees to consider.
- Also keep in mind that if you submit a House plan, you must **also** submit a Senate plan in order for either to be considered.
- Some of Oregon's redistricting criteria, such as ensuring each district has transportation links connecting all parts of the district to each other, do **not** get checked by this software. You will need to keep this in mind as you draw your districts.

Sharing Your Plan

NOTE:

Sharing your plan and *submitting* your plan are different things.

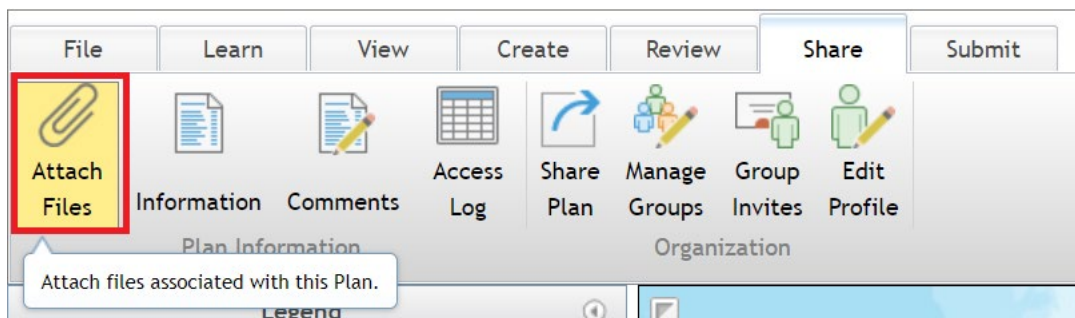
Sharing a plan, described in this section, allows other software users to look at it, and to edit it if you give them permission to edit it.

Submitting a plan, a separate process described in the next section, officially submits the plan to the committees for consideration.

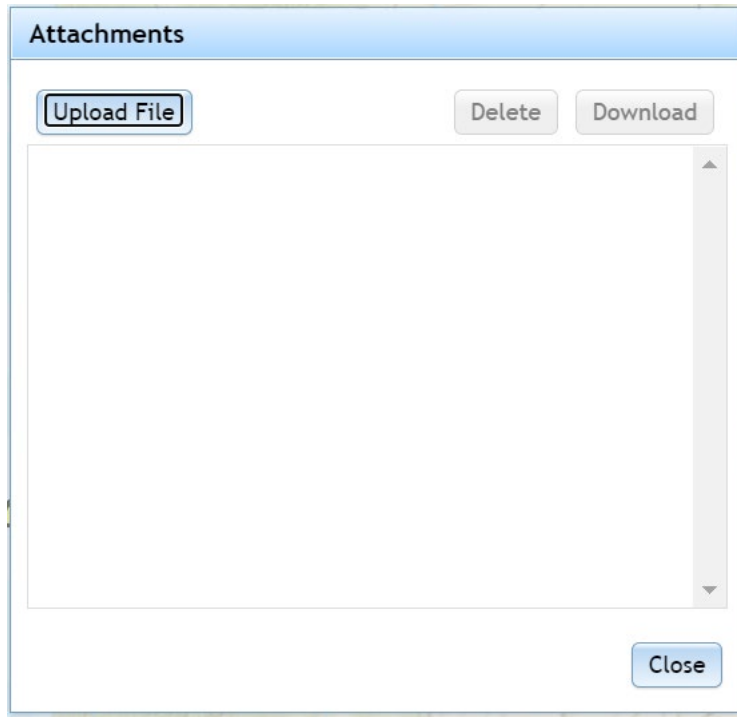
Attaching Files and Documentation

Remember that every Oregon Senate district must completely contain two adjacent Oregon House districts. Therefore, before submitting a House plan, use this tool to upload a document telling us which House seats you would combine to create Senate seats.

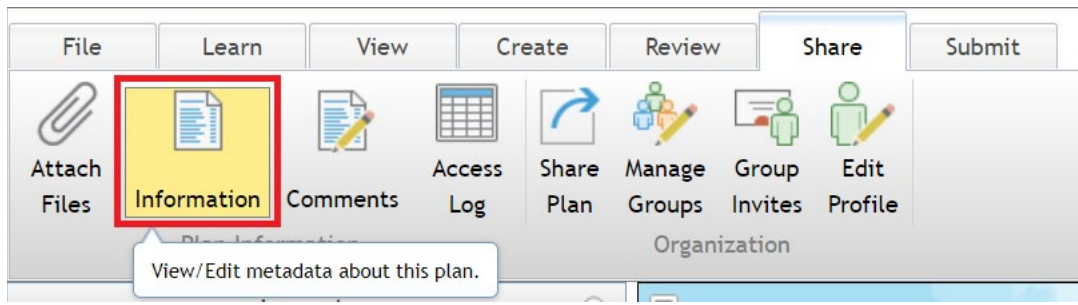
If you want to include any written documentation or other files with your plan, you can! In the Share ribbon, click on the Attach Files button:



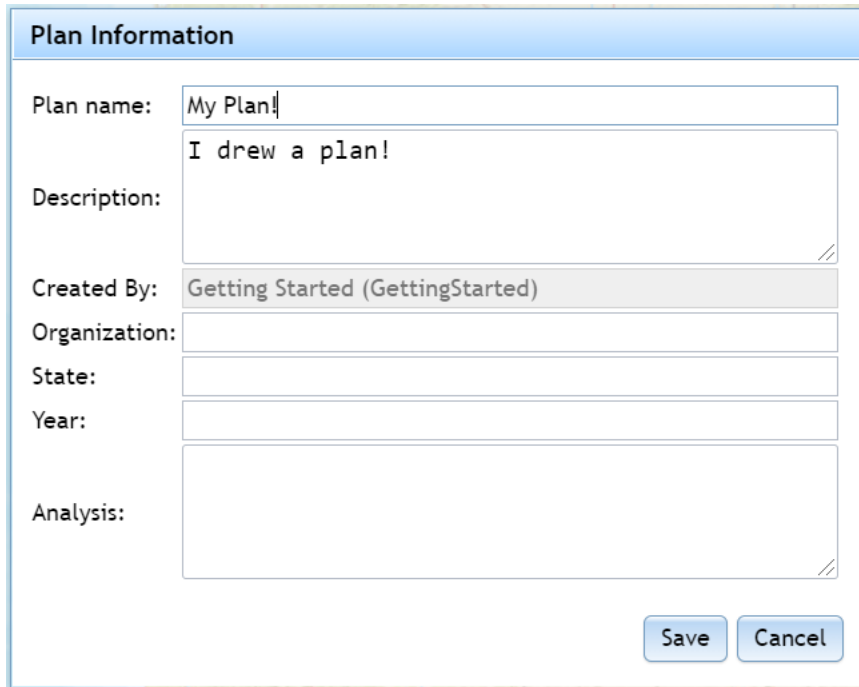
The Attachments window appears. To add files such as maps, images, PDFs, Word documents, or other information you would like to include, click on the Upload File button and follow the prompts.



You can also add or update information about your plan. In the Share ribbon, click on the Information button:

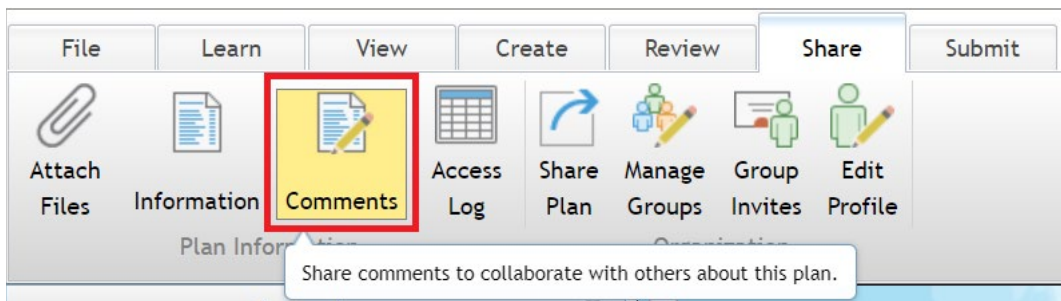


The Plan Information window appears. In this window you can change things like your plan's name and description, along with some other details you may wish to include.

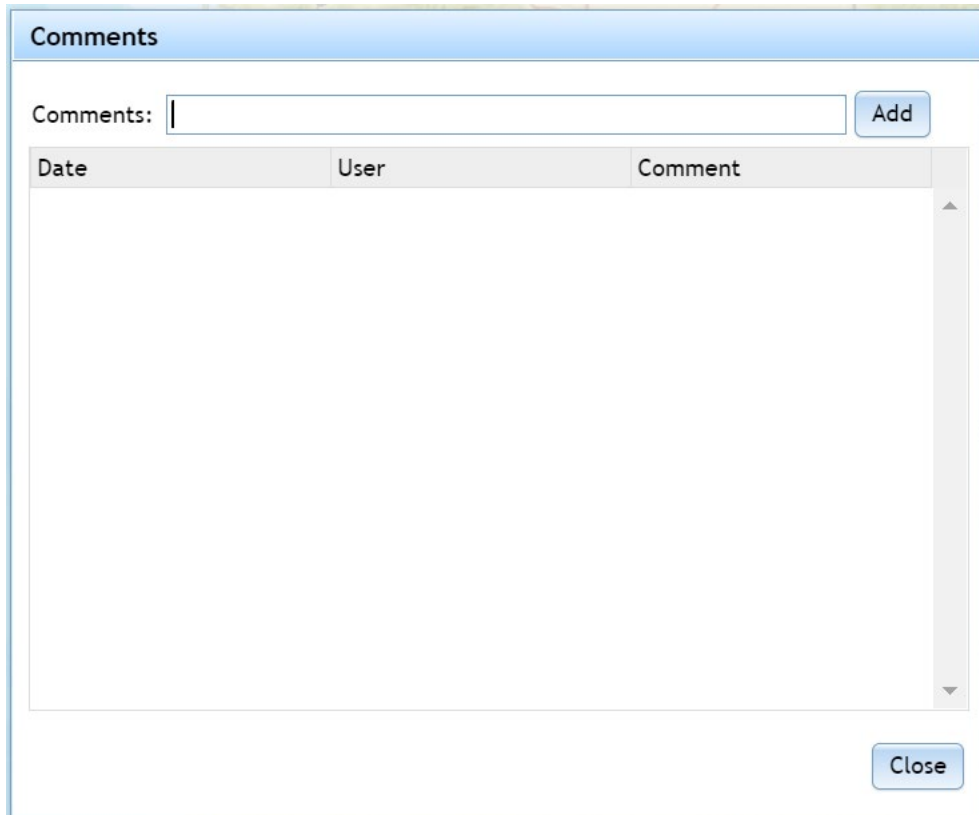


A screenshot of a 'Plan Information' form. The form has a blue header bar with the title 'Plan Information'. Below the header, there are several input fields: 'Plan name:' with the text 'My Plan|', 'Description:' with the text 'I drew a plan!', 'Created By:' with the text 'Getting Started (GettingStarted)', 'Organization:', 'State:', 'Year:', and 'Analysis:'. At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

If you want add comments but don't want them to appear on the map, you can use the Comments button in the Share ribbon:



In the Comments window, you can type a note, click the Add button, and then it will appear in a list of comments you can return to at any time.



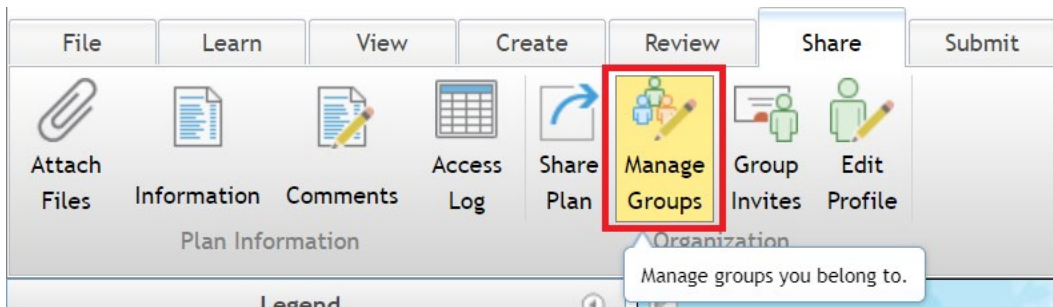
The image shows a 'Comments' dialog box. At the top, there is a text input field labeled 'Comments:' followed by an 'Add' button. Below this is a table with three columns: 'Date', 'User', and 'Comment'. The table is currently empty. At the bottom right of the dialog box is a 'Close' button.

Note, however, that comments are *not* included with map submissions, so if you want the committees to see any comments or notes, you must upload a document with them instead.

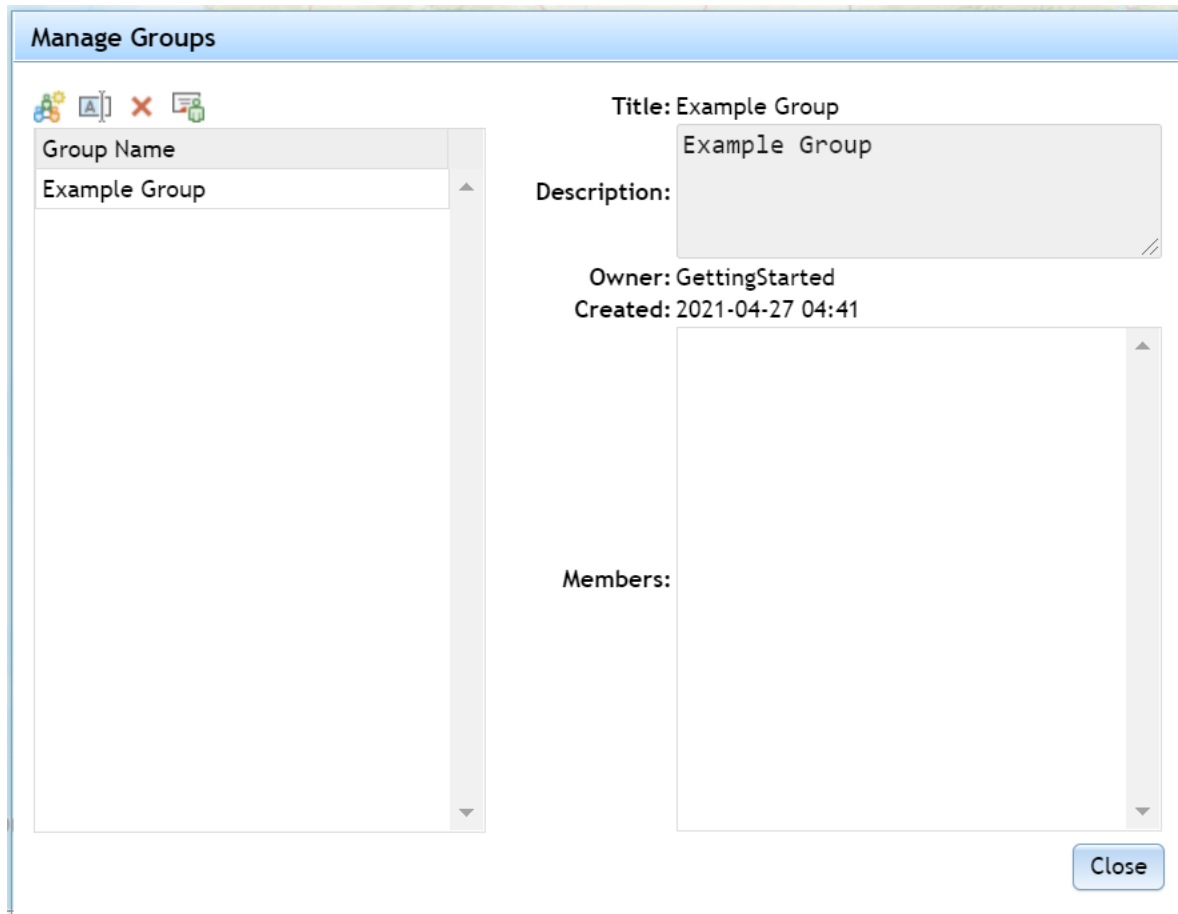
Groups

Groups are a way to share your plans.

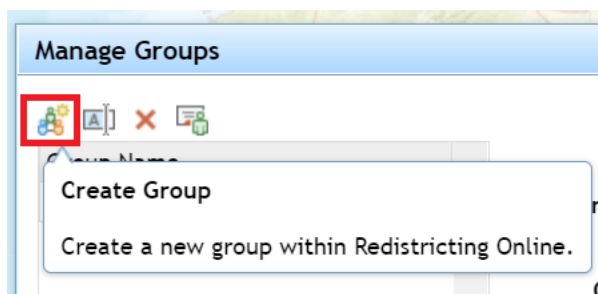
If you want to create your own groups, or manage groups you have already created, click on the Manage Groups button in the Share ribbon:



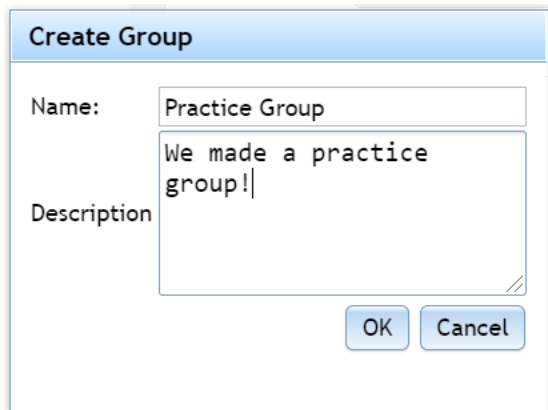
The Manage Groups window appears:



To create a new group, click on the Create Group icon:

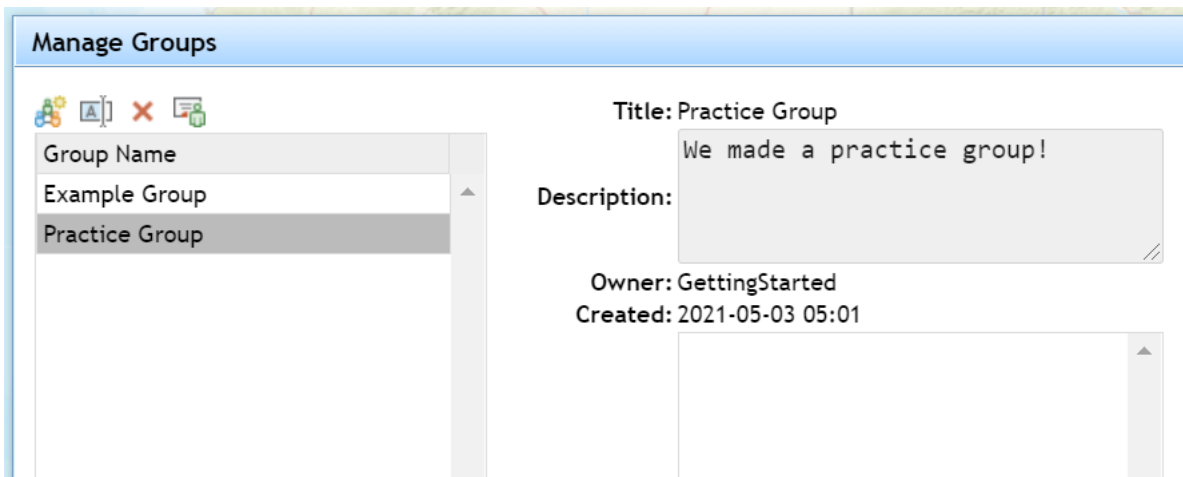


The Create Group window appears, and you can name your group and create a short description of it. Click the OK button when you're done:



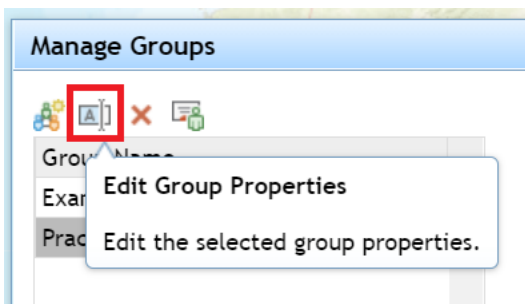
The 'Create Group' dialog box has a title bar 'Create Group'. It contains a 'Name' field with the text 'Practice Group' and a 'Description' text area with the text 'We made a practice group!'. At the bottom right are 'OK' and 'Cancel' buttons.

Once the group is created, it will appear in your list of groups. You can click on the name, and details will appear on the right side of the window:



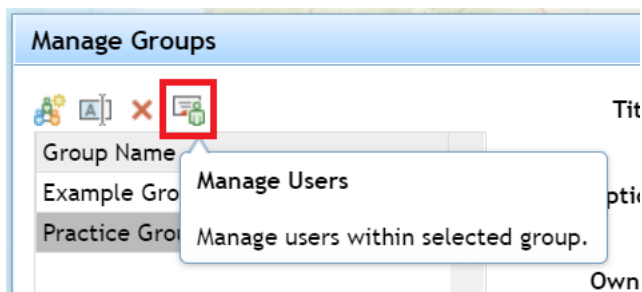
The 'Manage Groups' window has a title bar 'Manage Groups'. On the left is a list of groups: 'Group Name', 'Example Group', and 'Practice Group'. The 'Practice Group' is selected. On the right, the details for the selected group are shown: 'Title: Practice Group', 'Description: We made a practice group!', 'Owner: GettingStarted', and 'Created: 2021-05-03 05:01'.

If you want to make changes to the group name and description, click the Edit Group Properties icon. The Update Group window appears, which will be same as the Create Group window discussed above.

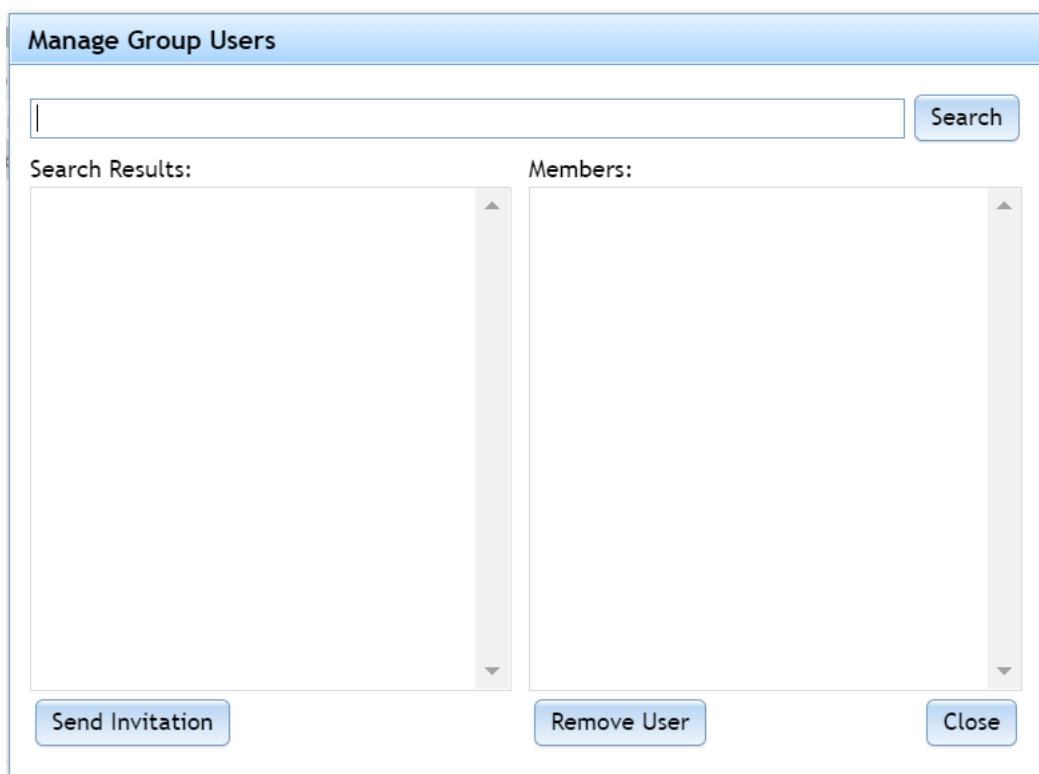


The 'Manage Groups' window is shown with the 'Edit Group Properties' icon (a pencil icon) highlighted with a red box. A tooltip is visible over the icon, containing the text 'Edit Group Properties' and 'Edit the selected group properties.'

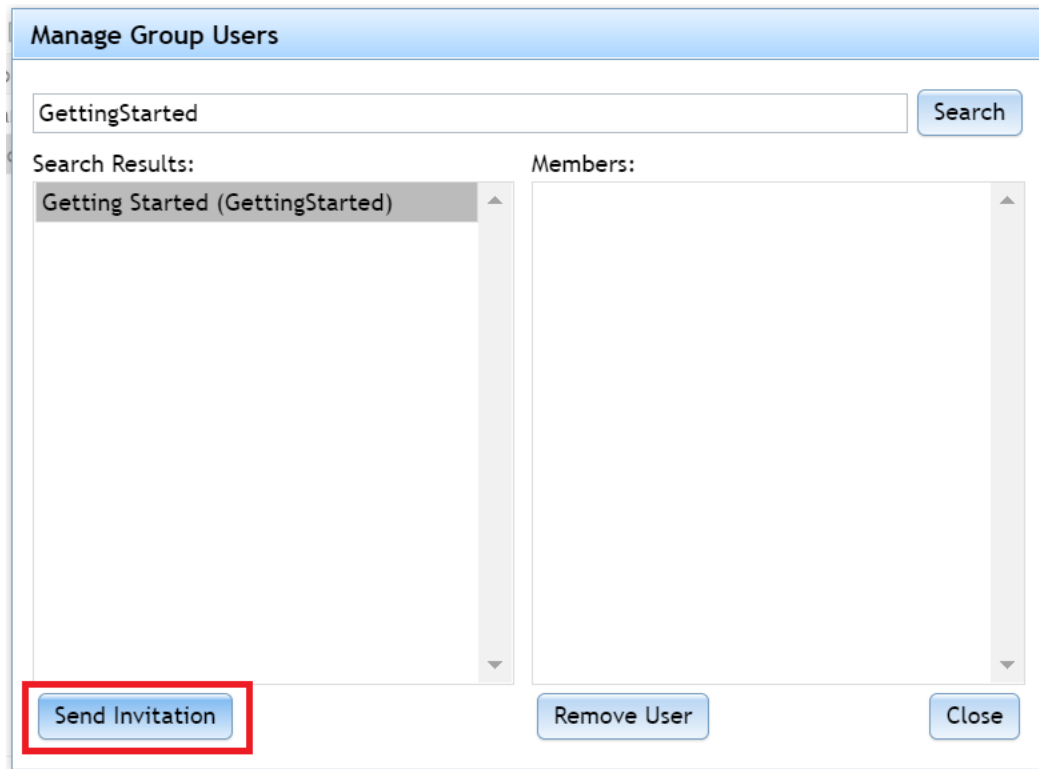
To manage users in your group, including to invite users to it, click the Manage Users icon:



The Manage Group Users window appears:

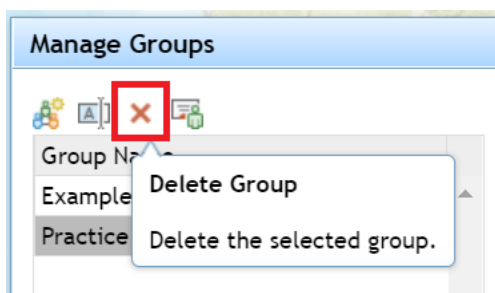


In this screen, you can search for other users of the redistricting software. Type in a user name in the Search bar, then click Search. Users matching your criteria will appear in the Search Results box. You can click on their user name, then click the Send Invitation button to send them an invite to your group.

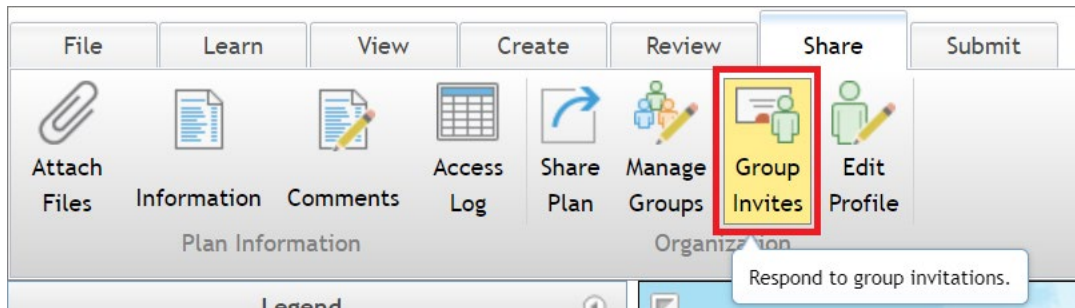


If your group has any users, they will appear in the Members box. You can remove any members you wish by clicking on their name, then clicking on the Remove User button.

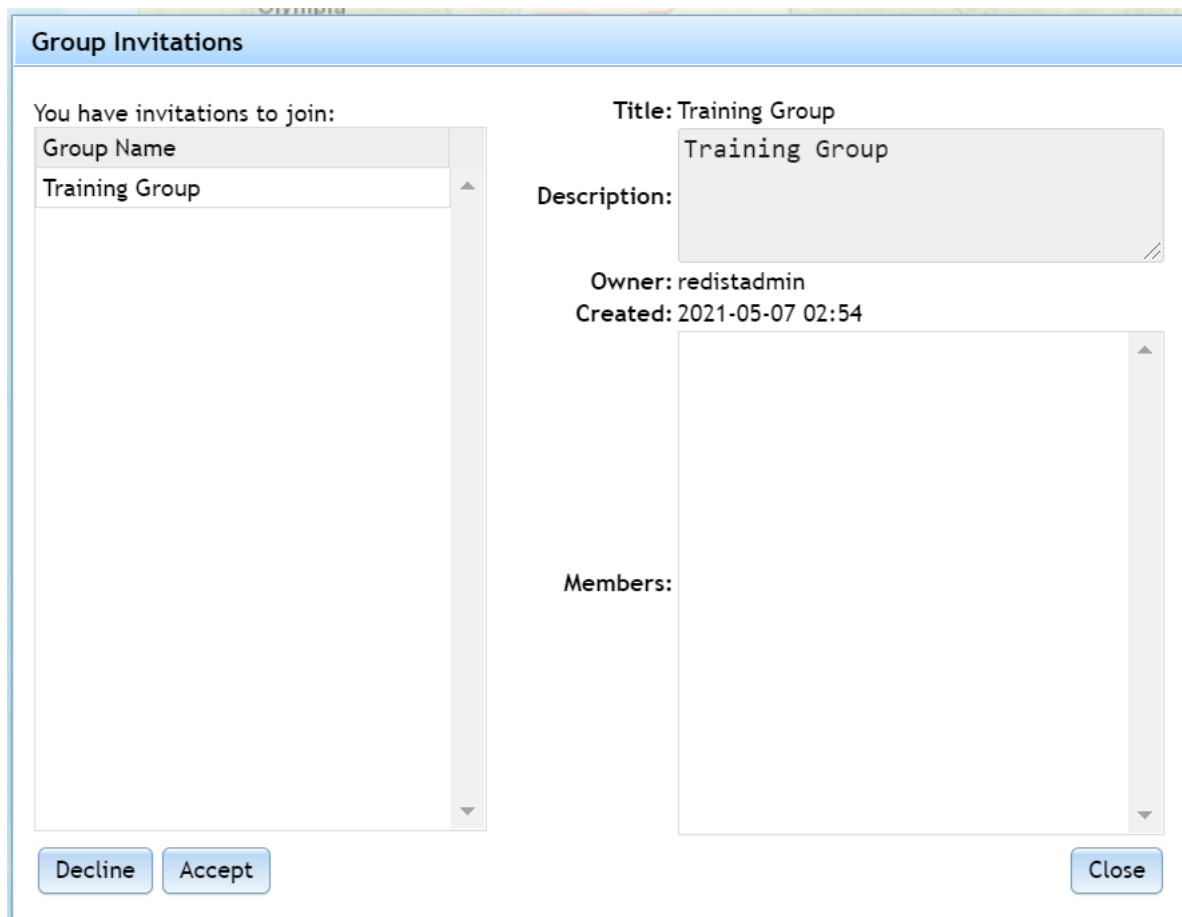
You can delete your group at any time by clicking the Delete Group icon:



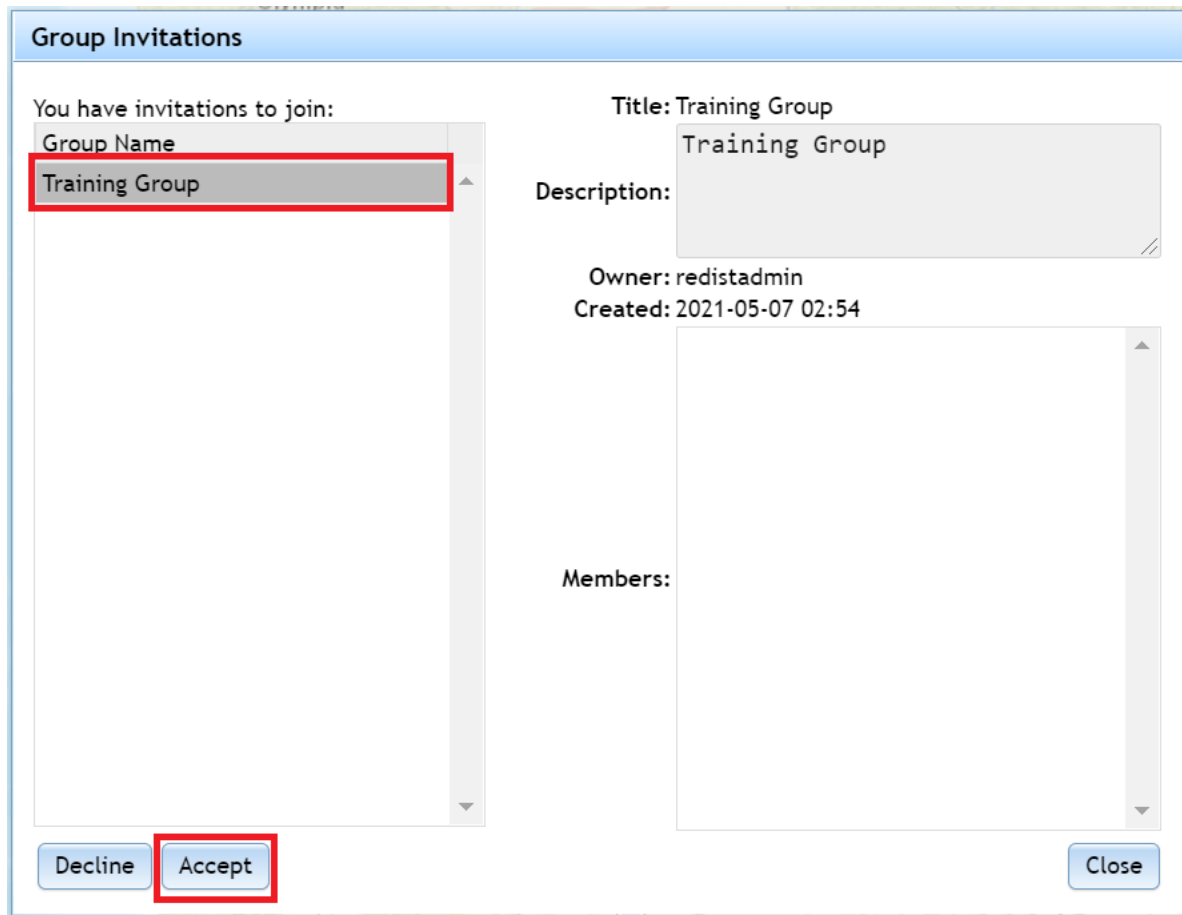
You can manage any group invites you've received by clicking on the Group Invites button in the Share ribbon:



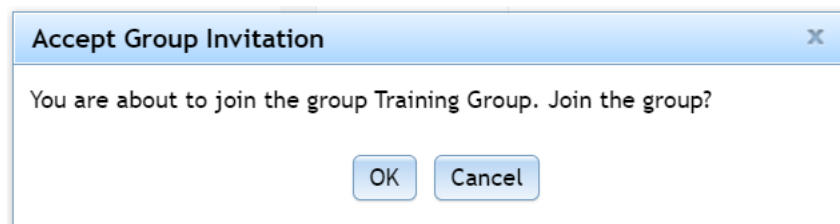
The Group Invitations window appears. If you have been invited to a group, those invitations will appear on the left-hand side of the box.



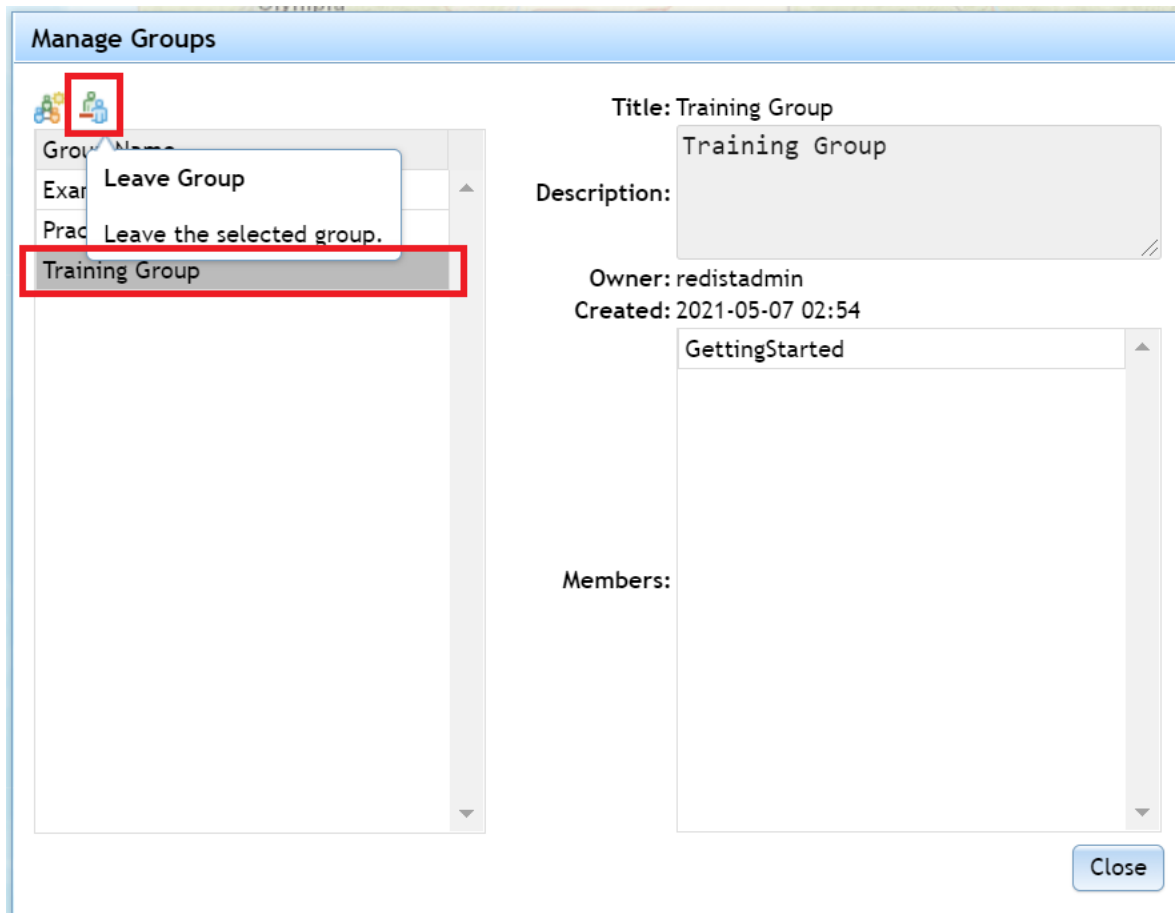
To join the group, click on its name in the left box, and then click the Accept button (or click Decline if you don't want to join):



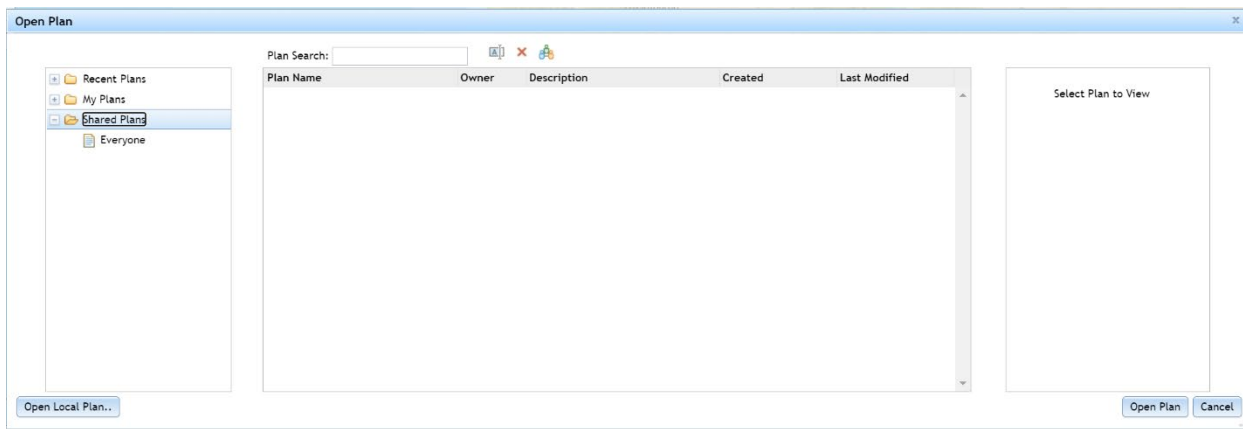
After clicking Accept, the Accept Group Invitation window appears. Click OK to confirm you wish to join the group:



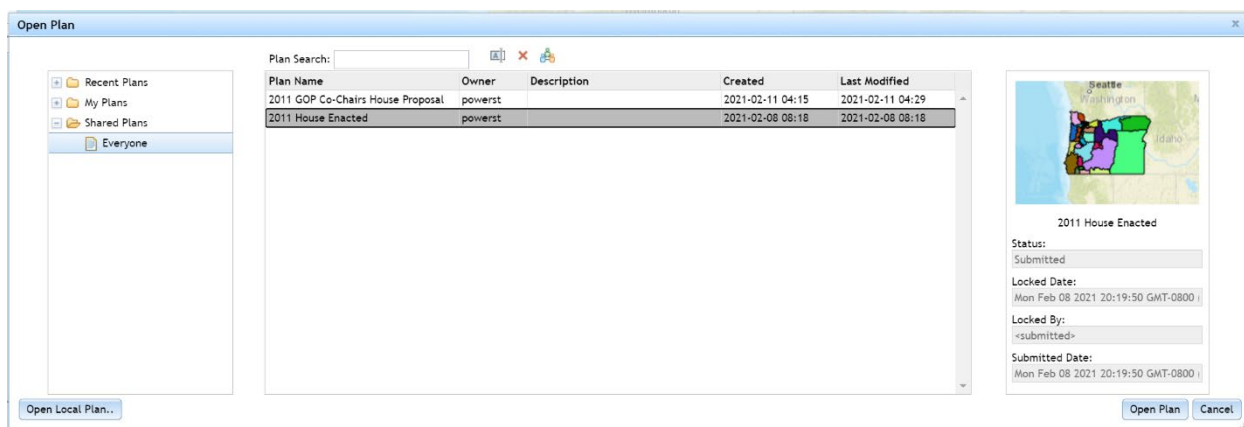
If you want to leave a group, return to the Manage Groups window. Click on the group you wish to leave, and then click the Leave Group icon:



Group members can share plans to groups they are in. Those plans will appear in the Open Plan window and will also be options in the Open Comparison Plan window. To see what plans have been shared to groups you're in, open one of those windows (File ribbon -> Open button; or Review ribbon -> Open Plan button).

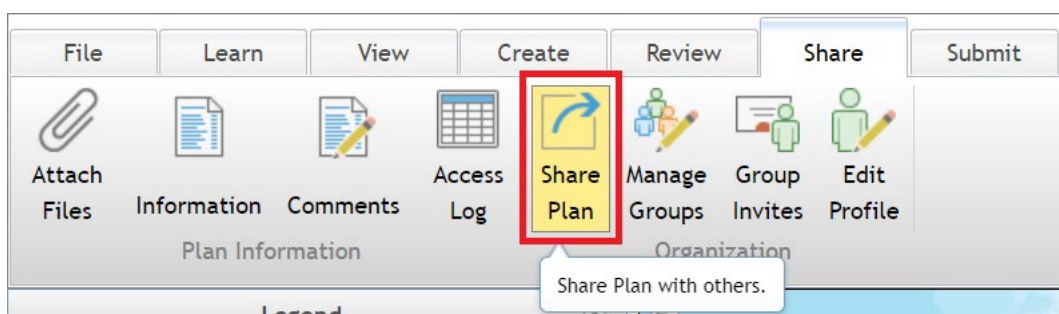


On the left-hand side of the window, click on the “Shared Plans” folder. If you or a group member has shared a plan to a group you’re in, the group will appear in that folder. When you click on the group name (in this example, the Everyone group is the only one available), the plans shared to that group will appear in the middle box of the window. You can then click on one of the plans to see a preview on the right-side of the box and open the plan if you wish.



Sharing Plans

If you want to share your plan, go to the Share ribbon and click on the Share Plan button:



The Share Plan window appears. *Remember that sharing a plan to other software users is not the same as submitting a plan to the redistricting committees.*

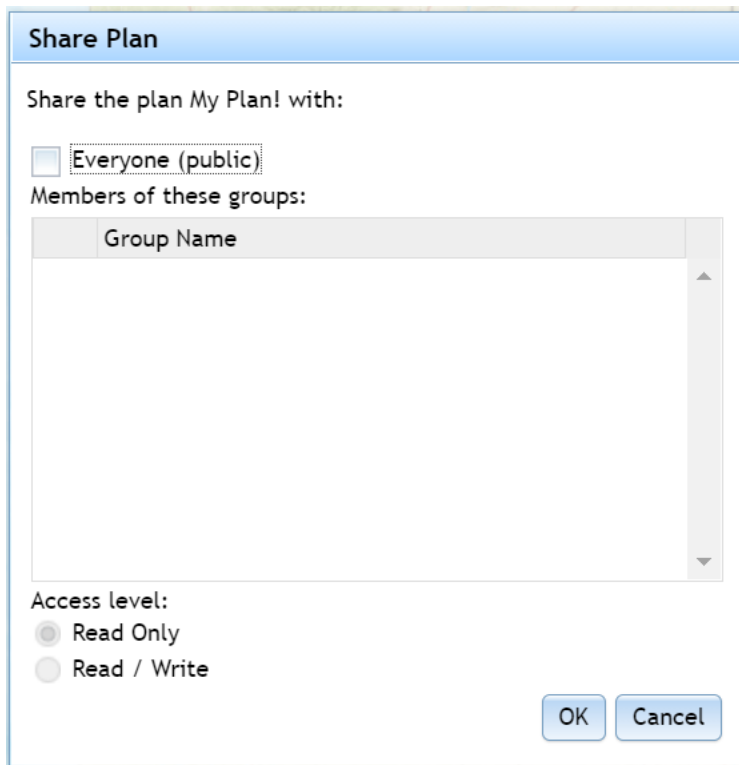
Each group you are in will appear at the top of the window. If you want to share your plan to a group, click on the check box next to the group name.

Note that if you choose the Everyone (public) group, then everyone who uses this redistricting application will have access to the plan.

Towards the bottom of the window are two options under Access Level. Read Only is selected by default. If this option is chosen, then other people who open your plan cannot edit it – they can only view it. If you choose the Read / Write option, then users who open your plan can edit it and make changes.

When you have chosen which groups to share to, and when you have chosen whether you want other users to be able to make changes to your plan or not, click the OK button at the bottom right of the window.

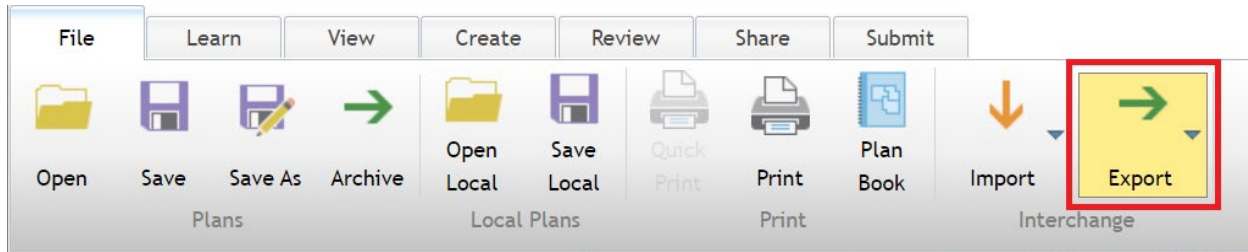
If you go back to the Open Plan window, your plan should now appear in the folders for whichever groups you shared the plan to.



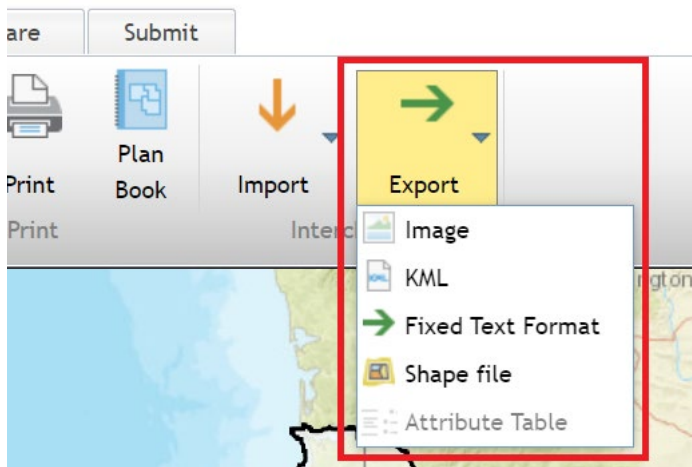
If you want to stop sharing your plan, open your plan, return to the Share Plan window, uncheck the boxes next to the group names, and then click OK. The plan will no longer be shared to those groups.

Exporting Plans

You have the option of exporting your plan so people not using the software can see it. In the File ribbon, click on the Export button:



A menu of export options appears:



If you click Image, you can export an image file of your plan.

KML refers to a Google file format that will let you open your plan in programs like Google Earth or GIS programs that open KML files.

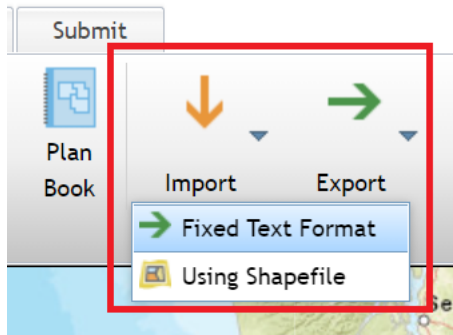
Fixed Text Format creates a block assignment file in text format that lists Census blocks and which district you assigned them to.

Shape file creates a zip file containing GIS shapefiles that can be opened in GIS software.

Importing Plans

Importing a Text File

In the File ribbon, click on the Import button. The drop-down menu includes options to import a Fixed Text Format file or a Shape file. Select “Fixed Text Format”:



A standard open file dialog box opens. Choose the text file you wish to use and click Open (.csv and .txt formats should work).

The Select Import Format window appears. Select 2020 as the Census Year, and select Oregon_2020 under the States folder:

Select Import Format

Census Year:
☐ 2000 ☐ 2010 ☒ 2020

Select the source geography:

- [-] States
 - [+] Oregon_2020
- [+] Counties
- [+] Cities and Towns

Select data hierarchy:
 County-Tract-Block Group-Block

District Caption:
 District

Import Format:

- ☒ Block and District
- ☐ District and Block
- ☐ Block and District (FIPS District)
- ☐ District and Block (FIPS District)
- ☐ Block and District Name
- ☐ District Name and Block

First few lines of Imported File.....

```
410019501001000,2
410019501001001,2
410019501001002,2
410019501001003,2
410019501001004,2
410019501001005,2
```

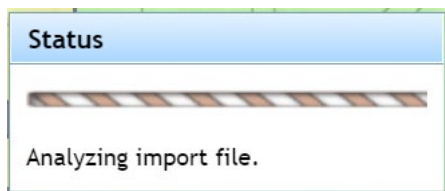
A FIPS district has the state code followed by the district. (i.e., 2301 for Maine District 1)

OK Cancel

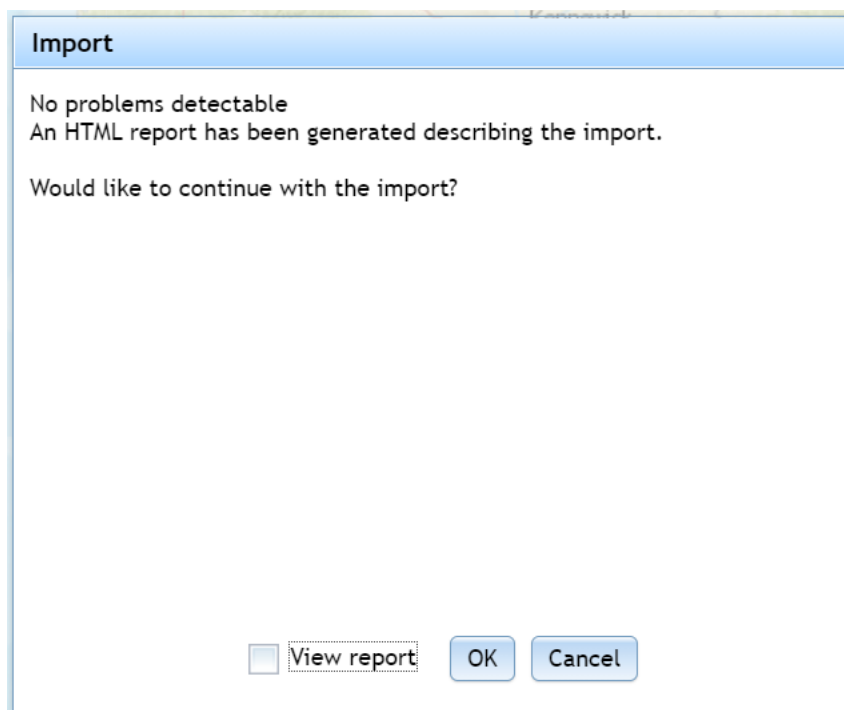
Importing a text file requires one field with Census geography IDs, and a second field with the district they are assigned to. In the above example (the bottom-right corner of the window shows a preview of your text file), block IDs are on the left, and after a comma is the district number those IDs are assigned to.

The two fields do not have to be in a specific order; in the bottom-left portion of the window you can select which order your text file is formatted in.

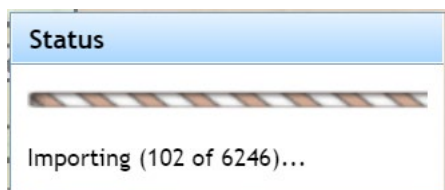
Click the OK button when you're done. The application will analyze your file:



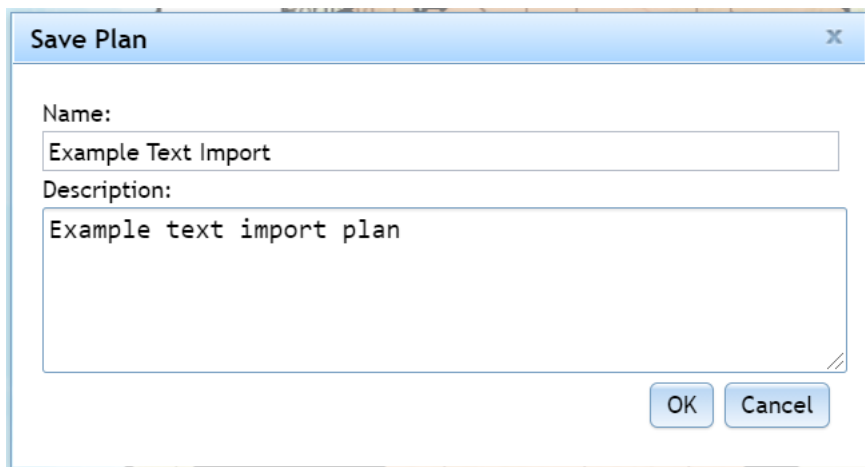
Once complete, the analysis results will be available. If no problems are found, it will look like the example below. If there are issues, you can view the report which should provide assistance in fixing them. Click OK to proceed with your import.



A status window will appear to track import progress:

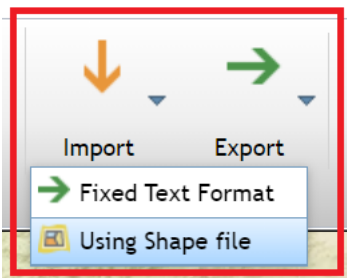


When the process is complete, the Save Plan window appears. Name your plan, enter a description of it, and click OK to save your plan. You can now work on it like any other plan.



Importing a Shapefile






In the File ribbon, click on the Import button. The drop-down menu includes options to import a Fixed Text Format file or a Shape file. Select “Using Shape file”:



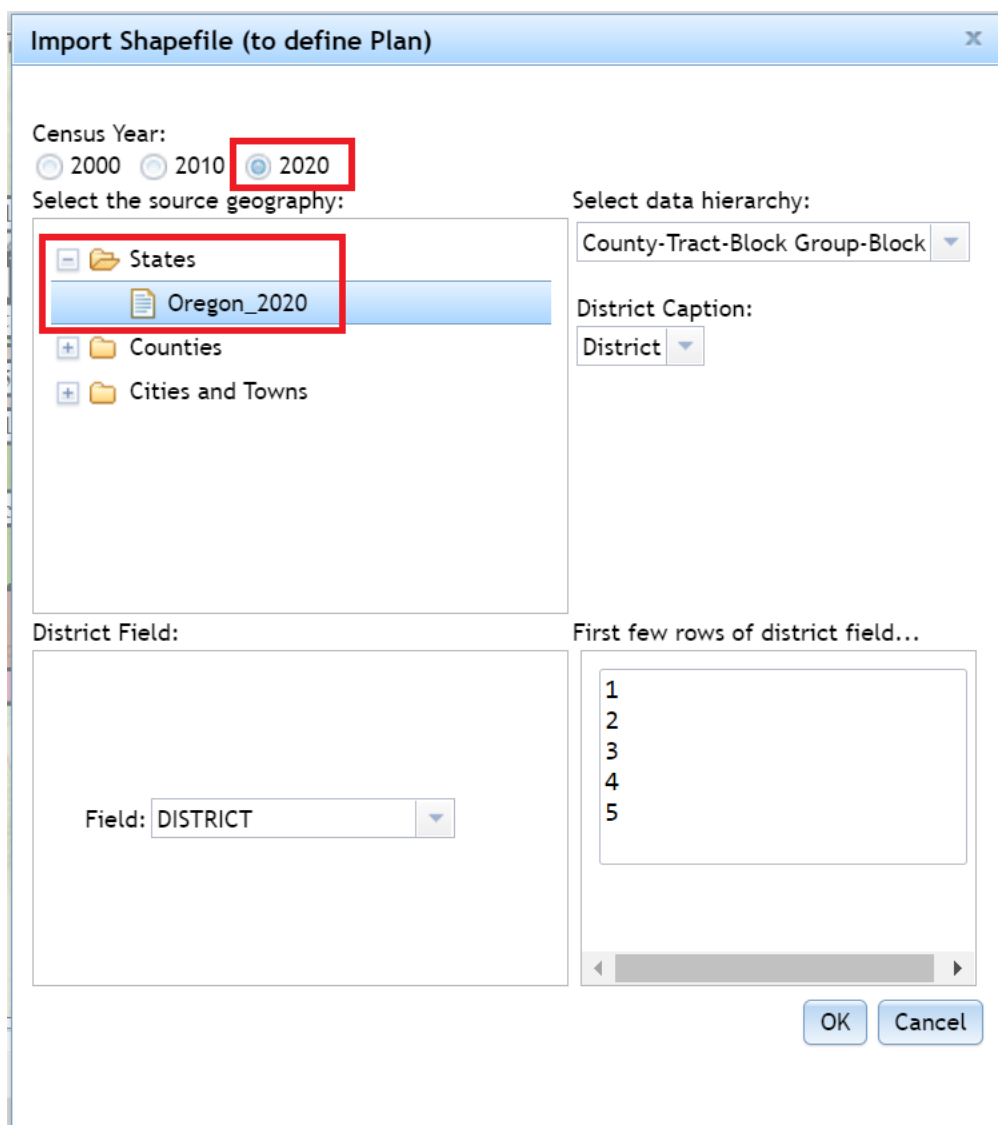
A standard open file dialog box opens. Choose the file(s) that make up your shapefile. The example below has two options.

A single “shapefile” actually consists of multiple files. The first option is to select each of piece of the shapefile. The top four files in the example below are pieces of the shapefile. Select all four to import them.

The second option is to select a zipped folder containing your shapefile. In the example below, the bottom file is this zipped folder. Select it to import it.

	ImportExample.dbf	7/30/2021 10:37 AM	DBF File	3 KB
	ImportExample.prj	7/30/2021 10:37 AM	PRJ File	1 KB
	ImportExample.shp	7/30/2021 10:37 AM	SHP File	229 KB
	ImportExample.shx	7/30/2021 10:37 AM	SHX File	1 KB
	ImportExample	7/30/2021 10:37 AM	Compressed (zipped)...	164 KB

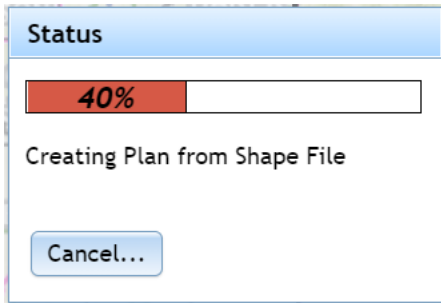
After clicking Open, the Import Shape File window appears:



The screenshot shows the 'Import Shapefile (to define Plan)' window. It has a title bar with a close button. The window is divided into several sections:

- Census Year:** Three radio buttons for 2000, 2010, and 2020. The 2020 button is selected and highlighted with a red box.
- Select the source geography:** A tree view showing 'States' (selected with a red box), 'Oregon_2020' (selected with a blue highlight), 'Counties', and 'Cities and Towns'.
- Select data hierarchy:** A dropdown menu showing 'County-Tract-Block Group-Block'.
- District Caption:** A dropdown menu showing 'District'.
- District Field:** A dropdown menu showing 'DISTRICT'.
- First few rows of district field...** A text area showing the numbers 1, 2, 3, 4, and 5.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

To import the plan, choose the 2020 Census year (only submissions using 2020 data will be accepted). In the left-hand box, click on the States folder, then click on Oregon_2020. Then click OK. The status window appears and the import process begins:

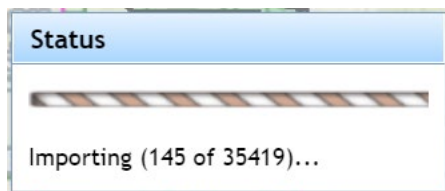


The process can take awhile depending on the complexity of the plan you're importing.

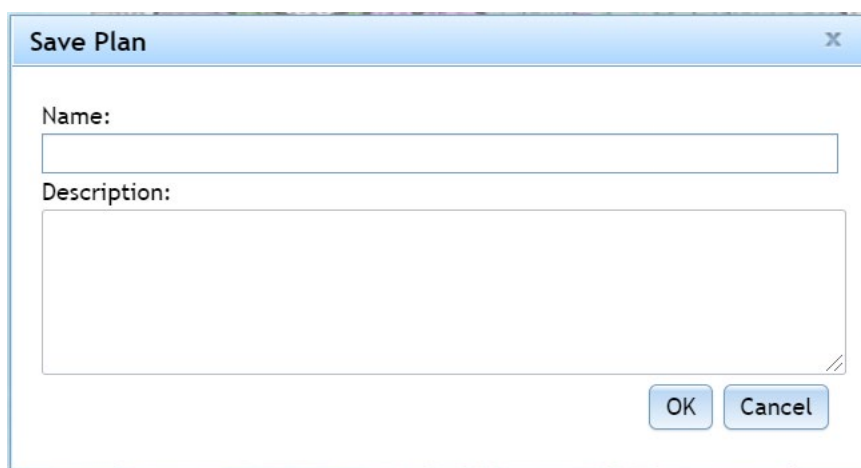
Once the process completes, you might see a notice like the one below. If there are “missing blocks,” this should not be an issue. Census blocks change from one Census to the next, so importing a plan that uses data from a different Census, or importing a plan made using a different application, could result in this error. Click OK.



After clicking OK, the conversion process begins. This can take awhile for more complex plans.



Once the process is complete, the Save Plan window appears. Name your plan and write a description, then click OK.



Your plan should now appear on the map and you can save your plan.

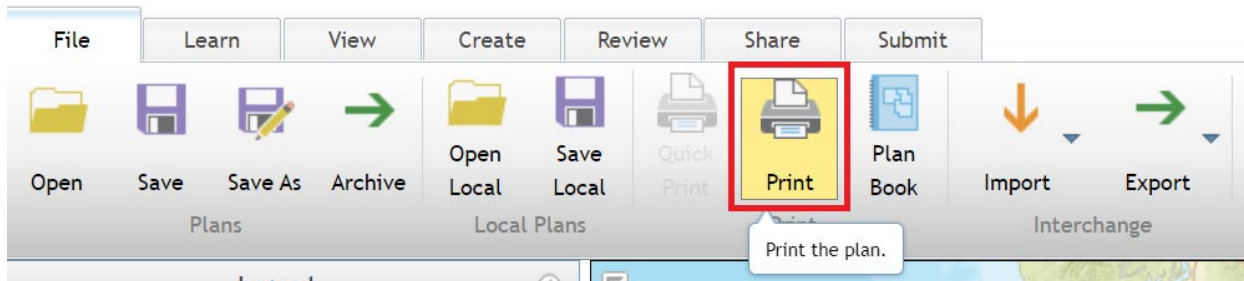
Converting 2010 Plans to 2020 Plans

If you already drew plans using 2010 data in a previous version of this software, you can convert them to plans using 2020 data by exporting them and then re-importing them into the software (exporting and importing are both described above).

Printing Plans

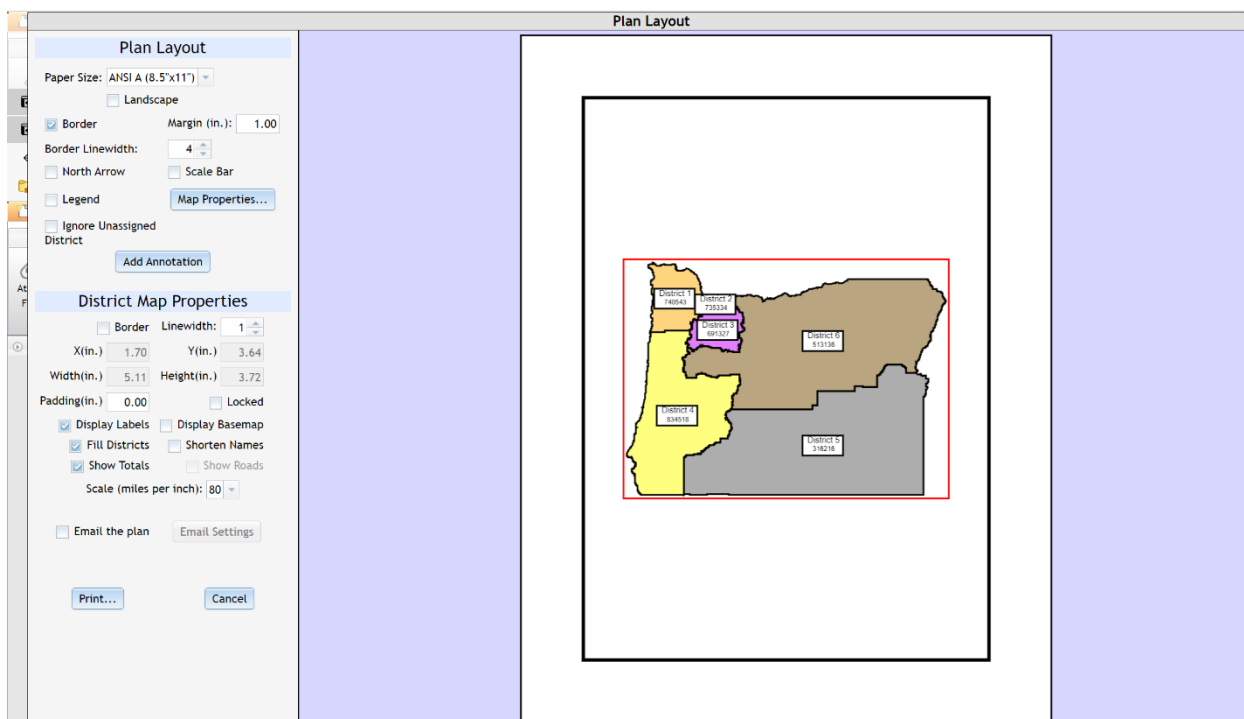
If you want to print your plan, go to the File ribbon and click on the Print button:

GETTING STARTED WITH THE REDISTRICTING SOFTWARE

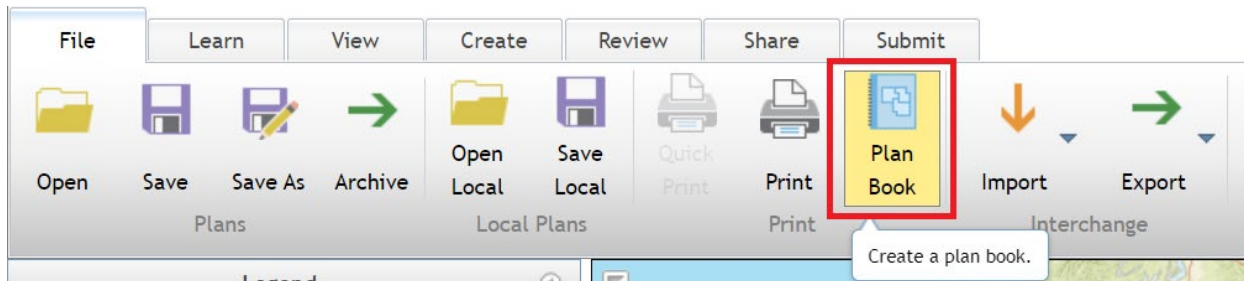


The Plan Layout window appears. Options appear on the left, while the preview appears on the right.

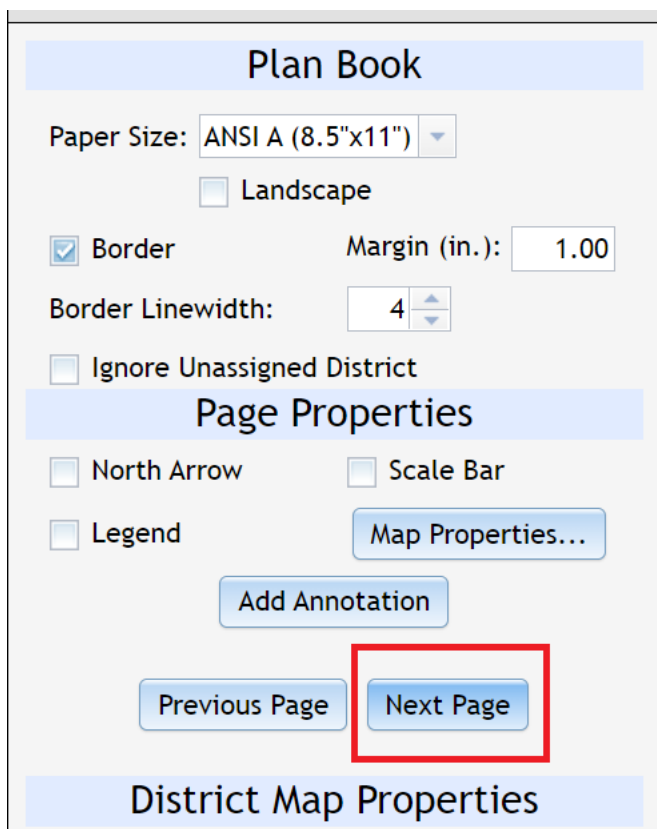
Click through the options on the left to see how they affect your map's appearance. When you're ready, you can click on the Print button in the bottom left portion of the screen, or click Cancel if you don't want to print.



If you click on Plan Book (next to the Print button), the application will print a separate page for every district in addition to the statewide view:



Clicking on the Previous Page and Next Page buttons brings up the pages for the individual districts:



Submitting Your Plan

Important Notes About Submitting Plans

You can submit your plans to the redistricting committees for consideration. ***Your plans must be submitted by September 8th, 2021 at 5 PM Pacific time in order to be considered by the***

committees. You can submit a Congressional plan and/or a House plan.

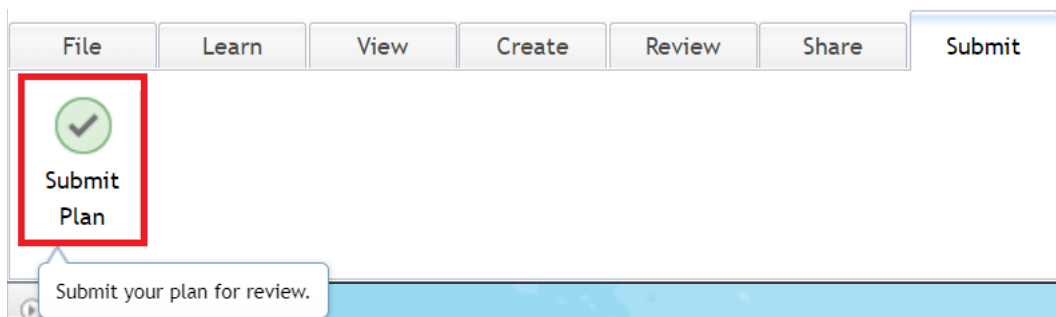
In Oregon, every Senate seat must contain two House seats. Because of this, ***if you submit a House plan, upload documentation with it telling us which of your House seats you would combine to create Senate seats.***

We ***strongly*** recommend you use the attachments function to include an explanation of your plan and any supporting documents with your submissions (described in the *Attaching Files and Documentation* part of the *Sharing Your Plan* section of this document).

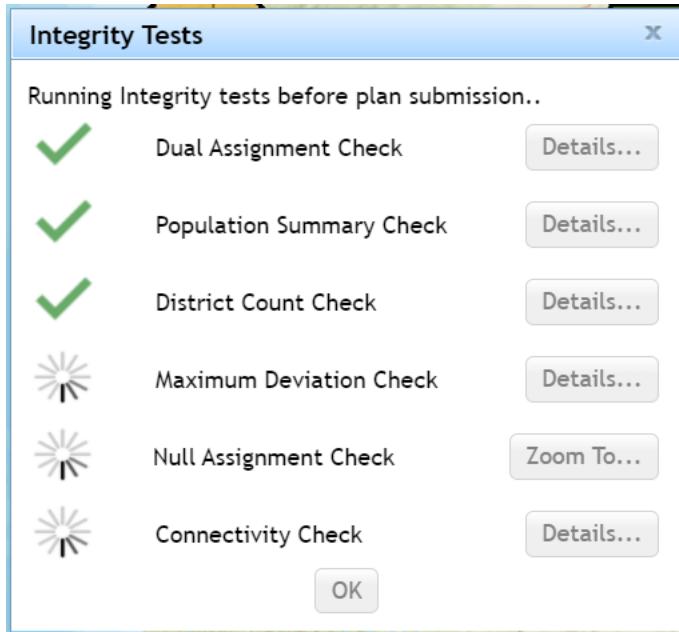
Submitting Your Plan

Once you have completed your plan and included any notes or attachments you wish to add to your plan, you can submit it for consideration by the redistricting committees.

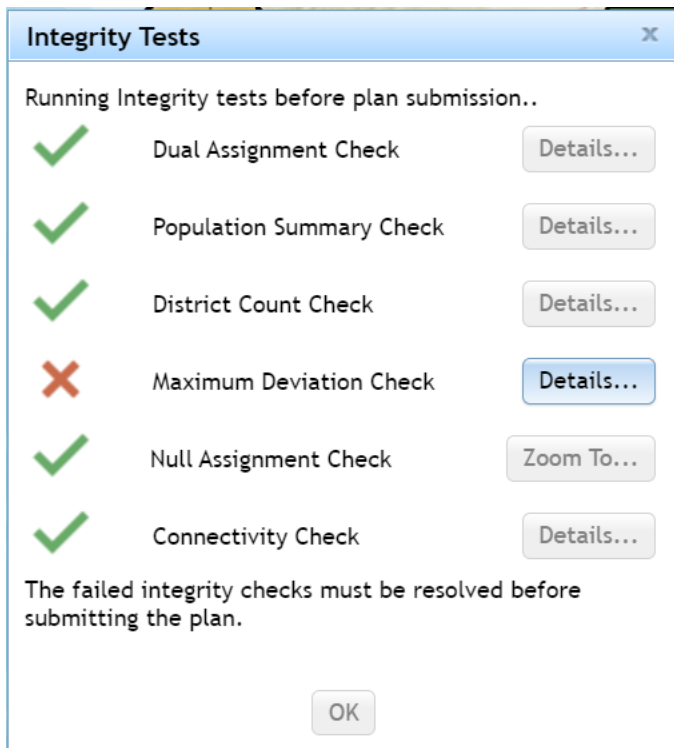
Click on the Submit ribbon. The only option here is the Submit Plan button:



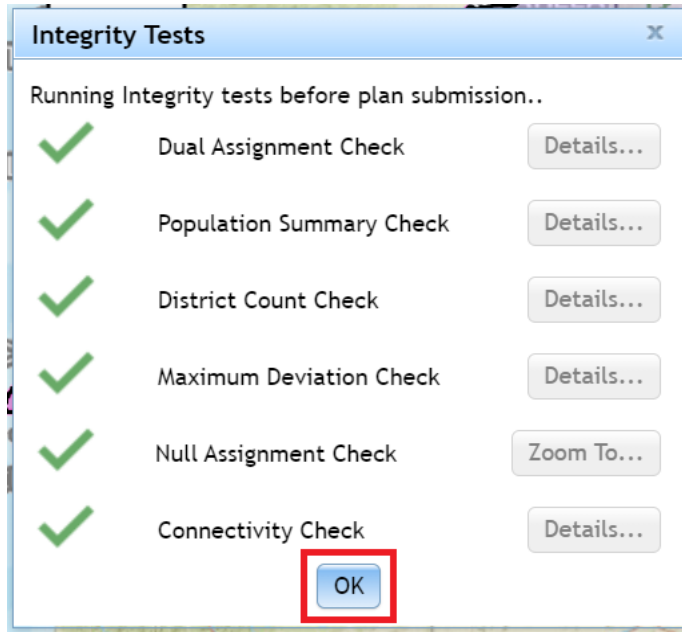
The integrity tests will run automatically:



If any tests fail, you will need to correct the issue before the application lets you submit your plan:



If necessary, close the window and correct any issues. Once you have completed your corrections, click the Submit Plan button again. The integrity tests will re-run. If they all pass, click the OK button:



The Submit Plan window appears. Fill in the required information, and then click the Submit Plan button:

Submit Plan

Contact Information

(Required entries are marked with an asterisk *)

Name: *

Organization:

Email Address: *

Plan Information

Plan Name: *

Explanation of plan objectives:

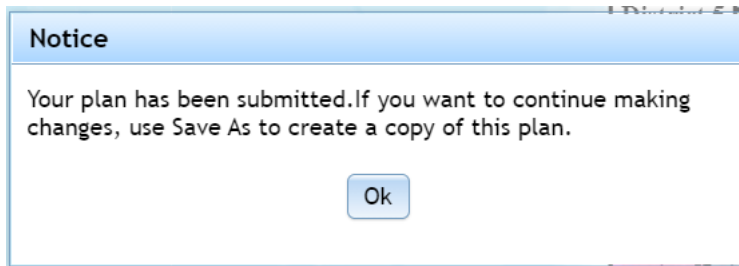
A plan can no longer be edited once it is submitted.

The Confirm Plan Submission window appears. If you are ready to submit your plan, click the OK button:

Confirm Plan Submission [X]

Are you sure you want to submit your plan? Note: A plan can no longer be edited once it has been submitted.

The Notice window appears to let you know the plan was submitted (an e-mail will also be sent to the e-mail address you provided in the Submit Plan window):



Note that submitted plans become part of the public record.

Your plan will be reviewed to determine whether it meets the redistricting criteria set in [ORS 188.010](#).

Document Updates

Changes for Document 1.5 (September 2021)

- Submission deadline moved to September 8th at 5 PM Pacific time; document updated to reflect the change

Changes for Document 1.4 (August 2021)

- References to 2010 data updated to 2020 data
- Some screenshots updated to reflect data updates
- Notes about Senate districts added
- Converting 2010 Plans to 2020 Plans added
- Importing a Plan added
- Submitting Your Plan updated
- Clarified sharing vs. submitting plans
- Added submission deadline

Changes for Document 1.3 (June 2021)

- Submitting Your Plan section updated

Changes for Document 1.2 (May 2021)

- Link to state redistricting website added
- District selection method updated
- Map navigation methods updated

- Charts section updated
- Various screenshots updated
- Added instructions for Plan Book function
- Added instructions for Groups
- Added Credits section
- Topic rearrangement (moved Comparing Plans section to a more logical part of the workflow)

Credits

The LPRO redistricting team includes:

- Kevin Rancik; GIS Analyst; training document author
- Allison Daniel; GIS Analyst
- Patrick Brennan; Analyst
- Michael Lantz; Counsel
- Sean Murphy; Committee Assistant

For questions, comments, or suggestions, please e-mail us at Oregon.Redistricting@oregonlegislature.gov.