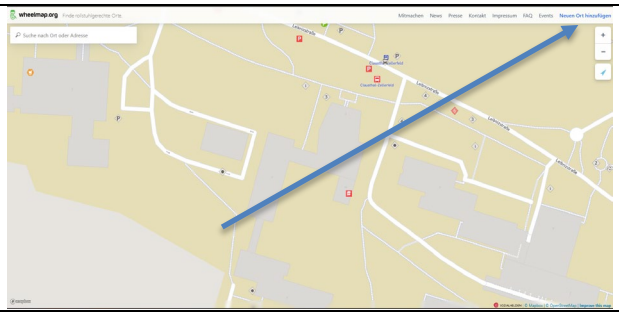
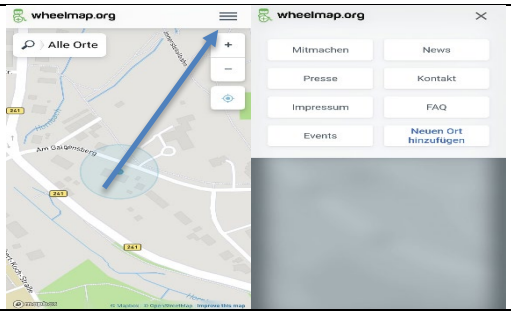
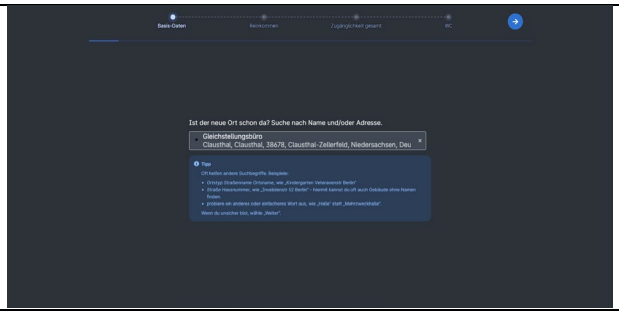
Instructions for mapping accessibility on Wheelmap.org



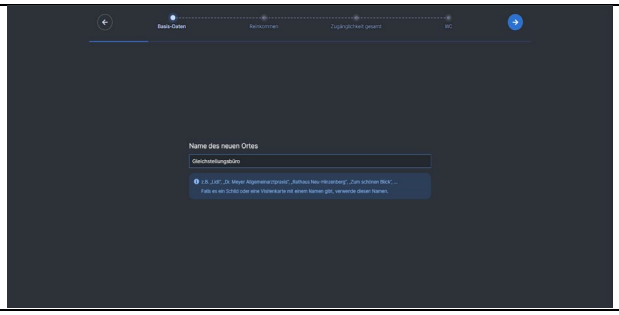
- To add a new place, click on the “**Add new place**” field in the upper right corner



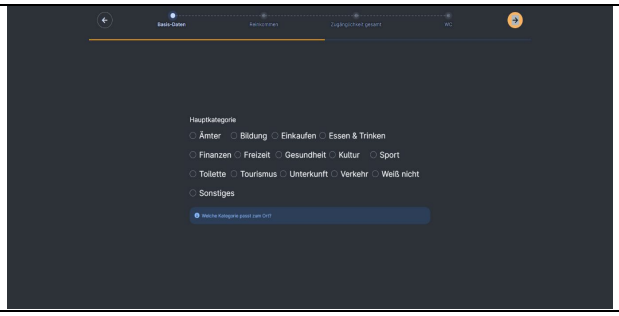
- In the mobile version, the field is located in the **menu tab**, also in the upper right corner.



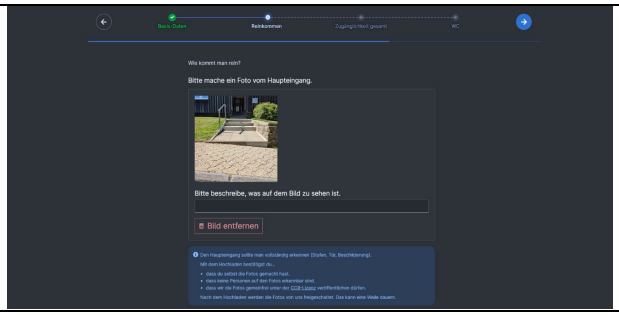
- You will now be redirected to a **questionnaire**
- In the first step, you can check whether the place already exists.
- **If not**: leave the field blank and continue with the next step.



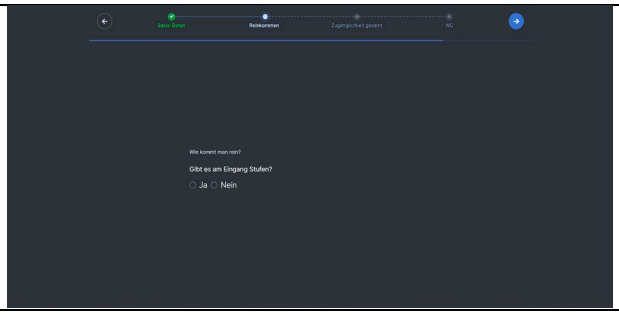
- In the next step, you will be asked for the **name, location on the map, and address**.
- If the place was already found in the previous step, the fields will already be pre-filled.



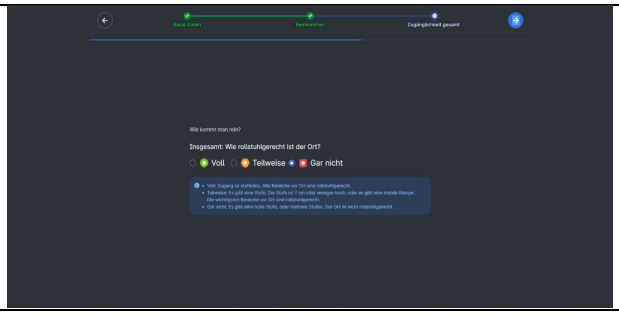
- Next, determine the **category of the place**. For this, you can choose between several main and further subcategories.
- Example for „Gleichstellungsbüro“: Select **Education as the main category and University as the subcategory**.



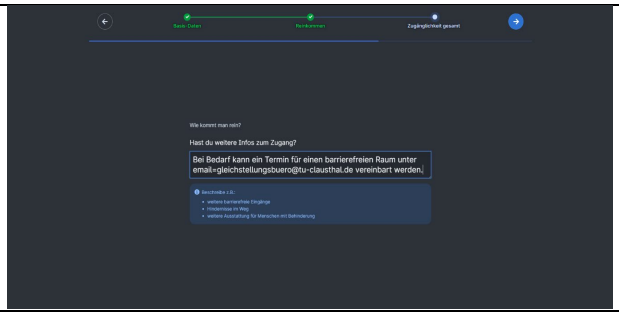
- A **photo of the main entrance** can be uploaded.
- Make sure that the approximate area leading to the entrance is captured, so that the surroundings can also be reasonably assessed.



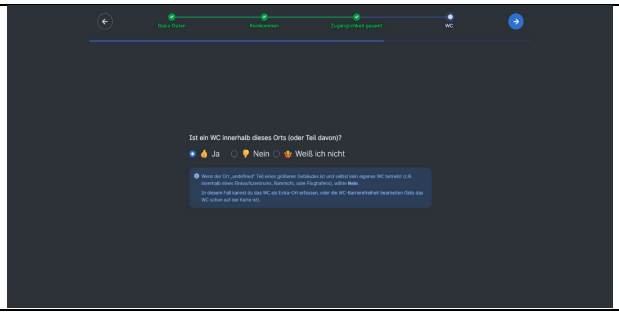
- **Further questions about the entrance:** Are there steps? How many? Are there ways for wheelchair users to reach the entrance anyway?
- **If** the entrance is **not wheelchair accessible**, a wheelchair-accessible side entrance can be entered if available.



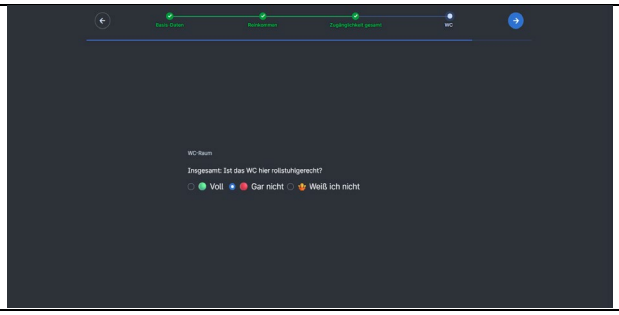
- Finally, the place as a whole is rated using a **traffic light system**.
  - 🟢 **Green** = fully wheelchair accessible
  - 🟡 **Yellow** = partially wheelchair accessible
  - 🔴 **Red** = not wheelchair accessible
- The exact assessment criteria are summarized on the page



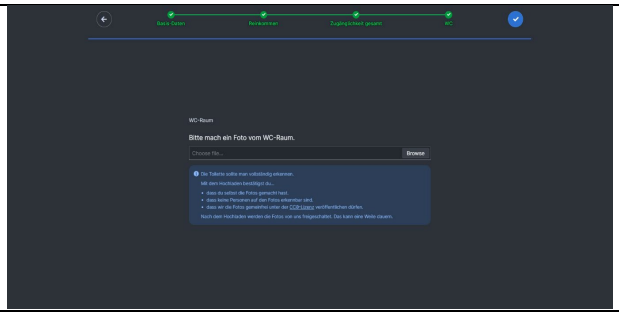
- In addition, a **comment** can be added where information that is not covered by the questions can be entered.



- **If the place is rated as fully or partially wheelchair accessible**, any existing **toilets** can additionally be assessed for accessibility. Here too, you click through a small questionnaire.
- **Required information:**
  - Is the toilet large enough to enter with a wheelchair
  - Can the sinks be accessed underneath with a wheelchair
  - Are grab bars available
  - How high is the toilet seat



- The **toilet** is **also** rated using the **traffic light system** (see p. 3).



- For a detailed overview, a **photo of the toilet** can also be uploaded. If possible, also add a **photo of the changing room/parent-child room**.

- Since **editing the data afterwards is very cumbersome, please check all entries** again to make sure that everything is correct and complete. To do this, simply click the **back button in the upper left corner**. All questions can be adjusted again.
- **After checking the entries**, the data can be transferred to Wheelmap by **clicking the blue check mark in the upper right corner**.
- For further questions or uncertainties also check the FAQ: **https://news.wheelmap.org/en/faq/**