

Loft Locations using Google Earth

A step-by-step guide to obtaining a loft location using Google Earth under RPRA Rule 187.

IMPORTANT NOTE: To be able to produce a correct Google Earth print, you need to download the program to a desktop PC or laptop and open it as a stand-alone program (NOT as a website). The program is available free from <https://support.google.com/earth/answer/168344?hl=en#zippy=%2Cdownload-a-google-earth-pro-direct-installer>. When installing the program, DO NOT allow it to open in Chrome, as you will lose the ability to place a yellow pin.

For Windows

1. Open the Google Earth program.
2. In the Search box (top left) type the postcode (or nearest) of the location to be obtained and press "Search" – the satellite image will zoom to the area requested.
3. You can use the left mouse button to grab and move the image around, and the mouse roller or vertical slider on the right of the screen to zoom in to the required spot.
4. Click on the "Add Placemark" yellow pin in the toolbar at the top of the screen.
5. A "New Placemark" dialogue box (showing a latitude and longitude) and a pin in a flashing box will appear on screen.
6. Click on the pin and drag it to the exact location of the loft.
7. When you are satisfied that it is positioned correctly, type the name and loft number of the member in the top of the "New placement" dialogue box. DO NOT CLICK 'OK'.
8. We need a print of this screen, but printing direct from the program omits the lat/long box which we need for the conversion. There are two ways of producing a correct print:
9. EITHER - open Snipping Tool (hold down the Windows key, Shift and S together) and drag the cross around the appropriate area of the screen, then select File - Save As and save to a selected folder. You can now print this file, if required.
10. OR - take a snapshot of the screen by holding down the shift key and pressing the Print Screen key (usually found to the right of the F12 key). [Note: this does not physically print the snapshot.] Now open a new Word document and paste (Ctrl V) the screen snapshot of the Google Earth image here. Save the document, which you can then print, if required.
11. If you do print the image, please do so in landscape, with the image as large as possible, making sure that the latitude and longitude shown in the box is clearly readable.
12. Finally, for postal applications, the print must then be signed by the Club Secretary and sent to Racing Support at RPRA HQ for conversion to Ordnance Survey co-ordinates, together with a cheque or postal order for the appropriate fee or a number to call for a card payment.

For Macintosh

Follow steps 1-7 as for Windows

8. PRESS CMD SHIFT & 3: this puts a screen shot directly onto Desktop.
9. Close Google Earth.
10. Open screen Shot from Desktop.
11. From File menu click on Take Screenshot, Click from Selection, Drag + over and highlight full map and box with lat/long. You can then save the file.
12. For postal applications, from File Menu click Print (in landscape to show the image as large possible, making sure that the latitude and longitude shown in the box is clearly readable).
13. The print must then be signed by the Club Secretary and sent to Racing Support at RPRA HQ for conversion to Ordnance Survey co-ordinates, together with a cheque or postal order for the appropriate fee or a number to call for a card payment.

We also now accept loft location applications by e-mail **from Club Secretaries only**. Send your print to racingssupport@rprra.org along with a contact number to call to collect a card payment for the fees.

IMPORTANT:

- Google Earth lats/longs cannot be used until they have been converted to Ordnance Survey (OS) co-ordinates by RPRA Headquarters.
- This method may be used in addition to OS maps and is not a replacement system.
- If your print does not look like the sample, with a yellow pin and dialogue box showing the latitude and longitude, it will not be accepted.
- Prints from any websites or programs other than Google Earth or Magic Map are not acceptable.
- Applications not submitted by a Club Secretary will be returned.