

# How to use Batchgeo to find interviewers near sending students

1.) Pull your list of students and volunteers and put them in an Excel Report

\* [Retrieving New Applicants in Global Link](#)

\* [How to pull a list of all Sending Participants in your Area \(Open Service Cases\)](#)

2.) Go to <http://www.batchgeo.com/>

3.) Hold your mouse over the spread sheet template (outlined in red below) and click, then paste in your excel report (including your headers)



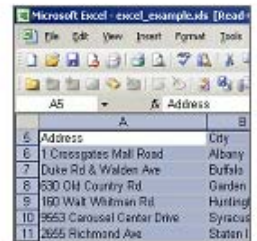
[map addresses](#) | [reverse geocoder](#) | [api](#) | [video tutorials](#) | [blog](#)



Have locations in a spreadsheet? Well try this free and unique tool to...

- o Map them using Google Maps
- o Post it on your Web site
- o Create a store locator
- o Get coordinates, print maps, and more!

Get started by following the steps below, or check out our [video tutorials](#).



## Step 1: Source Data

Start by using our [Spreadsheet Template](#)  
or hit "Map Now" and try it out with our example data:

Address	City	State	Zip	Name	Phone	Group	
1 Crossgates Mall Road	Albany	NY	12203	Apple Store Cross Gates	(518) 869-3192	Example Group 1	<a href="http://www.apple.com">http://www.apple.com</a>
Duke Rd & Walden Ave	Buffalo	NY	14226	Apple Store Buffalo	(716) 835-2762	Example Group 2	<a href="http://www.apple.com">http://www.apple.com</a>
630 Old Country Rd.	Garden City	NY	11530	Apple Store Roosevelt Field	(516) 248-3347	Example Group 3	<a href="http://www.apple.com">http://www.apple.com</a>
160 Walt Whitman Rd.	Huntington Station	NY	11746	Apple Store Walt Whitman	(631) 425-1563	Example Group 3	<a href="http://www.apple.com">http://www.apple.com</a>
3653 Carousel Center Drive	Syracuse	NY	13209	Apple Store Carousel	(315) 433-9484	Example Group 3	<a href="http://www.apple.com">http://www.apple.com</a>

Validate & Set Options

or

Map Now

#### 4.) Click 'Validate & Set Options'

**Step 1: Source Data**

Start by using our [Spreadsheet Template](#) or hit "Map Now" and try it out with our example data:

Address1	City	State	Zip	Role	First Name	Last Name	School	Home Phone
110 E. Euclid	Arlington Heights	IL	60004	Volunteer	Patricia	Sturgeon		
3799 Baybrook Dr	Aurora	IL	60504	Volunteer	Karen	Schumann		60
821 Heatherdown Way	Buffalo Grove	IL	60089	Volunteer	Emily	Weiss		80
1122 South Plymouth Court	Chicago	IL	60605	Volunteer	Alice	Schuler		30
641 W. Grand Ave #4	Chicago	IL	60610	Volunteer	Meghan	Burns		4192026720
HighSight	Chicago	IL	60610	Volunteer	Margaret	Caravella		-
1115 N Crosby St - A	Chicago	IL	60610	Volunteer	Raphael	De Mello		30

**Validate & Set Options** or **Map Now**

**This is my data**

#### 5.) Make sure the Region field is 'Auto-Detect' and then click 'Show Advanced Options'

**Validate & Set Options** or **Map Now**

**Done: 13 columns, 303 rows - scroll down to Step 2**

#### Options & Options

Make sure the proper column is selected for each of the address component

**Region** **Auto-Detect**

**Address or Intersection** Address1

**City** City

**State / Province** State

**Zip / Postal Code** Zip

**Show Advanced Options**

6.) Adjust the various fields to your liking/needs and then click 'Run Geocoder'

**\*Note - You can define up to 7 different Groups in your Excel report**

Validate & Set Options or Map Now

Done: 13 columns, 303 rows - scroll down to Step 2

### Options

Make sure the proper column is selected for each of the address components.

Region	Auto-Detect	
Address or Intersection	Address1	Make sure these fields match your respective headers
City	City	
State / Province	State	
Zip / Postal Code	Zip	
Title	Role	"Title" is what you would like to have the markers labeled as
Description	All Remaining Columns	
Group By	Role	"Group" is how you would like the markers organized
URL	Use Google Maps	
Image URL		
E-mail	Preferred Email	

Calculate (straight line) distance from first address in miles

Select a default map view to show street

Click "Run Geocoder" and wait for geocoding to finish:

Run Geocoder

When everything is set to your liking, run Geocoder (this can take a few minutes)

7.) It will take a few minutes to process the data

### Step 3: Geocoding

Click "Run Geocoder" and wait for geocoding to finish:

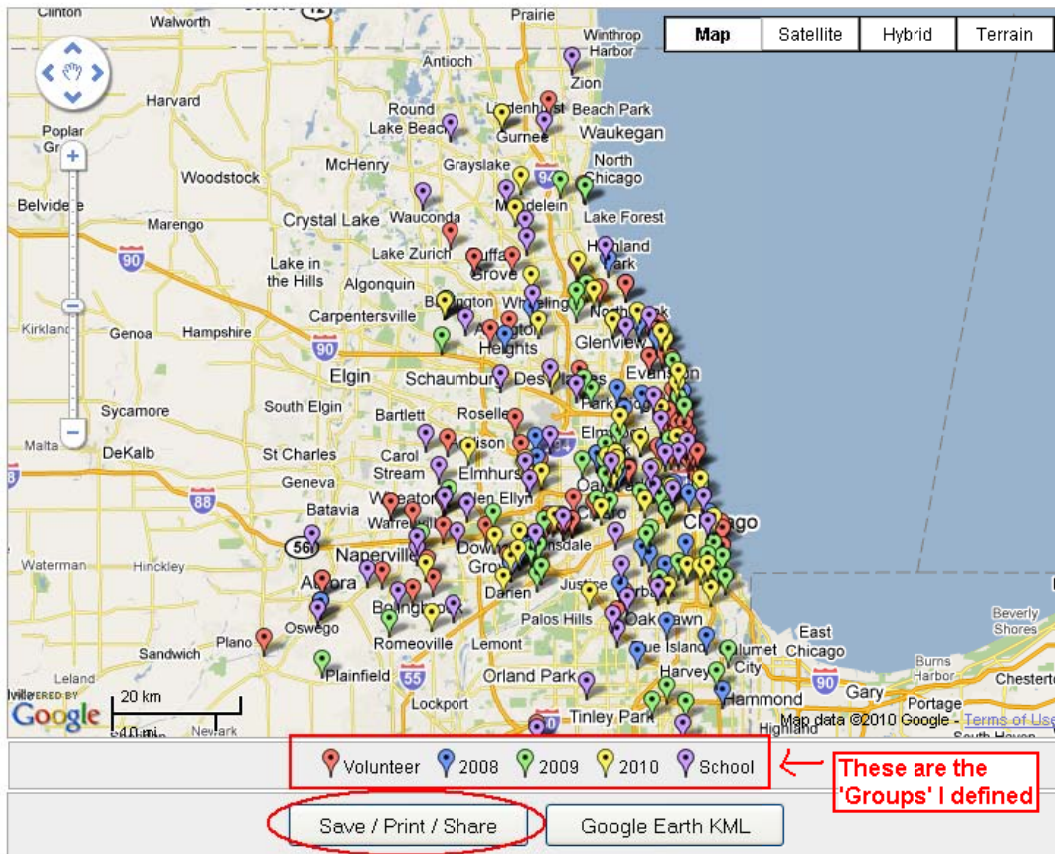
Stop Geocoder

Processing: ██████████ (9/303)

8.) Almost done: Once the Map has been created, you want to click 'Save/Print/Share'

Map Results

See your map below. If you find any markers out of place - just drag and drop them to the correct location.



9.) Here, you can title your map, give a description and email it to yourself (highly recommended). When you've entered all of the information you want, click 'Save Map' and an email will be sent to you within a couple minutes with all of the links you will need to access and edit the map later.

**Save Map to a Web Page / Print**

Title   
Enter a short title for your map, what is it?

Description   
**Optional**

Email Address   
Enter this in case you want to EDIT your map later.

Render Method  Map + Data (Printing)  Map Only (Faster)  
Toggle showing of locations & data below map, or showing map only.

Share  Public  Unlisted  
If you select "Unlisted" your map will be saved to a unique URL that will be kept private to you, it will not be listed anywhere on the site. You can read up on [map privacy](#) on our [blog](#).

10.) This information can be used to help find volunteers who live near students who are in need of in-home interviews. When you click the marker, you can see the information about that student or volunteer.

