1. Compiling Data
   - Go to the Bemidji State University Athletics page and open up the roster for the Men's hockey team
     o Select list view to view the data as a table
   - Copy and paste the table over into Microsoft Excel of a similar program
   - Clean up the table to prepare it for uploading
     o Remove the column for heights or convert into decimals
     o Remove the pronunciation guides next to player's names
     o Add a column next to **Hometown** titled **State and Province** and type in the home state for the players
     o Add another column titled **Country** and type in the home countries for the players
   - Save your table as a .csv in a location you can easily find it

2. Upload your data table
   - Sign in to ArcGIS and open up a new map
   - Right away save it – Add an appropriate title and tags
   - Use the **Add** button along the top bar and select Add Layer from File and chose you .csv data file, then import
     o When prompted select that your addresses are in **World** (not the United States alone), Then make sure city and city matches up, along with country and country. For State and Province select **Region** then **Add Layer**

3. Take some time to practice stylizing your points according to different attributes
   - Also try viewing your points as a heat map and examining you map at different scales

4. Publish Your Layer as a Feature Layer
   - In your **Content Tab** of **Details** you should see your newly added layer but notice you cannot perform a filter
   - Click on the ellipsis and select **Save Layer** in the drop-down menu that comes up
   - Name your resulting layer "**BSU Hockey Feature Layer**" and give it a tag, then select Create Item

5. Add the Feature Layer to a map
   - The newly created feature layer will show up in your Content section, open it by clicking on it
   - Before opening it in map viewer, select the button underneath that option to Publish the layer
     o Notice all the new options available for the layer once it is published.
   - Open your newly published layer in Map Viewer
     o You now have more interactivity with the layer
       ▪ Try filtering to find out how many Seniors from Minnesota there are that play Forward for the BSU Beavers
       ▪ Clear your filters when finished

6. Stylize your New points
   - Back on the presentation website open the link for the BSU Beavers Logo and copy the url code
   - Select the Choose Style option under the name of the layer in your Content Section of Details
   - Make sure **Show Location only** is selected in the drop down and then select **Options** on the **Location (Single Symbol)** selection
     - Select **Symbols**
     - In the menu that comes up select **Use an Image** towards the bottom of the menu. Paste in the url and select the **+** symbol. Change the symbol size to an appropriate size (32 px works best) and select **Ok** x2 and **Done** until the menus clear out
   - Save Your Map!