

TNG Portal Checklist

Information request for submitting TFA Engagement Requests to the TNG Stewardship Portal

Any engagement request must include the completed **TFA Engagement form** and the following attached files:

Documents:

1. *TFA engagement request letter*
2. *Background information on project*
3. *PDF documents – other information relevant to project*
4. *PDF overview map¹*
5. *Ortho Map*

Shapefiles:

DBF }
SHX }²
SHP }

Albers projection

No multi part shape files (if you are not sure what this is contact your GIS)

Prior to uploading any documents please ensure that you have named them correctly:

- *do NOT use spaces;*
- *no non-alphanumeric characters (\$%^&!@#) and;*
- *filenames can be a maximum of 30 characters long.*

Please remember TNG doesn't want to see **anything** until you send them **everything!!** Use the "Hold to Draft" functionality until everything is ready to be submitted together.

¹ Overview map should define the general location, but also show referred feature(s) at a reasonable scale for appropriate detailed review.

² Shapefiles

TFA_polyfeb15 for polygon features
(ie. range tenure, cutblocks, etc)

TFA_linefeb15 line features
(ie.road tenures, fences, etc)

TFA_pointfeb15 for point features
(ie. culverts, water access points)