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 ***Platinum Jubilee Schools Information Sheet No 5***

***How to register your Jubilee tree on the Queen’s Green Canopy map***

**1 Take a photo of your tree, or if you have planted a clump, orchard, hedgerow, etc , then take a general view of the site. If you wish, include pupils in the photograph.**

**2 Go to the QGC website**

[**https://queensgreencanopy.org/map-education-hub/qgc-map/#/**](https://queensgreencanopy.org/map-education-hub/qgc-map/#/)

**3 Select "Add your tree" and follow the instructions.    The photo of your tree or planting site will need to be uploaded, and some basic information completed.**

 **4 Your entry will take a few days to appear on the digital map as the registration is checked by the QGC team.  You should get a confirmatory email after a few days.  The photo and basic details (including the name of your school) will then appear on the digital map.    At the end of the Jubilee year the map will be presented to the Queen.**

**5 If you have a problem, or if you would like us to register the planting for you, then let us know via the email below and we’ll sort it out.**

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**Oxfordshire Lieutenancy**

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[**https://www.oxfordshire-lieutenancy.org**](https://www.oxfordshire-lieutenancy.org)