

1. USERNAME AND LOGIN

1.1. Username, login and choice of language

1.2. Registration

2. SEARCH TOOLS

3. VIEWING STATISTICS AND CREATING REPORTS

4. CREATING NEW SPORTS FACILITIES IN LIPAS

4.1. Creating new points

4.2. Creating new routes

4.3. Creating new areas

5. EDITING AND DELETING SPORTS FACILITIES

5.1. Editing sports facilities and updating data

5.2. Removing sports facilities

What is LIPAS?

Lipas is Finland's database for sports facilities. LIPAS is a public, nationwide geographic information system that contains information on Finnish sports facilities, outdoor recreation areas and routes.

In addition, financial data on municipal sports and youth services are available in the LIPAS database. LIPAS is managed by the University of Jyväskylä and funded by the Ministry of Education and Culture. LIPAS can be used with e.g., Chrome, Edge, Firefox or Safari.

In addition, LIPAS can be used with mobile devices' web browsers, but it is primarily intended for desktop use.

In general, LIPAS keeps up information provided by municipal sports services, officials and other parties responsible for the maintenance of sports facilities (e.g., recreational area associations).

1 USERNAME AND LOGIN

1.1 Username, login and choice of language

On the homepage, www.lipas.fi, you can log in with your username and password or email. You do not need a username if you just want to search for information to display statistics, for example.

A username is needed to store and update data. You can also choose which language you want to use the LIPAS system. Currently, Lipas is available in Finnish, Swedish and English (Figure 1).

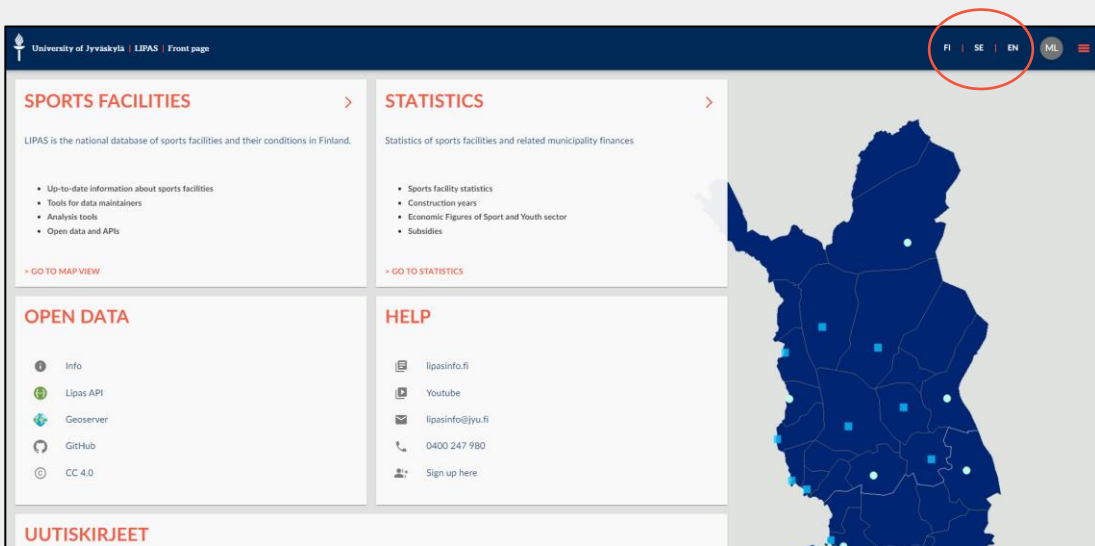


Figure 1.

Please note that some illustrations in this document are not necessarily from existing sports facilities, and they may be used for illustrative purposes only.



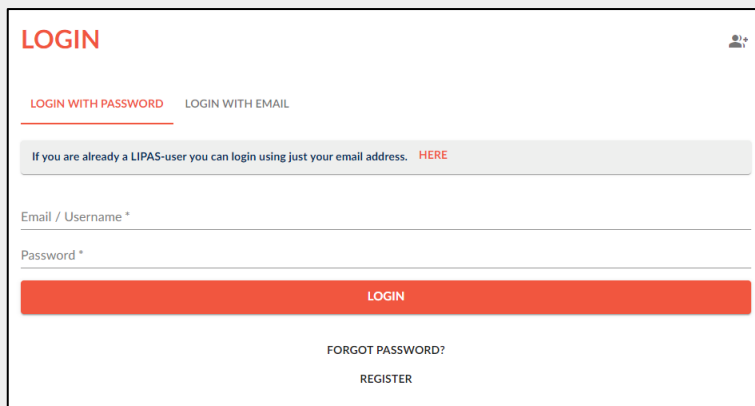


Figure 2. Login.

If you do not remember your password, you can select "Login with email" and order a login link to your email.

If you have problems logging in, please try again. Make sure that you do not have CAPS LOCK on when you type your password. If you are unable to log in, despite several attempts, please contact lipasinfo@jyu.fi.

1.2 Registration

If you don't have a username yet, you can register at <https://www.lipas.fi/rekisteroidy> (Figure 3). Select a username and a password to have access to one or more municipalities or based on the type of sports facility.

After registration, an administrator will verify your account.

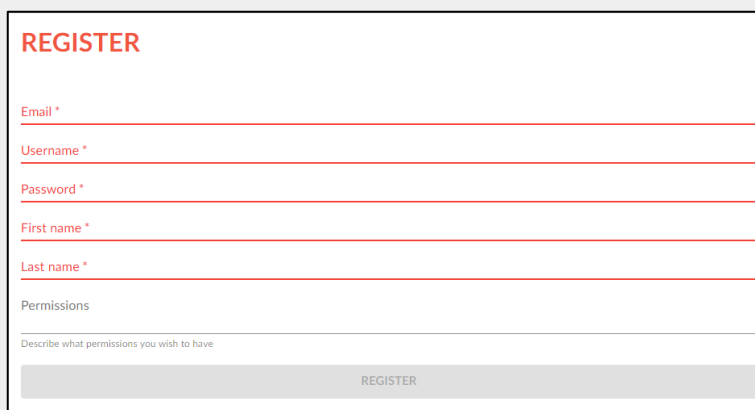


Figure 3. Registration.



2. SEARCH TOOLS

In LIPAS, you can search for sports facilities stored in the system, in several different ways. For easy searching, you can make use of the **Search** box. To review multiple places, you can search using the map or find a specific location by an address.

To view locations in a specific area, tick the '**Search from map area**' box and zoom in on the desired area on the map.

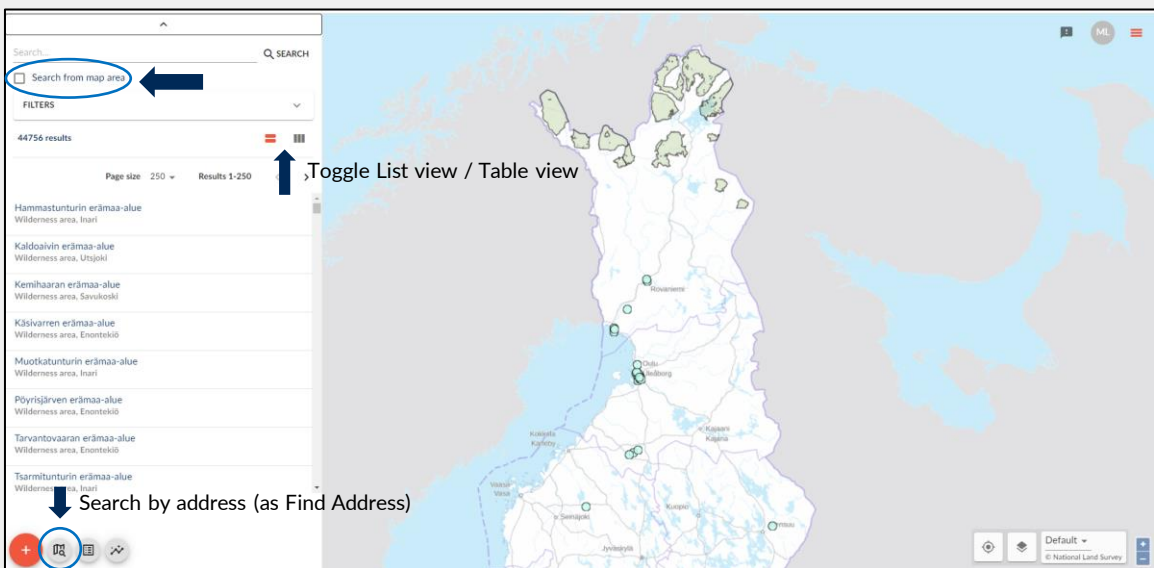


Figure 4. Search tool. Results can be displayed as a list or a table.

By selecting '**Filters**', you can also search by:

- Types of sports facility
- Municipalities
- Administrators
- Owner of the facility
- Surface Material
- Area (m²)
- Year of construction
- Status (Active, Planned, Temporarily out of service, Out of service [temporarily])

It is also possible to view sports facilities that are published on [Retkikartta.fi](https://retkikartta.fi) and [Harrastuspassi.fi](https://harrastuspassi.fi), and locations that are close to schools.

To inspect a specific sports facility more closely, click on the symbol on the map or the place name. Then you can see detailed information about the location.



3. VIEWING STATISTICS AND CREATING REPORTS

On lipas.fi/tilastot you can see different statistics and comparisons of municipal data. You can also create reports on Excel. Tables and graphs are interactive and receive data directly from the LIPAS database. You'll see the **Statistics** option (Figure 6) when you click on the menu in the top right corner of the home page (Figure 5).

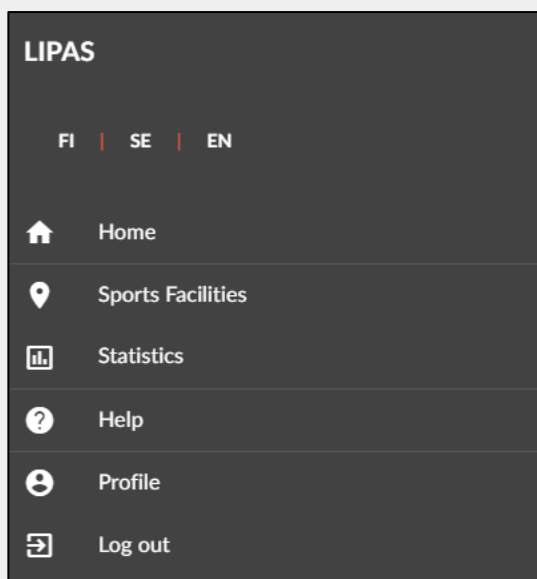


Figure 5. Menu.

You can download the data as an Excel report by clicking on **'Download'** (Figure 6).

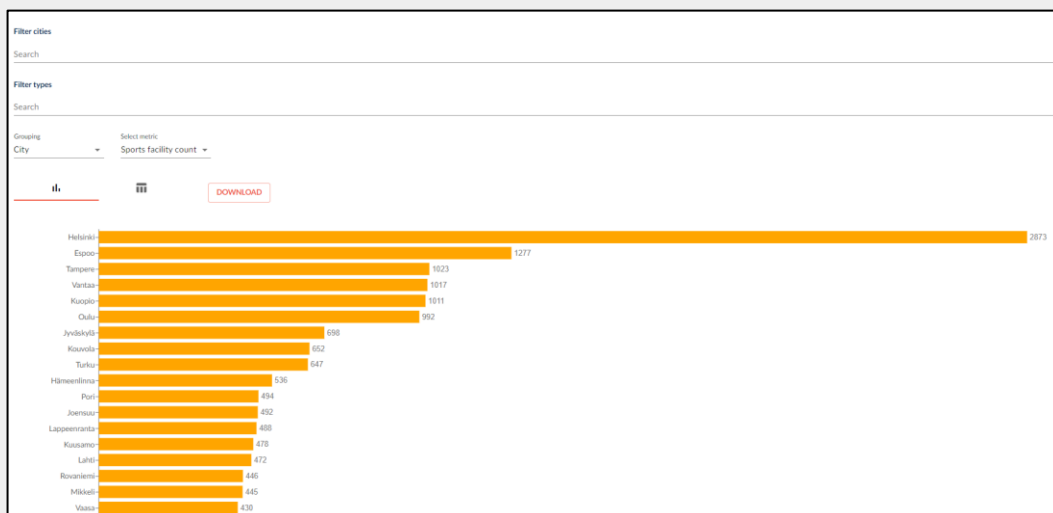


Figure 6.



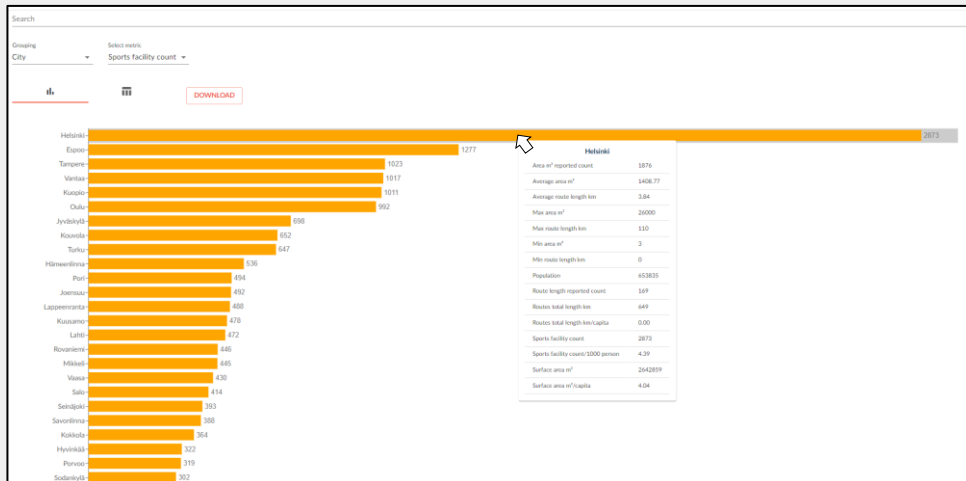
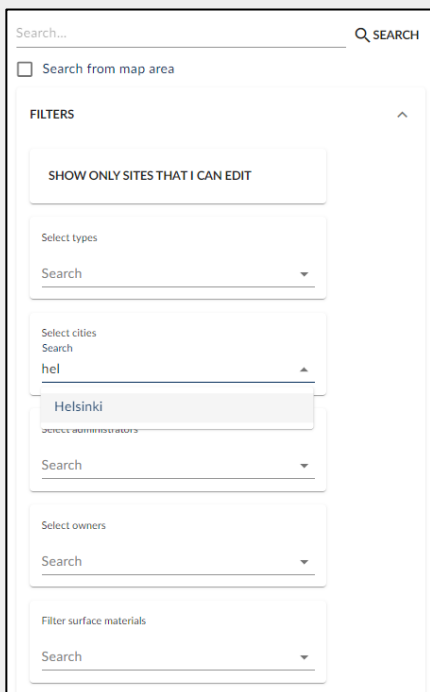


Figure 7. Move the mouse pointer over the field to see more details.

If you want to create an Excel spreadsheet of all sports facilities in an individual municipality, for example, you can first use the search tool to search for places in the municipality (Figure 8). You don't have to be in the Statistics view to do this.

Then click on 'Table view' (Figure 9).



Search...

☐ Search from map area

FILTERS

SHOW ONLY SITES THAT I CAN EDIT

Select types

Search

Select cities

Search

hel

Helsinki

Search

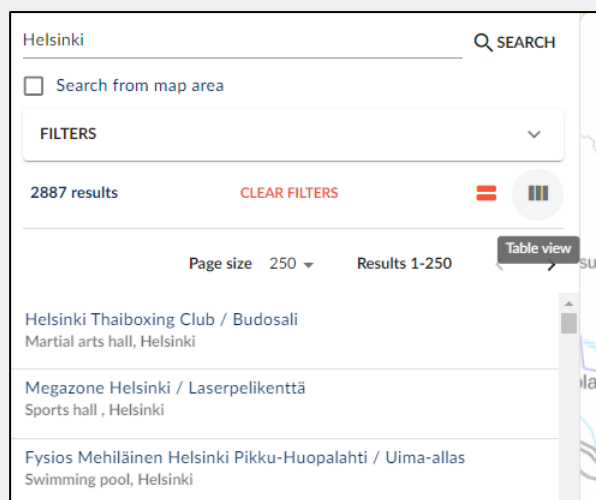
Select owners

Search

Filter surface materials

Search

Figure 8.



Helsinki

☐ Search from map area

FILTERS

2887 results

CLEAR FILTERS

Page size 250

Results 1-250

Table view

Helsinki Thaiboxing Club / Budosali
Martial arts hall, Helsinki

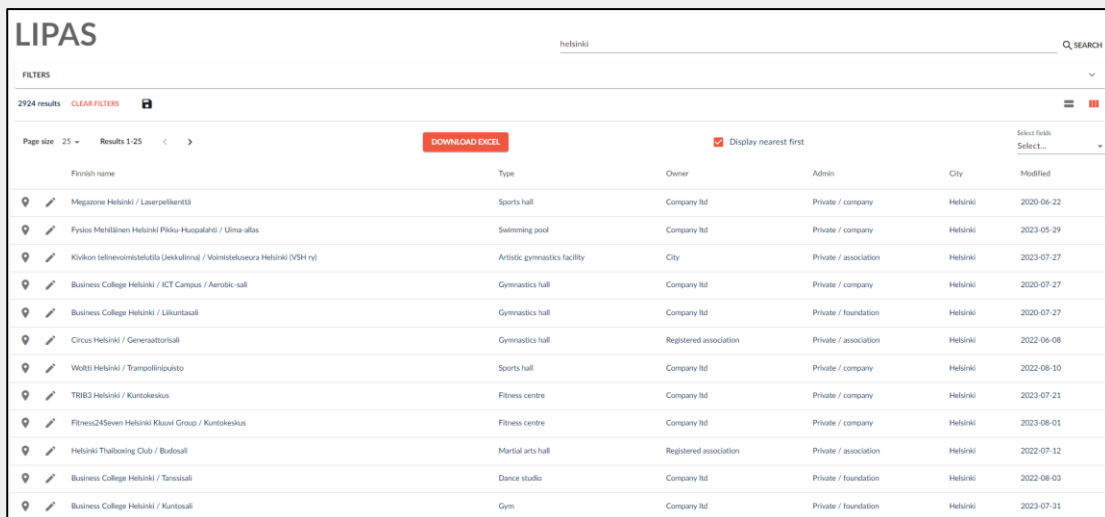
Megazone Helsinki / Laserpelikenttä
Sports hall, Helsinki

Fysios Mehiläinen Helsinki Pikku-Huopalahti / Uima-allas
Swimming pool, Helsinki

Figure 9.

Note that in the Finnish administrative territorial division, the terms *Municipality* and *City* are often used interchangeably.

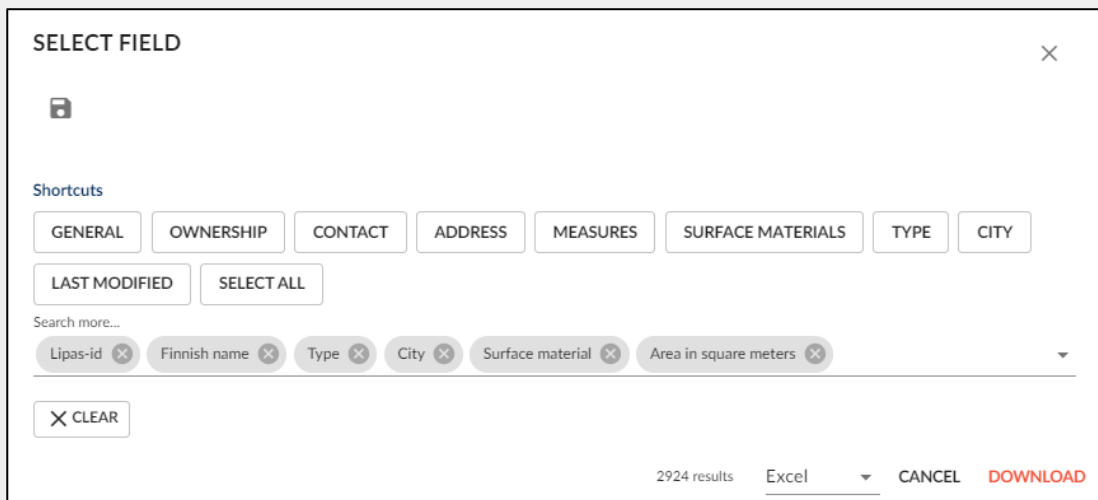
In **Table** view (Figure 10), you can filter search results and search for sports facilities on the same principle as in the **Map** view.



Finnish name	Type	Owner	Admin	City	Modified
Megazone Helsinki / Laserpöytä	Sports hall	Company ltd	Private / company	Helsinki	2020-06-22
Fysios Mehtäläinen Helsinki Pöytä-Huopalahti / Uuno-allas	Swimming pool	Company ltd	Private / company	Helsinki	2023-05-29
Kivikon telinevoimistelutallit (Jätkäsaari) / Voimisteluosasto Helsinki (VSH ry)	Artistic gymnastics facility	City	Private / association	Helsinki	2023-07-27
Business College Helsinki / ICT Campus / Aerobic-sali	Gymnastics hall	Company ltd	Private / company	Helsinki	2020-07-27
Business College Helsinki / Liikuntasali	Gymnastics hall	Company ltd	Private / foundation	Helsinki	2020-07-27
Circus Helsinki / Generaattorisali	Gymnastics hall	Registered association	Private / association	Helsinki	2022-06-08
Woltti Helsinki / Trampoliinpuisto	Sports hall	Company ltd	Private / company	Helsinki	2022-08-10
TRIB3 Helsinki / Kuntokeskus	Fitness centre	Company ltd	Private / company	Helsinki	2023-07-21
Fitness24Seven Helsinki Kruus Group / Kuntokeskus	Fitness centre	Company ltd	Private / company	Helsinki	2023-08-01
Helsinki Taibozing Club / Budosali	Martial arts hall	Registered association	Private / association	Helsinki	2022-07-12
Business College Helsinki / Tanssitali	Dance studio	Company ltd	Private / foundation	Helsinki	2022-08-03
Business College Helsinki / Kuntosali	Gym	Company ltd	Private / foundation	Helsinki	2023-07-31

Figure 10. Table view

Then click on '**Download Excel**'. You can choose which properties to display in the report (Figure 11).



SELECT FIELD

Shortcuts

GENERAL OWNERSHIP CONTACT ADDRESS MEASURES SURFACE MATERIALS TYPE CITY

LAST MODIFIED SELECT ALL

Search more...

Lipas-id Finnish name Type City Surface material Area in square meters

X CLEAR

2924 results Excel CANCEL DOWNLOAD

Figure 11. Select field(s) to be included in the report.

Finally, click on '**Download**' and the data will be downloaded to your computer. Note: There are 2 other file formats available for download: .CSV and .GeoJSON, which will contain the same information as the Excel file and can be used in applications supporting those file formats.



4. CREATING NEW SPORTS FACILITIES IN LIPAS

To be able to add new sports facilities to LIPAS, you will need a username and a password. You can also use a username to view the information on current sports facilities and, for example, update their information.

You can start creating new sports facilities either from the front page (<https://lipas.fi/etusivu> > **Sports Facilities** > **Go to Map View**) or from the **Profile** page (<https://lipas.fi/profiili>) > **Sports facilities** (Fig. 12)

to enter the location of the sports facility on the map.

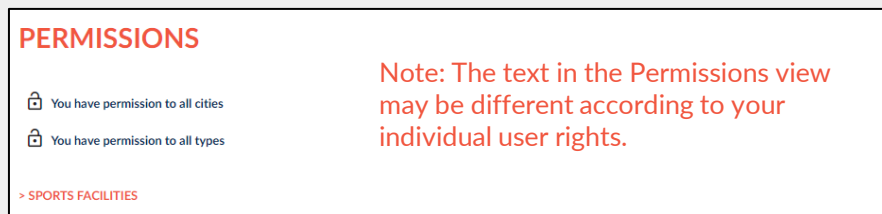


Figure 12.

Add new sports facility by clicking on the red "+" (**Add Sports Facility**) button located in the bottom left corner (Fig. 13).

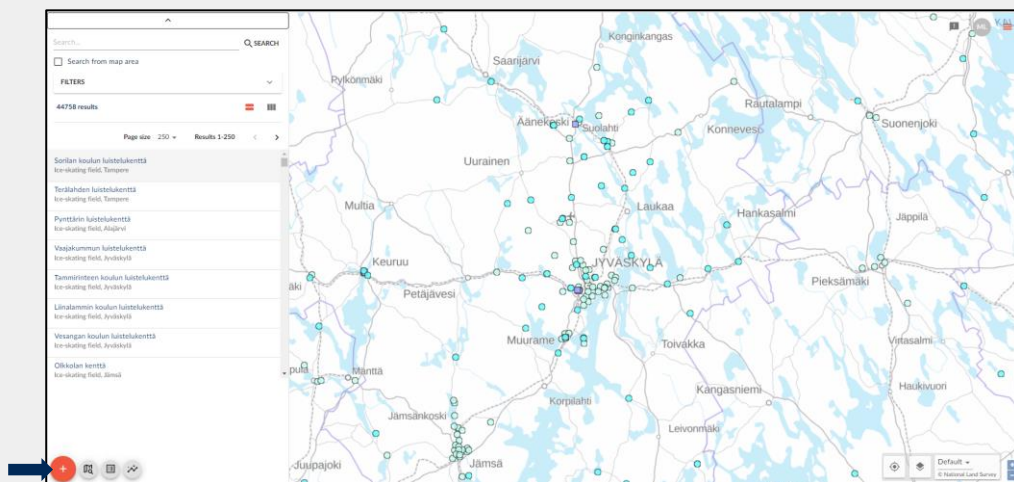


Figure 13.

Next you need to choose the type of the facility (e.g., gym, football stadium, riding arena, etc.). When you select a type, you can see a brief definition for it. Clicking the question mark icon opens a list of available sports facilities and their geometric types (point, route or area).

Please note that summer and winter use for a sports facility are entered separately as individual sports facilities. Tasks can be copied from place to place.



4.1 Creating new points

In LIPAS, you can add facilities as points, routes or areas. The selected geometry depends on the type of sports facility.

If the type of sports facility can be entered as a **point**, LIPAS will open a point tool. First, you need to zoom in close enough to be able to add the sports facility on the map. You can also use the **address search** (Figure 14).

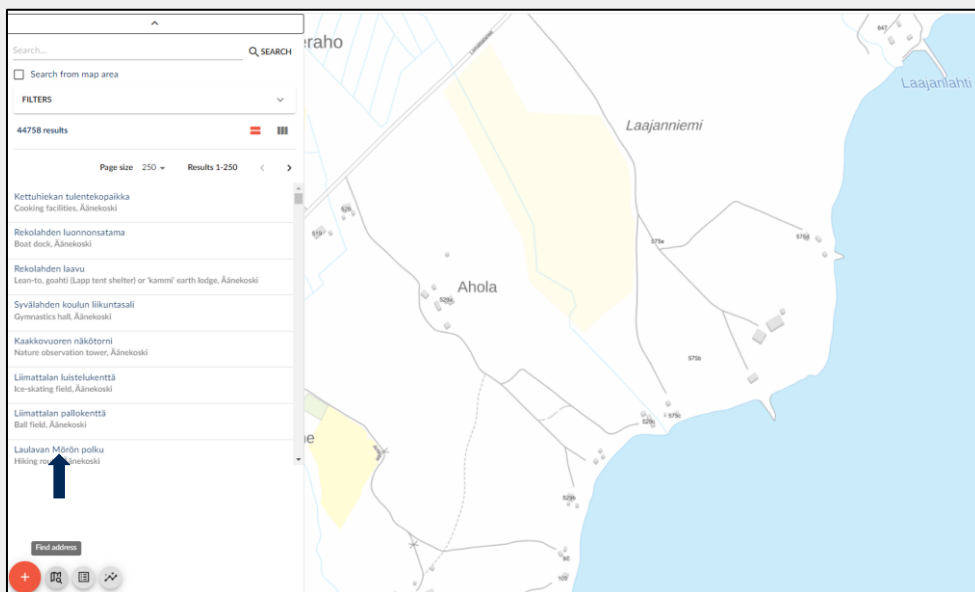


Figure 14.

When the zoom level is sufficient, click '**Add To Map**'. Move the mouse pointer on the map where the new sports facility will be located and click the mouse. If you entered the point in the wrong place, drag the point with the mouse to its actual location.

When the point is in the correct place, click on '**Done**' (Figures 15a and 15b). If needed, you can cancel the creation process by clicking on the **X (Discard)** icon in the lower left corner, and redo/undo the last operation(s) by clicking on their respective icons.



Figure 15a.



Figure 15b.



The next step is to fill in the location details of the point on the **'General'** tab (Figure 16). Please note that some of the fields are mandatory, such as Finnish name, owner, administrator, address, municipality (city) and postal code. Also, fill in the voluntary fields if the information is available and relevant.

If you're not sure of the address of if it cannot be added for the point, enter the nearest street you can see on the map.

The information on **'Properties'** tab is also important so fill in all the necessary fields.

Once you have filled in the fields for the location details, click on **'Save'** to save the sports facility on LIPAS. After that, the sports facility will be visible to the public. Saving is only possible after you have filled in the necessary details.

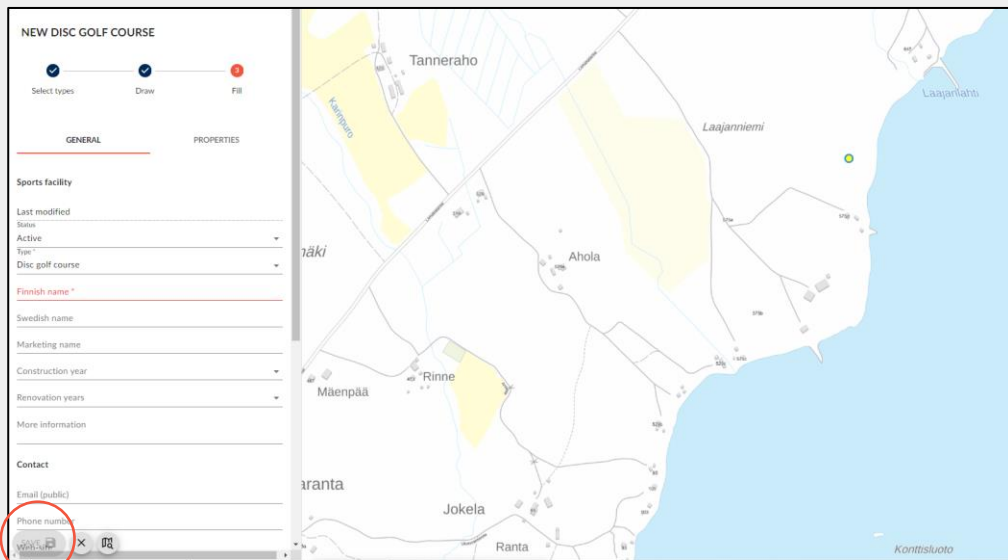


Figure 16.

4.2 Creating new routes

Routes are slightly different than points. A *route network* can contain one or more routes. On the other hand, a route contains one or more *segments* of the route. The route segment can be tied to different routes, and it is the smallest route unit available in LIPAS.

When you draw routes, you in fact draw *segments* of the route which will eventually form a complete route or a route network. Please note that the route segment must always be split/cut at a junction to avoid any errors. Moreover, the segment can be used in other routes as well.





If the sports facility is a *route*, you can either **draw** the route on the map (Figure 17) or **import** it from a file (Figure 18). Suitable file formats are .GPX (wgs84), shapefile (.zip, euref-fin or wgs84), .kml (wgs84), and .geoJson (.json containing the Geojson object, wgs84). Most GPS devices produce data in a wgs84 coordinate system, and many sports and hiking apps are suitable for recording the route geometry in terrain.

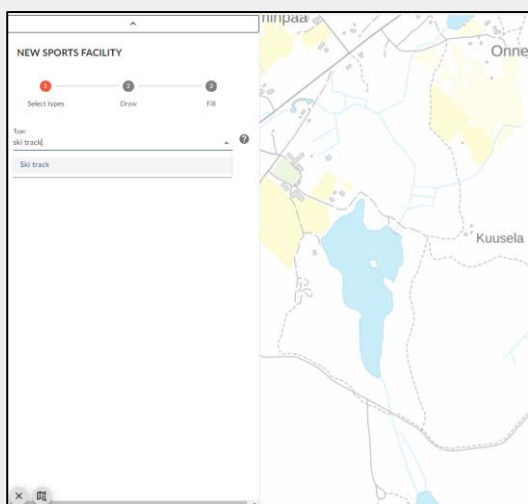


Figure 17.

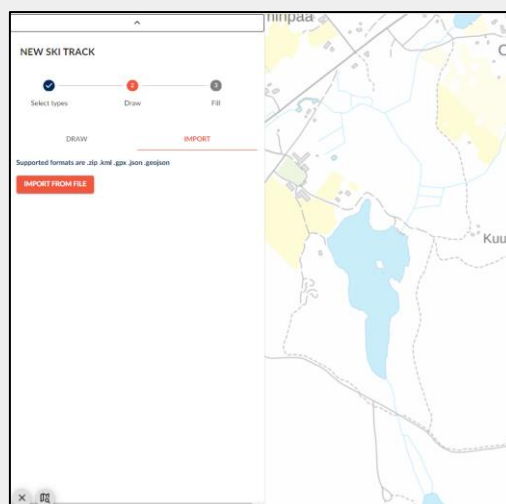


Figure 18.

To draw a route on the map, first select the '**Draw**' route tool. Then click on '**Add to map**' to manage the upcoming route. Note that you must zoom in close enough to use the drawing tool.

It may be easiest to use a **topographic map** (as *Terrain*) (Fig. 20) when drawing routes. Topographic maps already contain natural paths and trails that are used for orienteering, for example. Other options are a **background map** (as *Default*) (Fig. 19) and an **aerial photo** (as *Satellite*).

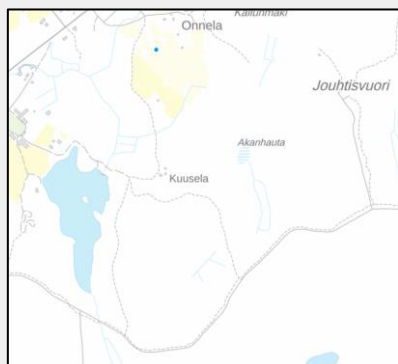


Figure 19. Background map.

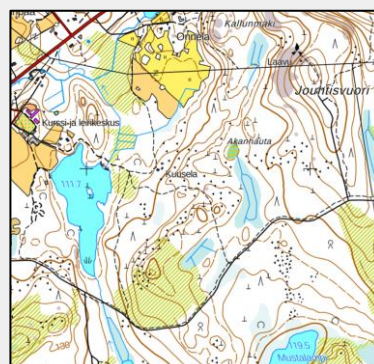
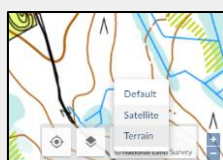


Figure 20. Topographic map.



Start drawing the route by adding a first point which is usually the place where the route begins. Click the left mouse button and then move along the route you want to draw. Click the left mouse button to create additional route points in the drawn route.

When you have finished drawing the route, double-click the left mouse button to finish drawing. If you notice that you forgot to double-click to create an intersection, you can either delete the route segment you just drew and redraw it. You can also split the route segment.

If drawing is interrupted or you want to add another route segment, just click on '**Add route**' and continue drawing where you left off or from some other location.

If you wish to undo/redo your last action(s), click on the respective icons.

When the route is ready, click on '**Done**'.

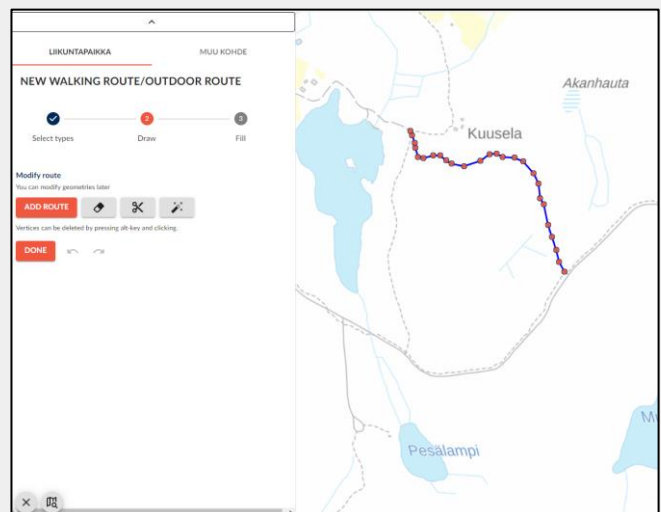


Figure 21. Drawing a route.

Deleting the whole route segment or a portion of a route segment

Click on '**Remove route**' (Eraser icon) and select the whole route segment you want to delete. If you just want to **split** the route segment, click on '**Split**' (Scissors icon) (Fig. 22).

Splitting function also allows you to remove smaller bits from the route segment (Figure 23). Use the **Split** tool to separate the desired portion of the route segment and then select the **Eraser** tool. After confirmation, the selected portion will be deleted.

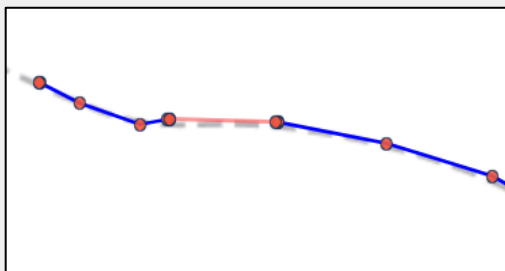


Figure 22. Splitting a route.

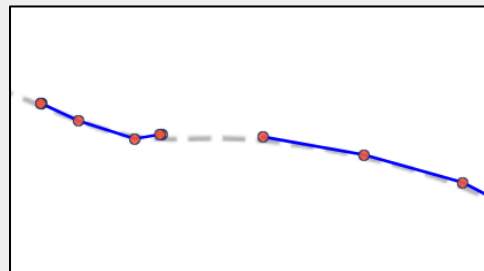


Figure 23. Deleting a route segment.



To join an existing route segment from another route network to your own, all you need to do is click on the point on the first route where the route segments meet (Figure 24). This allows the route segments to be edited separately.

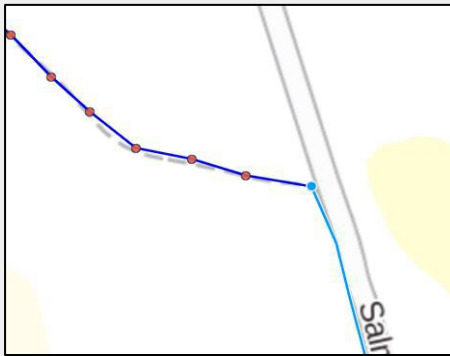


Figure 24. Joining route segments.

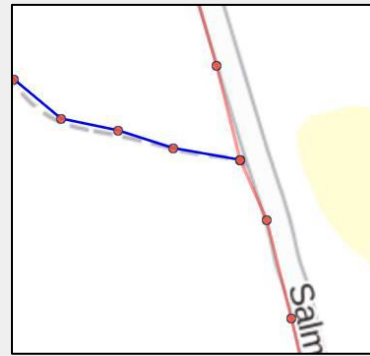


Figure 25.

The same route network can contain several different routes. After you have drawn all the routes that the route network contains, all you need to do is to save the information. The saving takes place exactly in the same way as with a point.

A route can have several uses, e.g., in the summer as a walking route and in the winter as a ski track. You can duplicate the route information and save it as a separate sports facility. Once you have saved the first route, click on it and then select '**Duplicate**' (Fig. 26).

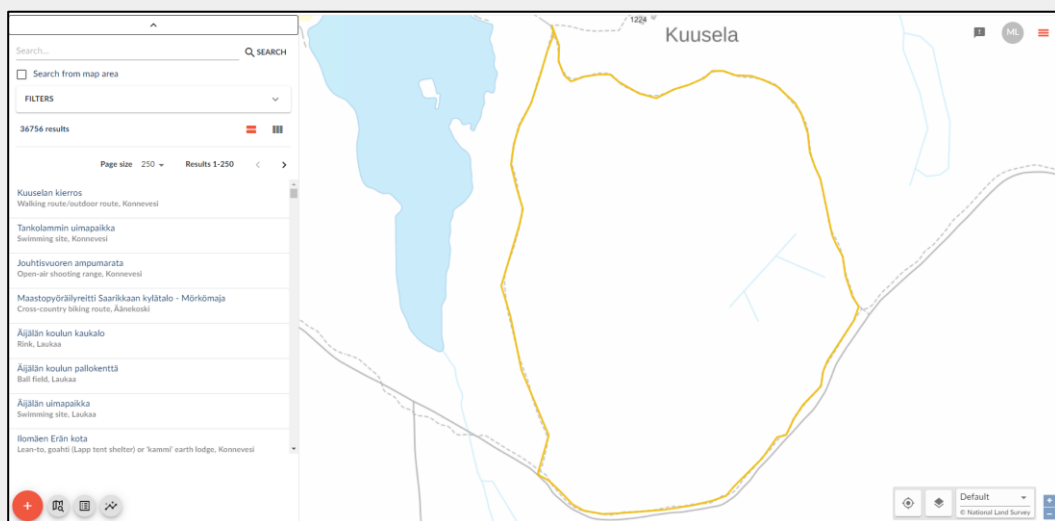


Figure 26.





Once you have duplicated the route, select the type of route again. This time, fill in the information according to the *other* use of the route (e.g., a nature trail → a ski track).

You can also modify the route here (Fig. 27). Press the left mouse button and drag the desired waypoint(s) to the correct location. You can delete individual waypoints by pressing and holding '**alt**' on the keyboard and clicking on the point. Once you're happy with the changes, click '**Done**'.

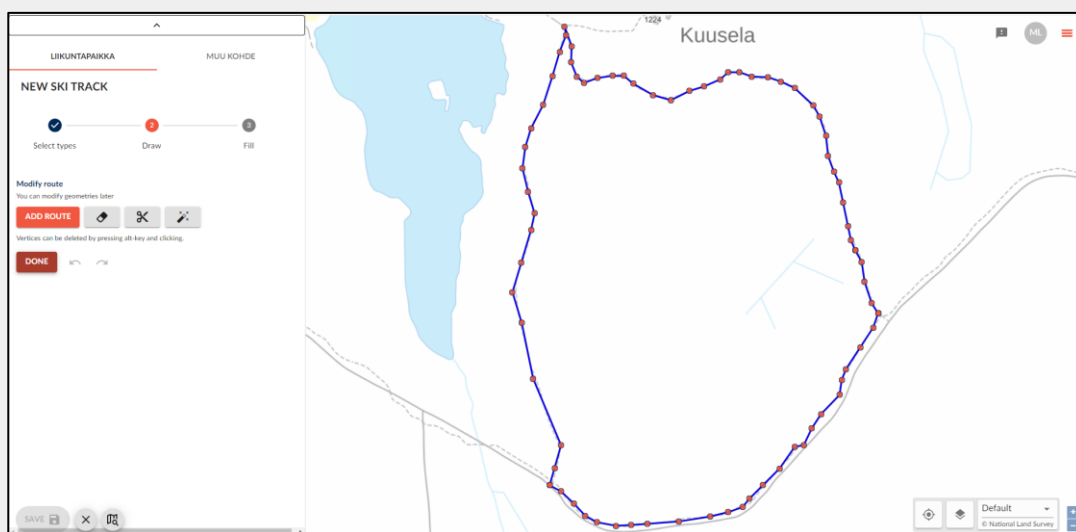


Figure 27.

Finally, you should fill in the information in the same way as with other facilities. When you duplicate the route, some details will be filled in automatically.

Remember, as the duplicated geometry now reflects the new use and activities for the sports facility, make sure that the relevant data is entered. Correct the data, add appropriate new information and click '**Save**' (Figure 28).

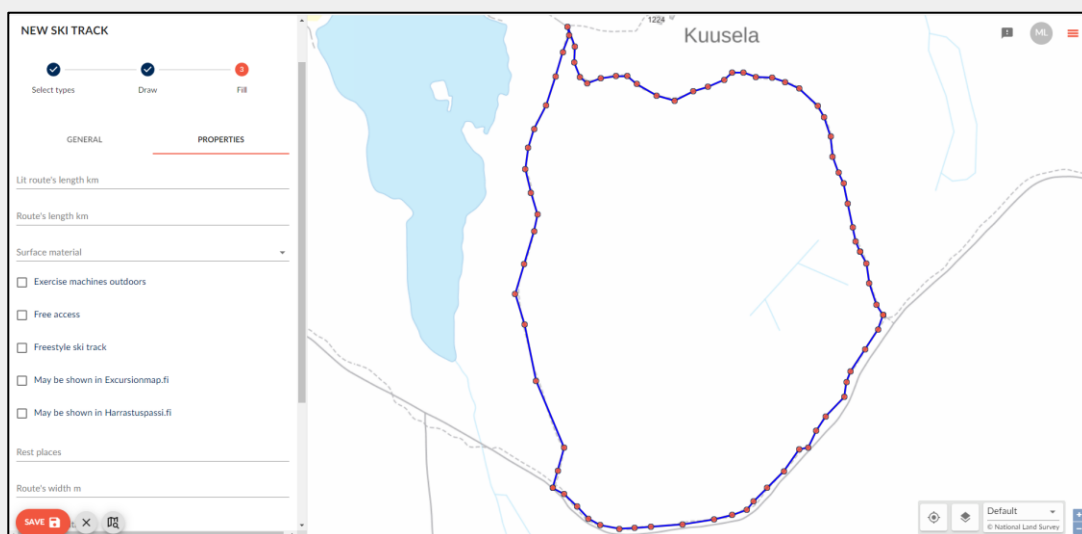


Figure 28. Fill in new information.



Simplifying geometries

If your drawn or imported route has a lot of waypoints, you can use a **simplification tool** to reduce them. To use the tool, follow these steps: select a route and select 'Edit' from the pencil icon.

Then open the **Tools** menu behind the three dots and select **Simplify**. (Fig. 28b)

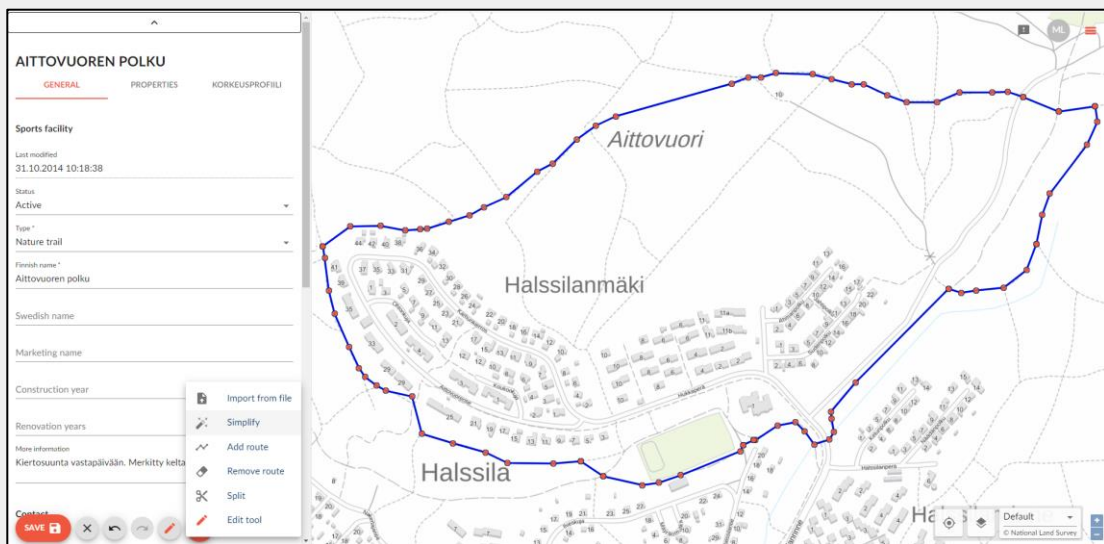


Figure 28b.

A **Simplify geometries** slider (Figure 28 c) appears which you can drag to reduce the number of waypoints on a scale of 0 to 10; with 0 not reducing waypoints at all, while 10 decreasing them the most.

When the number of waypoints is acceptable, click **OK**, and then click **Save**. To cancel the operation, click **Cancel**.

Note that waypoints cannot be reduced infinitely: if you use option 10 and accept the change, waypoints will not be reduced next time.



Figure 28 c.



4.3 Creating new areas

Some sports facilities can be entered as *areas*. When you select a type, LIPAS will show you a brief definition for it (Figure 29).

The LIPAS database can store various outdoor and recreational areas. Areas that are only used by everyman's rights are not stored in the system. Usage must be based on some plan, contract, or other official agreement. There should also be one or more structures in the area that support sports, recreation or outdoor activities (e.g., a signposted route, signs, a wind shelter, and so on).

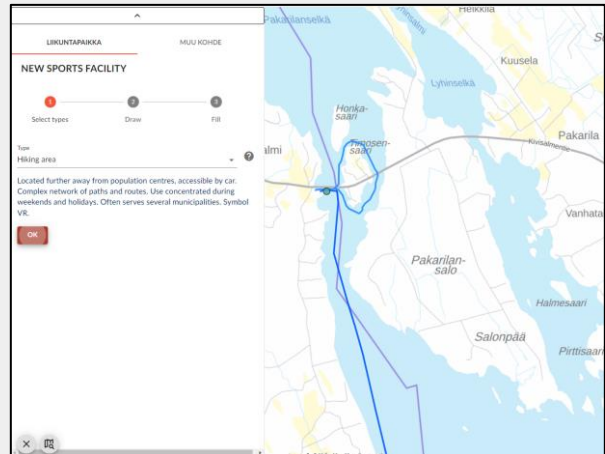


Figure 29.

Now you can either draw the area or import it from a file. Suitable file formats are: .GPX (wgs84), shapefile (.zip, euref-fin or wgs84), .kml (wgs84), and .geoJson (.json containing the Geojson object, wgs84). If you want to draw the area on the map, do it the same way as you would with a route (Fig. 21).

Be sure to connect the starting point to the end point when drawing (Figure 30). When the area is ready, click '**Done**'.

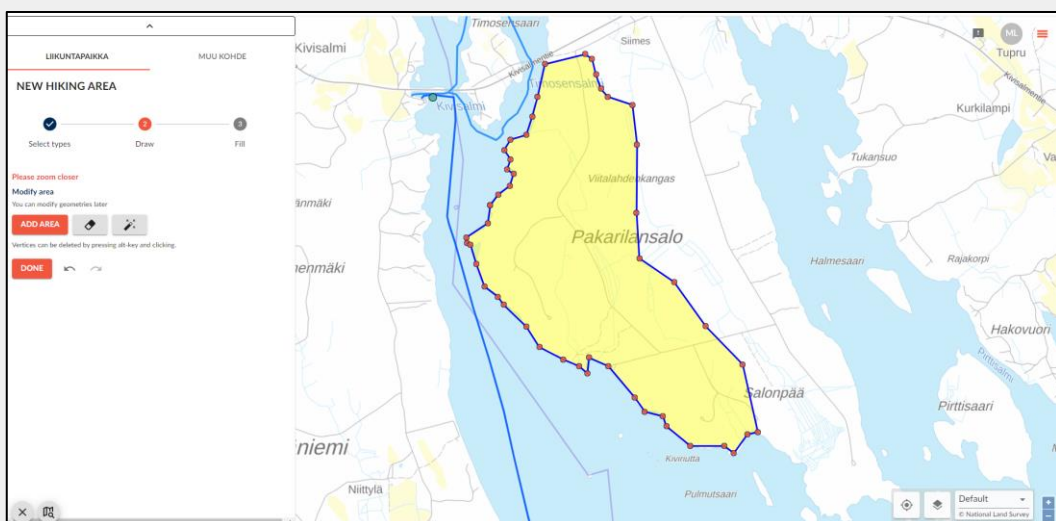


Figure 30. Draw the area.

The last step is to fill in the details just like with other facilities and save.



5. EDITING AND DELETING SPORTS FACILITIES

To be able to edit and delete sports facilities, you will need a username and password. Log in to LIPAS to start editing.

5.1 Editing sports facilities and updating data

Use the search tool to find the sports facility you are looking for. Click on the facility's name on the list or the symbol on the map to see details of the facility (Figure 31). After doing so, click on the red pencil to start editing/updating the data (Figure 32).

Fill in missing and new information and click **'Save'** when you're done with the edits.

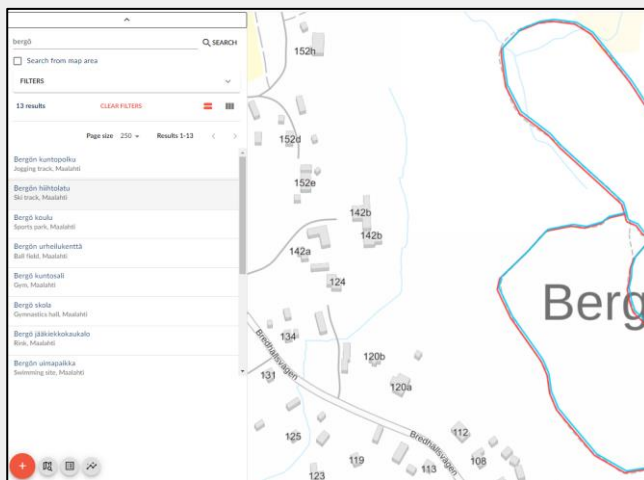


Figure 31. Find the sports facility.

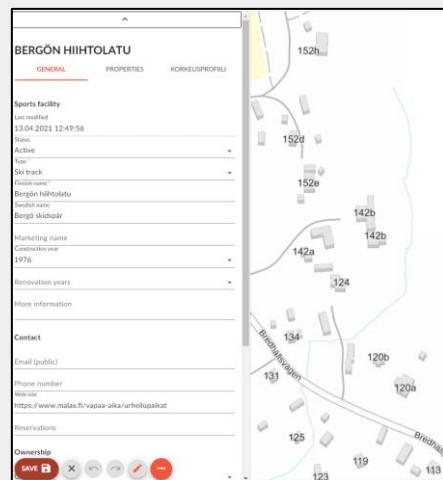


Figure 32. Edit the data.





5.2 Removing sports facilities

If, for one reason or another, you want to remove the sports facility from the system, you can click on the trash can icon (Fig. 33).

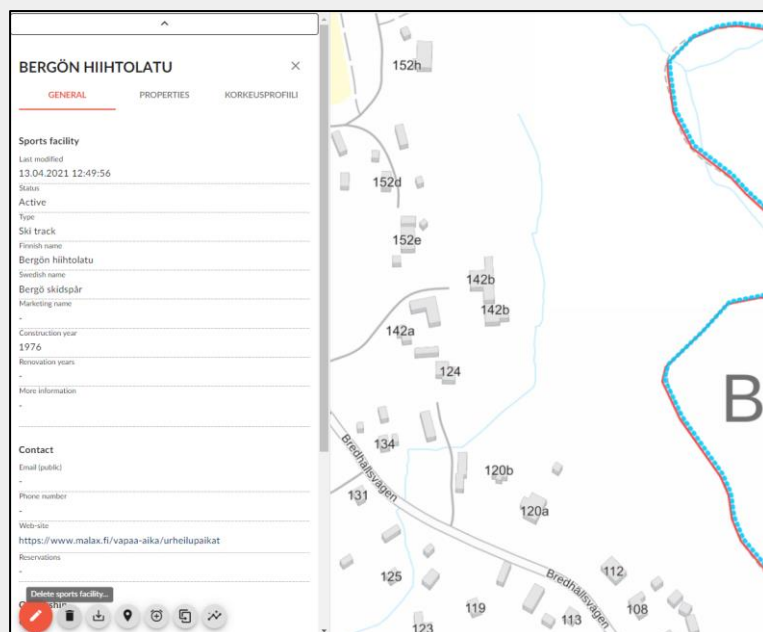


Figure 33.

Then select the reason for deletion (Figure 34). The options are:

- Out of service (the sports facility is completely erased from LIPAS and cannot be recovered). This choice should be "Incorrect information". *
- Out of service (the status of the site is changed to "[permanently] out of service" and it is archived).
- Temporarily out of service (the status changes to "temporarily out of service" and can be changed back later).

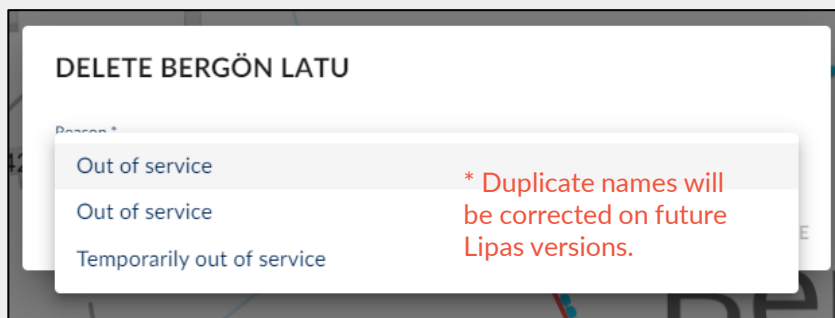


Figure 34.

Once you have selected the reason, click on 'Delete', and the sports facility will be deleted from LIPAS.

