

Using the Group Walks Finder - Getting Started

Reference LED001



This is one of four Factsheets to guide you through uploading and editing your Group's walks on the Group Walks Finder.

The Sheets are:

Using the Group Walks Finder - Getting Started
Using the Group Walks Finder - Uploading a Single Walk
Using the Group Walks Finder - Uploading Multiple Walks
Using the Group Walks Finder - Creating Your Group Programme for Web and Printing

In order to put your Group's walks on the Groups Walks Finder, you will need the username and password for your Group or Area. This can be obtained by contacting volunteer@ramblers.org.uk

Once you have been given this, go to the following address
www.ramblers.co.uk/walksfinder/editors/

and log in using the name and password you were given.

Note these are "case sensitive" -- you will need to enter them exactly as given.

Visitors to the Walks Finder web pages will be able to find details of your walks by clicking on a map or searching for a location. If you haven't yet seen what the Walks Finder looks like from the point of view of the user, go to www.ramblers.org.uk/walksfinder.

There are two ways to add walks:

- add them one at a time using a web page form directly, via the Group Walks Finder editing website (see *Factsheet: Using the Group Walks Finder – Uploading a single walk*)
- upload several walks at once using a specially formatted Excel spreadsheet (see *Factsheet: Using the Group Walks Finder - Uploading Multiple Walks*).

Putting your walks onto the Walks Finder is a two stage process:

- first you enter or upload your walk details, where you can *Preview* and, if necessary, *Edit* them. These remain *Unpublished* walks, not available to Walks Finder searches
- then, when you are happy with the walk descriptions, you *Publish* the walks to make them available to the public.

Walks can be given a Theme code, such as BL for Bluebell Walks or GWD10 for Get Walking Day 2010. The Ramblers can generate good publicity from Led Walks based on a theme The current Theme codes available are shown when you first log in to the editors' area.

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Once your walk details are published on the Groups Walks Finder, the listing of your Group details will include links to:

- [Find walks by xxx Group](#)
- [xxx Group Programme](#)
- [xxx Group printable Programme](#)

and your own Group website(s) can include similar (or even identical) links to up-to-date displays of your walks programme.

The Factsheet: *Using the Group Walks Finder - Creating Your Group Programme for Web and Printing* explains how you can tailor these displays to meet your own requirements.

When you logon

When you logon to the Group Walks Finder Editing System you will see a screen like the following, with the main Editing menu down the left hand side:

Your login

Main menu

Currently available Theme codes

Code	Name	Details
DG10	Devon Gathering	This is one of a number of walks taking place on 8 August 2010 to celebrate the 75th Anniversary of the Ramblers. All walks will be timed to converge at Hookney Tor at 12.30 for 13.00. Grid reference SX698813. Leave after the ceremony at around 14.00.
BL	Bluebell walks	Bluebell walk Read more...
EASD	Easter Weekend Walk	Any walk over the Easter weekend
SUEV	Summer Evening Walk	Evening walks in the summer months
SUMH	Summer Holiday Family Friendly Walk	Walks suitable for families to join during the holiday season. Please read the Ramblers Safeguarding Children and Vulnerable Adults Policy and ensure that participants complete a consent form where necessary Read more...
APP	Apple Day Walk	Walks to celebrate Apple Day (Oct 21st) that pass orchards or involve apples in some way
HALL	Halloween Walk	A walk on 31st Oct, or close to Oct 31st with a ghostly theme
AUT	Autumn Walk	A walk with an autumnal theme in November. Passing through leaves for example.
HALF	Half term walk	Family friendly walks during half term. Dates will vary geographically. Please read the Ramblers Safeguarding Children and Vulnerable Adults Policy and ensure that participants complete a consent form. Read more...
VAL	Valentine's Walk	Walks to find love!
R75	Ramblers 75 Baton Walk	This walk is one of a series of walks across Great Britain, from Cornwall to the Scottish Highlands, part of the celebrations of the Ramblers 75th anniversary in 2010.

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The menu choices are:

Upload Walks – upload a walk file, (See Factsheet: *Using the Group Walks Finder - Uploading Multiple Walks*)

Unpublished walks (n) – display your (n) Unpublished walks for individual Delete/Publish/Edit/Preview

Published walks (n) – display your (n) Published walks for individual Delete/UnPublish/Edit/Preview

Publish all Walks – change the status of all your Unpublished walks (except any with serious errors, see below) to Published

Unpublish all Walks - change the status of all your Published walks to Unpublished

Delete all unpublished walks – physically removes all your unpublished walks, after a warning message

Add a new walk – enter details of a single walk (See Factsheet: *Uploading a Single Walk*)

Edit group details - change your Area or Group information

The system automatically adds brief information about your Area or Group to the listing of each walk, which could include contacts and web links. The contact details are taken from our central database of Area and Group contacts and if they need to be changed you should contact membership@ramblers.org.uk

You can optionally add more detailed information about your Group by clicking on this link, for example if you run special programmes of walks (shorter walks, walks for families etc), or walk on particular days, or have specific meeting points, a policy on dogs etc. But remember the information you enter here is added to every walk listing, so please keep it concise.

Also from this link you can edit the default grid reference for your Group. This should be roughly at the centre of the area your walks cover and is also used, along with Group contacts and any more detailed information you have added, when web visitors search for a Group on the Walking Groups pages of the site

Hide Some Fields - gives you the chance to select elements you want to hide from the public display on the website.

Web Programme Format – see Factsheet: *Creating Your Group Programme for Web and Printing*
Print Programme Format – see Factsheet: *Creating Your Group Programme for Web and Printing*

Help

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FAQ – Frequently Asked Questions. Some Questions and Answers, and the opportunity to post your own general interest question.

Map of walks - a map showing the location of your currently published walks.

View statistics - some statistics of numbers of walks uploaded etc.

The display of walk descriptions

When you have added walks they will be displayed as below:

Group: Off Shore Area
title: Circular walk
Date: 01 January 1970
Rough gridref: [SV 000 000](#)
Start gridref:
Nearest town:
Start time: 9:30am
Grade: Moderate
Distance (miles): 12
Specials:
Longer description: Meet at the station. We will have a pub stop at Peterculter and there are bus o....
Contact name: Jill
Contact phone:
Contact email: 01234 567 890

Group: Off Shore Area
title: Morning stroll around Rochester
Date: Fri 09 September 2011
Rough gridref: [TQ 725 685](#)
Start gridref: TQ 725 685
Nearest town:
Start time: 9:30am
Grade: Easy
Distance (miles): 5
Specials:

- Car free walk

Longer description: Meet at Rochester station for a walk around Rochester and the Medway
Contact name: Jack
Contact phone: 0123 456789
Contact email:

[Delete](#) | [Publish](#) | [Edit](#) | [Preview](#)

[Delete](#) | [Publish](#) | [Edit](#) | [Preview](#)

The walk on the left has serious errors, which show up in red. The Date was entered as 30 Feb 2010 (01 January 2010 is shown for any invalid date), and no location details were entered (SV 000 000 is shown for any invalid or missing location). The *Publish* option is not available for this walk. This walk description will have to be *Edit* ed before it can be *Publish* ed (the Contact email is also wrong, but Groups Walks Finder has not recognized this). Furthermore the title does not indicate where the walk will take place

The walk on the right is fine, and is ready for *Previewing* and *Publishing*.

The walk options are:

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- **Delete** - remove the walk (after a warning message)
- **Publish** - publish the walk for public viewing (not available if the walk has an error)
- **Edit** - change the walk details. You may spot an accidental mistake or, like the example on the right, need to add a required element. You can check the location of the walk, and correct it if necessary, by clicking on the Rough gridref: link and using an interactive map display.
- **Preview** - show the walk as it will appear to users.

Remember that until published, your walks details are only stored internally on the system -- to display them on the public section of the website, click on the *Publish* link at the bottom of the individual walk listings or select *Publish all Walks* from the main menu.

Your walk will now be available to website visitors. You may wish to check www.ramblers.co.uk/walksfinder (search by the date and location you gave).

Editing and deleting published walks

You can also edit and delete walks after they have been published, for example if you find you have made a mistake or there is a late change in the details. Simply select the link to **Published walks** from the left hand menu column and edit or delete the walk details as described above.

Don't worry about deleting walks that are no longer current -- the system automatically removes out of date walks.

A note about Groups and Areas

For simplicity, the Factsheets usually refer to a *Group* putting its walks on the Group Walks Finder, but an *Area* can also put up walks in exactly the same way. They are listed as the Walks Programme of the Area.

It is also possible to sign in with an Area's ID and upload walks on behalf of some or all of the Groups in that Area. These walks will be listed as the Walks Programmes of the individual Groups. (See the *Factsheet: Using the Group Walks Finder - Uploading Multiple Walks*)

Computer requirements

The system works with PCs and Apple Macs and most Internet Browsers and, if you are uploading a Walks Programme file, with most spreadsheet software.

The spreadsheet templates supplied for uploading walks are in Microsoft Excel format. If you have a problem using Microsoft Excel you may find you have functionally equivalent software, or be able to buy it at a substantial educational discount -- please contact us for more details.

If you use a different system, such as a database, to manage your walks programme it should be simple to export walks from this into the Walks Finder, provided your walks are held in some sort of

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tabular form. If you would like to try using a prototype MS Access database to manage/bulk upload your walks please contact volunteer@ramblers.org.uk. Ultimately, all you need to do is export your walks as a CSV file, with the first row as column headers. Again, please contact us for more information.

What to do if you have problems

- Try the Frequently Asked Questions (FAQ). Use the *ask a question* link to add questions of general interest to this and we will endeavour to supply the answer.
- Contact us by email at volunteer@ramblers.org.uk giving as much information about your problem as possible. If you're having difficulty uploading a file, it would be helpful if you could send us a copy of that file.

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