

Using the Group Walks Finder - Uploading a single walk



ramblers
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Reference LED002

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

Once logged in to the Group Walks Finder Editing System , to add a single walk directly on the web page choose the menu option **Add a new walk**.

You will see a screen similar to the following:

Group

Brief, descriptive title *:

This is the walk title, so please ensure the title includes some information about the location of the walk e.g. Haworth Circular Walk rather than Circular Walk but don't make it too long.

Date *: (day/month/year): / /

Use the pull down menus

Rough location **:: You can enter a grid ref, town name or even a postcode here; it will be converted to a grid ref only. The rough location is used by the system and not displayed to website visitors.

Start gridref **:: This must start with the National Grid Letters.

Enter the OS grid reference of the start point of your walk. This pinpoints the walk and shows it on a detailed map. Enter a full GR, e.g TQ 123 456

Nearest town **::

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Start time: (Hour:Minute)
Unknown : Unknown

Use the pull down menus

Grade: no grade

Use the pull down menu

Distance (miles): 0 miles.

Enter the walk distance as a whole number of miles

Specials:

<input type="checkbox"/>	Family walk	<input type="checkbox"/>	Walking for Health
<input type="checkbox"/>	Dogs permitted	<input type="checkbox"/>	Car free walk
<input type="checkbox"/>	Buggy / wheelchair friendly		

Click in however many Special options apply

Longer description: You can put several paragraphs here, links will be made clickable and you can use **bold** or *<i>italic</i>* text

You can describe the walk here and, more importantly, give joining instructions and any special requirements

Contact name:

Contact phone:

A way for potential walkers to ask about the walk. You can include more than one name, phone etc.

Contact email:

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Our Category:

Themed Walk:

Enter a valid Theme code if applicable

Notes

If you see extra text boxes then these are specific to your Group and you may need to ask someone in your Group about them. See the section on Custom Elements in the *Factsheet: Uploading Multiple Walks*.

Brief, Descriptive Title and *Date* are Required elements (marked by a star*).

Rough Location, Start gridref and *Nearest Town* (marked by two stars**) are a group where at least one element must be entered. You are recommended to enter the walk's Start gridref, which will allow users to see a detailed map with the precise start point of the walk indicated. If you do not know this, or do not want to show exactly where the walk starts, then you must enter one of the other fields. Users will then only be able to see a road atlas-style map of the general area with no specific start point indicated.

Note grid references must be in standard National Grid format, with a two letter code followed by six numbers indicating location to within the nearest 100m. The Rough Location field will accept a less accurate grid reference with the two letter code followed by four numbers, indicating location to the nearest 1km. For more information about grid references refer to www.ordnancesurvey.co.uk/oswebsite/gi/nationalgrid/nghelp1.html

When you have done this press the *Add this walk* button at the bottom of the screen.

You will see a display of your walk details as described in the Factsheet *Getting Started* and you can proceed to Delete/Publish/Edit/Preview your walk as described there.