

Using the Group Walks Finder - Uploading Multiple Walks

Reference LED003



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

Entering walks from a spreadsheet

Using a spreadsheet to enter the walk details means that you don't have to be online all the time and if you are entering a lot of walks it's probably quicker this way. Here's how to do it:

1. Select a template (Right click and "save as")
If you want to enter walks for just one group use the [simple template](#)

To enter walks for several groups at once use the [multi group template](#)

This template has the Groups listed in the second worksheet (named *groups*). To make things easier you should delete from this the Groups that you don't need listing. If your Group is too new to be in the list you can just add it using the same format as the others (or send us an email asking us to update it).

If your spreadsheet program cannot open these files try the csv file (it has no special formatting) simple template csv

2. Open your spreadsheet and familiarise yourself with its layout.
 - o Each walk goes in a separate row
 - o The green columns must be filled in, at least one of the yellow columns must be filled in and all the others are optional.
 - o The order of the columns is unimportant: you can move columns around in the spreadsheet if you want.
 - o Most of the elements are optional but please fill in as many as you possibly can to make your Groups Walks Finder entries as comprehensive as possible.
 - o You can add columns if you wish - for example if your walks all have a meeting place just type 'Meeting Place' in the top row of a blank column and use this column to hold the descriptions of the meeting places.
3. Before you start to work, save the template as a file with another name. It's best to use a name you can easily recognise, for example "edinburghwalksautumn2010".
4. You might want to start off by just doing one walk. Enter the date, time, brief description and a location - and any other elements you want to.
5. Save the file again so you can carry on where you left off this time.

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6. You now need to save another copy of the file, but in a format known as CSV (comma-separated values) which is suitable for uploading to the system. Click on Save As, and under "Save as type" choose "CSV (comma delimited) (*.csv)". Then click on OK. You will probably get a warning message, in which case just answer OK or Yes.
7. That's the spreadsheet bit finished - now go to www.ramblers.co.uk/walksfinder/editors on the internet and upload the file:
 - o Click 'Upload walks'
 - o Click 'Browse' and locate the csv file you created with Excel.
 - o Click 'Upload'.
 - o You should see a message like '1 walks have been uploaded from the file yourfile.csv.' but may see further messages if there were problems

The walks are now in the system just the same as if you had added them using the Add a new walk link as before, so check them for any problems (highlighted in red). It's a good idea to preview at least some of them before publishing them as above.

Avoid uploading the same walks more than once – this produces duplicate copies of your walks. If you have made a generic mistake delete the walks, correct the error and then upload again.

Elements of the Walk Description

As you hover your mouse over the column headings you will see Help text, as reproduced here:

Date	The date of the walk should be in the format 'dd/mm/yy' (eg. 27/09/03).
Brief description (include location)	Brief descriptive name including locational information e.g. Sidmouth coastal walk
Rough location	You can enter a rough grid reference (eg. SK4286) or a town name. If you are entering grid refs or town names in another column, you should not enter anything here.
Start gridref	A precise landranger grid reference for the start of the walk (eg. SK 805 539).
Nearest Town	The walk's nearest town. If you enter a town name here, the system will try to automatically calculate an approximate gridref when you upload your walks.
Start time	The start time of the walk should be in the format 'hh:mm', using the 24-hour clock (eg. 14:30).
Grade	Enter one of the codes EA, E, L, M, S or T as appropriate (see below).
Longer description	A longer description of the walk. Please include other useful information such as the terrain encountered, information about available public transport, refreshment arrangements, the exact starting location of the walk & a rough indication of when the walk will end.
Distance (miles)	The estimated length of the walk in miles.

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Themed Walks	If this is a Ramblers Themed Walk please add the code. Codes can be found at www.ramblers.co.uk/walksfinder/editors/
Family walk?	Is the walk suitable for people with children? If so, it might be useful to provide more details in the 'Longer description' box too.
Dogs welcome?	Is it OK to bring dogs on this walk? If there are conditions or caveats, please use the 'Longer description' box to state them.
Car free?	Good public transport links are available to get to the start of this walk and walkers are encouraged to arrive car-free
Accessible walk?	Navigable for people using wheelchairs / pushing buggies
Contact name	The name of the person to get in touch with about the walk.
Contact phone	The phone number of the person to contact about the walk.
Contact email	The email address of the person to contact about the walk.

Further notes on entering walk details.

Complicated walks

Some walks have multiple options such as different start points or versions. For these either enter a separate walk entry for each variation or choose a main walk to enter with a single start point, distance etc. and explain the variations in the longer description.

Date

This is required for all walks. If Excel keeps trying to change dates around so the month comes before the day it probably means your computer's date settings are set US-style. Go into Start | Settings | Control panel | Regional settings | Date and check that 'Short date style' is set to 'dd/MM/yy'.

Brief description

This is required for all walks. The text entered here will be displayed as the **title** of the walk when people search for walks. It is essential that it contains information about the location of the walk, and that this is meaningful to the general public, not just local group members. Remember that the Walks Finder displays the mileage, grade and start time of the walk in response to an initial search, so this need not be repeated in your title. The best titles are a few words describing the walk e.g. 'Cromer coastal walk'.

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Rough location / Start gridref / Nearest Town

Because the system is national each walk must be assigned a location in terms the computer can understand - this includes most town names, postcodes and grid references - you must enter at least one of these.

If you know the grid reference of the walk's start point then you should enter that as *Start gridref*, which will enable Groups Walks Finder to produce a detailed map for potential walkers. If you do not know the start gridref, or do not want to reveal the precise starting point of a walk, use *Rough Location* or *Nearest Town* as explained above.

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

Grade

This must be one of the codes EA, E, L, M, S or T, as appropriate. For a guide on grading walks see http://www.ramblers.org.uk/areas_groups/grading.

Themed walks

Please enter the themed code here for themed walks (previously referred to as festivals).

The current Theme codes available are shown on the page you see when you first log in to the editors' area. Make sure you use the exact code you want, as invalid Theme codes are not rejected, just ignored.

You can enter a Theme code at the *Upload Walks* point and this Theme code will be applied to **all** the walks in that file, taking priority over any entered on the sheet for individual walks. A walk can only have one theme.

Family Walk? Dogs welcome? Car-Free? Accessible walk?

For these elements enter 'yes' from the pull-down menu if appropriate. Entering 'yes' will mean that the walk is found by users who check the corresponding box in the 'only find' section of a Groups Walks Finder search.

Longer description

This space can contain any details you want and can contain several paragraphs. Use it to give more details about the walk: meeting arrangements, lunch stops etc. Web links will be made

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clickable. Please don't include any html code in this field except for `bold` or `<i>italic</i>` when you want to emphasise text.

If you want to start a new paragraph in this section press alt+return.

Contact name/contact phone/contact email

You don't need to fill in all of these, but you should give the potential walker at least one option for finding out more about the walk. There is no reason why you shouldn't give a phone number or email without a name, or use only first names or initials.

Custom walk elements

As mentioned above, if you want to add walks programme elements which do not appear in the list of standard elements you can customise your spreadsheet by adding extra columns for these.

For example, if you want 'Lunch arrangements' listed for each walk in your programme insert a new column in the template spreadsheet you use, enter 'Lunch arrangements' in the top row as a heading and simply fill in the Lunch arrangements details in that column. Your walks will now display 'Lunch arrangements' in the list of walk details.

Having uploaded a file with custom walk element(s), those elements become available in the *Add a new walk* form for your Group, and remain there until you upload a worksheet with those elements' column(s) not present.

After uploading your walks file

You will see a display of your walk details as described in *Factsheet – getting started* and you can proceed to Delete/Publish/Edit/Preview your walks as described there.

Multiple Groups

Sometimes one person takes responsibility for uploading the walks for more than one group, for example an Area coordinator may upload walks for some or all of the Groups in the Area. If you want to upload walks for more than one Group at a time you will need to use the multi group template.

This spreadsheet includes a column for the Group codes, with all Ramblers' Group codes (and names) in a drop down list. Enter the appropriate code against each walk.

If you want to upload walks for more than one Group but want to keep the walk programmes separate just use one spreadsheet for each group - and select the appropriate Group from the All my groups pull-down menu before uploading.

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