

Group Walks Finder: Uploading a single walk



About this factsheet

This factsheet gives more details about adding a single walk to the Group Walks Finder. We recommend all Group Walks Finder editors read it carefully. Even if you plan to use a spreadsheet to upload multiple walks, most of the advice on the single walk method also applies to the spreadsheet method and the factsheet also includes some other more detailed information about the system.

Before you read this, we recommend you get an overview of the Group Walks Finder and a quick tour of the main features by reading Factsheet GWF01, Getting Started. As with other factsheets, the word 'Group' here includes both Areas and Groups.

The Add a new walk screen

Log in to the Group Walks Finder editing system and click on Add a new walk in the left hand menu. You should be taken to a screen like the one overleaf.

If the screen you see has additional fields, this is probably because a previous Walks Finder editor added custom fields just for your Group. If you don't want to use them, they can safely be ignored. For more about custom fields, see Factsheet GWF03.

Note that fields marked * are required fields and must be filled in otherwise the system will reject the walk details. The other fields are optional – but the more information you give, the better, so long as you keep it brief, as it will help website visitors decide whether or not the walk suits them and make it more likely they will come along.

Some optional fields such as Grade, Distance and the "specials", are particularly important as visitors can search on them, and if the information is not provided it will not be found in searches. For example if you were running an Easy walk but failed to include this in your walk listings, when a visitor searched in your neighbourhood specifically for easy walks, your walk would not appear.

The following notes give more information about each field.

Group

This should already include the name of a Group. If you edit walks for several Groups, check that the name is correct and if not, select the correct Group in the drop down box in the top left hand corner before you add the walk details. For more about editing multiple Groups see Factsheet GWF03.

Brief, descriptive title

This required field provides the title that appears in the summary listings of walks so please ensure it contains some information about the location of the walk while keeping it short. For example "Haworth woodland walk" or "Easy circular walk round Kelvingrove" rather than "Woodland walk" or "Easy circular walk."

Date

Use the dropdown boxes to enter a date in this required field. This prevents you from entering a walk by mistake on a date that is already in the past.

Group Walks Finder Editing System

Add a new walk

[Editors News](#)

You are logged in as **ramhier**

Currently editing details for

Blackburn & Darwen

[Upload walks](#)

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Group: Blackburn & Darwen

Brief, descriptive title *:

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

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

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

Nearest town **:

Start time: (Hour:Minute)
 :

Grade:

Distance (miles): 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	

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

Contact name:

Contact phone:

Contact email:

Themed Walk:

* required fields

** at least one of these three must be filled in

Rough location, Start gridref, Nearest town

These three fields work together and you must fill in one of them for the walk details to be accepted. They allow users to search for walks using geographical and place name searches and clickable maps. There are various different ways to use them depending on the information you have to hand and the level of detail you want to share with the public.

Please don't fill in more than one: read the information below carefully.

We recommend that as a first choice you enter a full Ordnance Survey six figure grid reference for the starting point of the walk in the Start gridref box and ignore the other two boxes. The system will use this to generate a map marker which appears on the various map displays indicating the start point of the walk, and the brief details listed beside the map will include a message that the marker shows the walk start location. This is the best way of ensuring users have the most detailed information possible.

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, for example TQ173437. If you don't have them you can find grid references online.

- On the UK Grid Reference Finder at www.ukgr.dreamhosters.com, find your area on the map, right-click on the precise start point and the grid reference is displayed.
- On www.multimap.com, find your area on the map, zoom in and right click to move the red circle to the exact place. The grid reference is listed below the map.
- On www.streetmap.co.uk, find your area, select the Move arrow option, click on the exact point and then look for Click here to convert coordinates in small print underneath the map. The grid reference is listed as LR.

For more about grid references, see

<http://www.ordnancesurvey.co.uk/oswebsite/gi/nationalgrid/nationalgrid.pdf>.

If you don't have the grid reference, or don't want to show exactly where the walk starts, then you must enter one of the other fields. A map marker will still appear, but the text will explain the marker indicates only the general walk area. If you don't provide an exact starting point it's essential you provide contact details – see below.

The Rough Location field will accept a less accurate grid reference with two letters followed by four numbers, indicating location to the nearest 1km. It will also accept town/village names and postcodes which are converted automatically to grid references. The Nearest Town field will accept town/village names. These names are looked up on the system's gazetteer and converted to grid references. Where several towns have the same name, just enter the name and you will then be asked for a county.

You will see that if you provide a Start Gridref this is automatically copied to the Rough Location field. This is normal and can be safely ignored.

If your walk has more than one possible start location and you're unsure which one to include, see "Complicated walks" below.

Start time

Enter the start time using the drop down boxes. Please use 24-hour clock (1pm = 13:00). Take care with walks that start in the afternoon. If you mistakenly enter 2:30 for a walk that starts at 14:30, for example, the system will assume you mean 2:30am. Start time is not required but is a basic piece of information that's helpful to visitors. If you don't choose to enter it, please make sure you mention morning, lunchtime, afternoon or evening in the title or Longer description and ensure you include contact details for further information.

Grade

Enter a grade here using our national Group Walks Finder grading system. The advice given to the public on these walks is as follows:

- **Easy Access (EA)** Walks for everyone, including people with conventional wheelchairs and pushchairs, using easy access paths. Comfortable shoes or trainers can be worn. Assistance may be needed to push wheelchairs on some sections: please enquire.
- **Easy (E)** Walks for anyone who does not have a mobility difficulty or a specific health problem or is seriously unfit. Suitable for pushchairs if they can be lifted over occasional obstructions. Comfortable shoes or trainers can be worn.
- **Leisurely (L)** Walks for reasonably fit people with at least a little country walking experience. May include unsurfaced rural paths. Walking boots and warm, waterproof clothing are recommended.
- **Moderate (M)** Walks for people with country walking experience and a good level of fitness. May include some steep paths and open country, and may be at a brisk pace. Walking boots and warm, waterproof clothing are essential.
- **Strenuous (S)** Walks for experienced country walkers with an above average fitness level. May include hills and rough country, and may be at a brisk pace. Walking boots and warm, waterproof clothing are essential. People in doubt about their fitness are advised to contact the organiser or leader in advance.
- **Technical (T)** Walks for experienced and very fit walkers with additional technical skills. May require scrambling and use of ropes, ice axes and crampons. You must contact the organiser or leader in advance for further details.

Please ensure that Easy Access and Easy walks are no longer than 8km/5 miles and that the pace of these walks is easy as well as the length and terrain.

What if a Group already has its own different grading system? Grading is not a required field, but we strongly recommend you use our system to grade walks as it is then possible for users to search for your walks by grade. It's worth spending a little time drawing up a table that converts local grades to Walks Finder grades. If you also wish to include your local grade you can do this in a customised field: see Factsheet GWF03.

Specials

Tick any categories that apply, but make sure you **only** tick these boxes for appropriate walks. You can tick more than one box or none. For more see Factsheet GWF05.

- **Family walks** are welcoming to families with children, no more than 8km/5 miles at an easy pace and in easy terrain and include features of interest to children.
- **Buggy / wheelchair friendly walks** should be ticked only if you are sure this category applies. They need to be on level ground along paths with good surfaces, sufficient width and no difficult barriers, no longer than 8km/5 miles at an easy pace.
- **Car free walks** must start and end at public transport interchanges such as stations and bus stops or at other key points in urban areas that are accessible on foot to large numbers of people living locally.
- **Dogs permitted.** You may have a blanket policy on dogs in your Group information (see Factsheet GWF01) but please also indicate this for each individual walk here.

Longer description

This is an open text field in which you can include any other brief information about the walk which you think may be helpful and encouraging to walkers. For example:

- **Special arrangements.** Notes on transport details for car free walks, meeting points and stops for coach rambles and car shares, anything walkers should ensure they bring with them.
- **Information about pace** if not covered by the grade.

- **Catering arrangements.** Is a packed lunch need or is there a pub/café stop?
- **The environment** – what kind of places the walk passes through, any special features of interest along the way.
- **Any other relevant information** for example if the walk is in partnership with another organisation, part of a series exploring a particular trail or route, linked to a another event or campaign.

Don't feel obliged to write lots of background information, especially if it isn't easily to hand, but do include essential practical information if not shown elsewhere.

To include **bold** text, insert `` immediately before the text you want in bold and `` immediately afterwards. To include *italics*, use `<i>` and `</i>`. To include a paragraph break, hold down the Alt key while pressing return. Web links that begin 'http://' and/or 'www.' and don't include any spaces are detected automatically and displayed as clickable links.

For technical reasons, please avoid using square brackets '[' and ']' and don't attempt to include any other special formatting or HTML tags in this box.

If there are details common to all your walks, you might consider including them in your Group details. These are displayed automatically on all walks listings. For more information on editing these, see Factsheet GWF01.

Note also that all walks listings automatically include the following standard text:

Most walks listed here are intended primarily for Ramblers' members. Non-members are welcome to join us as guests on two or three walks, though if you walk with a group regularly you will be expected to join the Ramblers.

Please make sure that you are fit enough to undertake the walk you intend to join. If you're unsure of your fitness level, try a short and easy walk first: it's much better to find a walk a little too slow and easy than to make yourself miserable and exhausted.

Most Ramblers' walks are off-road in rural areas. Please have suitable footwear and clothing for the walk you intend to join, and bring some food and drink, even if the walk includes a pub or café break. Leaders may refuse to accept participants who in their opinion are inadequately equipped or unfit. When in doubt, contact the organisers or the walk leader in advance.

For your own and others' safety please read and abide by any advice and guidelines issued by the organisers, and the instructions of the walk leader. Though walking is inherently one of the safest outdoor activities, no activity is completely without risk and it is your responsibility to behave sensibly and to minimise the potential for accidents to occur.

Contact name, phone, email

These fields are not required and what you put in them, if anything, will depend on how your Group organises itself. Some Groups give individual walk leaders as the contacts for their own walks. Others have a central contact which can be included in the general information about your Group appended automatically to every listing (see Factsheet GWF01), in which case these fields can be left blank. If you don't provide exact details about the starting point and time of a walk, it's essential to provide at least some form of contact information. Giving a name is friendly but not essential. There's no need to provide a full name – a first name will do. Either an email or a phone number is sufficient.

Themed walk

You have the opportunity to add a code here that will include the walk in special promotions such as festivals or themed walks. See Factsheet GWF05 for more.

Saving and editing the walk

Once you have filled in all the necessary details, click on Add this walk. The walk will be stored initially as an unpublished walk, not available to the public. You can then go to the unpublished walks screen and edit, preview, delete and publish the walk as described in Factsheet GWF01. The editing screen for individual walks details is very similar to the screen described above, except with Submit changes in place of Add a walk.

“Complicated walks”

Some walks have a separate meeting point from which walkers travel together to the start point of the walk, for example a coach ramble where a group boards the coach at a meeting point in a city or town and then travels perhaps quite a long distance to the actual start point. Similar arrangements might apply to walks accessed by public transport or car sharing. We recommend that in this case you list the time and place where you actually start walking, and include a fuller explanation, including details of the initial meeting point and time, coach stop(s) and so on under Longer description.

Some Groups offer two or more different walks, often of different lengths or grades, starting from the same point at the same time. We recommend that these are all listed as separate walks starting at the same place and time, with a note in each Longer description saying other walks are available.

Some Groups offer “figure of eight” walks and similar arrangements allowing walkers to opt into shorter sections of a longer walk if they wish. We recommend that if possible these are split into their shorter sections which are then listed separately, with a note in each Longer description saying this is part of a longer walk. This will ensure these walks are easy to find for people searching for shorter walks.

What next?

The method described above is ideal if you only list the occasional walk. But most Groups compile walk programmes for periods of many months and will most likely prefer to add these all in one go. There is a much quicker method for uploading lists of several walks using a spreadsheet, and further details of this are given in Factsheet GWF03, which also includes further information about editing walks for multiple Groups.

To find out how to customise the way your Group’s programme is displayed for web use and printing and to find out how to include walks details on another website, read Factsheet GWF04. Factsheet GWF05 covers theme and festival codes and other features that can help you promote your walks. It’s of interest not only to Walks Finder editors but also other led walks volunteers interested in promoting their walks more effectively.

If you run into problems, first reread this and the other relevant factsheets carefully and check that you have understood and followed the instructions. If you still have problems please contact volunteer@ramblers.org.uk giving as much information about your problem as possible.