

# Group Walks Finder: Uploading multiple walks



## About this factsheet

This factsheet gives more details about adding several walks at once to the Group Walks Finder using a spreadsheet. Most Group Walks Finder editors will find this quicker than uploading walks one by one using the method outlined in Factsheet GWF02, and better suited to the typical Ramblers led walk planning cycle where details for several months in advance are confirmed at the same time. It also enables you to work on walks details offline then go online to upload them.

Even if you aren't especially familiar with using spreadsheets, you should have few problems mastering the method as we have tried to make things as easy as possible through creating special templates.

Before you read this, you should ensure you have read Factsheet GWF01, Getting started, which gives an overview of the main features of the Group Walks Finder system, and Factsheet GWF02, Uploading a single walk. Even if you plan only to upload multiple walks, most of the advice on the single walk method also applies to the spreadsheet method and the factsheet includes some other more detailed information about the system. As with other factsheets, the word 'Group' here includes both Areas and Groups.

## Technical requirements

The system will work with most common spreadsheet software, so long as it can export data as a CSV file with the first row as column headers, a very common and interchangeable format. However the spreadsheet templates supplied for uploading walks are in Microsoft Excel format. Some other common spreadsheets can read this. If you have a problem using 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 can be exported as a CSV file. For more information contact [volunteer@ramblers.org.uk](mailto:volunteer@ramblers.org.uk).

## Downloading and saving the templates

The first stage is to download the relevant template. All the templates can be found at [www.ramblers.org.uk/volunteer/groupwalksfinder](http://www.ramblers.org.uk/volunteer/groupwalksfinder). To download one, right click on the appropriate link and select Save file as. To enter walks for only one Group, download the **simple** template: template-simple.xls. There is also a template allowing you to enter walks for more than one Group: see Editing multiple groups below. Now try to open the template you have saved. If your spreadsheet cannot open it, try downloading the **simple CSV** template: template-simple.csv.

With the template open and before you start work, save it with another name. Use one you can easily recognise, for example "edinburghwalks-autumn-2010". Keep the original template so you can go back to it each time you upload a set of walks without having to delete all the previous details.

## Working with the template

Open the spreadsheet and familiarise yourself with the layout. Note that:

- Each walk goes in a separate row
- The green columns must be filled in.
- At least one of the yellow columns must be filled in.
- All the other columns are optional but please try to provide as much information as possible.

On the simple template there is no column for Group as the system will assume all walks are being run by the same Group and will select this Group automatically when you upload. See below for more about uploading details for multiple groups.

The order of the columns is unimportant: you can move columns around in the spreadsheet if you want. However they have been arranged by default to follow mainly the same order as the editing screens for uploading single walks. You can add your own columns to create customised fields: see below.

For more on what to put in the columns, reread the notes on the fields in Factsheet GWF02. Additional notes appear as you hover your mouse over the top of each column.

The spreadsheet works similarly to the editing screen but note in particular:

- **Date** should be in the format 'dd/mm/yy', for example 27/09/11. Don't include day names like 'Monday' – these are added automatically.
- **Brief description** is the same as Brief descriptive title in the editing screen. It 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.
- **Rough location, Start gridref and Nearest Town.** As on the editing screen, you must provide **either** a Start gridref **or** a Rough location **or** a nearest town, but no more than one of these, and preferably a Start gridref.
- **Start time** should be in the format 'hh:mm' using 24-hour clock, for example 13:30.
- **Grade** should follow the system set out in Factsheet GWF02, but using the abbreviations **EA** (Easy Access), **E** (Easy), **L** (Leisurely), **M** (Moderate), **S** (Strenuous) and **T** (Technical).
- **Distance** should be in miles rounded up to the nearest half mile, using decimal points to show fractions of a mile, for example 4.5. The system rounds other fractions. Don't attempt to use fractions in other formats, for example 4½.
- **Themed walks.** You have the opportunity to add a code here that will include the walk in special promotions such as festivals or themed walks. Alternatively, if all the walks in a particular spreadsheet share the same theme, you can leave this column blank and then enter a theme code when uploading the CSV file (see below). See Factsheet GWF05 for more on themed walks.
- **Family walk? Dogs welcome? Car-Free? Accessible Walk?** If you'd like your walk to be identified in any of these special categories, select "yes" from the pull-down box, otherwise leave blank.
- **Contact phone.** Some spreadsheets interpret phone numbers as a mathematical number and delete the leading zero automatically. If this happens, enclose the entry in single quotes, for example '029 2012 3456'.

Start off by adding just one or two walks, following the advice in Factsheet GWF02. You must add at least a date, title and location (see above) and a Group if using the multi group spreadsheet. Save your work.

## **Saving as a CSV and uploading**

You now need to convert your work into a file format suitable for uploading to the system. This format is known as a CSV (comma separated value) file, a common and very simple standard format for exchanging data between computers.

1. With the spreadsheet containing your walks details open in your spreadsheet software, select Save As from the file menu and under Save as type choose CSV (in the Office 2007 version of Excel you will need to select Other formats after clicking Save As). Save the CSV file with the same name as the spreadsheet file. You will probably get a warning dialogue box: click OK. If you are using the multi group template, make sure you are in the Walks rather than the Groups sheet when you click Save As.
2. Go to [www.ramblers.co.uk/walksfinder/editors](http://www.ramblers.co.uk/walksfinder/editors) in your web browser and log in if you haven't done so already.
3. From the main editors' screen, click Upload walks in the left hand menu.
4. If you want all the walks in the spreadsheet to be tagged with the same theme or festival code, enter it in the Themed walk code box. Otherwise leave this box blank.
5. Click on browse and find the csv file you have just created.
6. Click on Upload.

After a few seconds, you should see a message such as "2 walks have been uploaded from the file yourfile.csv".

If you get error messages, check carefully through the spreadsheet again and ensure all the information is entered in the proper format and that you have observed all the notes on the individual fields in Factsheet GWF02 and above. If you have to make corrections, save your spreadsheet again then go through the steps above, saving it as a CSV file and uploading again. If you still get error messages, please contact us at [volunteer@ramblers.org.uk](mailto:volunteer@ramblers.org.uk), attaching a copy of the troublesome file.

## **Editing uploaded walks**

The walks are now in the system as unpublished walks, just as if you had added them using the single walk method described in Factsheet GWF02. Go to the unpublished walks screen to edit, preview, delete and publish the walks as described in Factsheet GWF01. We recommend you do this, in particular checking start locations and editing as necessary. You should preview at least some of the walks before publishing them.

If you have made a mistake that's duplicated across several walks, the best solution is to delete all the walks from the Walks Finder system, correct the spreadsheet, save as a CSV and upload again. Take care to delete all the affected walks from the Walks Finder first: the system does not automatically overwrite walks when corrected details are uploaded and you could end up with confusing duplicate listings of walks.

## **Adding customised fields**

In general we recommend that editors use the standard fields included on the editing screen and templates, and include any additional information not covered by these fields in the longer description. However the Walks Finder does allow each Group to add their own custom fields to suit the existing layout of a walks programme. For example, you may want to show separately the pace of the walk, or to include your own grading system. Note that although fields can be added, the standard fields cannot be altered or deleted.

Think carefully before you add fields. Is there any real need to split off information that could otherwise be included in the longer description? One good reason for adding fields is to have key information shown as a separate line on the walk details display. Another might be that your Group uses an already established programme format with additional fields and columns not covered by our standard fields.

1. Decide which fields you want to add and think of simple, obvious names for them, for example Pace or Local grade. Make sure your names don't duplicate the names of the standard fields – this is confusing and will cause technical problems.
2. Open an empty copy of the template, with no walks details in it. Save this under a different name, for example template-simple-myfields.
3. Use your spreadsheet software to add extra columns to the template, one for every field you want to add.
4. Add one of your new field names in the header row of each column.
5. When you've added all your fields, save your work.
6. Now, before adding any walks details, save another working copy of the template while keeping your original version with the additional fields empty for future use.
7. Add walks details, save, save a CSV file and upload it as described above.

Your extra fields will now be included in the editing screens and walk listings, and will also be available if you add subsequent walks using the single walk method described in Factsheet GWF02. To delete or amend custom fields, you will need to save and upload a CSV file which does not include the extra columns.

Although custom fields appear in walk listings as separate fields, users can't search for walks using them, as they can for many of the standard fields.

## **Editing 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, or a volunteer from one Group may offer to upload walks for other nearby Groups who can't find their own editor. To set this up, you will need to contact [volunteer@ramblers.org.uk](mailto:volunteer@ramblers.org.uk). There are several ways of working with multiple Groups – it's up to you to choose one that best suits your own way of working.

### **Adding walks one by one for multiple Groups**

Once you are set up to edit multiple Groups, all your Groups should appear in the drop down menu in the top left hand corner of the editing screen, under "Currently editing details for". Before you add a walk, select the correct Group from this menu. Once this is done, you can proceed to add and edit a single walk as described in Factsheet GWF02. Note you can't edit details for more than one Group at once using this method.

### **Adding multiple walks Group by Group**

It may suit you best to keep details for different Groups in different spreadsheets. In this case, you will need to make several copies of the simple spreadsheet as described above, one for each Group. Before uploading a CSV file, select the appropriate Group from the drop down menu on the editing screen, then proceed as described above.

### **Adding multiple walks for multiple Groups**

To do this you will need to use the special multi group template, template-multi.xls, which can be downloaded from [www.ramblers.org.uk/volunteer/groupwalksfinder](http://www.ramblers.org.uk/volunteer/groupwalksfinder).

Once you have downloaded the template you should customise it to suit your Groups. Open the template and you will see it has an extra column for Group, and a second worksheet, named Groups (you'll most likely find this in a tab at the bottom of the screen). This should list all Ramblers Areas and Groups. Now delete all rows containing Groups that you **don't** edit walks for, leaving those that you do. If one or more of your Groups is not listed or the name is wrong, this may be because the spreadsheet has not been updated recently enough. In this case please contact us to update the template before proceeding.

Once you have your list of Groups, save the template under a new name including something that identifies your Groups, for example "template-multi-powys". Now save this template once again with another name you can easily recognise, for example "powyswalks-autumn-2010." Keep the template with the edited groups so you can go back to it each time you upload a set of walks without having to delete all the previous details or edit the groups all over again.

Now proceed as above, except that for each walk you will also need to enter a Group in the appropriate column using a drop down menu. If you have customised the template correctly as described above, this should list just your own Groups. The Group field is a required field when using this method.

When you've finished entering details, save as a CSV and upload as described above: in this case, it doesn't matter which Group you have selected in the drop down menu of the editors' screen. You can also add a theme code covering all walks by all Groups in a single spreadsheet by entering it on the upload screen before uploading.

### **Editing uploaded details for multiple Groups**

Once they're uploaded, details for multiple Groups don't appear on a single screen. To edit and publish them you will need to select each Group in turn in the drop down box on the editors' screen. Otherwise proceed as described above and in Factsheet GWF01.

### **What next?**

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](mailto:volunteer@ramblers.org.uk) giving as much information about your problem as possible. If you're having difficulty uploading a file, please send us a copy of that file.