I just want to add a walk (Contributors)

Walk Coordinator = **Editor**

Walk Leader = **Contributor**

We are now adding walks directly to the Ramblers site as a **Contributor** through something called Walk and Events Manager. This will also allow you to edit and even delete (cancel) your walks. You can input walks on behalf of other Contributors, Save them as Draft and come back later. When satisfied you then Submit them to your Walk Coordinator (Editor) and he/she will Approve and Published them. If you want to change it subsequently you can and resubmit it again. There are many helpful guides on the link below but believe me **Getting started for contributors** is the one you want to start with.

http://www.ramblers.org.uk/volunteer-zone/support-and-development/volunteer-toolkits-alphabetically-sorted/group-walks-and-events-manager.aspx

Below is a simpler version which should be enough for our particular purposes.

So what are the steps?

There are couple of preliminary setup steps.

1. Get yourself a Login for the Ramblers site by Registering if you have not already done so by clicking on 'Register'. The information you supply goes into something called your Profile that you can amend at any time.
   I would urge you to do this sooner rather than later as it has caused problems where people supplied information to Ramblers a long time ago when they joined and have forgotten the details like password, Christian name or the email address they used at the time. In the next step Ramblers will check the details you supply to be a Contributor with those you provided when you Registered so they have to match. If you can login then you can go to 'My Account'>'Update Profile' and change the details you originally supplied to be more up to date.
   If you have problems you can try emailing Ramblers zendesk but a quicker way might be to ring their helpline on 020 7339 8595 as they seem to be able to sort things out very quickly.
2. Get yourself setup as an Contributor by emailing your Walk Coordinator by clicking on editors and including

   a. your name exactly, exactly as it appears in your Ramblers Profile. Check by logging in to 'My Account' and clicking on 'Update Profile'. Change the details to be current as Ramblers will check what you supply to be a Contributor with this Profile. I cannot emphasise this enough.
   b. the email address in your Profile
   c. your membership number

Your Walk Coordinator will set you up and email you back confirming you are now a Contributor.

That done that is the worst over with.

1. Login and click 'My Account' and click the big green button on the RHS 'Group Walks and Events Manager'
2. Now click 'Add a Walk' from the list on the RHS. Here under 'Essentials' tab you add
    The Date of the walk
    A snappy Title (make sure it contains the nearest town as it helps people who are searching for a walk.
    A Description just as you did before in our Long Description
3. Under 'Starting Point' add the Map Ref, usually TQ something or other, which you will be able to refine by clicking on 'View on larger map' and moving the pointer around. When you click 'Save position it will fill in the Post Code for you. Under 'Location details' add how to get to the start point. This is what you would have previously put in our 'Meeting Point' box. At the end of this I suggest you add the PC 1.80 or whatever (our Passenger Contribution) as there is no Ramblers equivalent place to put it. **Don't** put a £ sign, it might frighten the horses! Here is a link to a list of useful Start Points, Map refs and PC. Passenger contribution.

    Leave 'Show exact starting point' ticked
4. Add the 'Start Time'.
5. The 'Add a Meeting Point' part we do not use.
    Fill in the 'Key Details'.
    'Restriction' leave as Public
    'Difficulty'. Use Leisurely, Moderate or Strenuous. Note that L - Leisurely replaces what we used to call E for Easy. It is doubtful whether any of our walks would be EA, E or T.

    - **Easy Access** - 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 contact the group running the walk for details.
    - **Easy** - walks for anyone who does not have a mobility difficulty, 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** - 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** - 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** - 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 should contact the organiser or leader in advance.

- **Technical** - walks for experienced and very fit walkers with additional technical skills. May require scrambling and use of ropes, ice axes or crampons. You must contact the organiser or leader in advance for further details

'Local Walk Grade' leave blank

'Distance' in Miles to one dec. place if required

'Estimate finish time' is optional, it will work it out if you leave it blank.

6. Under 'Contact Details' start typing your name in the 'look up contact' box or just click on the little down arrow to see them all. This should bring up your details. If you want to change yours then click 'Edit Contact'. Your only opportunity to add or change Contact details is whilst you are inputting or editing one of your Walks. You cannot change the 'Display Name', conventionally **first name + first letter of surname,** but if you really want to change yours email me. I would encourage you to include a mobile number and an email address (which is hidden from the public) so people can contact you about your walk. Unless it is in your Contact it is difficult to include it in the Printed Programme
If your Contact isn't there than feel free to 'Add Contact' or get your Walk Coordinator (Editor) to do it, but please stick to the convention. 'Display Name' has to be unique (I'm Rambling Roy because there already was a Roy B). If you put in one like Pink Fluffy Rambler that you later regret, tough! Note that by choosing someone else's Contact you can input/edit a Walk for them.

7. Ignore 'Strands' and 'Festivals'.

8. Click 'Save and Next Step' to go to the 'Further Details' screen
Ignore all except 'Walk classification'. This is not essential but it does help folk who might like to know if the walk is accessible by public transport.

9. You can 'Preview' what it will look like and then click 'Save' to Draft or 'Save and Submit'. In the latter case the walk goes to 'Awaiting Approval' by your Walk Coordinator (Editor) who receives an email about it but you can still make changes. If you do it will go back to 'Draft' until you 'Save and Submit' it again. Once your Walk Coordinator (Editor) has Published your walk it can still be changed, it's just a little bit more complicated. Log in and find your walk in 'Group Walks and Events Manager', click on the box that says Action on the RHS and select Edit. Make the changes and Save and Submit as usual.

10. Simples!

Seriously this process is different, a bit more bureaucratic perhaps and will take a bit of getting used to but it will be better in the long run. On the bright side you don't need to decipher a security code!

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