

# Taking a Walk Register

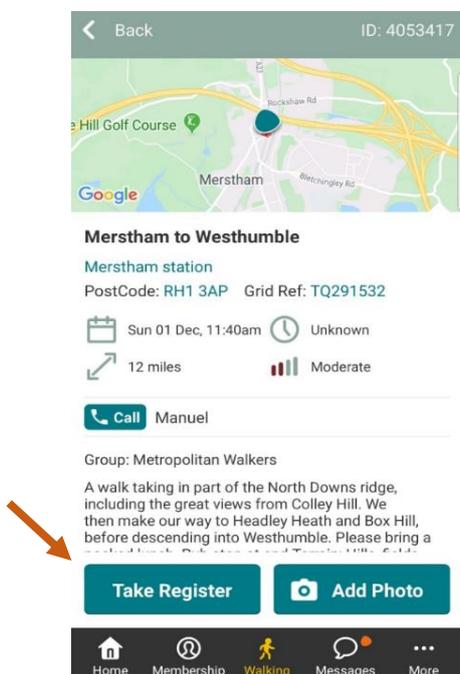
## How to Guide

### 1. Find your Walk

Log in to the Ramblers app, and search for your walk – this may be one of your group's next five walks (displayed on the homepage) or you can find it through the 'Walking' page.

### 2. Select 'Take register'

Once you've found your walk, select 'Take register' from the bottom of the walk listing screen.



### 3. Add attendees

The add register screen gives you three options on how to register walkers;

Scan membership cards: This option uses your phone camera to scan the QR code on membership cards. If there is no signal this the quickest way to register walkers

List view: When you select this, the app will recheck your membership details (just use the same username and password as you used to log in to the app) and then give you a list of members in your group. You can then select attending members and add them to the walk.



Taking a register doesn't just have to be done by the walk leader –any member of the group can take a register.

Multiple members can take the register, making the process quick and easy and freeing up the walk leader.

Manual entry: This is how you can register non-members on the walk as well as members from other groups who don't have their membership cards. Fill in the short form and select 'Done'. For non-members be sure to ask for content and tick the box.

Once you've added everyone, select 'Choose walk leader' and select the person who's leading the walk. Then select 'Submit register' to submit the register.



If you don't have any signal out on the walk, or forget to submit the register, it will stay in the app for up to 48 hours for you to submit later.

## Contact us

If you have any questions, please contact the Delivery team:

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