



Contents

Appendix 1 Chair Report	2
Appendix 2 Treasurers Report	5
Appendix 3 Footpath Secretaries Report	6
Appendix 4 Membership Report	7
Appendix 5 Social Secretary Report	8
Appendix 6 Lost Ways Report	11
Appendix 7 Social Media Report	12
Appendix 8 East Cheshire Web Page	13
Appendix 9 RA document entitled "Guidance/Sending Group emails	
Appendix 10 RA document entitled Walk Manager	

Please note Appendices 8, 9 & 10 are scanned documents

Appendix 1 Chair Report

prepared by Maggie Swindells April 2023

As always I'd like to thank all the members of the committee for your support, advice and help as I get to grips with the role. It's been very helpful to get your views on a range of issues over the past few months.

ECR WEBPAGE

Cheshire East Ramblers submitted webpages for each group and for the area quite a long time ago. Ramblers are now starting to look at what was sent and are giving us the opportunity to review the content. Clearly, there will be some changes, such as contact details and there may be changes in the actual content. We may decide to have a different picture?

This has also been sent to web masters and I've contacted Roger to let him know we'll let him have any changes following the committee meeting.

This has no bearing on the individual group web pages where walks etc. are currently listed. The web pages ramblers are referring to are the ones on the national Ramblers site. They claim that this is where most people who are new to ramblers go to find information about groups in their local area.

If there is not already a link to the group webpages you may decide to include one. I can't find one?

We have until 10 May to agree any changes and Steve Butterfield is happy to coordinate the responses.

What changes are needed? Proforma included in papers for the meeting. **Action MS to reissue.**

INSURANCE

Following a request from South Cheshire regarding insurance cover for events, I tracked down the Ramblers Policy. We are covered for social events as long as we meet the criteria set out in the policy. A copy of which has been sent with the papers for this meeting.

WALKS MANAGER

Ramblers CO has been working on the new Ramblers website and Walks Manager, the replacement for Group Walks and Event Manager (GWEM). The timetable for the move is as follows:

- **March and April | Get ready:** We'll be getting in touch with chairs, secretaries, and walk programme coordinators on Friday this week to share more detail about how we'll work with areas and groups to make the move over the next few months.

- April and May | Move to Walks Manager: We'll transfer existing walks from GWEM and volunteers will be able to upload new walks directly to Walks Manager.
- May and June | Go Live: Area and group webpages, and all walks on Walks Manager, will be made public on the new website.
- June onwards | ongoing support: Once we've completed the move to the new site, webpage editors will be able to edit their area and group webpages and we'll be here for ongoing support.

Teresa Marshall has agreed to be our named contact for the switch and Roger Fielding has agreed to act as 'back up'.

WRITTEN RISK ASSESSMENTS

Dave Barraclough contacted me with regard to the lack of progress regarding the removal of the requirement for written Risk Assessments

The comments on pages 43 and 44 of the General Council Pack for 2023 indicate that the put to the council last year to remove written risk assessments have not been implemented, which Dave feels is very disappointing, given the clear remit last year.

A Working Group has already completed a "thorough review of our risk management approach on group walks". But Dave is not aware whether this review document is available to members and Group Committees. The conference document then says that another review will be undertaken between March and September to establish a new approach.

It seems that Central Office has taken 18 months since the two Motions were passed and it has only progressed the issue through two Working Parties and has not implemented the two General Council Motions which were straightforward – to cease the mandatory requirement for written Risk Assessments."

Dave was following this issue up with Tom Platt and I sent the information Dave shared to the two CE representatives who will attend General Council in April.

As of now members are still required to complete a written risk assessment for the walks they lead.

MEMBERS

Sadly I wrote to members about the death of another long standing member of ECR. Harry Hadfield was a regular walker and walk leader. He served for many years on the Footpath Committee (formerly Sub-committee) and was joint secretary part of the time. He was dedicated to footpath work, including work on permissive paths and rights of way, and spent a colossal amount of time on it all. Harry was also a regular walk leader.

PROW OFFICER VACANCIES

Cheshire East has two vacancies for PROW officers. This is limiting the team's response to footpath problems.

I'm pleased to report that Roger Fielding has created a link on the ECR website to Cheshire East report form which ensures members now have a direct link for reporting issues.

50 TH ANNIVERSARY

Plans are well underway for the 50 th Anniversary Celebrations. The 50 th Anniversary group have met and the notes of the meeting are on the website.

DATA PROTECTION

Kevin Bush has taken over as secretary of South Cheshire Ramblers. He recently contacted Steve Butterfield about efficient ways of communicating within the South Cheshire group whilst adhering to the GDPR protocols. Steve has suggested it might also be worth seeking the practices and methods of the other groups in the area to see what they do.

He's not wishing to re-do' all the discussions which took place at the time when GDPR was first introduced several years ago, but he wanted to know whether each group would mind helping Kevin with his deliberations on the best way forward for South Cheshire by sharing any tips or advice they have learned over the last few years (do's and don'ts). Kevin is also keen to look at ways that larger groups communicate to see whether Yahoo, which South Cheshire currently use as their method of sending out emails, is the most efficient.

Are we willing to share what we do? Who is best placed to contact Kevin? **Note - Done**

TRAINING

The Apps training workshop has taken quite a lot of work to organise and I'm very grateful for all the help I've received from Jane, Frank, Gillian and Mike. It sounded so simple when we embarked on it all

The Ramblers have published another online training programme called 'Preventing and Managing Incidents'. I'm part way through it and I have found it very useful. It is available in Assemble.

CONTACT NUMBERS

A number of walk leaders are now providing a contact number when they post a walk. This is very useful for new members, members joining the walks from other areas and in case of emergencies. It is however, completely voluntary.

Appendix 2 Treasurers Report

prepared by Colin Finlayson April 2023

Apologies : I am unavailable to attend the forthcoming meeting

Bank Balance :

At 13/04/23 our balance stood at £8325.12

Financial activity since our last meeting (January 2023) has been fairly quiet mainly involving admin of Recce Expenses and booking deposits for forthcoming events.

A QUIZ night was held in March and my thanks to the organisers for providing all the necessary financial support documents for what looked like a very successful event.

Receipts from RA :

Our 2nd quarterly payment of £300.00 have now been received from RA .

Any Other business (From 20th Jan meeting) :

Item 7.3 Survey of Walkers

CF proposes to hold this later in the year during the month of September in order that comparisons can be made with previous surveys that were also carried out in September.

CF will liaise with all the walk coordinators in due course.

Report Ends

Appendix 3 Footpath Secretaries Report

prepared by Neil Collie January 2023 to March 2023

Annual Survey of Paths. A full complement of inspectors (43) has been assembled by Tony Battilana for this years' survey. Individual letters have gone out to each Inspector (called Footpath Wardens in Ramblers CO language) with a deadline for completion of the survey of 29 September 2023. Thanks to Roger Fielding, the ECR web-site now contains a very useful direct link to the CEC 'Report a Problem' page.

Footpaths Committee. The Committee met on 14 February 2023 where progress on various initiatives were reviewed. There is a proposal for ECR to fund new signage on North Rode FP 2. The signs would mark two attractive permissive routes which avoid a very boggy section of the path. A meeting with the landowner was held on 11 April 2023 and a budget cost is being prepared by Brian Richardson to be submitted for approval.

CEC Public Rights of Way Unit. Members of the committee held a meeting with Enya Dunn, Maintenance Officer, in March. Regrettably she announced she was leaving her post. Two out of the three Maintenance Officer posts are currently vacant. However, PROW are recruiting to fill both posts which is good news.

A meeting of the CEC Consultative Group was held by Zoom. At our instigation, progress on new infrastructure schemes for walkers and cyclists in the A6MARR (A555) corridor were discussed.

Planning. Graham Walker and Neil Collie have been involved with a development site in Moggie Lane, Adlington which requires a footpath diversion. Our comments have been taken on-board and minor amendments to the layout have been made. It is noted that the planning application at Suttonfold Barn for accommodation and a visitor centre has been approved (in spite of our objection).

Lost Ways. The Committee has considered the;worth-considering paths which had been identified from earlier work by Colin Park. We have identified the proposals which would have the highest benefit to the overall footpath network (four paths remain to be assessed) and the results have been passed to Keith Anderson.

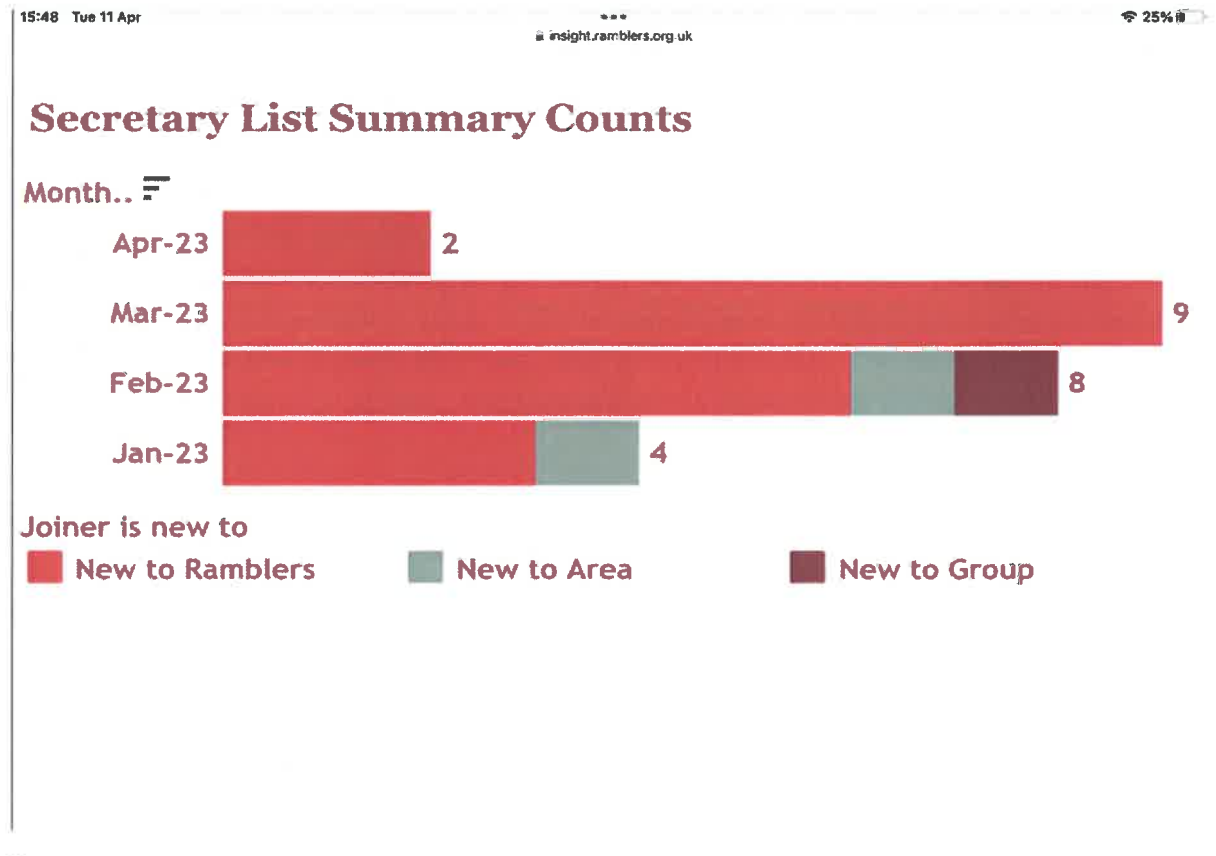
Neil Collie

Footpaths Secretary. 13.04.23

Appendix 4 Membership Report

prepared by Sue Munslow April 2023

Total membership is now 601. The trend continues, we have more people joining each month and the total number creeps up slowly.



Appendix 5 Social Secretary Report

prepared by Gina Thompson April 2023

Picking up from my last report of 22nd February. I have 2 events to review:

8th February Andy Davies Indian Meal at Sangam Restaurant Heald Green. This was attended by 14 people (mainly medium walkers) who all agreed that the food was delicious and a pleasant break from an otherwise dull winter Wednesday.

Friday 17th March 50th Anniversary Quiz Night hosted by Steve Hull. This was an extremely well supported event with 52 enthusiastic quizzers many of whom arrived early! Steve was an excellent Quizmaster with a good range of questions for all interests and abilities. With plenty of help from Sue, Maggie, Ann and Edwina we successfully fed and watered everyone. There were a couple of lessons to learn the first being more people arrived than expected as not everyone had confirmed via email to me, this then led to a slight panic as we set up with us scrabbling for tables and chairs to accommodate everyone many of whom we were having to keep at bay. However the evening was a great success and I'm sure we will repeat it next year.

Tuesday 18th April Navigation Aids Workshop I am not able to attend this event so I have to wait for feedback from others. Therefore it may be reported on at the next meeting.

Friday 10th March Stroller Walks season started 2 months earlier than previous years as it was felt there was enough demand for them to have a longer season.

Looking forward our next Big event will be the 50th Anniversary 50km Cumulative Gritstone Trail Walks which will take place over the May Bank Holiday weekend 27th-29th. All plans going well so far.

Finally one event that has been added to the Calendar since we last met is Live Music Night 22nd September hosted by John Galligan. The rest of the calendar remains the same as previously stated in February report. Thanks to everyone who has helped so far and who will be helping in the future this keeps ECR a vibrant club. Gina Thompson

M 07843 914886 gthompemail@gmail.com

	East Cheshire Ramblers
	Date of Meeting – 21 st April 2023

EAST CHESHIRE RAMBLERS SOCIAL CALENDAR 2023



Please see below our Social Events from the recent past and the planned events for the forthcoming 50th Anniversary Year. Very many thanks to everyone who has and is contributing to our events, without you this would not be possible. Please feel free to contact me if you would like to help or have an idea for an event.

Gina Thompson gthompemail@gmail.com M 07843 914886

1st January 2023	'Keith's Sherry Walk' 50th Anniversary Launch organised by Melanie Davy and Lorraine Tolley
Wednesday 8th February 2023	Indian Meal organised by Andy Davies
Friday 10th March 2023	Start of fortnightly Stroller Walks Organised by Maggie Swindells
Friday 17th March 2023	50th Anniversary Quiz Night organised by Steve Hull
Tuesday 18th April 2023	Sharing NavigaSon Aids Workshop organised by Jane Gay and Maggie Swindells
Thursday 11th May 2023	Start of evening walks organised by Ralph Atherton
Saturday 27th May 2023	50th Anniversary Cumulative 50 Km Medium Walk Part 1 Gritstone Trail Organised by Nick Wild/Steve Osbourne/Steve Hull
Sunday 28th May 2023	50th Anniversary Cumulative 50 Km Long Walk Part 2 Gritstone Trail Organised by Nick Wild/Steve Osbourne/Steve Hull
Monday 29th May 2023	50th Anniversary Cumulative 50 Km Short Walk Part 3 Gritstone Trail Organised by Nick Wild/Steve Osbourne/Steve Hull
Friday June 2nd to Sunday June 4th 2023	Weekend Away - Llwynmawr near Chirk North Wales organised by Melanie Davy
Saturday 24th June 2023	A Walk with Mrs James Teggs Nose County Ranger organised by Jane Gay

Tuesday 27th June 2023	Coach Trip to Cannock Chase Organised by Ann Thompson
Sunday 2nd July 2023	"A merry dance around Alderley Edge following the Legend of the Wizard and exploring the many mysterious lumps and bumps along the way" Led by Elaine Taylor
Saturday 15th July 2023	50th Anniversary Picnic Lyme Park proceeded by a walks: stroller, short, medium and long organised by Steve Hull
Thursday 24th August 2023	Basic map reading and walk leader Training Organised by Maggie Swindells/ Jane Gay. Led by Gillian Kaye
Saturday 9th to Sunday 17th September 2023 TBC	Bollington Walking FesSval
Friday 22nd September 2023	Live Music Night songs from the 60's and 70's to sing -along with Organised by John Galligan
Friday 29th September to Monday 2nd October	Elan Valley near Rhayader Organised by Ann Thompson
Saturday October 7th 2023	50th Anniversary Lunch organised by Gina Thompson and Maggie Swindells
Saturday November 11th 2023	Ceilidh Mottram Village Hall organised by Ann Thompson and Toni Battilana
Saturday 25th November 2023	East Cheshire Ramblers AGM
November 2023	Cheshire East Area AGM
Saturday 2nd or 9th December 2023	Christmas Carol Short Walk organised Jenny Bordoli
December 2023	Mid-Week Christmas Meal organised by Andy Davies
Saturday 9th December 2023	Weekend Christmas Meal organised by Maggie Swindells
December 2023	Long Walkers Christmas Meal organised by TBC

Appendix 6 Lost Ways Report

prepared by Keith Anderson April 2023

Unfortunately I cannot attend the meeting so tender my apology.

Author Keith Anderson

1. The Government has recently announced that the deadline for Lost Way reinstatements which we thought had been abolished has instead been moved from 2026 to 2031

Ramblers HO are making representation about this as it probably means a lot of paths will be lost.

2. We now have 3 researchers working in our area :-

Neil Collie

Ed Pellow - lives in Congleton – interested in 2 paths in the Wyunbury area

James de Santis – interested in a path or paths leading up to Teggs Nose

3. Ramblers HO are still working on improving Assemble by adding additional functionality.

Ramblers have recently issued a training document called “Lost paths applications – process and legal context” which looks very useful

4. I was unable to attend the April zoom meeting but the p-cloud was mentioned for storing data and we were told that they now have 10 volunteers visiting the National Archives – a resource available to volunteer researchers nationwide.

Appendix 7 Social Media Report

prepared by Jennie Mellor April 2023

Jenny apologies however will not be available to attend Fridays meeting.

FACEBOOK UPDATE APRIL 2023 – Jennie Mellor

Once again a huge thank you to all the Facebook contributors.

Although the figures below show a drop in post reach, engagement etc on the previous 28 days, there is a significant increase since the last report in October 2022, for example Engagement figures at that time were 469, compared to 952 in this reported period.

Sue Munslow kindly provided me with new membership information and checking this against the 11 enquiries received via Facebook in the period September 2022 to February 2023, we acquired 2 new members.

Going forward, should we consider contacting those enquiring about membership that don't join, to establish why they haven't become members?

ACTIVITY OVER THE LAST 28 DAYS TO 15/04/23



Professional dashboard

Followers: 682

Last 28 days

Post reach

822 -30%

from previous 28 days

Engagement

952 -22%

from previous 28 days

Net followers

10 +150%

from previous 28 days

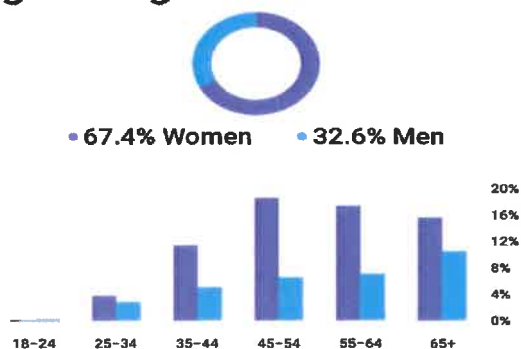
3-second video views

0 +0%

from previous 28 days

BREAKDOWN OF AUDIENCE BY GENDER AND AGE

Age and gender





Appendix 8 East Cheshire Web Page.

Name of Group

East Cheshire Ramblers

Section 3: Key information about your Group

Walking in and around East Cheshire

Welcome to the Ramblers East Cheshire Group. Our group covers an area which includes Bollington, Disley, Macclesfield, Poynton and Wilmslow. We are well situated to enjoy a wide range of walks in the Peak District, Wales and Shropshire.

Our group provides a wide range of walks to help you experience the joys of walking.

We also work with our local partners on rights of way and path improvement to ensure the outdoor is accessible to everyone.

Visit our [Facebook](#) page and [website](#) for information and details of upcoming walks and events.

East Cheshire Ramblers group, which was established in 1973, provides an extensive programme of walks led by local walkers. The walks aim to cater for all walkers. We offer walks for people who want a gentle stroll to those who want a rigorous long walk in tough terrain.

Our programme provides a great opportunity to get outside, make new friends and discover how walking boosts your health and well-being.

Our Footpath Team plays a vital role, working in partnership with Cheshire East. It ensures our footpaths are amongst the best maintained in the country.

We also offer an outstanding social programme which provides weekends away, coach trips, training, meals out and a chance to hear entertaining speakers.

We warmly welcome new members to try a walk with us, or to get involved in looking after our paths and green spaces.

Maggie Swindells

Telephone: 07729327940

Email: chair@ramblerseastcheshire.org.uk

Facebook page: <https://en-gb.facebook.com/ramblerseastcheshire/>

East Cheshire Ramblers Web page

Website: <https://ramblerseastcheshire.org.uk/>

Webpage editor: Roger fielding

Roger@ramblerseastcheshire.org.uk

What we do

1. **Our Walks Programme:** We offer a wide range of interesting and sociable walks of varying lengths in a variety of different areas and terrains.
2. **Path Maintenance:** We have an active path maintenance team who regularly monitor paths in our area and report problems to the local Council and carry out necessary repairs to stiles etc. We maintain close links with the Council's Public Rights of Way team to monitor potential path closures and alterations caused by planning applications and other developments
3. **Social Activities:** We organise a number of group holidays, social activities, speakers, special events and training. Please see the website to view recent and planned events.





Appendix 9 RA document entitled “Guidance/Sending Group emails



Guidance | Sending group emails

This guide is designed to provide support for volunteers sending emails to multiple people at a time. If you are looking for help with one to one emails, then please see [Guidance | Sending one to one emails](#) in the Publicity and Communications folder of the document hub on Assemble. This folder also contains guidance on **social media**, **web pages** and **local media**, as well as a **catalogue of publicity materials**. Like any communication method, it is best to consider how email works alongside other private and public channels.

Throughout this document you will find links to **Outlook**, **Gmail** and **Mailchimp** guidance. If you use an alternative provider and are looking for support, we recommend you use the same key terms to search for instructions online.

What is in this guide?

- [Examples of group emails](#)
- [Before you get started](#)
- [Ways to send group emails](#)
- [Using a regular provider](#)
- [Using Mailchimp](#)
- [Tips for looking after your contact list](#)
- [Using the Ramblers brand](#)
- [Handling unsubscribes](#)
- [Tips for writing for large groups](#)
- [Jargon buster](#)

Examples of group emails

Communicating via email is one of the many ways you can connect with members, prospective members and volunteers. Examples include:

Newsletters: This is a great way to share information about your wide spectrum of activities in your group or area.



Walks programme: It can be helpful to share upcoming walks and social activities regularly with your members.

AGM communication: Items to share may include invitations, reminders and reports. See the [Areas and Groups folder in the document hub on Assemble](#) for further guidance on planning your annual general meeting.

Great examples of group emails include prompts and opportunities to forward and share. [Coach Rambles from North East Lincs](#) demonstrates this very clearly at the start of their newsletter.



Remember – before you send emails to your members it is important to understand who has opted in to receiving these and how you can keep their data safe. See [Data Protection Policy and Guidance for Membership Secretaries](#) in the membership folder of the document hub on Assemble for more details.

Before you get started

What you'll need: A list of members to send your emails to. You can find contact lists on the **Membership Secretary Dashboard** on the Insight Hub. As well as membership secretaries, membership secretary support roles can gain access to this data. Watch the [Membership Dashboard: Step-by-step video series](#) on Assemble for instructions on how to find and use this data. This can be found in the Membership folder of the document hub.

Choosing your device: Your experience of email software will vary across devices. A device with a larger display, such as a large tablet or desktop, will make it much easier for you to design and proofread your emails.



Ways to send group emails

You have two main options to consider when sending your group emails. You can send emails via **your regular provider**, or you can attach your email address to **email marketing software such as Mailchimp**. Some volunteers find a combined approach meets their email needs.



I use a template for group messages on Mailchimp, and Gmail for individual email. Our contact list on Mailchimp is only for those who have opted in to email correspondence. When we send details of the AGM (which can go to all with a registered email) we use Gmail and make use of BCC

Ipswich & District Ramblers volunteer



What we mean by a regular email provider

This will be the email you use for one to one emails, likely a common provider such as Outlook or Gmail. We explain the benefits of setting up an email address with a popular email provider in [Guidance | Sending one to one emails](#) in the Publicity and Communications folder of the document hub on Assemble.

What is Mailchimp?

Mailchimp is a web-based application with many features to help with the planning, designing and delivery of group emails. For Ramblers volunteers, Mailchimp's most useful features include managing large contact lists safely and enabling you to create colourful, branded emails with tools designed for beginners.

[Compare different pricing plans with Mailchimp \(great free option\)](#)



There are lots of online tutorials available through their website which cover all aspects of the functionality and I have found their support team to be helpful. If using the free version support is by email only but response times have been good.

Brentwood Ramblers volunteer

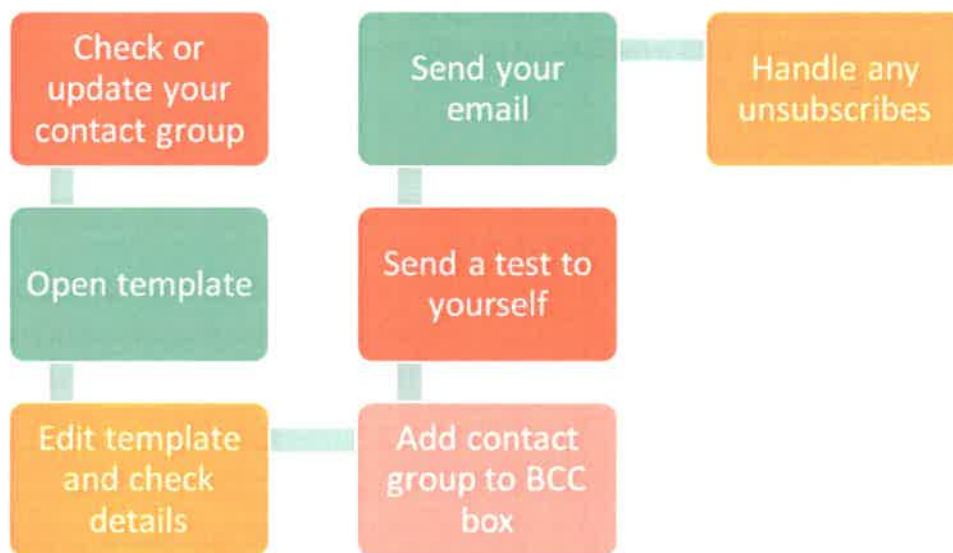


Using a regular provider

Reasons to use a regular email provider

- Your membership are already happy and engaged with group emails
- You are confident using the BCC function and are GDPR compliant
- You already have templates in place

Step by step summary: 7 steps you'll follow each time you send a group email.



1. Check or update your contact group

Retrieve your data from the Membership Secretary Dashboard. You may want to add these email addresses to a contact group to be used and updated each time you send an email.

[Learn how to create a contact group in Outlook](#)

[Learn how to create a contact group in Gmail](#)

2. Open template

You'll save time if you use past emails or templates to help you structure your content. These can be templates saved in Microsoft Word, or templates saved as an email file.

[Create an email message template in Outlook](#)

[Create an email message template in Gmail](#)

Spotlight: Ways to format your templates using a regular email provider

Link to online content: Many Ramblers groups and areas have fantastic websites where they share newsletters, walk programmes, social invites and more. One option for your group email is to keep it short and sweet and use hyperlinks to direct people to your website where they can find more information.

Here are some examples of newsletters that Ramblers groups and areas are sharing on their websites.

[Castle Bromwich Newsletter](#)

[Rushcliffe Ramblers Relay](#)

[Uttlesford Newsletter](#)

[North Wales Rambler](#)

[York Ramblers](#)

Did you know that you can create colourful buttons in Outlook and Gmail? In Outlook, this is as simple as creating a shape, right clicking and selecting add link.

[Create a button in Outlook](#)

[Enable buttons in Gmail](#)

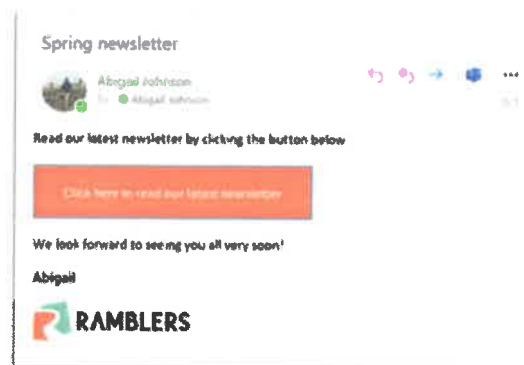
Attach documents: The benefits of attaching files is that they are downloadable and can be accessed later without internet connection. Be sure to clearly label these so your readers are clear what they are opening.

[Learn how to attach documents in Outlook](#)

[Learn how to attach documents Gmail](#)

Use the body of the email to share content:

By including key information in the main body of the email you can make it easier for readers to access the most important content.

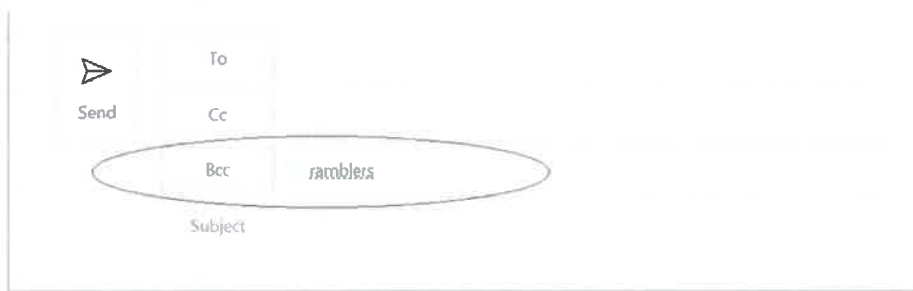


3. Edit template and check details

Remember to review details each time and check if hyperlinks are still working.

4. Add contacts to Bcc box

The Bcc boxes enable you to send group emails without sharing recipient contact details with one another. You can add contacts individually, or as a contact group. **Do not use the 'To' or 'Cc' boxes for group emails** as all email addresses (private personal data) will be viewable to every recipient.



If you're confident using BCC and have a contact list over 50, consider exploring mail merge or multi-send options.

[How to use multi-send in Gmail](#)

[How to use mail merge to send bulk email messages with Outlook](#)

5. Send a test to yourself

If possible, check this test email on multiple devices. Emails can look very different on mobiles.

6. Send your email

You can send it straight away or schedule the delivery.

[How to schedule an email in Outlook](#)

[How to schedule an email in Gmail](#)

7. Manage unsubscribes

See [Handling unsubscribes](#) later in this document.

Using Mailchimp

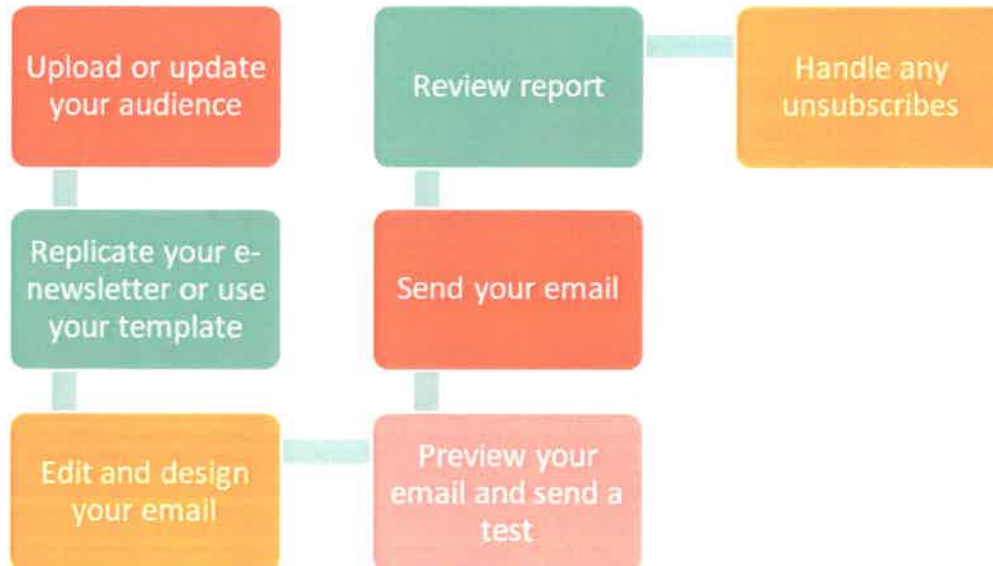
We recommend watching the **Third Sector Lab** recording [An introduction to Mailchimp](#) for a guide to the basics of using a free account.

See [Getting started with Mailchimp](#) for more details on how to get set up.

Reasons to try Mailchimp:

- You have a contact list of less than 500 (you qualify for the free account!)
- You are interested in learning who is opening your emails and what they're clicking
- You prefer emails to be branded and decorative - to include colour, photos, buttons etc
- You would like to compare success across different emails
- It would be helpful to preview how emails look on different devices
- You want to manage your contact lists securely in a GDPR compliant way - no need to remember to BCC

Step by step summary: 7 steps you'll follow each time you send a group email.



1. Upload or update your audience (your contact list)

Retrieve your data from the Membership Secretary Dashboard. You can import up to 500 contacts using a free account. Lots of different file types are compatible with Mailchimp. You can upload a file with all mailable contacts on and Mailchimp will extract and order the data accordingly.

[How to import your contacts into Mailchimp](#)



I did a test run with MailChimp a few weeks ago, very impressive and it seemed very simple to use and import data into it from Groups.

Chiltern Weekend Walkers volunteer



2. Replicate your campaign or use a template

The first time you use Mailchimp it is a good idea to make a template or two to return to again and again. In order to do this you will need to familiarise yourself with the email builder.

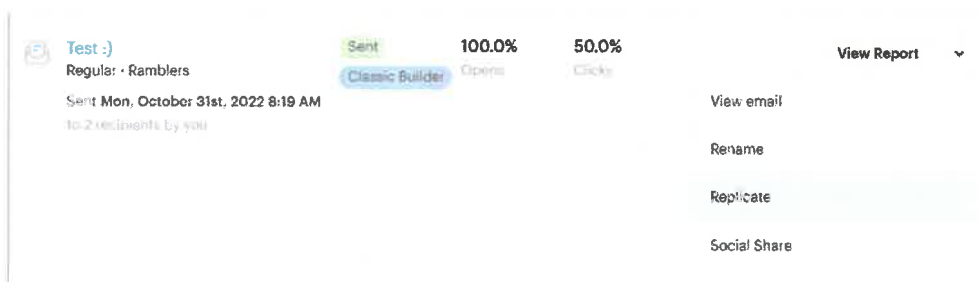
[How to design an email in the classic builder](#)

[How to design an email in the new builder](#)

We have a branded, adaptable template ready made to get you started:

[Save our Mailchimp template for your group emails](#)

Once you've started sending emails, you can choose to replicate a campaign by clicking the drop down next to view report and selecting replicate.



3. Edit your email

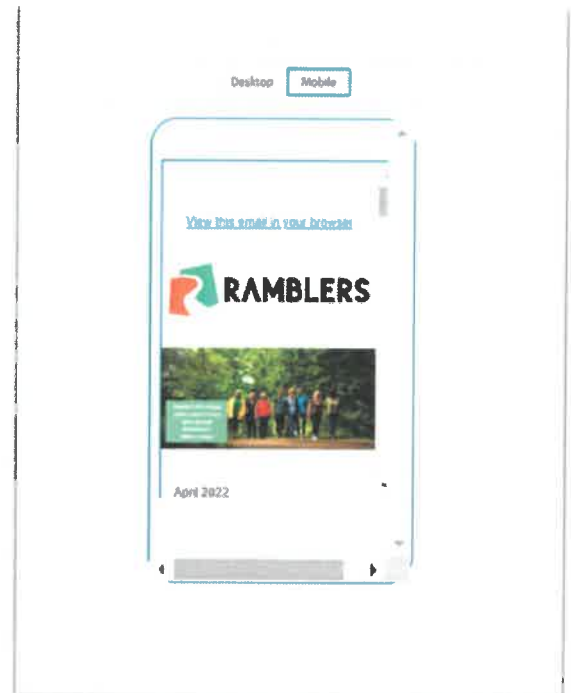
Whether you're starting from scratch, copying from a Word document, using a template or replicating a previous campaign, you're going to need to proofread and check those hyperlinks or file shares are working.

4. Preview your email and send a test

Preview mode allows you to view what your email will look like on a desktop or mobile. **You can also send a test to yourself and fellow volunteers.**

5. Send your email

Here you'll select your audience for the 'To' section, and you'll make sure your 'From' is friendly and familiar such as your <First name at group/area name>. Finally add a subject line that is clear, short and sweet.



You can also generate a custom URL, or share your campaign on your socials.

6. Review report

When you view your sent campaigns, you'll be able to access a report that shows basic data insights that helps to indicate the success of your campaign. The **open rate** is a percentage that tells you how many successfully delivered campaigns were opened by subscribers. The **click rate** is a percentage that tells you how many successfully delivered campaigns registered at least one click. A paid account will unlock more sophisticated data comparison.

7. Handle any unsubscribes

Mailchimp will automatically remove those who unsubscribe from your mailing list. However you'll need to contact us at ramblers@ramblers.org.uk with their name and email address to see this change reflected on your Membership Secretary Dashboard. See **Handling unsubscribes** later in this document for further guidance.

Tips for looking after your contact list

- Use the data from the Membership Secretary Dashboard on the Insight Hub **every time** you email your members.
- Speak to your members about email when you see them in person and explain how to change contact preferences online if they are interested. This could help your list to grow.
- Survey contacts to find out what they're interested in.
- Commit to a regular schedule so contacts know when they can expect to hear from you.



The most important way to look after your contact list is to keep member data safe and take your legal responsibilities seriously.

Using the Ramblers brand

Using the official branding helps to clearly distinguish your email as a Ramblers communication. If you use our [Mailchimp template](#), this is already branded for you.



RAMBLERS
Notts Walker

Protecting your rights of Way

October 2022

[view as web page](#)

[Edited by Steve Parkhouse](#)

Notts Walker is a great example of an e-newsletter headed up with Ramblers' branding adjusted to meet local needs, as are many of the newsletters that have been linked earlier in this document. Volunteer Steve uses the same large header with each newsletter he creates using Mailchimp.

Colourful branded emails are easiest to achieve using the email builder on Mailchimp. However, it is still possible to incorporate elements of branding to emails created using regular providers: you could colour headers, create buttons and include your logo in your email signature.

For colours, logos and general style advice see [Brand | Ramblers Guidelines](#) in the Brand, Templates and Logos folder in the document hub on Assemble. [Canva](#) is a fun platform with a free account option for those who are keen to experiment with design. You can find an introduction to Canva on the last page of [Social Media | Getting Started](#), found in the Publicity and Communications folder of the document hub on Assemble.

Handling unsubscribes

When you send marketing emails to members you legally must have a way for members to unsubscribe from these emails.

If you are sending emails via email marketing software like Mailchimp, the platform will automatically include an unsubscribe link.

We recommend:

- You ask members to log on to ramblers.org.uk/my-account to change their preferences rather than directing through the unsubscribe link in your emails. This will ensure that we are able to remove them from all marketing emails that we send too. You will see the change through the Membership Secretary Dashboard.
- Where you are sending non-marketing emails (AGM notices, walk programmes, important updates about a walk, renewals, welcome), we ask that you include some basic information on why they are receiving the email and how to get in contact if anything is wrong.
- If a member unsubscribes from your email, you send an email to us at ramblers@ramblers.org.uk with their name and email address so we can update their record. You will see the change through the Membership Secretary Dashboard.

See [Templates | Handling unsubscribes](#) in the Publicity and Communications folder of the document hub on Assemble for suggested wording for your unsubscribes.



Tips for writing for large groups

Ensure your content is clear and accessible. See [Guidance | Sending one to one emails](#) in the Publicity and Communications folder of the document hub on Assemble.

Reduce the size of your email. If you want your email to load quickly then you're going to need to keep it small and tidy. Think about reducing the size of images and videos and limiting the amount of attachments you include with each email.

Jargon buster

Assemble: The Ramblers' Volunteer Portal.

Contact group: A set of email addresses you can contact at the same time. On Mailchimp they use the word **audience** to describe your contact list.

GDPR: General data protection regulation provides a legal framework for keeping personal data safe by requiring businesses and organisations to adhere to strict processes to keep personal information safe. See [Data Protection Policy and Guidance for Membership Secretaries](#) in the Membership folder on Assemble.

URL: a web address

Hyperlinks: Live link to a website - all of the bold, orange underlined text in this document is hyperlinked.

[Learn how to create a hyperlink in Outlook](#)

[Learn how to create a hyperlink in Gmail](#)



	East Cheshire Ramblers
	Date of Meeting – 21 st April 2023

Appendix 10 RA document entitled Walk Manager



Walks Manager

Your guide to promoting your groups walks on
ramblers.org.uk and the Ramblers app

Last updated 17 April 2023

Welcome to Walks Manager

This guide will take you through everything you need to know about using Walks Manager to share your group walks on the Ramblers website. With more than 1 million visitors each year, the Ramblers website is a great place for people to discover your walks. Walks Manager is the tool you'll use to add them to it.

What would you like to do?



[Getting ready and Introduction](#)

A preparation checklist before using Walks Manager and then finding your way around



[Create a walk](#)

How to create a walk and add location details and walk grading



[Create an event](#)

How to create an event and link multiple walks to it (for example, a walking festival)



[Publish a walk or event](#)

How to publish a walk or event to the website (for walks programme coordinators)



[Adding a CSV file](#)

How to add multiple walks to the system at the same time via spreadsheet



[Cancel or delete a walk or event](#)

How to cancel or delete a walk or event



[Edit a walk or event](#)

How to change details of a walk or event



[Duplicating a walk](#)

How to make a copy of a walk you've created previously



[Managing multiple walks](#)

How to use the table view to perform actions on multiple walks at once



[Manage contact preferences for group walks](#)

Choose the contact details you're happy to share on the website

Getting ready

Walks Manager is a tool to help promote and share our walks on the Ramblers website and app, so that walkers can get inspired and find the walks that are right for them.

You can use Walks Manager to:

- Attract and inspire new people to join your group walks
- Share essential information, so that walkers can find a walk that's right for them
- Create a diverse walk programme, using the different functions such as calendar view

How to use Walks Manager

In Walks Manager there are two different levels of volunteer access:

- **Walk Leader access**

All Walk Leaders in your group will be able to add and edit their own walks/events, submit them for checking, and update their contact permissions

- **Walk Editor access**

Walk Programme Coordinators and Online Walk Editors will be able to manage and publish walks and events for their group/area. More than one person in your group can have these roles.

These permissions give flexibility, so that you can use Walks Manager to add walks in a way that works best for your group.

To use Walks Manager, you need to have a role as a walk leader, walk programme coordinator or online walks editor recorded on Assemble. If you need a role to be added, please speak to your group chair, secretary, or walks programme coordinator – they can add this for you.

Ready to get started?

Login to Walks Manager via My Account: <https://beta.ramblers.org.uk/my-account>

- Use your My Ramblers Account details to log in - the email address and password you use to access other Ramblers tools like Assemble, and the Ramblers app
- Scroll down the My Account page and navigate to the 'Your volunteering' section and select 'Walks Manager'

Your volunteering



Walks manager

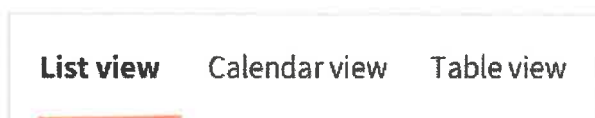
Manage Walks and Events for your Area/Group(s)

You will now be directed to the 'Welcome to Walks Manager' home screen and you can begin listing and managing your walks and events.

Introduction

In Walks Manager there are three different ways of viewing upcoming walks and events. These different views are designed to be useful in different ways, and you can find one that suits you best.

The different views can be selected at the top of the page:

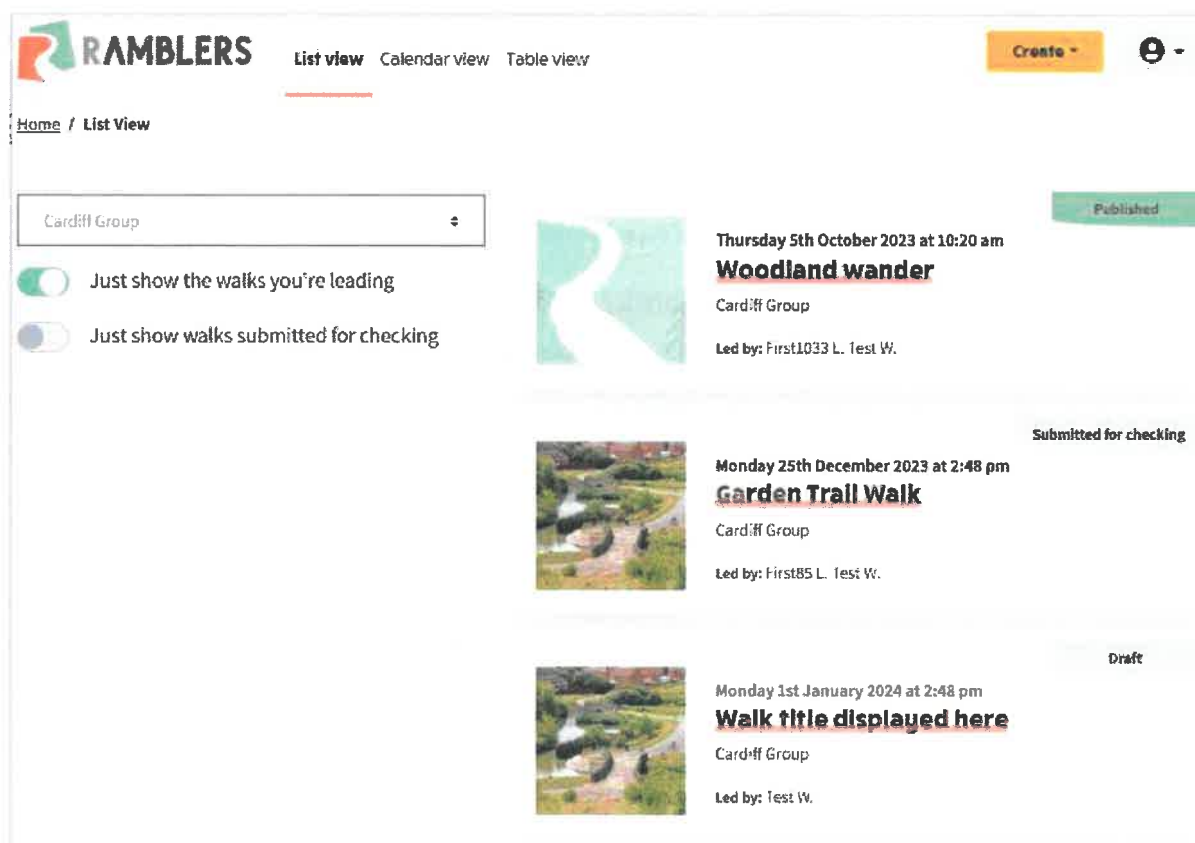


All the views let you see basic information about the walks:

- Date, title and walk leader(s)
- Whether the walk is draft, submitted for checking, published, or cancelled.

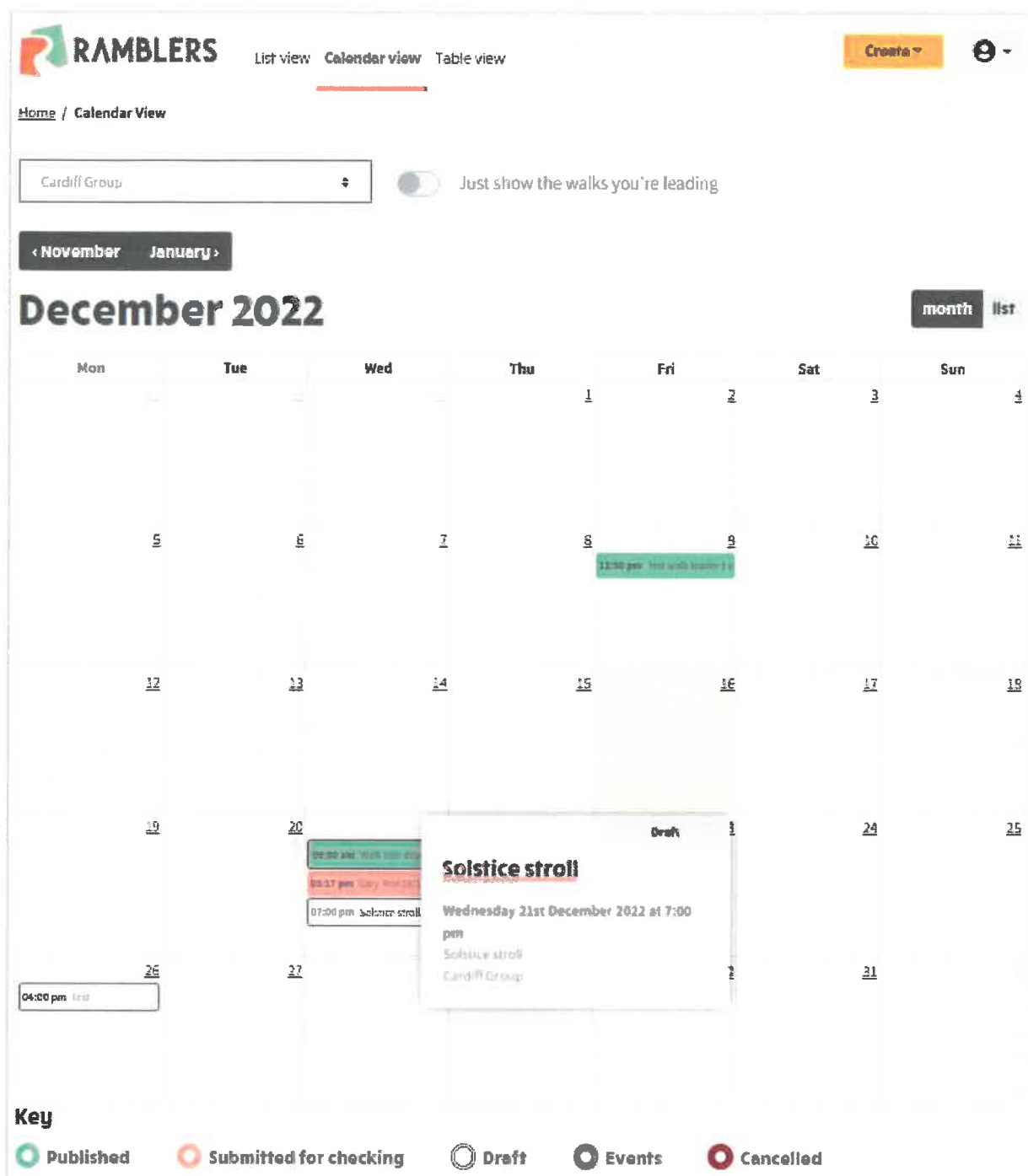
1. List view is useful for:

- Seeing your next upcoming walks at a glance
- Seeing walks that need checking if you're a walk programme coordinator or online walks editor.



2. Calendar view is useful for:

- Seeing your upcoming or past walks in a calendar
- Seeing where there are gaps in your walk programme
- Planning ahead and checking which upcoming walks need working on.



RAMBLERS List view **Calendar view** Table view Create

[Home](#) / Calendar View

Cardiff Group ☐ Just show the walks you're leading

< November January >

December 2022

month list

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8 12:30 pm Test walk leader 1	9	10	11
12	13	14	15	16	17	18
19	20 09:00 am Walk with leader 2 09:17 pm Day walk 2022 07:00 pm Solstice stroll			Draft 21 Solstice stroll Wednesday 21st December 2022 at 7:00 pm Solstice stroll Cardiff Group	24	25
26 04:00 pm Test	27				31	

Key

- Published
- Submitted for checking
- Draft
- Events
- Cancelled

3. Table view is useful for:

- Performing actions, such as cancel or publish, on multiple walks at the same time
- Searching for a walk by title or walk leader
- Filtering to show only certain walks
- Viewing or duplicating past walks

The screenshot shows the RAMBLERS website interface. At the top, there's a navigation bar with the RAMBLERS logo, tabs for 'List view', 'Calendar view', and 'Table view' (which is selected), a 'Create' button, and a user profile icon. Below the navigation bar, there's a breadcrumb 'Home / Table View'. A large heading 'Search all walks and events' is followed by a search bar with the placeholder 'Search by Title, Day, Walk leader or ID', a '10 rows' dropdown, an 'Update' button, a 'Filters' button, and a 'Reset all' link. Below the search bar, it says 'Selected 1 item' and '1 item(s) selected'. There's a checkbox to 'Select / deselect all results (all pages, 122 total)' and a row of action buttons: 'Cancel', 'Delete', 'Edit', 'Export', 'Publish', 'Unpublish', and 'Duplicate'. The main content is a table with columns: 'Title', 'Walk leader / Event Organiser', 'Date of event', and 'Moderation state'. The table lists various walks, with 'Lepgh Woods walk trail' highlighted in yellow. At the bottom right, there's a pagination bar showing '1', '2', '3', and a 'Next' button with a right arrow.

Title	Walk leader / Event Organiser	Date of event	Moderation state
Garden Trail Walk	First55 L.	Mon, 15 November '21	Draft
Cambrian Way	First55 L.	Mon, 15 November '21	Published
Garden Trail Walk 20th November	First55 L.	Sat, 20 November '21	Draft
Priors Wood Walks	First55 L.	Wed, 24 November '21	Draft
Lepgh Woods walk trail	First55 L.	Wed, 24 November '21	Published
Priors Wood Walks 25th November	First55 L.	Thu, 25 November '21	Draft
Country walk		Fri, 26 November '21	Published
Social get together	First55 L.	Fri, 26 November '21	Published
Country walk 2		Sat, 27 November '21	Published
Fundraising Event	First55 L.	Wed, 1 December '21	Published

Save your progress

As you go through this guide and add walks to Walks Manager, remember, you don't have to finish your listings in one go. Click the **save changes** button at any time to save your draft event, so that you can come back and finish it another time.



Walk editor

- 📍 Basic information
- 📄 Description
- 📍 Location
- 📏 Grading

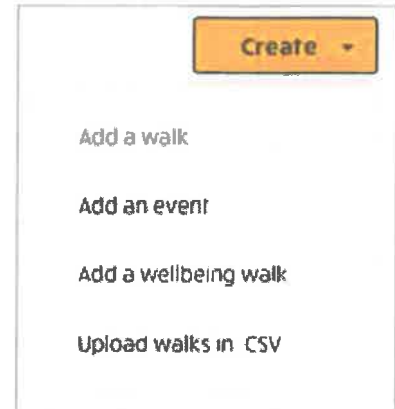
When you're adding a walk or event, you can also jump to previous sections in the listing if you realise you need to change information you've already added. Just look out for this menu and choose where you need to go.

Create a walk

This section will show you how to create a walk in Walks Manager and publish it on the Ramblers website. When creating a walk, put yourself in the shoes of someone new to the Ramblers – what will they need to know about the walk?

1. Get started

Click **create** in the top right-hand corner of the screen, and then select **add a walk**.



2. Add date, start time and title of your walk

Use the title to grab people's attention and provide a snapshot of the walk. Include place names and key details so people know where they'll be going.

3. Select your group and the walk leader(s)

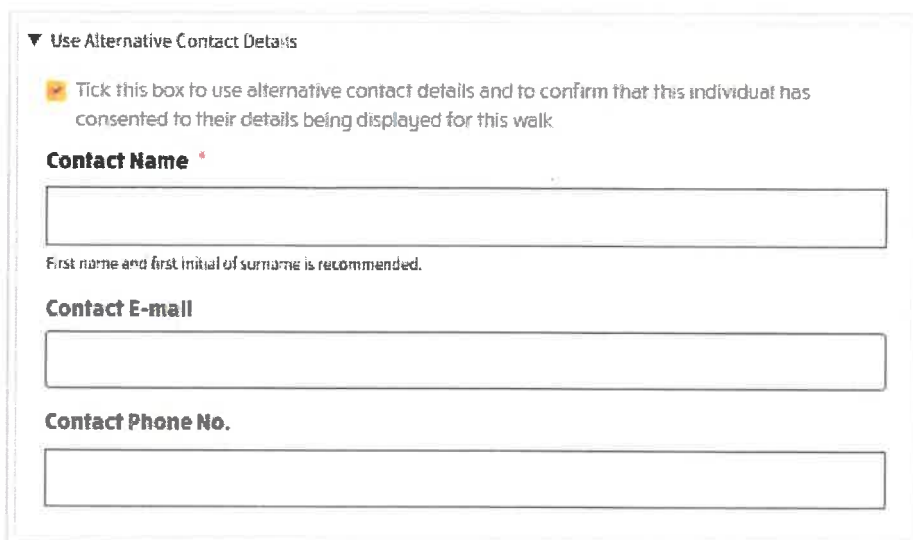
If you volunteer for various groups, you'll need to select the relevant group for this walk.

Next click the box(es) to the left of their name(s) to select the walk leader(s). If you select multiple walk leaders, you'll need to assign a **primary walk leader**. If they have given permission for their contact details to be shared, they'll be displayed on your walk listing. If not, the group's default contact (as shared on their group webpage) will be used instead. When you're happy, click save and continue.

See the [managing contact preferences](#) section for more information on how to set your preferences.

4. Using 'Alternative Contact Details'

Sometimes you may want to use alternative contact details for a walk. This could be for a variety of reasons, however, it is primarily for when a walk leader does not have digital access to update their contact details in our systems. The details added to this section are not stored and must be re-entered each time you want to use an alternative contact.



▼ Use Alternative Contact Details

☒ Tick this box to use alternative contact details and to confirm that this individual has consented to their details being displayed for this walk

Contact Name *

First name and first initial of surname is recommended.

Contact E-mail

Contact Phone No.

Click on the small arrow next to 'Alternative Contact Details' at the bottom of the page, tick the check-box, and enter your alternative contact details. A contact name must be included, however if no email or phone number is entered these will not be displayed on the walk's page. The email address will default to your group's contact email.

By ticking the box, you have confirmed that this individual has consented for their details to be displayed for the walk. The individual's permission can be collected using the 'Walks Manager contact details permission form' located in the Walks Manager folder within Assemble.

The completed form is to be stored locally for as long as the volunteer is active in their role and gives permission for their details to be used in this way. As the form contains personal data, it must be kept securely: password protect any digital files and use a secure location for storing any paper copies e.g., a locked drawer.

5. Add a description

Think about new walkers when you add a description of your walk. Make sure it sounds friendly and welcome, and highlight that new people are welcome. The Ramblers is for everyone!

You don't need to describe the whole route in detail but try to capture what's special and include any highlights that will capture people's attention. It's helpful to include information on the terrain and pace: new people might be worried they won't be able to keep up, so letting them know what to expect can help them pick the right walk for them.

Here's an example of a good walk description:



“Join us for a brilliant coastal walk full of open space and ups and downs. Starting at Eastbourne station we gradually leave the busy seafront behind us and follow the South Downs Way up a steep climb to the famous chalk cliffs at Beachy Head. We'll take this bit easy, with pauses to enjoy the stunning coastal views behind us.

We then follow a grassy path over rolling hills overlooking the cliffs, passing a historic lighthouse, and then descending to the pebbled beach at Birling Gap. We'll finish with some refreshments from the nearby tearoom, before catching the bus back to Eastbourne. Toilet facilities are also available here.”

6. Add additional details

Use the additional details box for any other information that isn't about the route itself. For example, information about booking, what to bring, or if you're planning to visit a cafe or pub after the walk.

If you want to link to an external website, such as a Facebook or Meetup event, you can also add a website link here.

Use the tick boxes to select the facilities available along your walk, the transport options and accessibility information – this will help walkers find walks that are suitable for them. Here you can also select if your walk is a coach walk.

7. Add up to five photos

Photos will catch people's attention and bring your listing to life, so try to add at least one. We recommend using photo file sizes between 5 –10 MB (most will be smaller than this) and they must be in .png, .jpg, .jpeg or .gif format (we recommend jpeg/jpg).

You can add photos later if you don't have one to hand when first creating the walk. Your recce is a good time to take photos of the walk. To add photos to your description:

- Save the photos you want to use on the computer, or the device you're using
- Select **choose files** in Walks Manager to open up your file explorer. Browse to where your photos are saved and select the one you want to upload. Click open
- When your photo has uploaded you will see its name appear in the box, and a field where you can enter **alternative text**. Add a brief description of your photo to make it accessible to people with visual impairments using screen readers
- You can add up to four more photos using the same process

- If you would like to delete any of the photos, you can do this by selecting **remove** next to the photo
- The top photo will be the first displayed, and the bottom the last. To reorder the photos, grab the symbol next to a photo and drag to the correct place.

When you are happy, click save and continue.



If your image appears the wrong way up, upload it to an online image editor such as <https://pixlr.com/x/#editor>, rotate it and then redownload it as a new file you can add to Walks Manager.

8. Choose type of walk

Choose the options that apply to your walk:

- **Circular:** The starting and finishing point are the same
- **Linear:** The starting and finishing points are different so you'll be asked to enter different locations for each one
- **Show a meeting point:** Tick this box if you want to add a meeting point that's different to the start point of your walk. You will need to add a **meeting time** if you are using a separate meeting point.

☒ **My walk has a separate meeting point** ¹²

Meeting time

15:00



Meeting time must be before the start time (15:05).

9. Add a location

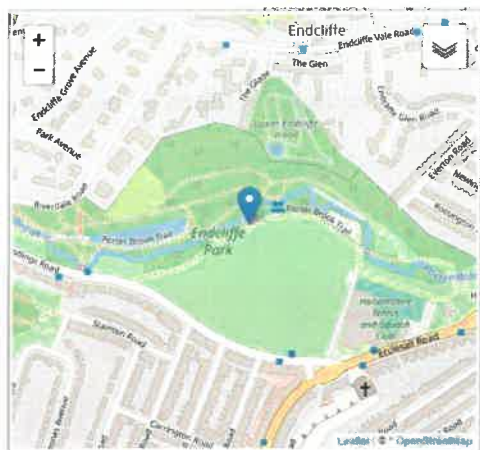
In **starting location**, start typing a postcode, place name or grid reference and select a location from the list that appears. Once you've added a location you can also drag the pin on the map to adjust it.

Location

Enter a starting point

|

You can search by place name, postcode or 10-figure grid reference (e.g. SW123123 or TD 3001 6042)



You can move the blue pin on the map to get it precisely where you need it to be.

Below the map you will see the OS grid ref, latitude & longitude, easting & northing, what3words and nearest post code have automatically been calculated.

You can use the **location details** field to give more information about how to find the location.

Consider adding information like:

- A short description including nearby buildings or sites
- Any specific advice such as 'meet at the front entrance of the cafe'
- How to get there by public transport or where to meet for a car-share, to help people plan their travel

If your walk has a meeting point or finishing point, select the relevant tab above the map and add these in the same way:

Meeting point
Starting point
Finishing point

Location
Enter a meeting point

You can search by place name, postcode or [6,5,10]-figure grid reference (e.g. SW123123 or TQ 3002 8942)

Click **save and continue** to move to the **grading** section.

10. Add grading details

Add the walk **difficulty**, **distance**, **ascent**, and **estimated finishing time** so people know what to expect from the walk.

The **gradings** used for Ramblers group walks are:

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.

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 ice axes or crampons. You must contact the organiser or leader in advance for further details.

11. Complete your listing

When you have filled in all mandatory fields you can check a preview of your walk, and then if you're happy with your walk listing you have different options, depending on your role:

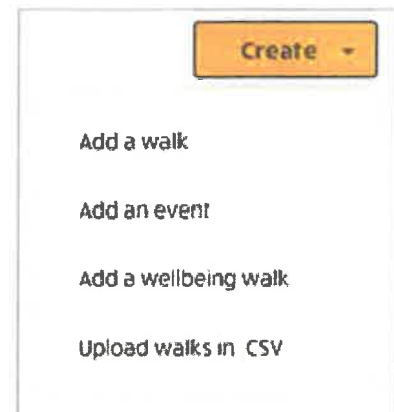
- Walk programme coordinators and online walks editors can **publish** to add the walk to the website
- Walk leaders will **submit for checking** so it can be checked and published by your walk programme coordinator or online walk editor.

Create an event

Events can be used for any non-walking activities your group is organising, such as socials or AGMs. Events also allow you to link multiple walks together, so you can use them to create walking festivals, or coach trips with multiple route options.

1. Get started

Click create in the top right-hand corner of the screen and select **add an event**.



2. Add the date, start time and name of your event

Use the name to grab people's attention and provide a snapshot of your event.

3. Select your event organisers

If you volunteer for various groups, you'll need to select the relevant one for this walk. The list of event organisers shown will be the same list of walk leaders that is pulled when creating a walk.

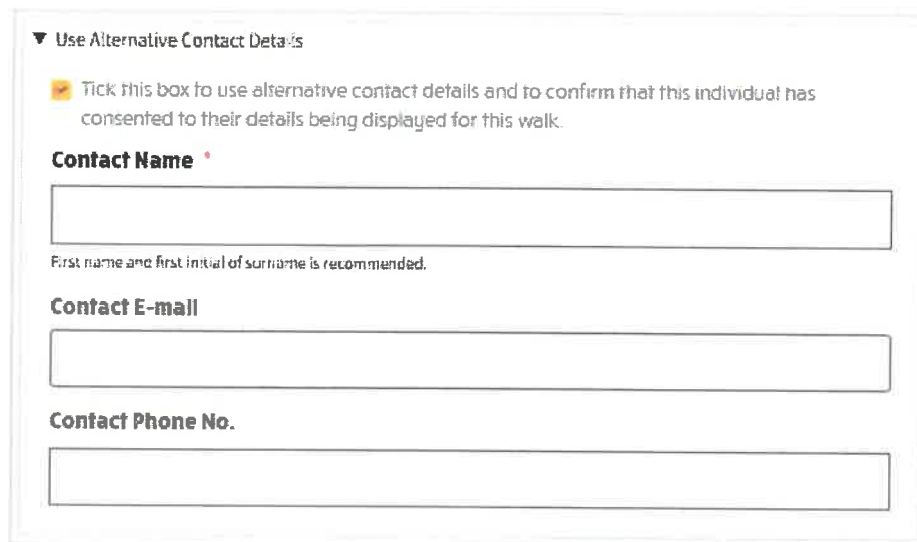
Next click the box(es) to the left of their name(s) to select the event organiser(s). If you select multiple individuals, you'll need to assign a **primary event organiser**. If they have given permission for their contact details to be shared, they'll be displayed on your event listing. If not, the group's default contact (as shared on their group webpage) will be used instead. When you're happy, click save and continue.

If your event organiser is not a walk leader (and therefore not in the list of event organisers shown), please use the Alternative Contact Details option (see below) so that their contact details are displayed on the event listing.

See the [managing contact preferences section](#) for more information on how to set your preferences.

4. Using 'Alternative Contact Details'

Although it is often best to select your primary event organiser from the list, you may want to use alternative contact details for an event. This could be for a variety of reasons, however it is primarily for when an event organiser does not have digital access to update their contact details in our systems. The details added to this section are not stored and must be re-entered each time you want to use an alternative contact.



▼ Use Alternative Contact Details

☒ Tick this box to use alternative contact details and to confirm that this individual has consented to their details being displayed for this walk.

Contact Name *

First name and first initial of surname is recommended.

Contact E-mail

Contact Phone No.

Click on the small arrow next to 'Alternative Contact Details' at the bottom of the page, tick the check-box, and enter your alternative contact details. A contact name must be included, however if no email or phone number is entered these will not be displayed on the events' page. The email address will default to your group's contact email.

By ticking the box, you have confirmed that this individual has consented for their details to be displayed for the event. The individual's permission can be collected using the 'Walks Manager contact details permission form' located in the Walks Manager folder within Assemble.

The completed form is to be stored locally for as long as the volunteer is active in their role and gives permission for their details to be used in this way. As the form contains personal data, it must be kept securely: password protect any digital files and use a secure location for storing any paper copies e.g., a locked drawer.

5. Add a description

This section allows you to add a **description** of your event. You can add a website link to your event and up to five photographs. See how to add photos to your event in the [create a walk section](#).

6. Link walks to your event

To find a walk, start typing its name into the box and then select it. Click **add another item** if you want to add more walks.

This function can be used for coach trips with multiple walks. You can create an event with details of the coach trip, and link each of the walk options as a separate walk.

The image below shows how the linked walks appear on a published event listing such as a coach trip or festival.

[Home](#) / [About Us](#) / [Contact Us](#) / [Brecon Beacons Coach Ramble](#)

Brecon Beacons Coach Ramble

From Friday, 22 April 2022 8.00 am - To Friday, 22 April 2022 6.00 pm





Cardiff Group
This is the group summary

Join this group

1 of 1

Overview

You can join a full day of the walk or just a part of it. The walk is a mix of easy and challenging sections. The route will take you to the top of Table Mountain, the highest point in the Brecon Beacons National Park. The walk is a mix of easy and challenging sections. The route will take you to the top of Table Mountain, the highest point in the Brecon Beacons National Park. The walk is a mix of easy and challenging sections. The route will take you to the top of Table Mountain, the highest point in the Brecon Beacons National Park.

Organiser: Cardiff Group

Meeting point

Location: Cardiff, Wales
Meeting point: 11.10.14

Click on the map to see the location of the meeting point.



Associated walks





A lovely spring walk up the Sugar loaf

Table Mountain

Blaenavon & Garn Lakes

Click **save and continue** to move to the **location** section

7. Add a location

To add a location, type a postcode, street name, place name or 6-figure grid reference into the **search for a location** box or click and drag the pin on the map to the meeting

location. For more information on this part, see the [create a walk section](#).

8. Select **preview** from the menu options on the right of the page to see an overview of what your event listing will look like on the website.

If you would like to go back and edit any information, click on the menu options to take you to the relevant section.

9. Once you have filled in all the mandatory fields and are happy with your event listing, you have different options depending on your role:
 - Walk programme coordinators can **publish** to add the event to the website
 - Walk Leaders will **submit for checking** so it can be checked and published by your online editor or walk programme coordinator.

 Event editor

Basic information

Description

Location

 Save changes

 Preview

 Send back to draft

 **Submit for checking**

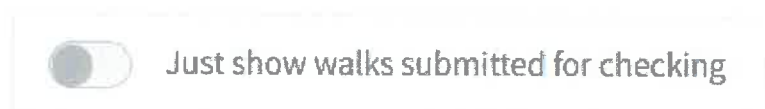
 **Publish**

Publish a walk or event

(For online walk editors and walk programme coordinators)

When a walk leader creates a walk in Walks Manager, they will submit it for checking. Your group will need to decide who is responsible for checking and publishing these walks. It will often be your Walks Programme Coordinator, but volunteers with an Online Walks Editor role can also do this. You can set up as many volunteers with this role as you need.

- On the List View tab of Walks Manager select walks and events to be checked



This will bring up a list of walks submitted for checking. You can also use the calendar or table views to find walks or events that have been submitted for checking if you prefer.

- **Click on the name of the walk or event you want to check**
This will open the walk preview. Here you can check details such as the date and time, distance, location, and type of walk
- **Choose what to do with the walk**
You can view more details and edit the walk in the same way you would edit one of your own walks (see the [edit a walk](#) section for more information).

Happy with the walk? Click publish and it will appear on the website.

Need to make changes? Click send back to draft. A pop-up box will open; enter the reason why you are rejecting it and then click **Reject**. You can cancel rejecting a walk by clicking **Cancel**. If you reject the walk, it will go back into draft for re-review by the Walk Leader. It is advisable that Walk Leaders log in to Walks Manager every few days to check the statuses of their submitted walks.

Reject this walk

Why are you rejecting this walk?

Please provide the walk editor with an explanation of the reason for rejection.

Cancel **Reject**

Adding multiple walks - CSV file (for online walk editors and walk programme coordinators)

You may want to upload several walks at the same time on to Walks Manager on behalf of your group or area. You can do this by using the upload a walk CSV option. Where possible, we recommend that you add walks individually, as this means you can use all the features of Walks Manager to advertise your walks. But if you do use the spreadsheet, we recommend adding walks not too far in advance.

Spreadsheet template



To add walks to Walks Manager in this way you must use the template spreadsheet.

To find the spreadsheet on Walks Manager click create in the top right-hand corner of the screen, and then select the upload a walk CSV option. In the next window, click on download the template spreadsheet.

1. Using the template spreadsheet (overview)

- Open the template spreadsheet and select 'Save As' to save a new copy with an appropriate title. This will allow you to go back to the original spreadsheet if any mistakes are made
- Once you've added all the required information, select 'Save As' to save the file as a CSV file. You'll need to select CSV from the 'Save as type' drop-down menu underneath the 'File name' field
- Upload the spreadsheet to Walks Manager (see the **How to upload** section below). **Check your walks have uploaded correctly.** They can then be published by the online editor or programme coordinator, either individually or mass selected and published using the table view tab (see the [managing multiple walks](#) section).

2. How to complete the spreadsheet

- The spreadsheet is colour-coded to help you know which boxes to fill in:
 - **Green columns** must be filled in or your walks won't upload properly
 - **White and light grey** columns are optional – for the light grey ones you can only in fill in one from each group

- **Orange columns** are used where there's more than one way to put in the information. For each group of orange columns, choose one to fill in and leave the others blank.
- As you click on each column to add content, **you'll see short guidance pop up with prompts on what to include and the format to use** – it's important to follow these otherwise Walks Manager will have problems uploading your file.

1	Date	Title	Description	Additional details
2				
3				
4				
5				
6				
7				

Don't delete or rename any of the columns otherwise the upload won't work – if you want to get rid of columns you are not using, right click on them and select **Hide** instead of deleting them.

3. How to upload the spreadsheet

- Log in to Walks Manager and to go to the **upload a walk CSV**. If you volunteer for more than one group, select the relevant one from the drop-down menu
- Click on **Choose Files** and **browse** to find your CSV file. Select the file and click on **Open**
- Once ready, you can either check to see if your file will import correctly or proceed with uploading by clicking **upload walks**.

4. What if it doesn't work?

- If there's missing or invalid information on your spreadsheet (e.g., if you haven't filled in one of the green columns), the upload won't work, and you'll see an error message
- If this happens, check your work carefully to make sure no information is missing and that everything is in the right box
- Make sure you're using the spreadsheet template (re-download it if you're not sure) and that you haven't deleted or renamed any of the columns
- Once you've fixed any mistakes, save the spreadsheet as a CSV, and click **upload walks** again.



Upload issues

If you've followed all the guidance and you're still having problems, email us at walksmanager@ramblers.zendesk.com

To help us spot any problems, please attach your filled in spreadsheet in both Excel (.xlsx) and CSV (.csv) format.

5. Reviewing and publishing your walks

- Walks uploaded using this spreadsheet go into drafts - **they won't be published until an online walks editor or programme coordinator approves them**
- You should find them either by using the list, calendar, or table view – don't forget you can filter all upcoming walks in the table view to make finding these walks easier
- Check each one to see that the details have uploaded correctly
- Use the edit function to make any changes you need and then publish. You can publish individually (see [publish a walk](#) section) or altogether (see the [managing multiple walks](#) section)
- To add more walks, go back to the original spreadsheet and do the same steps again.

Cancel, unpublish or delete a walk or event

Occasionally, something will happen that means you need to cancel one of your upcoming walks, for example extreme weather or illness. This section takes you through how to cancel a walk in Walks Manager.

1. Find the walk

Use whichever view suits you best (list, table, or calendar) and then click on the name of the walk to open an overview.

2. Cancel the walk

Click manage and then select **cancel**. You'll see this option at the top of the overview.

You can also **unpublish** the walk at this stage to send it back to a draft – see below for when to use cancel or unpublish.



3. Add a reason for the cancellation

In the pop-up box, give a reason for the cancellation and then click the yellow cancel button.

A screenshot of a pop-up box titled 'Cancel walk Chippenham Stroller Walk'. The box has a white background and a thin border. Below the title, there is a section labeled 'Cancellation reason' with a large text input area. At the bottom left, there is a small 'Exit' button. At the bottom right, there is a yellow 'Cancel walk' button. A small note at the bottom left of the input area says 'This information will be displayed to the public if you...'.

The reason you enter will be published on the website so walkers can clearly see why the walk is no longer going ahead. Cancelled walks appear in your group's list of walks on the website with a red border and with the word cancelled in front of the title.



Monday 12th March at 2:00pm

Cancelled: Walk title displayed here

Bristol Ramblers

Led by: John S, Jane D, Rob R

Published

If someone clicks into the walk, they will see a banner at the top of cancelled walk with the cancellation reason you entered:

This walk has been cancelled
Bad weather

Porter Valley

Group: WBW2 To: Thursday, 26 January 2023 11:59 pm





WBW2
This is a summary of what the group does

Register with Wellbeing Walks

- Walks are over easy terrain and at a steady pace to suit everyone
- Walks are short and never longer than 90 minutes
- At least one short walk a week, starting at the same time and place every week
- All walks are accessible on foot or by public transport

Register for free



When to cancel, delete, or unpublish a walk

- **Cancel** walks that are published but can no longer go ahead, e.g., due to bad weather or if the walk leader is unavailable. This lets walkers know what's happened to the walk
- **Unpublish** if you've published a walk which isn't ready yet and need to put it back to a draft
- **Delete** draft walks that you don't need any more, or where you have more than one version of the same walk published.

Unpublishing a walk removes it from the published walks on Walks Manager and places it back into draft. You can unpublish a walk by following the above steps but then selecting unpublish instead of cancel.

You can read more about unpublishing and deleting a walk in the [managing multiple walks](#) section of this guidance.

- **You cannot directly delete a published walk** – unpublish it first if needed, which will place the walk into draft
- Now, using the table view, find your draft walk and click the square next to it. In the options above, **select delete**



- Once you have confirmed you want to delete the walk, click **execute action**.

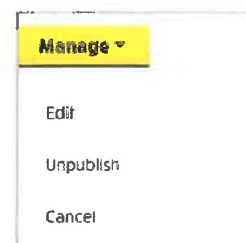
Edit a walk or event

Sometimes after a walk or event is published you may need to make changes to it, for example if you need to change the meeting location. To do this:

1. Find the walk or event you need to edit

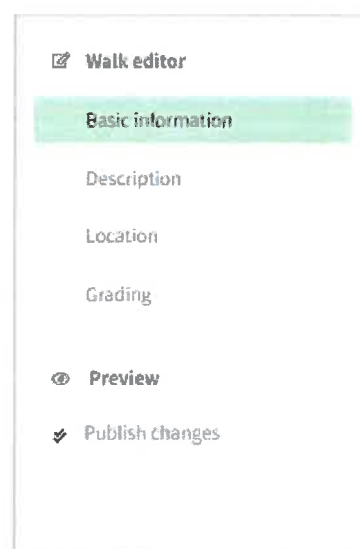
Use whichever view suits you best (list, table, or calendar) and then click on the name of the walk to open an overview.

Click manage and then select edit. This will take you back to the add a walk or event form for the walk or event.



2. Use the menu bar to choose the section you want to edit

In the menu on the right-hand side, you can click between different sections and choose the one you need to change. From here, edit the walk or event details in the same way as when adding a walk or event.



3. Preview your changes

Once you're happy with your edits, click **preview**.

4. Publish

If the preview looks good, click **publish changes** to update the listing on the website.



Let walkers know you've made a change

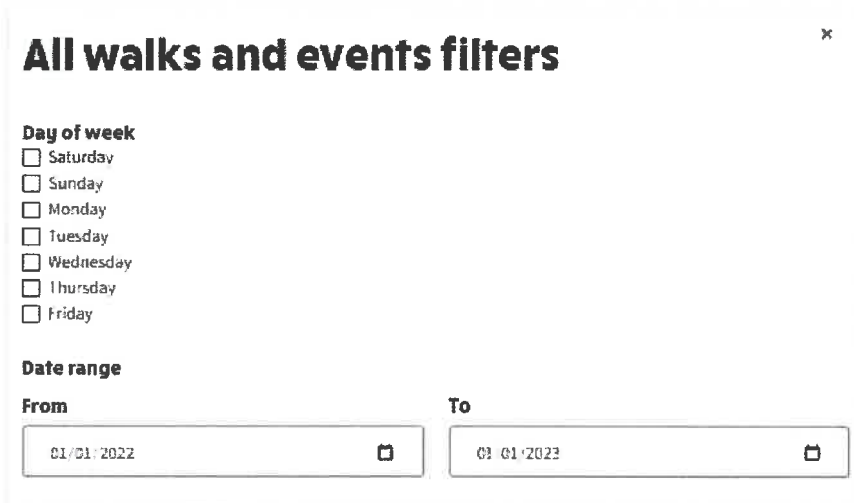
If you change key information, such as the date or starting location, make it clear in the walk title that it's been updated so people will notice. We also recommend letting your group or area walk programme coordinator and online walk editor know.

Duplicating a walk

If you are leading a walk that your group has done before, you can use the duplicate function to make a copy of the walk listing. To do this:

1. **Use the table view to find the walk**

Click **filters** to narrow down your search – walks in the past or future etc. Make your selection and then click **apply filters**.



All walks and events filters

Day of week

☐ Saturday

☐ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

Date range

From 

To 

2. **Duplicate the walk**

Select the tick box next to the walk you want to duplicate and select **duplicate** from the list of actions above the table.

3. **Enter a new date**

In the pop-up box that appears, enter the new date for the walk. You can also change the walk title or keep it the same as before.

4. **If you want to keep everything else the same about the walk, including the walk leader:** select **publish duplicated walk immediately** (online walk editors and walk programme coordinators only).

If you want to change any other details about the walk, or change the walk leader: Select **leave duplicated walk as draft**. This will create a draft walk that you can edit before submitting for checking or publishing. This is the only option available for walk leaders.

5. Select duplicate to create the new walk

Duplicate a walk ×

Date of walk *

dd/mm/yyyy

For example: 01/11/2020 (DD/MM/YYYY)

Walk title *

Walking With Poles

Choose a short title that includes information about the location of the walk. This will appear in search results.

Publish options *

☒ Leave duplicated walk as draft

☐ Publish duplicated walk immediately

Duplicate

Managing multiple walks

In table view, you can apply an action to multiple walks at the same time. This is especially useful for walks programme coordinators or online walk editors if, for example, there was extreme weather and all walks on a particular day needed to be cancelled.

Walks programme coordinators and online walk editors will be able to make changes to all walks in their group, while walk leaders will be able to make changes to just the walks they are leading or have created.

1. Go to table view

You can use any of the views to find a single walk to edit, but if you need to edit more than one walk at the same time, you'll need to use table view.

2. Use filters to find the walks you want to change

In table view, you can use filters to find multiple walks that meet certain criteria, for example all the walks by a certain leader, or all Tuesday walks.

- You can filter by **day of the week**, **date range**, **status**, **moderation state**, **author**, **type of activity** and **group**, and you can apply more than one filter at a time
- To remove the filters you've applied, click on the **reset** button at the top of the page, next to **filters**
- You can also find walks by typing all or part of the title, or the day, walk leader or ID into the search bar and pressing the **enter** button on your keyboard
- On the table in the **date** column, you can click on the date heading to sort by earliest or latest walk

☐ Title	Walk leader / Event Organiser	Date of event ▼
☐ Walk title displayed here	Test W.	Wed, 25 January '23

3. Choose the walks you want to change

Tick the boxes next to each of the walks you would like to delete or cancel. You can also tick the box next to 'Title' to select all the walks on the screen.

Porter Valley (22 occurrences)

☐ Title	Walk leader / Event organiser	Date ▼	Moderation state
☐ Porter Valley	Isobel Nicholson	23/06/2022 23/06/2022	Published
☐ Porter Valley	Isobel Nicholson	16/06/2022 16/06/2022	Published
☒ Porter Valley	Isobel Nicholson	09/06/2022 09/06/2022	Published
☐ Porter Valley	Isobel Nicholson	02/06/2022 02/06/2022	Published

4. Use the options above the table to delete, unpublish or cancel the walks

Cancel	<u>Delete</u>	<u>Edit</u>	<u>Export</u>	<u>Publish</u>	<u>Uncancel</u>	<u>Unpublish</u>	<u>Duplicate</u>
--------	---------------	-------------	---------------	----------------	-----------------	------------------	------------------

- Use **unpublish** to remove a walk from the website and **return it to draft**
- Use **cancel** to cancel walks or events that have been published to the website. You will need to give a reason for the cancellation, which will then appear on the site. Cancelled walks will still appear as published in the table. Cancelled walks will show 'Cancelled in front of the walk title
- Use **uncancel** to remove cancellation from a walk
- Use **edit** to open the editor screen for the selected walk or event. It's not possible to edit multiple walks or events at once
- Use **publish** to publish draft walks or events. This may be useful if you have already checked a group of walks and want to publish them all at once
- Use **duplicate** to make a new walk or event based on an existing listing. This may be useful if you are leading a walk your group has already walked before
- Use **delete** to delete walks or events and remove them from Walks Manager and the website. Deleted walks cannot be recovered, so make sure you double check the confirmation screen before going ahead. Select 'Execute action' to delete the walks, or 'Cancel' to go back to the Table view without deleting.

Walks/events to be deleted:

- Garden Trail Walk
- Cambrian Way

Execute action

Cancel



Use **export** to download a spreadsheet containing the data from the selected walks. This may be useful if you want to use information from Walks Manager in print or elsewhere. Only walks can be exported, not events.

Manage contact preferences

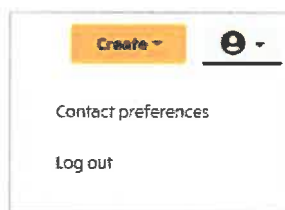
Walkers might need to get in touch to ask questions about a walk, so it's important to have the contact details of a walk leader or the group available next to your listing. This section explains how walk leaders can decide what contact details they're happy to share.

Contact preferences are managed via Walks Manager. If individual walk leaders want their contact details to be used on the walks they are leading, they will need to log in to the Walks Manager to set their preferences.

Setting your contact preferences

1. Go to the 'Contact preferences' tab

When you have logged in to Walks Manager, click the portrait icon in the top-right hand corner and select 'Contact preferences' from the drop-down list.



2. Check your contact details are correct

Check your **display name** (first name & initial of surname), **contact number** and **email address** are correct. If they are not correct, please refer to the 'Updating contact details' details at the end of this section.

Your display name
Joseph W.
Contact number
07123 456789
Email address
joseph.wilson@ramblers.org.uk

3. Choose your contact preferences

In the 'Permission' section please indicate which details you are happy to appear on your walk listings by ticking the relevant boxes and clicking save at the bottom.

Permission

- ☒ I give permission for my display name to be displayed on walk and event pages.
- ☒ I give permission for my email address to be displayed on walk and event pages.
- ☒ I give permission for my contact number to be displayed on walk and event pages.

Please note: if you share your display name or phone number, this information will be visible on group walks you are leading which are listed on the Ramblers website and app, or on some group/area websites. If you choose to receive messages to your email via the contact form, your email address will not be publicly shown.

If you choose not to give permission, a group contact number and/or email will be used on group walks you are leading.

Save

Please Note: There is no obligation to share any of your details. If you don't tick any of the boxes, the group email from your group webpage will be displayed (within a webform as detailed below) on the walk listing.



If you change your mind about the contact details you share with walkers, you can change your preferences following these steps at any time.

How will your contact details be displayed

Where permission has been given, the primary walk leader's contact details will be displayed on the right-hand side of the walk listing. Clicking on 'Email' opens an email contact form, so walk leaders' email addresses are never shared directly.

Getting in touch

Joseph W.

Call 07123 456789

Email

If permission has not been given for **display name**, **contact number** and **email address**, these will not be displayed. The email will default to the group contact email, with the display name and contact number remaining blank.

Updating contact details

If you have checked your **display name, contact number and email address** on Walks Manager and these are incorrect, please update the 'My Details' section of My Account within the Ramblers website. Once you have updated your details, it may take up to 24 hours for these to update within Walks Manager.



It's also important to remember that any changes you make to your email address will also affect your Rambler's login. **Once updated please now use your new email address to login to all Ramblers systems.**

Thank you!

If you have any questions about Walks Manager, please get in touch by email at walksmanager@ramblers.zendesk.com

Walks Manager FAQs

Last updated: Monday 17 April

Document owner: Melanie Walker (Walking Experience team)

Project timelines

1. When will Walks Manager be available?

From Monday 17 April, Ramblers group and area volunteers can log in to Walks Manager as we make the switchover from GWEM. Over a four-week transition period, Key Contacts and other volunteers will:

- Get familiar with Walks Manager and how it works
- Support volunteers to log in and update their contact preferences
- Add walks taking place from 16 May 2023

From 16 May 2023, Walks Manager will be the source for all walks on the Ramblers website.

2. Should we keep adding walks to GWEM?

On Tuesday 11 April we copied any published walks taking place *after* Tuesday 16 May from GWEM to Walks Manager. They will be there when you first log in, so you won't have to replicate them. Walks taking place *before* Tuesday May 16 can still be added to GWEM and will pull from there to the current website for the public to access.

Walk leader information & contact details

3. My contact details are not appearing on a walk/event I am leading, how do I change this?

If you want your (display) name, email address and phone number to appear on a walk you are leading, you will first need to set your contact preferences within Walks Manager to allow this. To do this, click on the grey person icon in the top right-hand corner of the Walks Manager home screen, and select 'Contact preferences' from the drop-down list. In the 'Permission' section, you can tick the relevant contact preference boxes for display name, email address and phone number to indicate you give permission for them to be displayed.

4. I have set my preferences, but my contact details have disappeared from a walk I led recently

For data protection reasons, contact details are removed from walk listings 48 hours after the walk has happened. Your details should still appear on any new or upcoming walks.

5. How will my name appear on walks I am leading?

If you choose to share your name on any walks you are leading, your first name and the first initial of your surname will appear on the walk.

6. My contact details are incorrect, how do I update these?

If your contact details (display name, contact number, and email address) are not appearing correctly on the Walks Manager 'Contact Preferences' page, you can update these in the 'My Details' section of My Account within the Ramblers website:

- Login to My Account: <https://beta.ramblers.org.uk/my-account>
- Scroll down the My Account page and navigate to the 'Manage your account' section and select 'My Details'
- To update your email address, click on 'Change email' just below where your current email address is displayed. On the next page, enter your new email address and click 'Submit'
- To update your phone number, navigate to the Mobile phone field. Enter your mobile phone number and click 'Save changes' at the bottom of the page.

Once you have updated your details, it may take up to 24 hours for these to update within Walks Manager.

It's also important to remember that any changes you make to your email address will also affect your Rambler's login. Once updated please now use your new email address to login to all Ramblers systems.

7. The walk leader I want to add to a walk is not listed on Walks Manager

Walks Manager uses the list of volunteer walk leaders from Assemble, so ask your Group chair, Secretary or Walks programme coordinator to check that the person is listed on the 'My team' tab in Assemble.

All groups have a volunteer/s who have the permissions to add volunteer roles including the role of Walk leader to your group on Assemble. If a Walk leader is not yet on Assemble speak with your group to request they are added.

If someone has just been added to Assemble it may take up to 48 hours for them to appear on Walks Manager.

8. The Walk leader list on Walks Manager includes people who no longer lead walks for us

If any volunteers have stopped leading walks, their volunteer roles should be closed in Assemble. This will stop them appearing in the Walks Manager. Your Group chair, Secretary or Walk programme coordinator can do this by finding the volunteer's profile in 'My team' and selecting 'Leave role' from the 'Roles & Responsibilities' tab.

If you've only recently closed a role in Assemble it may take up to 48 hours to disappear from the Walks Manager.

9. Can I add a second phone number to a walk/event?

It's not currently possible to add a second phone number to a walk or event. Having a single main contact for a walk or event makes it easier for walkers to know where to go if they have questions. It means we can give walkers options to easily get in touch across our website, app and on mobile devices.

10. Can we use a separate group contact on walks to the one on our group webpage?

It's not possible to use a separate group contact for walks from the one on your group webpage. You may find it helpful to set up a shared mailbox to use for the group contact email address – this will allow multiple volunteers to see and respond to any enquiries. If you need to change your group default contact, just let us know via: webpages@ramblers.zendesk.com

11. What if Walk leaders don't want to log in to update their contact preferences on Walks Manager?

We want everyone to have confidence that we are using their data in the right way, and this means not sharing any data publicly without permission from the individuals concerned. Logging into the system to update contact preferences should not take long, and uses the same login as Assemble, the Ramblers website and app.

While we encourage all Walk leaders to provide contact details, walks will show a group contact email as default for walks where no contact preferences have been given.

If a walk leader is unable to use Walks Manager or does not have digital access, but still wants their contact details to be displayed on a walk, please use the 'Alternative Contact Details' function to enter their details manually. You will also need them to complete the 'Walks Manager contact details permission form' (found in the Walks Manager folder in Assemble) so they have given their consent for their contact details to be used.

12. When should the volunteer contact permissions form be used?

You should complete this form when you are using the 'Alternative Contact Details' option on Walks Manager – to record the volunteer's consent for their details to be used in this way.

It's important to ensure that volunteers are clear about the data you are holding, and how this will be used. Keep the form for as long as the volunteer is active in their role and gives permission for their details to be used in this way. Remember to update Walks Manager and delete/destroy the form if a volunteer changes their mind at any time.

As the form contains personal data, it's important to keep this securely. You should password protect any digital files and avoid transferring data by email or to separate devices, such as USB sticks. If you are keeping a paper copy of the form, try to store this in a secure environment (such as a locked drawer).

13. What if I don't want my contact details to appear on the walk that I'm leading?

By default, a Walk leader's contact detail will not be displayed unless they have specifically given their permission by updating the 'Contact preferences' section within Walks Manager.

However, we encourage all Walk leaders to give permission for their contact details to be displayed so walkers know who to contact ahead of the walk. If a Walk Leader has given permission to use their email address, this will not be displayed directly but hidden behind a contact form. If a Walk Leader chooses to include their telephone number, it will be visible on the walk listing.

Walks will still show a group contact email (behind a contact form) as default for walks where no contact preferences have been set, however no phone number will be displayed.

14. What if the person organising our event is not a walk leader, how can their contact details be displayed on an event?

If the volunteer organising your event is not a walk leader their name will not appear in the available list of event organisers in Walks Manager. In this instance, the volunteer (a Walk Leader, Online Walk Editor or Walk Programme Coordinator) creating the event will need to use the 'Alternative Contact Details' option so that the event organiser's contact details can be displayed on the event listing as the contact person for the event.

Troubleshooting

15. Can you paste in text to the walk description box from another document?

Yes, it's possible to paste text into the walk description box.

16. The website link I've added to my walk/event isn't working

It's not possible to click on website links within the preview pages of Walks Manager. This is to prevent navigating away from the page and losing any changes, however the links will work from the published walk page that appears on the Ramblers website. You can check that your website link is correct by copying it into the search bar on a separate tab.

17. I've added a picture to my walk but it's upside down

We're aware of some issues where images that appear correctly rotated in some places don't show up correctly on Walks Manager. This is because of differences in how different programs record the rotation information within the file, and it's something we're looking into with our developers.

In the meantime, you can fix this by uploading your images to an online image editor, like this one: <https://pixlr.com/x/#editor> The image will usually appear here in the same orientation as it does on Walks Manager. Use the 'crop and rotate' button on the left-hand side to rotate the image, and then select 'Save' in the bottom right to save and re-download a version of the image. This will then appear correctly when uploaded to Walks Manager.

18. Why is my calendar slow to load in Walks Manager?

If a calendar is very full it can be slow to load due to the large volume of data being pulled through. Please be patient and your calendar will appear.

19. Can the calendar view be exported/linked to Google and other calendars?

Walks Manager is not currently set up to provide email notifications to volunteers when submitting/publishing walks. For the initial launch we've had to focus on the key functions to add, edit

and display walks, however we will continue to look at how we can improve communication for walkers and volunteers. Please do share your feedback and suggestions [using the webform](#).

20. Why does my published walk say, published and new draft?

If you've started to edit a published walk but then left the editing page without publishing your changes, a draft version of the walk with the changes will still be available for 2 hours. During this time, the walk will display as 'Published and new draft' status.

This means if you come back to the walk and select 'edit' again during that time, you can still access your previous changes. After 2 hours, any unpublished changes will be deleted, and the walk will revert to Published status.

21. Why isn't the location information I've entered appearing on the walk?

There are two parts to entering a location on Walks Manager:

- **Select a location for the walk on the map.** To do this, use the 'Enter a starting point' box to search for a nearby placename, postcode, or grid reference – and then drag the pin on the map to adjust it if you need to. Once you've selected a location in this way, it will appear on the walk as a map pin – along with the postcode, what3words and grid reference
- **Use the 'location details' box.** You can add a written description of the location here, to help walkers find where to go. For example, this could be a street address or a nearby landmark.

22. The place where I'm starting/finishing my walk isn't recognised by the location search

The location look-up function uses a database of common placenames. This includes the names of cities, towns and villages, district and county councils, and some local landmarks and facilities e.g., railway stations. However, it may not include every location you want to start a walk.

If your start/finish point doesn't have a name or isn't included in the search, you can use the name of a nearby location instead (for example the nearest village), and then drag the pin on the map to the exact location. This will adjust the other details such as postcode and what3words reference to the new location. Alternatively, you can search using a postcode or grid reference if you have this available.

The words you've entered into the location search won't be displayed on the walk, but you can add a written description in the location details box if helpful.

23. The search bar above the Table view isn't finding my old walks

The search bar above the Table view searches for walks that match the filters that have been applied. By default, the table is filtered to only show upcoming walks, this is so that newer walks don't get hidden behind lots of old walks.

If you want to search for older walks, you will first need to change the 'From' and 'To' date filters to include the dates of your original walk. If you're not sure, just set a very early 'From' date such as 1/1/2022 and use today's date for the 'To' date.

Once you've applied the filters, the table will show all the walks in the selected date range, and you can use the search bar to find the walk you are looking for.

24. The bulk upload spreadsheet isn't uploading my walks

If you're having trouble with the bulk upload, please check the following:

- Have you downloaded the newest version of the template spreadsheet? The old GWEM spreadsheet will not work for Walks Manager. You can download the new spreadsheet from the link in the bulk upload pop-up on Walks Manager
- Have you used 'Save as' to save the spreadsheet as a .csv file? Files will not upload in .xlsx format
- What error message did you get when uploading the file? This should indicate which walks or fields are causing the problem
- Do the Walk Leader names (first name and surname) match the ones held on Walks Manager/Assemble – these need to match the list you see when using the 'Add a walk' form, or they won't upload correctly.

25. Can I add photos using bulk upload feature?

Walks Manager is not currently set up to add photos via the bulk upload feature. Please do share your feedback and suggestions about useful features [using the webform](#).

26. How do I list a coach trip with multiple walk route options?

To create a coach trip with multiple walking routes, you can create an event as this will allow you to link multiple routes together. Create an event on Walks Manager via the normal process; once you have added a description for your coach trip you will be given the option to 'Link a group walk'. Start typing the name of the walk you want to link and select from the list of walks that appears. Click 'Add another item' to link further walks.

27. Can I restrict a walk/event to members only?

Ramblers group walks are open to everyone, so it's not possible to create a walk that will only appear for members. We encourage you to keep non-walking social events open to non-members too, as this can be a great way for people to get to know your group better before deciding to join.

If there are events, such as AGMs which are only for members, just make this clear in the title or event description.

28. Does Walks Manager support a booking system, so that we can limit numbers on our walks?

Walks Manager is not currently set up to support a booking system or limit numbers on walks. If your group or area has a booking system in place, remember to add information about this into the 'Additional Details' field, so that everyone knows how to book a place. Please do share your feedback and suggestions about useful features [using the webform](#) too.

29. Can I add a local walk grade?

We want to make finding and choosing a Ramblers walk as easy as possible for all walkers, particularly those who may not have been on a group walk before.

While local walk grades may be well known to those in a group, they are not easily understood by new walkers. This is particularly true for walks on the Ramblers website or app, where walkers won't have any information to explain what the local grade means.

If you want to include local grading information in your walk, you can still add this to the walk description. However, we would strongly recommend including an explanation of the grading too, if it wouldn't be obvious to new walkers.

30. Can I hide the starting point of a walk?

We want to make it easy for all walkers to find the information they need to go on a Ramblers group walk, and to know where they will be walking. Hiding the starting point makes it more difficult to show the walk location on a map and could confuse walkers or put them off from taking part.

If you don't want walkers to turn up at the starting point (for example if you are running a coach trip where everyone will meet at the meeting point), just make sure this is clear in the starting point location details, so walkers know what to do.

31. Will I receive email notifications when a walk is submitted for checking, rejected, or published?

Walks Manager is not currently set up to provide email notifications to volunteers when submitting/publishing walks. For the initial launch we've had to focus on the key functions to add, edit and display walks, however we will continue to look at how we can improve communication for walkers and volunteers.

Depending on your local group process, we advise that Walk Editors log in to Walks Manager regularly to check walks that have been submitted and their status. You can see this at a glance, using the List View.

If a walk that you have submitted for checking has been reverted to draft status, it has been rejected by the volunteer with Editor level access for your group – signifying the walk needs to be reviewed.

32. Can I add a website link within the walk description or additional details?

If you want to add a link to an external website such as Meetup or Eventbrite, add this to the website link field so that it can be shown clearly on your walk listing.

It's not possible to add a working link directly to the description or additional details fields. This is because this information is used in several places across different Ramblers systems. Not all these systems are set up to recognise and display hyperlinks, and this also reduces the potential security risk from unsafe links.

33. Why do I need to add an estimated finishing time?

Entering an estimated finishing time is important so that walkers know roughly how long the walk will take and can decide if it's right for them. Walk leaders already need to do some planning of time taken (for example to coordinate with train or bus timetables, pub stops, or to avoid getting caught out by sunset times in winter), and we feel it's right to share this with walkers as best we can.

We recognise there are lots of factors that can affect how long a walk may take, and as such the time will always be a best estimate. You can also update the estimated time after you've conducted your recce. It's better to overestimate so that you have plenty of time and don't feel rushed, so remember to leave some extra time for breaks or any unexpected delays.

34. Can I produce a printed programme?

Many groups have already stopped producing printed programmes without it causing problems for their members. In fact, many were surprised to find how few members now rely on printed programmes.

An online-only programme means walk leaders don't have to commit to walks too far in advance, and many have told us they value this flexibility. If you're open to moving to an online-only programme, contact everyone you normally send the printed programme to, explain what's changing and how they can access the programme in future. Include some contact details for members to get in touch if they have any concerns.

If you want to continue to produce a printed or pdf programme, you'll be able to export walk data from the Walks Manager as a spreadsheet (.csv) file. To do this, please click 'Table view', select the walks you wish to include and then select 'Export' from the options at the top of the table. The exported walk data can then be pasted into a table in Word or Google Docs.

35. Can I invite another group to a walk/event?

Walks Manager is not currently set up to invite another group to a walk or event. For the initial launch we've had to focus on the features that are most frequently used, and which bring the most benefit to all walkers and volunteers.

36. Will the Ramblers app be updated with any changes made on Walk Manager?

Yes, the Ramblers app will update with any changes made on Walks Manager, as well as the Ramblers website. While the website will update immediately, it may take a few hours for changes to be reflected on the app.

37. How can I share my feedback and comments on the new Walks Manager system?

We'd like to hear from you about your experience of using the new Walks Manager to list your group's walks/events online. This will help us to understand what's working well, or not so well, and make changes to improve Walks Manager for the future. Please do share your feedback and suggestions via the following [webform](#).