

Entering a Walk in Walks Manager

Ramblers have introduced a new Walks Manager which is intended to simplify the process of entering details of walks and managing Walks programmes. Walk Leaders can all enter walks into the system directly, as an alternative to sending details of the walk to the Walks Coordinator for them to enter.

1. Go to the walks-manager.ramblers.org.uk webpage. Login using your Ramblers loginid (normally your email address) and password.
2. The Walks Manager page has a Welcome message. At the top you can select three different views of the walks already in the system. You can also review the [Walks Manager Guidance](#) document which provides some more information than described here.
3. **Click on 'Add a Walk', or on Create**, then select **Add a Walk** in the dropdown.
4. Enter the proposed Title, Date and Time of the Walk.
5. Click the button by East Berkshire Group. This will display a scrollable list of EBR walk leaders in first name order. Scroll down to find your name (or that of the leader for whom you are entering the details). Click the tick box on the left of the leader's name. This will show as the primary leader for the walk. If there is a second leader, click on the tick box on the left of that leader's name. Ignore the Alternative Contact Details for the moment. Click **Save and Continue**.
6. On the **Description** page, provide details of the walk, and any additional details. Click on the appropriate buttons in the Facilities, Transport and Accessibility sections below. Add a photo of the walk if you have one. Click **Save and Continue**.
7. On the **Location** page, enter a grid reference in Starting Point box. The map will be updated to show the Start point, and the Nearest post code will be displayed. You can override this with a different post code if you have one. Enter the location details including car park charges if applicable. Click **Save and Continue**.
8. On the **Walk Grading** page, select the level of difficulty. In most cases, Moderate is the appropriate setting. Enter the distance in either Miles or kilometres. Enter the total ascent if you know it. Estimate the time the walk will finish. Click **Save and Continue**.
9. A Preview of the walk is displayed. Check the details. If your Phone number is not shown, you may need to set your Contact Permissions. Click on the grey box with a down arrow at the top right and select Contact Preferences. Please check that all three Permission boxes are ticked and click **Save**.
10. If the display name or phone number are not correct, click on one of the Views at the top and select your walk from the list displayed. Then click on Basic Information under walk editor. Click on **Alternative Contact details**, tick the consent box and enter the details as requested. Note that the email address is not displayed in the walk entry but will be used if someone clicks on **email** to send you an email about the walk. Correct or update any other details in the entry. Click **Save Changes**.
11. When you are happy with the details, click **Submit for Checking** to alert the Walk Coordinator that the walk is in the system. The Walk Coordinator will check the walk and may ask you to modify it. If it is acceptable, it will be published.
12. If you need to modify the walk after it has been published, you can do so by editing the walk in the system, but it will need to be republished by the Walk Coordinator.

Reusing a previously published walk

You can select a previously published walk using the date filters in the Table View display. However, Walks Manager doesn't know about walks which were only published in the old system (anything before mid-April 2023). Select the walk to be reused and click Duplicate. In the pop-up box, enter the new date for the walk. You can also change the title.