

Table of Contents

Essential Information.....	2
Pre-Requisites	2
Accessing Walks Manager	2
Contact Preferences	2
Control of Walks Manager Entries - Compilers.....	3
Pro Forma for Walk Details	3
Submitting data for Compiler Entry	3
Improvements to this document	3
Creating a walk entry.....	4
Reserving a date	4
Provide some basic information for your walk.....	4
Describe what walkers can expect from this walk.....	5
What are the location details?	6
Walk Grading.....	6
Completion	7
Status of Walk Details	7
Making Changes after Publication.	7
Table View Operations	7
Edit	7
Cancel, Delete and Unpublish.....	8
Export	8
Publish	8
Uncancel.....	8
Duplicate	8
Accessing Historic Walks.....	9
Amending Walk Details	10
Creating an Event	11
Describe the Event	11
Location details:	11
Amending an Event	12

Essential Information

Pre-Requisites

To submit walks details to Walks Manager, a member of Kingston Ramblers must:

- Be registered as a walk leader on the Ramblers administrative system by the group chair or secretary.
- To have an account on the Ramblers web site www.ramblers.org.uk. If you do not already have an account, go to the website, scroll down, and click 'Create a My Ramblers account'. You can then supply the details including your membership number. You need this account to undertake the training.
- To have passed the Ramblers training requirements for leading a walk.

Accessing Walks Manager

- Directly as <https://walks-manager.ramblers.org.uk/walks-manager>,
- On the Ramblers main website <https://www.ramblers.org.uk/>, sign in and scroll down for the link
- On the Kingston Ramblers website <https://www.kingston-ramblers.org.uk> on the leaders' pages menu->Walks Manager Instructions contains a link.

Contact Preferences

Contact details of the walk leader will be displayed on the Ramblers, Group and Area websites and the Ramblers app along with the walk details. Leaders must give their permission for these items to be shown:

Display Name: The short form of your first name and the first character of your surname example Elizabeth Smith -> Elizabeth S. This format is automatically generated by the Walks Manager system from the membership database. In future it may be possible to edit a display name separately. Strongly recommend give permission.

Mobile Telephone Number: Primarily to enable walkers to contact a leader on walk days. Also, for potential walkers to ask questions about the walk in advance. Strongly recommend give permission.

Email Address: If you give permission for your email address to be used, a box titled 'Email' will be displayed but the address not shown. If clicked this allows the user to send a message to the walk leader. If the leader replies to the message, it will come from their own email address and hence shown to the user.

To set your contact preferences

- Login to Walks Manager.
Top right hand of screen there is a 'person' icon, click, choose 'contact preferences', read the instructions and tick the boxes of your choice on the three data items.



Control of Walks Manager Entries - Compilers

Several committee members are authorised to control entries in Walks Manager and must approve new walk and event entries. If you need advice, email compilers@kingston-ramblers.org.uk and the email will go to all compilers.

Pro Forma for Walk Details

While leaders can enter walk details directly into Walks Manager, some may prefer to write up their details and type them in from their prepared notes. On the Kingston website adjacent to these instructions is a Word Pro Forma document that can be downloaded and used to write up the walk details before entering them in Walks Manager

Submitting data for Compiler Entry

While most walk leaders are expected to enter the details of their own walks, the Compilers are prepared to enter a limited number of walks for those not confident to do it themselves. This can either be by filling in the Pro Forma Word document described above or by typing each field entry on a separate line in an email.

Improvements to this document

Please send suggestions for improvements and corrections of this document or the proforma to compilers@kingston-ramblers.org.uk

Creating a walk entry

- Log on Walks Manager
- Click Table View (this is the best option for selecting the date of your walk).
- Scroll down the list and check that the date you require is free. If another walk or date reservation is already given for this date either look for another date or contact the competing walk leader to negotiate a date swap. If there is good reason for two walks to be held on the same day, clear with the Compilers
- Click the yellow Create button to right and select "Add a walk". Do not use "Add an Event" as this is reserved for activities such as AGMs.

ADVICE: If you need to check or change previous pages, click the Walk Editor sections on the right rather than using the back arrow on your browser.

ADVICE: Click SAVE before switching pages.

Reserving a date

If you wish to reserve a date for a walk or event without supplying any or only some details. Create a walk or event entry, with a Title starting "Reserved", a date and select yourself as leader. Save the page, ignoring any errors. On the right-hand column click Save changes. You can go back and complete the details later.

If you do not end up requiring the date, delete the reservation to allow another leader to take the date.

Provide some basic information for your walk.

Title:

- Give walk name if it has one i.e. London Loop section 11
- Specify Linear, Circular or Figure of Eight. Give starting and end points
- Examples:
 - Linear walk from Hever to Leigh
 - Circular Evening walk from Kingston
 - Northern Heights Railway Walk, Linear Walk from Finsbury Park to Alexandra Palace

Date and Start Time of walk:

Start time is the time the briefing starts. Allow 10 to 15 minutes between a train arrival and start time.

Walking Group: Click Kingston Group. If you are registered as a leader to more than one group, you will have a choice of Groups.

Walk Leaders – scroll down the list of leaders (the list is in alphabetical first name order) and click the matching box on the left. The first leader selected will be indicted as Primary walk leader and the one whose contact information is displayed on walk details. If there is a second leader scroll the list and click the matching box.

Click the “Save and continue” yellow button at the bottom of the screen. If you have omitted any essential data, this button is dull and does not respond.

Describe what walkers can expect from this walk.

Description of the walk: give route and options for lunch. Only mention picnic if it is the sole option. Specify an opt out (say at lunch) if there is a suitable transport service – give the distance up to the opt out. Entry requires at least 50 characters.

Mention only EXCEPTIONAL walking conditions (i.e. very steep ascents or descents, difficult or many stiles, rough ground).

Describe the main attractions of the walk: countryside, rivers, views, buildings, but keep to a reasonable length.

Examples:

- via North Downs Way and Albury - pub at lunch and opt out (5 miles)
- via Shoulder of Mutton Hill, Hawkley and Hangers Way. Pub at lunch, Steep ascent, and descent.

Additional details: Only use for map numbers. OS map numbers in the EX, LR or OL series or AtoZ Example “Map EX145” or for multiple maps “Maps EX131/144/145”

Add a website link. Insert the URL of any relevant web site for example a National Trust Web page.

Facilities, Accessibility and Transport

Tick items relevant. Particularly: for public transport walks “No car needed” for car walks “Car sharing available” if it is being organised.

Add up to 5 Images

If you have suitable images for your walk use “Choose files” button to upload from your desktop. One or two will be sufficient. Check you are not infringing copyright if using an image copied from the web.

Click the “Save and continue” yellow button at the bottom of the screen. If you have omitted any essential data, this button is dull and does not respond.

What are the location details?

Enter the type of walk. Circular or Linear.

DO NOT SELECT “My Walk has a separate meeting point”.

Starting Point

For railway stations and other commonly known points enter the location name for example “Horsley Railway Station”. The name will appear in the pull-down list. Check that the correct location is shown on the map (it does not always work). You can correct by moving the indicator, so the bottom point shows the start location.

Location Details.

Specify meeting time and location. For train travel specify time and connections for common routes, also ticket instructions (i.e. ticket must be purchased for farthest station). Specify meeting point where there might be confusion e.g., “Meet 10:18 Woking Stn Platform 1 exit”. Specify simple bus route if alternative to train.

Examples:

Meet 10:30 Route 85 bus stop Kingston Eden Street to Roehampton
Meet 10:32 Petersfield Stn (09:27 Clapham Junct or 09:30 Surbiton, change Woking for 9:55) Buy an Off Peak Return to Petersfield

Finishing Point

If the walk is linear, two tabs are provided one for Start and one for Finish. Submit the finish location similarly to Starting Point. For a circular walk no finish tab is provided.

Click the “Save and continue” yellow button at the bottom of the screen. If you have omitted any essential data, this button is dull and does not respond.

Walk Grading

Choose a walk difficulty

Ambles = Easy

Five miles or less = Leisurely

Normal Kingston Walk above 5 miles = Moderate

Extremely steep ascents and descents = Strenuous

Distance in miles rounded to whole or half miles (9, 8.5). Optionally cumulative ascent in feet if reasonably known.

Finish time, provide a best estimate of the time the walk finishes (required).

Click the “Save and continue” yellow button at the bottom of the screen. If you have omitted any essential data, this button is dull and does not respond.

Completion

Using the menu on the right, Preview the walk details to check the detail. If there are any corrections necessary, Click the Walk editor sections and amend the data and save changes.

Click Save changes in right hand menu.

If you do not want your walk details to be published, then you can exit walks manager and leave your walk in draft status.

If you want your walk published, click the menu item ‘submit for publishing’ and notify the walk compilers by email (compilers@kingston-ramblers.org.uk)

Status of Walk Details

- Draft – in progress, details do not appear on web displays of group walks.
- Submitted for checking – details are complete and await publishing by the compilers. Details do not appear on web display of group walks
- Published – Finalized and appears on web displays of group walks.

Making Changes after Publication.

A walk description may have to be changed after it is first published. Train timetable changes, route alterations done as the result of a recce are common.

Log on Walks Manager

Click Table View

Search down to click the walk entry in the list. The walk preview is displayed.

Using the right-hand menu to select the sections you wish to edit making changes as required.

When finished select Publish Changes in the right-hand menu. A walk leader can republish a walk without requiring it be done by the walks compilers.

Table View Operations

Table View displays a list one line for each walk showing Title, Leader and Status. Click the box on the left of each line for the walk you wish to change. The following operations are available at the top of the screen.

Edit

Allows an existing draft or published walk to be edited. Click Edit and select the section on the right that you wish to alter. The rules are the same as creating a

walk. If the walk was a draft, then notify the compilers to have it published. If the walk had previously been published, then the leader can republish the amended version.

Do not use edit to change the date of a walk that has been published. In these circumstances duplicate the walk with a revised date and CANCEL the original, noting the new date in the reason for cancelling.

Cancel, Delete and Unpublish

Once a walk is published then removing the walk from the programme should be by cancelling so that it is obvious to the reader that a walk that has been published is no longer going ahead. The process asks for a reason (be brief). The cancelled walk will appear on web displays in red and the text struck through and the reason shown. This highlights that the walk is no longer being held.

Delete removes the walks details entirely and should only be used for walks in the draft stage. The details cannot be recovered.

Unpublish demotes the walk back to draft stage and should only be used immediately after publishing and to allow for an error to be subsequently corrected.

Export

This option provides for the export of a set of walk details as a (very wide) spreadsheet.

Publish

Publish is the process of promoting a walk from draft to published status. Draft walks do not appear on web displays while published ones do. The first time a walk is published it must be done by a Compiler who can check aspects of the details. Once a walk has been published the leader can republish it following an amendment.

Uncancel

If a walk has been cancelled, it then can be uncanceled if the reason no longer applies (for example revised bad weather forecast). The details will re-appear on web displays as normal.

Duplicate

Can be used where similar details are needed on another walk or exercises such as Balsam Bashing with multiple occurrences of similar activities. The duplication requires the 'new' date and a choice where the details can be automatically published or left as draft for further amendment. If you use the

following 'Accessing Historic Walks' procedure you can duplicate a noncurrent walk into the current programme.

Accessing Historic Walks

Normally lists of walks in Walks Manager only show walks from today onwards. You can view historic walks from the date of Walks Manager implementation, late April 2023.

Basic Search

Select Table view

- Click 'Filters' in the right-hand box and enter your filter choices in the following sections
- Day of Week – click the days you require – leave all blank for any day.
- Enter your date selection in the two Date Range boxes – to retrieve historic walks you must have both date fields specified. Use 01/04/2023 for the **From** date to go back to the start of Walks Manager or a specific date in the past to reduce the output. Select a **To** date that covers the date range you need.
- **Moderation State** – recommend leaving blank
- If you know you entered the historic walk details into Walks Manager yourself, select **Author: Created by me** and you will get a much shorter list. If you want to include walks entered by other leaders or your own entered by compilers keep the default filter **Author: All Walks and Events**, you will get a considerably longer list.
- **Type of Activity** – recommend leaving blank
- **Walking Group** – will be automatically set to Kingston Group. You cannot search other group's walks details.
- Click **Apply filters** at the bottom of the page.

Further Search

If you have a resulting long list, you can the resulting table filter further by entered words in the search box at the top of the page. Examples:

- A start or finish location: dorking
- The name for a first or second leader: Andrew picks up any Andrew, Andrew S (no dot) only picks up Andrew S
- Any other meaningful word such a castle, downs

Note: If the list covers several pages; use the page counters bottom right to move between them.

Choose your walk

- Find the walk in the list and click the left-hand box, select 'Duplicate' on the top of the page. Enter a date for the new walk.
- Select the walk in the list and use Edit to amend the walk. (see below)

Amending Walk Details

From Table view search for your walk and click the left-hand box. Select Edit from the top menu. The first page of the walk details will be displayed. You do not have to work through all the pages; use the menu list on the right to select the page you need, for example 'location details' to change the train times.

Creating an Event

Events are diary entries for non walks such as socials, training sessions, holidays and AGMs. The entry can contain links to walk details.

From the Walks manager front page select Create a walk

Event Title Example: Kingston Ramblers AGM 2099

Start and End Date. Time of event which can be multi-day such as a holiday.

Walking Group: Click Kingston Group. If you are registered as a leader to more than one group, you will have a choice of Groups.

Event Organiser: – select the organiser who must be a registered walk leader.

Click the “Save and continue” yellow button at the bottom of the screen. If you have omitted any essential data, this button is dull and does not respond.

Describe the Event

Description of the event. Example Group Holiday to Portsmouth

Link a Group Walk: Start typing the title of the associated walk (do not paste a web link, it must be the name of the walk already in the group walk list)

Example: Linear Walk from Richmond to Picnic in Cranbury Gardens. The system will give a list of matching walks. Click the item in the list you require.

If there are more walks click the Add another item box and repeat.

Add a website link: You can optionally post a single web link. Example: website of the destination.

Add up to 5 images: If you have suitable images for your event use “Choose files” button to upload from your desktop. One or two will be sufficient. Check you are not infringing copyright if using an image copied from the web.

Click Save and Continue

Location details:

Enter an event location

Enter location as place name, postcode (upper case required) or [6,8,10]-figure grid reference (e.g. SW123123 or TQ 3002 8042). Move location pointer if necessary.

Enter description of location Example Village Hall. Describe car parking arrangements if necessary.

Click Save and Continue

On completion notify the compilers to publish the event. As with walks, leaders can make amendments and republish walks once they have been published.

Amending an Event

From Table View click the left hand box of event and select Edit from the top menu.

Make the amendments required and click Save.

If the event has already been published you can republish it yourself from the left-hand menu.