

Walks Manager Guide for Mid Staffs Ramblers (version 5, 2nd June 2023)

This guide supplements the official guide which is on walks-manager.ramblers.org.uk under “Useful Links” in the top right, ie.:

[Walks Manager
Guide \(Ramblers
groups and areas\)](#)

This document contains guidance specific to Mid Staffs Ramblers, and hints to avoid problems.

It is very easy to enter a walk, and hopefully you will find this guide useful.

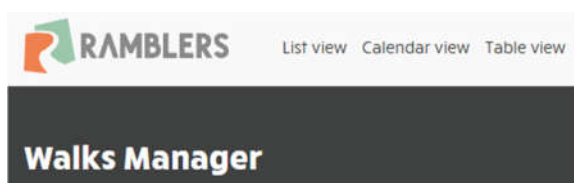
*: these red stars indicate mandatory fields.

Generally, it is a good idea to save frequently.

This does work on both a laptop & a mobile, though it's much easier on a laptop.

Getting started:

- If you haven't already setup your permissions & details, then see our latest single-page 5-click guidance before proceeding: [Walks Manager permissions.pdf](#).
- Visit this page: <https://walks-manager.ramblers.org.uk/walks-manager>
- You can either:
- Edit an existing walk, by choosing a “view” (right at the top of the page):



- For example “List view”:

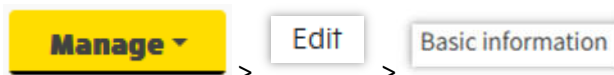


- Then click on the title of the walk.

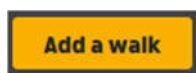
- For example “Table view”:



- Then click the title of the walk, as follows to edit:



- Alternatively, add a new walk (check first that a placeholder for your walk does not already exist):



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Basic Information page:

“Title *”: Once entered, try not to change this, particularly nearer the date of the walk. This is because the link for your walk is unfortunately based on this Title.

“Date of walk *” (and time):

- This is the date & time when we will set off walking from the start point.
- The time will default to now! So you will need to change it.
- Note that parking can be an issue, and popular car parks can fill up early.

“Walking group *”: select “Mid Staffordshire Group” to see a list of our walk leaders.

- As the “How are walk leader contact details used” tip says:

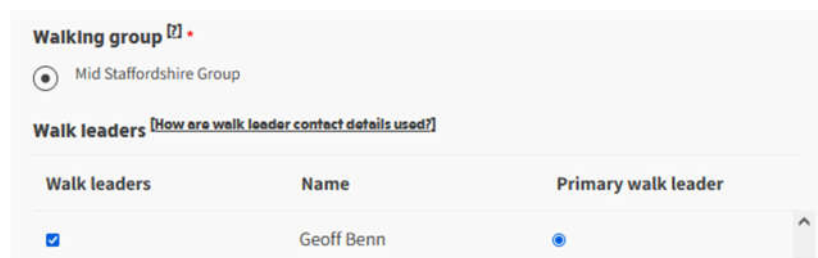
“If more than one walk leader is selected, the primary walk leader is the walk leader whose contact details will be shared on the walk.

The primary walk leader's contact details will only be shared if they have set their contact preferences to allow this. If not, the group default contact details will be used instead.

To update your contact preferences, click the profile icon at the top right of the screen and select 'Contact preferences'.

I.e. see our latest guidance: <https://www.midstaffsramblers.org.uk/leading-walks.html>.

- “Walk leaders”: choose the “Walk leader”, and choose “Primary walk leader”, eg.:



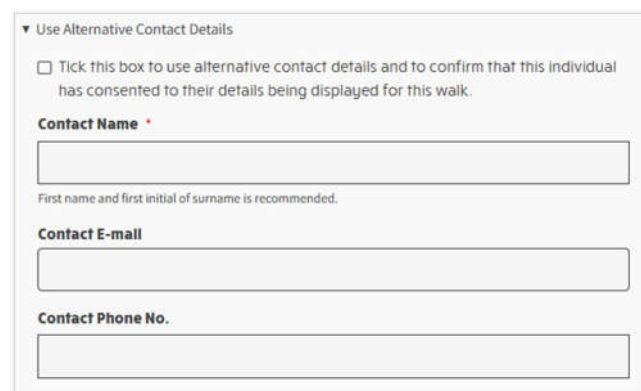
The screenshot shows the 'Walking group' section with a radio button selected for 'Mid Staffordshire Group'. Below it is the 'Walk leaders' section with a link to 'How are walk leader contact details used?'. A table lists walk leaders with columns for 'Walk leaders', 'Name', and 'Primary walk leader'. One leader, 'Geoff Benn', is listed with a checked box in the 'Walk leaders' column and a selected radio button in the 'Primary walk leader' column.

Walk leaders	Name	Primary walk leader
☒	Geoff Benn	☒

You can also choose another “Walk leader”, but only be one “Primary walk leader”.

If you add a second walk leader then they will also be able to edit the walk.

“Alternative Contact Details”: this should be the exception, and requires a signed permissions form to be held on file. If the chosen walk leader has followed our single-page 5-click permissions guidance ([Walks Manager permissions.pdf](#)) then the system will show appropriate details.



The screenshot shows a form titled 'Use Alternative Contact Details'. It includes a checkbox for 'Tick this box to use alternative contact details and to confirm that this individual has consented to their details being displayed for this walk.' Below this are three text input fields: 'Contact Name *', 'Contact E-mail', and 'Contact Phone No.'. A note below the 'Contact Name' field states 'First name and first initial of surname is recommended.'

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Description page:

“Add a website link”: if you chose to enter a link, then please make sure it is correct. It only becomes clickable once the walk is published.

“Facilities, Accessibility and Transport “: please don’t choose any of these unless you are sure. If you do choose any then please explain in the “Description” or “Additional Details”. Note: we don’t allow [dogs](#) on Mid Staffordshire group walks.

“Add up to 5 images”:

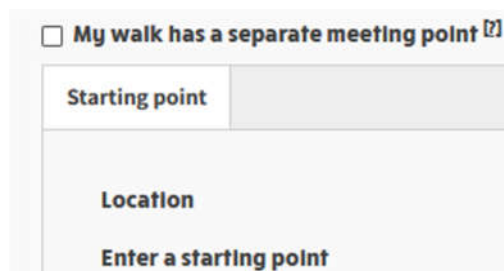
- Photos can make your walk look more exciting.
- You can add photos taken on your recce, or on a previous occasion, but beware of copyright.
- If uploading images, only add them one at a time, and between each one hit “Save Changes” or “Save & Continue”.
- **“Alternative text”:** It is necessary to enter something for for each image.
- Ignore “Show row weights”/”Hide row weights”, and the corresponding “Weight” fields.”

Location page:

“Type of walk *”: virtually all of our walks are Circular, ie. finishing where they start.

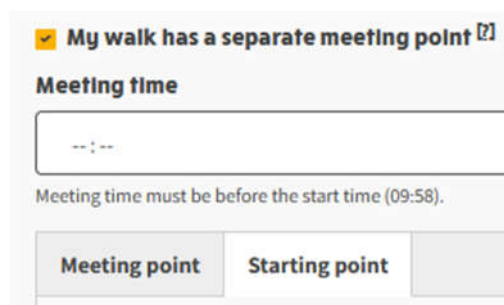
Meeting/starting points: meeting points are only used when we go south, eg. Shropshire.

- Initially it will look like this:



The screenshot shows a form titled "My walk has a separate meeting point" with an unchecked checkbox. Below the title is a tabbed interface. The "Starting point" tab is selected, showing a text input field with the placeholder text "Enter a starting point". The "Location" tab is also visible but not selected.

- If you add a meeting point then it will look like this:



The screenshot shows the same form as above, but the checkbox "My walk has a separate meeting point" is now checked. The "Meeting time" tab is selected, showing a time selection field. Below the field is a note: "Meeting time must be before the start time (09:58)". At the bottom, there are two tabs: "Meeting point" and "Starting point".

Be careful which tab you are working on, ie. “Meeting Point” or “Starting point”.

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“Starting point *” tab:

Self-explanatory, but see the meeting point notes below.

<https://what3words.com> can be useful.

“Meeting point” tab: only used when we go south, eg. Shropshire.

“Meeting time *”: check in Google Maps to see how long it will take to drive from the meeting point to the start point, and add at least 15 minutes to allow for people to get their boots on and some contingency.

“Enter a meeting point *”: SJ 9230 1409

Then move the pin so it looks like this:



Nearest post code”: ST19 5AF

“Nearest post code * “: this should be automatic.

“Location details”: Car park off Crown Bridge Court, Penkridge. We avoid parking in the church car park.

“Grading” page:

“Walk difficulty *”: typically Moderate.

“Distance *”: typically 10 miles for a Sunday walk, less for Wednesday walks.

“Ascent”: normally a lot less than 2500 feet, though that has been known!
Important to enter if there is a significant ascent.

“Estimated finishing time *”:

- This is estimated, and walkers should not rely on this if they have plans for later on.
- On a Sunday we typically walk 10 miles at roughly 2 mph, with half an hour for breaks, so 5.5 hours. Naismith’s Rule also says “Add one hour for every 2000 feet of ascent” (or part thereof).
- As the “What if I don’t know when the walk will end?” tip says:

“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.

If you’re not sure, enter your best guess - you can also update this after 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.”

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“Preview” page:

Check it all looks OK.

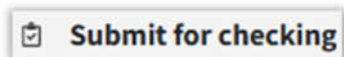
“Getting in touch”:

- The walk leaders name should appear.

If you entered a “Website:” link, then it will not be clickable at this stage. So please copy it and paste it into a browser to see that it’s OK?

Submit for Checking:

Once you are happy hit “Submit for Checking”:



Please inform the Wednesday/Sunday Walks Coordinator?
(there is no automated notification)

A reason must be given if the Coordinator then chooses “Send back to draft”. But again, there is no notification, so the Coordinator must send a message.

Publish walk:

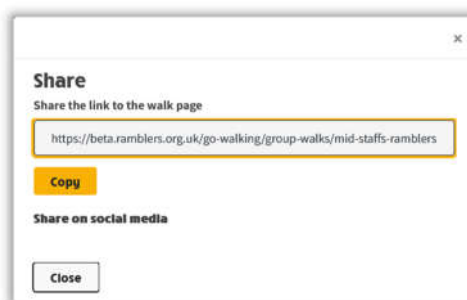
Once you are happy hit “Publish” (**only Walks Coordinators can do this**):



It’s a good idea to hit “Share”, at see the walk listing as it appears outside of the Editor.



then Copy:



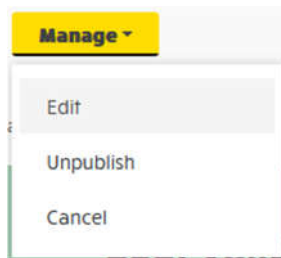
Eg. <https://beta.ramblers.org.uk/go-walking/group-walks/mid-staffs-ramblers-example-sunday>

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Edits after Publishing:

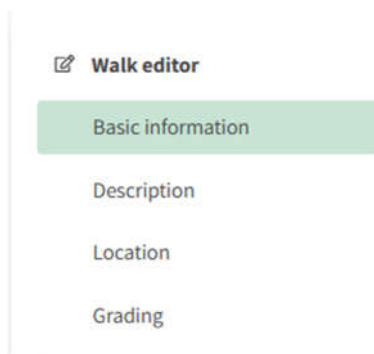
You do not have to re-enter all of the details.

To edit an existing walk entry, choose “Manage”, then “Edit”:



If “Manage” is not shown then you do not have permission to edit this walk.

Then choose “Basic Information”:



Note:

You're editing a published walk, you will need to publish any changes or exit without making a change.

A support ticket has been raised concerning this. Be very careful. Don't try to edit the walk with more than one device. Make small changes and save frequently.