

Walks Manager

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

Last updated: December 2024

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 with the Ramblers. If you need a role to be added, please speak to your group chair, secretary, or walks programme coordinator.

Adding a new walk leader

There will a volunteer/s in your group who is responsible for recording volunteers. They will need to complete this form, which will then be processed by Ramblers staff.

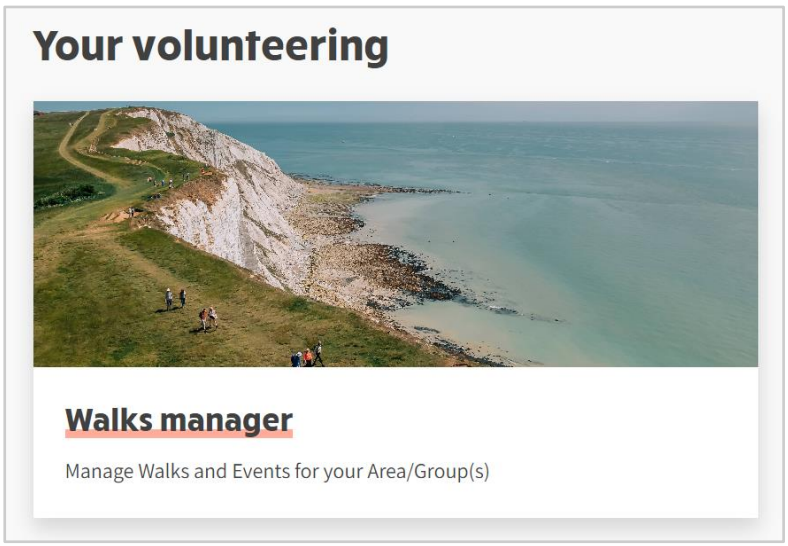
If this walk leader already exists under a different voluntary role, the same person (as detailed above) can add the new role to the same account using the same form.

Ready to get started?

Login to Walks Manager via My Account: https://www.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 such as the Ramblers app

- Scroll down the My Account page and navigate to the 'Your volunteering' section and select 'Walks Manager'.

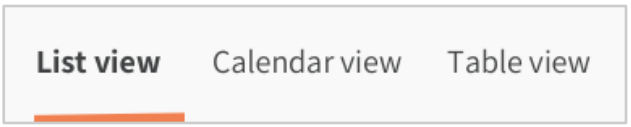


You will now be directed to the 'Welcome to Walks Manager' home screen and you can begin listing and managing your walks and events.

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.

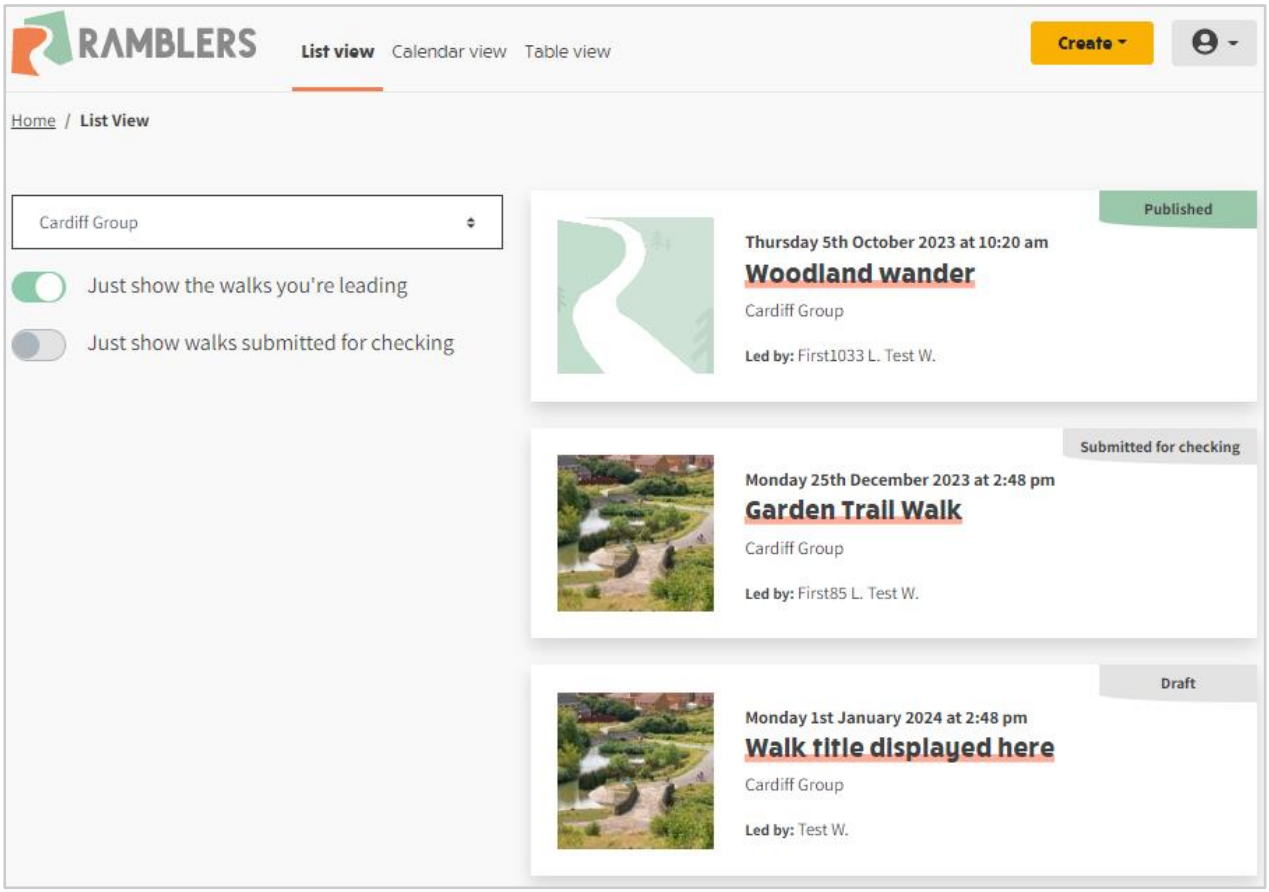
The different views can be selected at the top of the page:



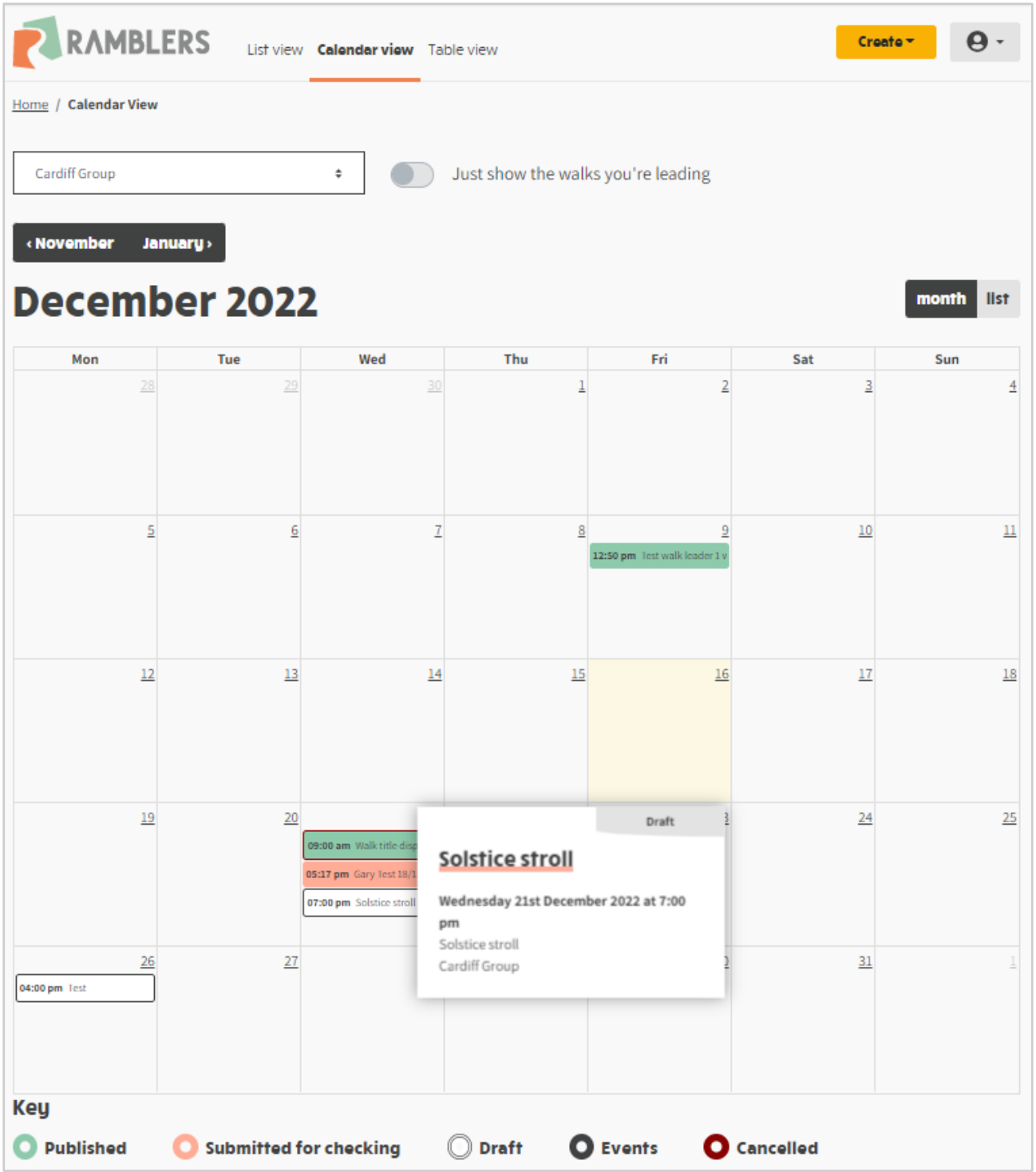
All the views let you see basic information about the walks:

- 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.

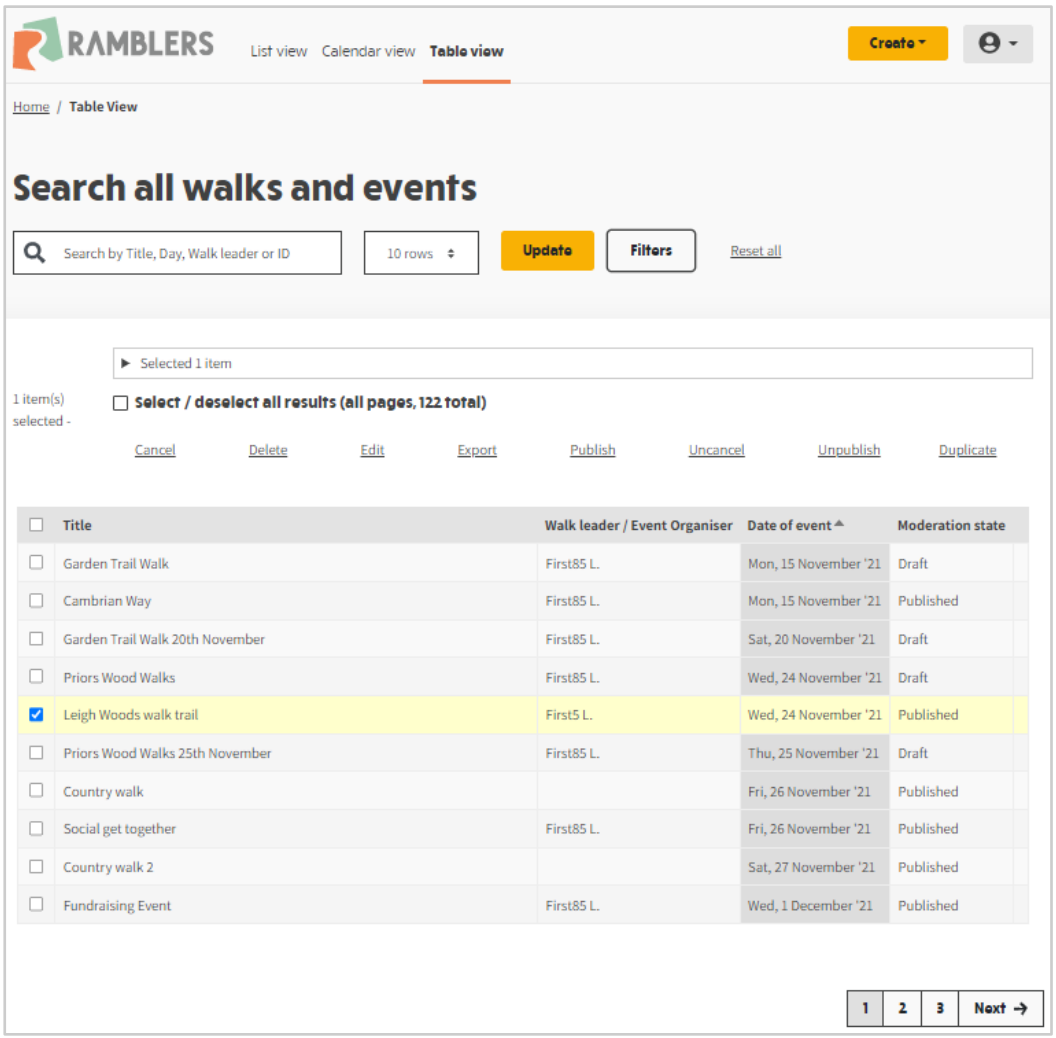


2. **Calendar view is useful for:**
   - Seeing your upcoming or past walks in a calendar
   - Seeing where there are gaps in your walk programme
   - Planning ahead and checking which upcoming walks need working on.



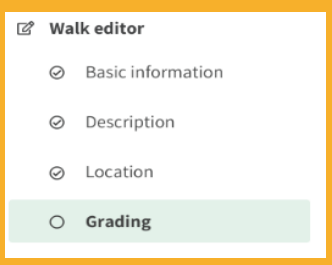
3. **Table view is useful for:**

- 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.



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.

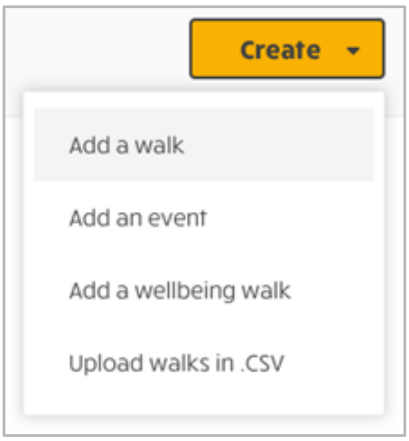


When you're adding a walk or event, you can also jump to previous sections in the listing if you realise you need to change information you've already added. Just look out for this menu and choose where you need to go.

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 as who to contact. If not, the group's default contact (as shared on their group webpage) will be used instead.

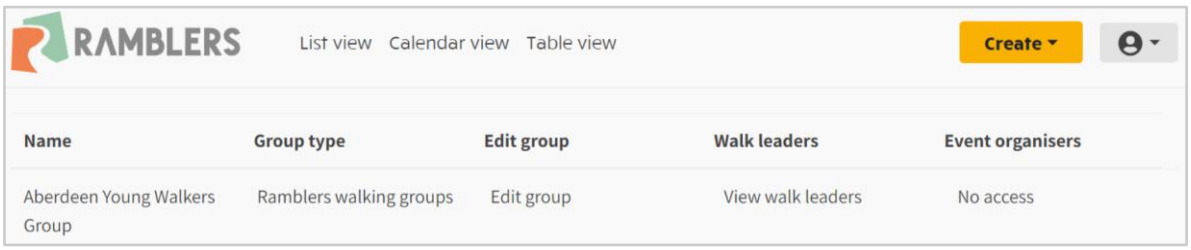
   Next to each walk leaders name, you'll see several icons. These will let you know what contact preferences have been consented to, if any.

   If an icon is filled in, that particular type (name, email address or telephone number) has been consented to, by the walk leader. When given consent, the relevant detail will appear on their walk listing.



   If you would prefer to see these in a list, click on the grey person icon in the top right-hand corner of the Walks Manager home screen and select 'manage groups'. Select the 'view walk leaders' against the relevant group and this will take you to the list. You can then download

this list as an excel spreadsheet (once downloaded, a list will not automatically update if a new walk leader is added to Walks Manager or they change their contact preferences).

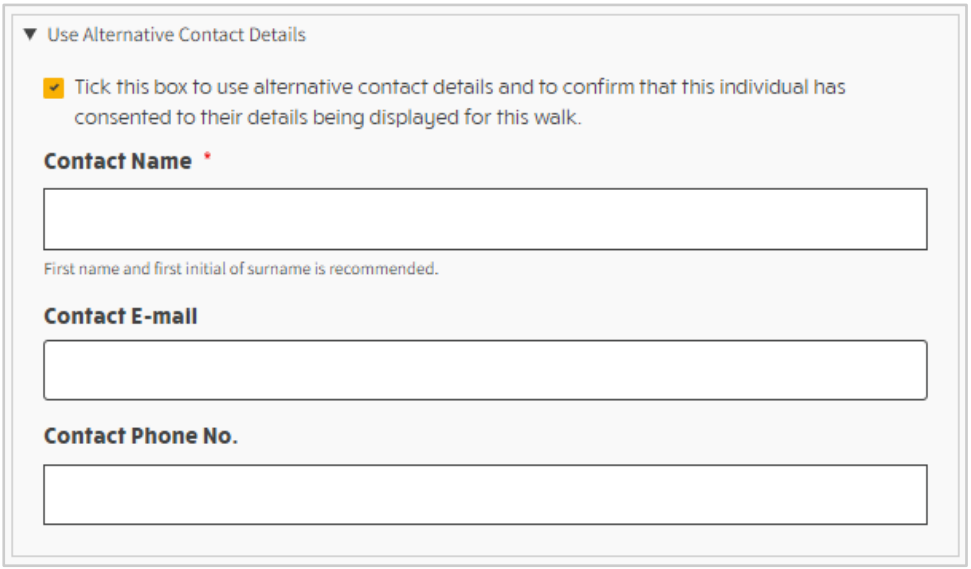


When viewing this list, you'll be able to see which contact preferences walk leaders have consented to (please note if you download this list, the contact number will not be included in your download).

See the managing contact preferences section for more information on how to set your preferences. As you'll learn in this section, email addresses will be hidden behind a form, and we can only share details walk leaders have provided.

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.



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 the Document Library.

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.



Please note that a walk leader must still be selected from the drop-down list when using an alternative contact. The leaders name will not be shared on the walk listing and the contact details will be those of the alternative contact.

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 of approximately 5MB and they must be in .png, .jpg, .jpeg or .gif format (we recommend jpeg/jpg). Please note that photos may be cropped and show differently depending on what device they are viewed on.

   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:

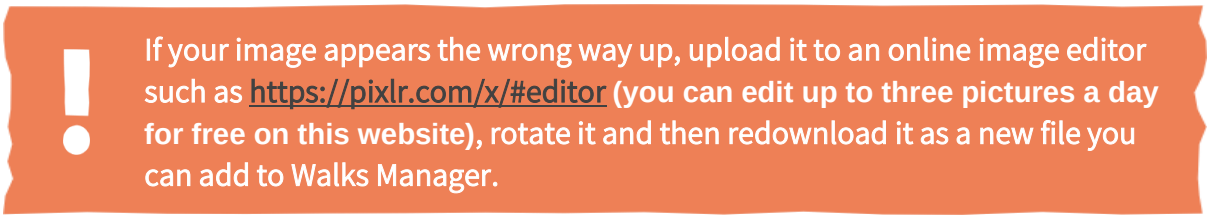
- Save the photos you want to use on the computer, or the device you're using
- Select **choose files** in Walks Manager to open up your file explorer. Browse to where your photos are saved and select the one you want to upload. Click open

- When your photo has uploaded you will see its name appear in the box, and a field where you can enter **alternative text** (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. **Please add your photos one by one, saving after each upload**

- If you would like to delete any of the photos, 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.

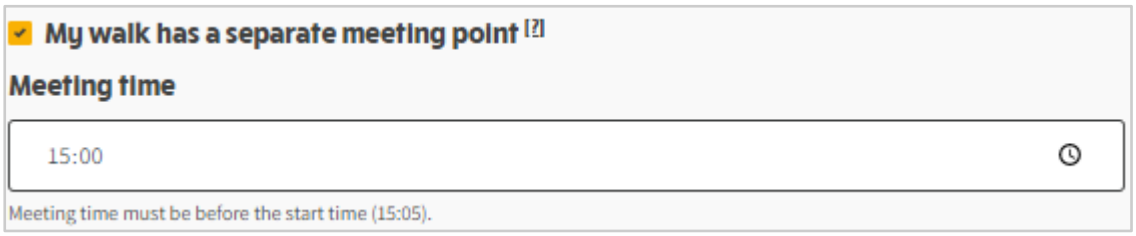
When you are happy, click save and continue.



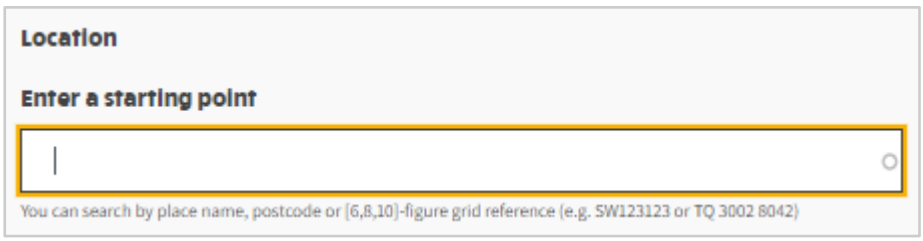
8. **Choose type of walk**
   Choose the options that apply to your walk:

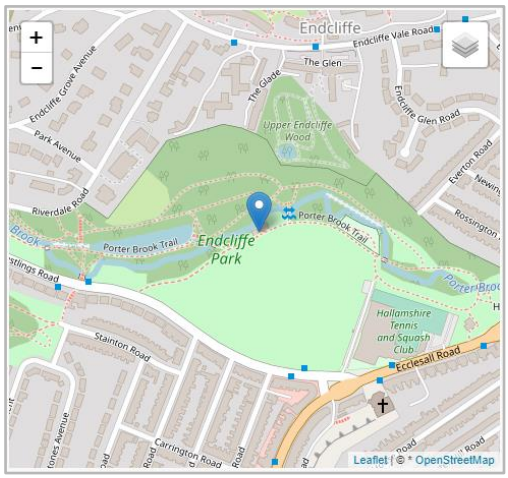
   - **Circular:** The starting and finishing point are the same
   - **Linear:** The starting and finishing points are different so you'll be asked to enter different locations for each one

   - **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.



9. **Add a location**
   In **starting location**, start typing a postcode, place name or grid reference and select a location from the drop-down list that appears. You can also find a location on the map directly by dragging the pin on the map to adjust it.





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.

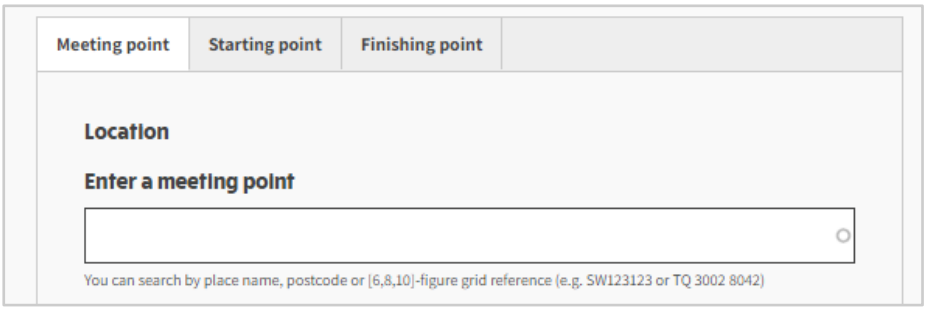
Make sure your location is correct and set before moving on to the next section. Your map should show the right place.

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:



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.

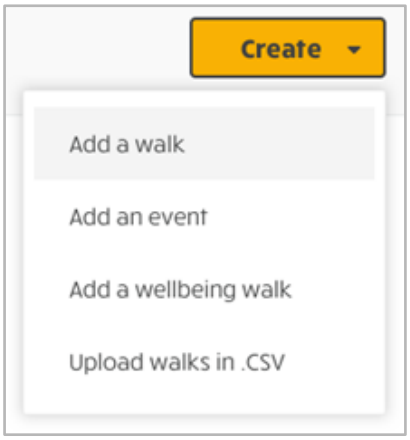
11. **Complete your listing**
    When you have filled in all mandatory fields you can check a preview of your walk, and then if you're happy with your walk listing you have different options, depending on your role:

    - 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.

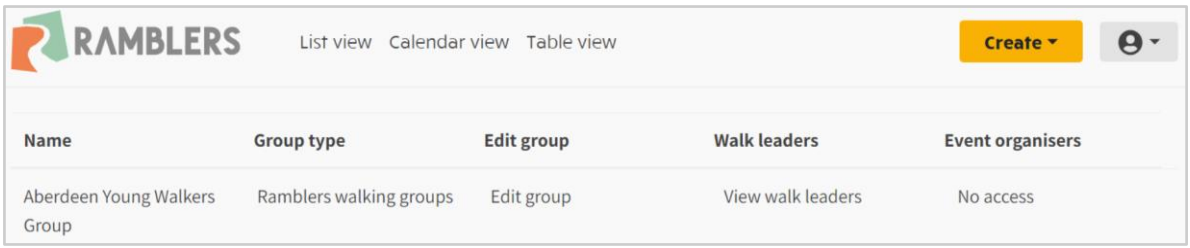
   Next click the box(es) to the left of their name(s) to select the event organiser(s). If you select multiple individuals, you'll need to assign a **primary event organiser**. If they have given permission for their contact details to be shared, they'll be displayed on your event listing as who to contact. 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.

   Next to each event organisers name, you'll see several icons. These will let you know what contact preferences have been consented to, if any.

   If an icon is filled in, that particular type (name, email address or telephone number) has been consented to, by the event organiser. When given consent, the relevant detail will appear on their event listing.



If you would prefer to see these in a list, click on the grey person icon in the top right-hand corner of the Walks Manager home screen and select 'manage groups'. Select the 'view walk leaders' against the relevant group and this will take you to the list. You can then download this list as an excel spreadsheet (once downloaded, a list will not automatically update if a new walk leader is added to Walks Manager or they change their contact preferences).



When viewing this list, you'll be able to see which contact preferences event organisers/walk leaders have consented to (please note if you download this list, the contact number will not be included in your download).

See the managing contact preferences section for more information on how to set your preferences. As you'll learn in this section, email addresses will be hidden behind a form and we can only share details volunteers have provided.

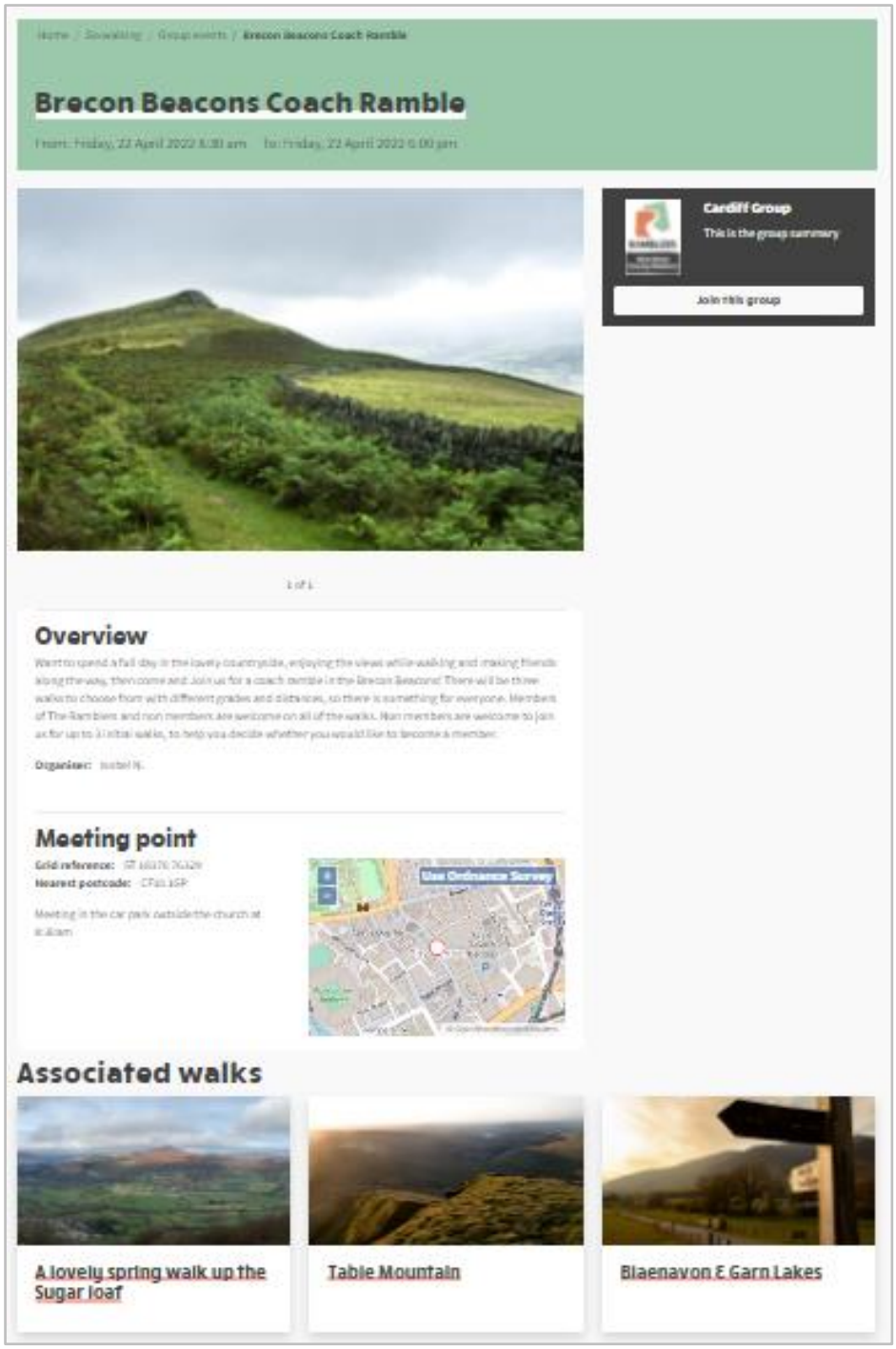
If your event organiser is not a walk leader (and therefore not in the list of event organisers shown), your group will need to add them as a walk leader. Please follow the instructions provided on page 3 of this document.

4. **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.

5. **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.

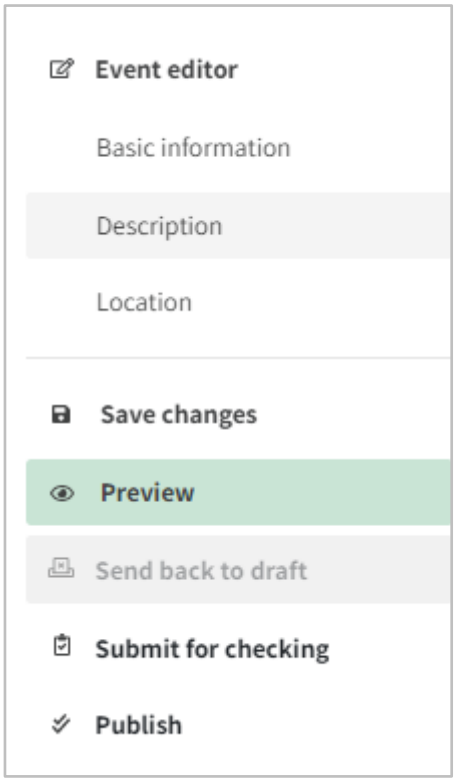


Click **save and continue** to move to the location section.

6. **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. **Make sure your location is correct and set before moving on to the next section.** Your map should show the right place.

7. 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.



8. 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.

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.



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 the specific CSV UTF-8 from the 'Save as type' drop-down menu underneath the 'File name' field

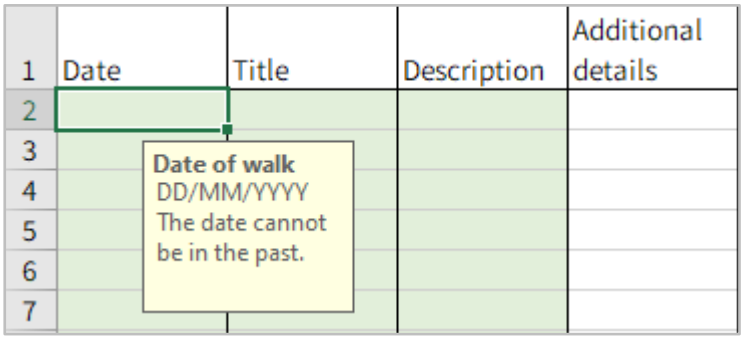
- Upload the spreadsheet to Walks Manager (see the **How to upload** section below). **Check your walks have uploaded correctly**. They can then be published by the online editor or programme coordinator, either individually or mass selected and published using the table view tab (see the managing multiple 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.



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.

Multiple walk leaders and special characters
If you are adding more than one walk leader to a walk in this file, please use a semi-colon to separate the names.

Please note that the csv file needs to be saved in the CSV UTF-8 format. If using the special characters & <> - these will need to be resaved in each draft in Walks Manager after importing to display correctly.

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**. If you have decided to check your file, you'll need to then re-load it for loading onto Walks Manager.

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 (.xlxs) and CSV (.csv) format.

5. **Reviewing and publishing your walks**

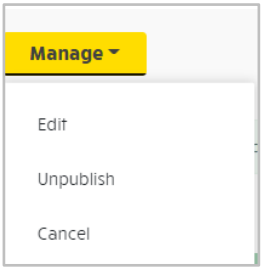
- Walks uploaded using this spreadsheet go into drafts - **they won't be published until an online walks editor or programme coordinator approves them**
- You should find them either by using the list, calendar, or table view – don't forget you can filter all upcoming walks in the table view to make 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. If cancelling a walk in the table view, make sure you select only that one walk by ticking the box on the left-hand side of it. Then select cancel from the list of options to cancel the walk and follow step 3 below.

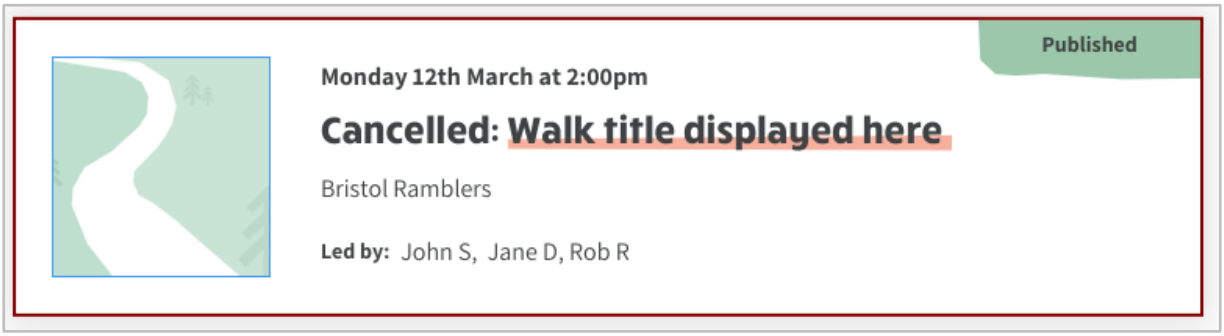
   

   You can also **unpublish** the walk at this stage to send it back to a draft – see below for when to use cancel or unpublish.

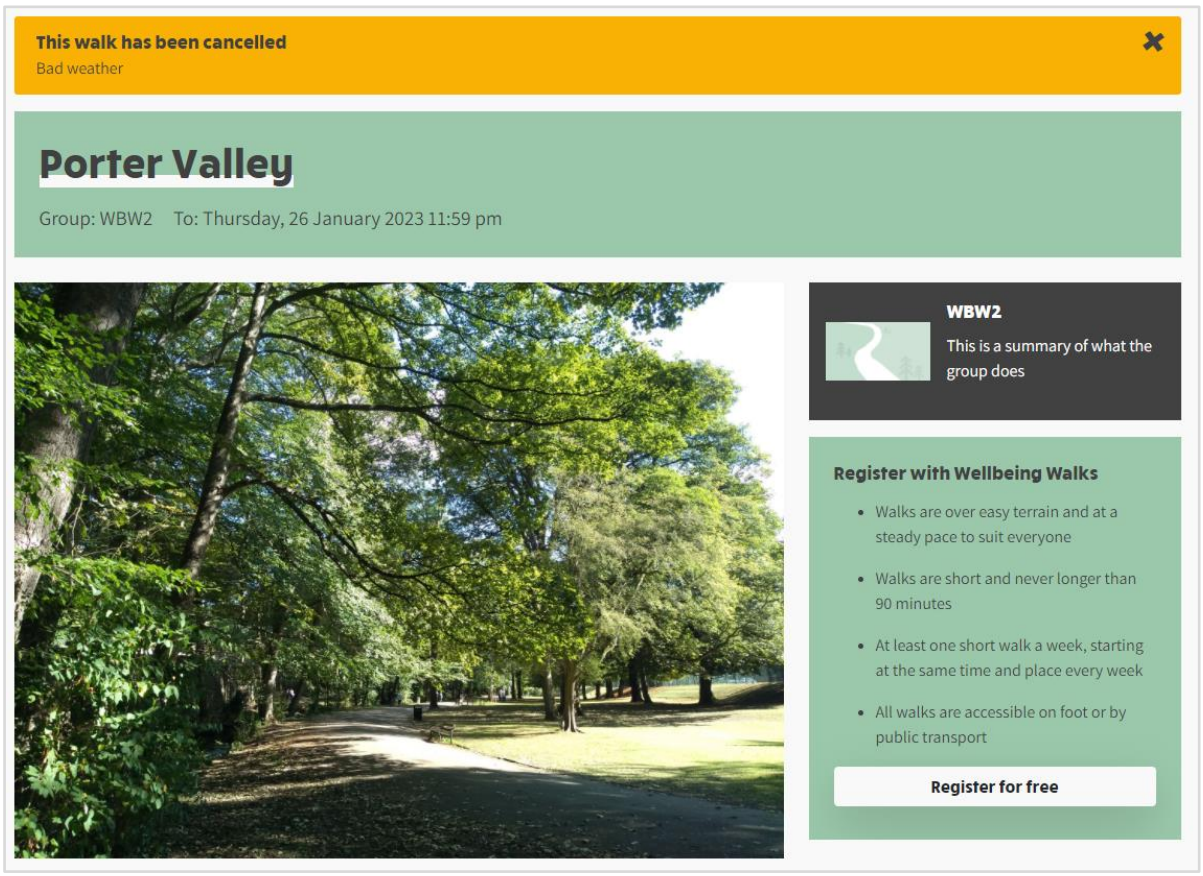
3. **Add a reason for the cancellation**
   In the pop-up box, give a reason for the cancellation and then click the yellow cancel button.

   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.



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



When to cancel, delete, or unpublish a walk

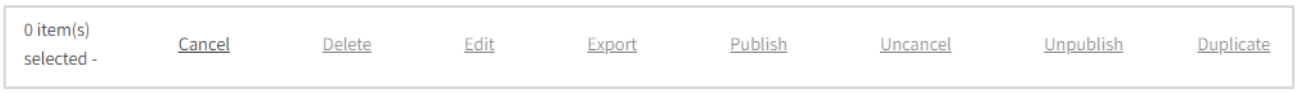
- **Cancel** walks that are published but can no longer go ahead, e.g., due to bad weather or if the walk leader is unavailable. This lets walkers know what's happened to the walk
- **Unpublish** if you've published a walk which isn't ready yet and need to put it back to a draft
- **Delete** draft walks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

- **Please do not directly delete a published walk** – **unpublish** it first, 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**



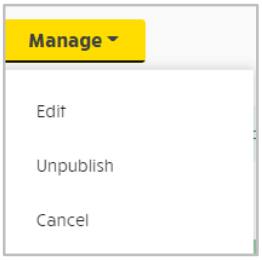
- Once you have confirmed you want to delete the walk, click **execute action**.

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:

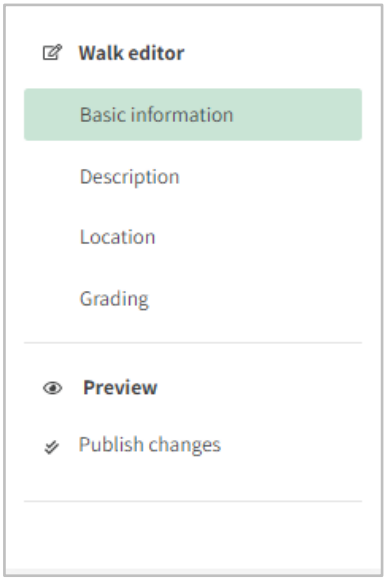
1. **Find the walk or event you need to edit**
   Use whichever view suits you best (list, table, or calendar) and then click on the name of the walk to open an overview.

   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.

   If you are a walk leader and can no longer lead the walk, please note that you can select a new walk leader from your group in the basic information section. However, if you remove yourself off as walk leader (selecting someone else) and then save the draft, you'll no longer be able to republish this walk. After making this change, your online walks editor or walk programme coordinator will need to check the draft and then publish the walk.



3. **Preview your changes**
   Once you've happy with your edits, click **preview**.

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

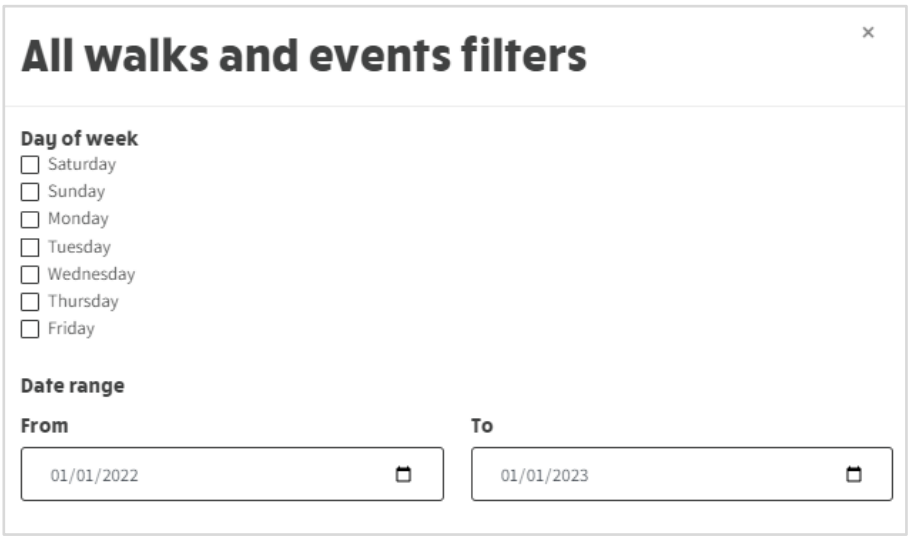
Let walkers know you've made a change

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**.



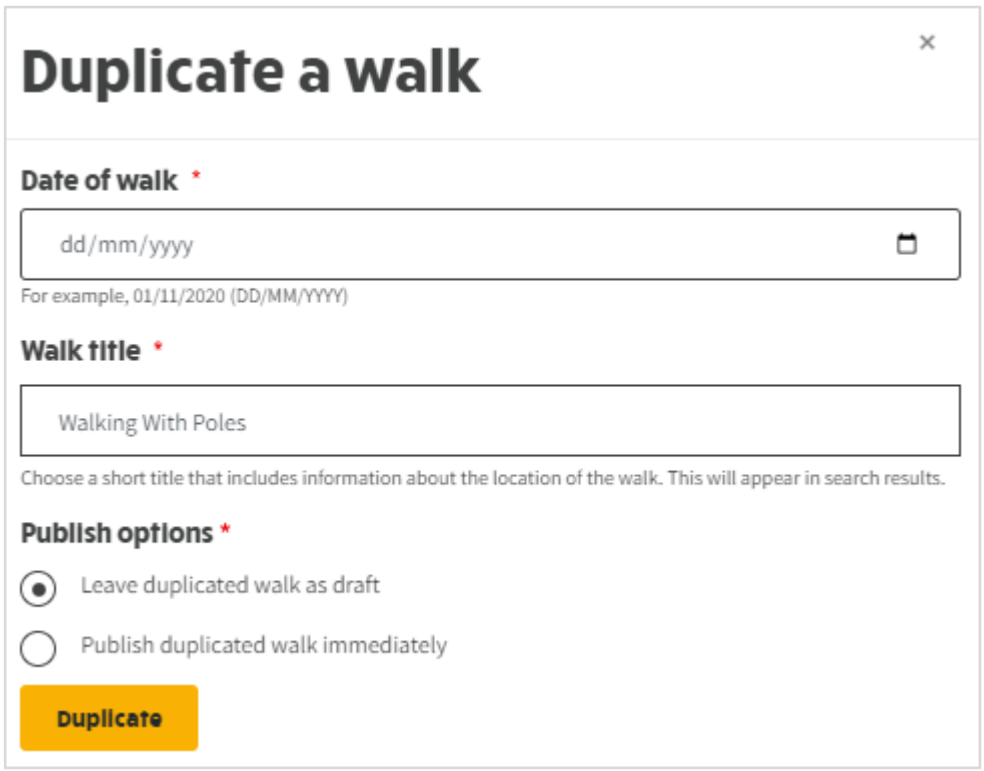
2. **Duplicate the walk**
   Select the tick box next to the walk you want to duplicate and select **duplicate** from the list of actions above the table.

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



Managing multiple walks

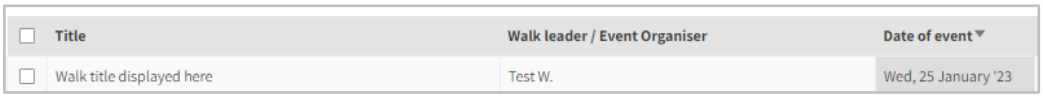
In table view, you can apply an action to multiple walks at the same time. This is especially useful for walks programme coordinators or online walk editors if, for example, there was extreme weather and all walks on a particular day needed to be cancelled.

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.



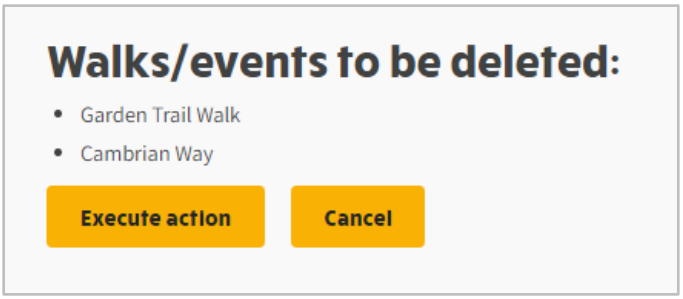
3. Choose the walks you want to change
   Tick the boxes next to each of the walks you would like to delete or cancel. You can also tick the box next to 'Title' to select all the walks on the screen.



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



- 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. **Please do not directly delete a published walk – unpublish** it first, which will place the walk into draft. Select 'Execute action' to delete the walks, or 'Cancel' to go back to the Table view without deleting.



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.

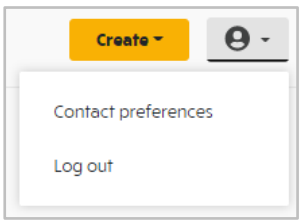
Manage contact preferences

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

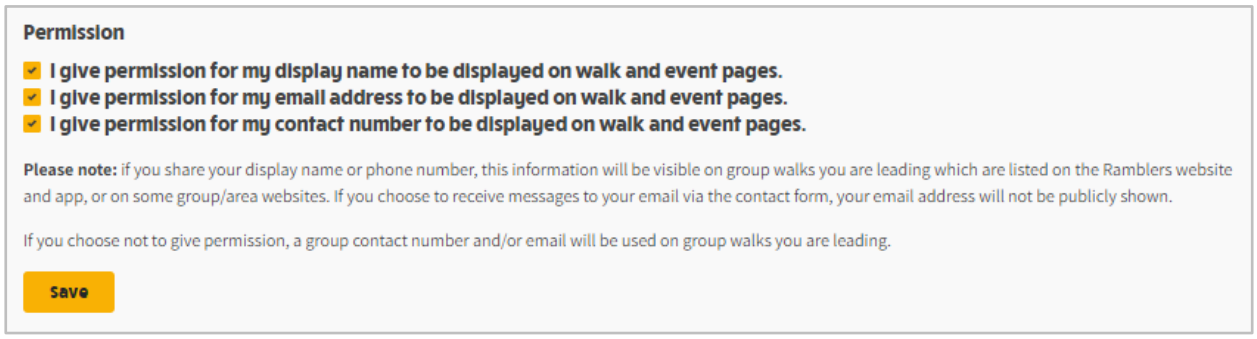
1. **Go to the 'Contact preferences' tab**
   When you have logged in in to Walks Manager, click the portrait icon in the top-right hand corner and select '**Contact preferences'** from the drop-down list.



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, you need to update these in My Account. Please refer to the 'Updating contact details' details at the end of this section to see how to do this.



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.



Please Note: if permission isn't given for the walk leaders display name to be used, the walk leader's name will not be listed anywhere on the walk listing.

There is no obligation to share any of your details. If you don't tick the email preference options, 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.



If permission has not been given for **display name**, **contact number** and **email address,** these will not be displayed. However, an email option will still appear, this is because it will default to the group contact email. The display name and contact number will remain blank.

Updating contact details

If you have checked your **display name, contact number** and **email address** on the Walks Manager 'Contact Preferences' page and they need changing, you can update these in the 'My Details' section of My Account within the Ramblers website.



- Login to My Account: https://www.ramblers.org.uk/my-account
- Scroll down the My Account page and navigate to the 'Manage your account' section and select 'My Details'.

Once you have updated your details, it may take up to 24 hours for the 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