

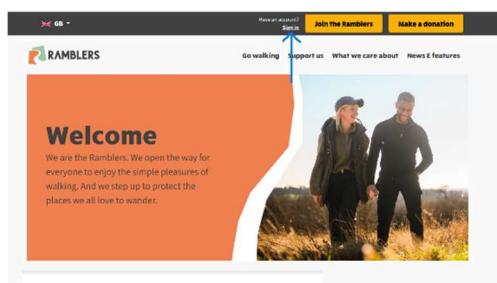
Posting a walk

To post a walk onto the web site you need to use the Ramblers Walks Manager. This option is only available after you have become a walk leader. If you have any difficulties in posting your walk, please contact a walk coordinator

<https://worcesterramblers.org.uk/about.html> or any other committee member. You don't need to complete the whole of this process at once, you can save each page and return to it later.

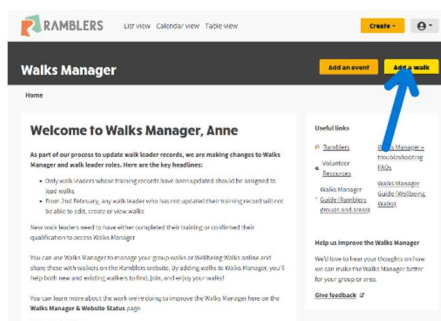
If you want to ensure that no one else puts a walk on the date you want to, publish a draft walk and edit it later!

To access the Walks Manager you must first logon to the [Ramblers national web site](https://worcesterramblers.org.uk/).



Then scroll down the page until Walks Manager option comes into view and click onto this option, (you may be asked to logon again). You should then see **'Welcome to Walks Manager'**.

Click onto the **'add a walk'**



You then need to complete the boxes, inserting a walk name, date and time. When you click onto the circle next to 'Worcester Group' a list of walk leaders appears. Scroll down if needed and select the walk leader. At least one of the walk leaders details should be in bold.

RAMBLERS List view Calendar view Table view Create

Step 1 of 5
Provide some basic information on your walk

Title of your walk *
Barn Owl Circular
Title limited to 100 characters, remaining: 83

Date of walk *
29 / 01 / 2026 10 : 00

Walking group *
Worcester Group

Walk leaders (How are walk leader contact details used?)

	Name	Phone	Email	Consent
☐	[Redacted]	[Redacted]	[Redacted]	☐
☒	Anne Holmes	[Redacted]	[Redacted]	☒
☐	[Redacted]	[Redacted]	[Redacted]	☐
☐	[Redacted]	[Redacted]	[Redacted]	☐
☐	[Redacted]	[Redacted]	[Redacted]	☐

In the example above, all of Annes details are in bold which means that her first name and initial will be shown on the website plus her phone number. She has also consented to be emailed about the walk but her email address will not be shown.

We would ask that you consent to your name being shown, plus either your phone number or an email consent given. If you consent to none of these, no one will know who is leading the walk including committee members. No one will be able to contact you about the walk. The default email is to a committee member but they won't be able to see who you are. (To change your consent, see how to do this at the end of the document)

If you really don't want anything about yourself showing, ask one of the walk coordinators if an alternative contact can be entered.

Click **save and continue** at the bottom of the page. You then see the walk description page.

RAMBLERS List view Calendar view Table view Create

Walk: Chelvey Beauchamp and the Hill climb has been created.

Step 2 of 5
Describe what walkers can expect from this walk

Use this section to describe the walk and add any extra information that walkers will need to know.

Description (What makes a good walk description?)

A good walk including some lovely views across the Forest of Dean and a section along the River Sever. There is a fairly steep hill to climb which is normally muddy at this time which leads to the outskirts of Upton upon Sever before we descend to the river. There is another stretch along the river some before the end.

Please bring a drink and snack for our mid-morning break.

Additional details

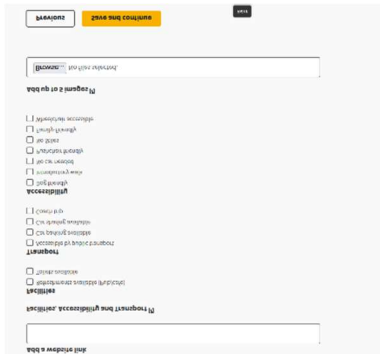
Avoid putting information here as it doesn't show up on the app

Save and continue

Fill in a brief description so that people have some idea of what to expect. Add any particular challenges of the walk such as lots of tricky stiles, poles needed etc. Include information about any food or drink that people need to bring. You should also add any information about any after walk social arrangements such as visiting a pub for a drink or meal afterwards.

If you aren't sure of all of the walk details, just write that details are to be confirmed later.

There is a box for additional details but it is better to put all of the information in the main box.

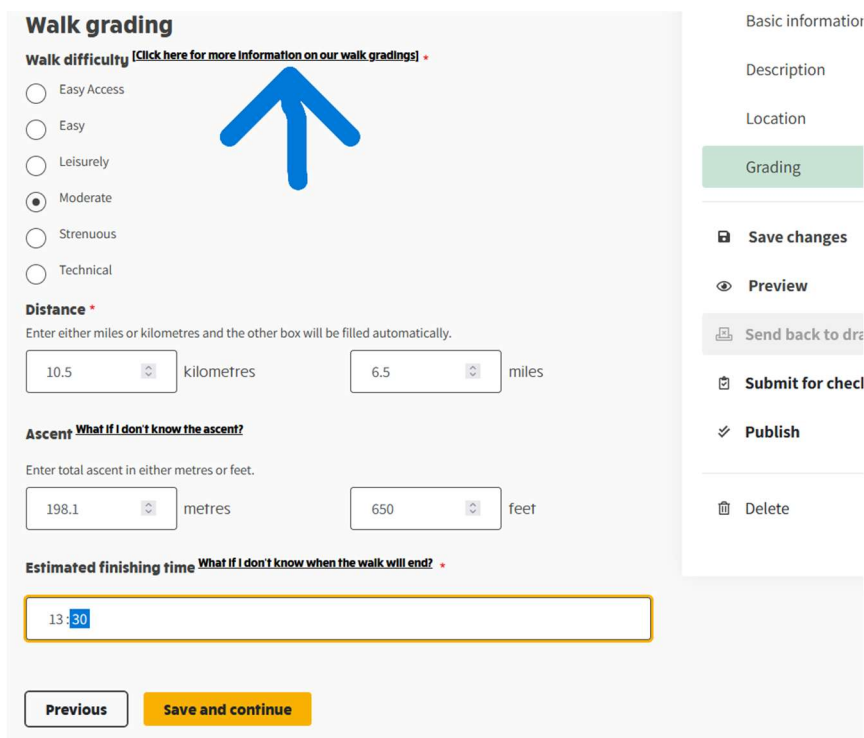


This screenshot shows the 'Additional details' section of the form. It includes a text area for 'Additional details' and a list of checkboxes for various features: 'Is this a dog-friendly walk?', 'Is this a wheelchair-friendly walk?', 'Is this a stroller-friendly walk?', 'Is this a horse-friendly walk?', 'Is this a cycle-friendly walk?', 'Is this a pushchair-friendly walk?', 'Is this a baby buggy-friendly walk?', 'Is this a pram-friendly walk?', 'Is this a cot-friendly walk?', 'Is this a baby cot-friendly walk?', 'Is this a baby cot-friendly walk?', 'Is this a baby cot-friendly walk?'. There is also a section for 'Additional photos' with a text area and a 'Save and continue' button.

Further down the page there are various boxes. You can paste a weblink (such as pub details) but there is no need to complete this. Tick any boxes that apply to your walk. We do not normally allow dogs on our walks but it is a walk leader decision if you want to allow dogs. Exceptions may be made for assistance dogs.

You can also insert up to 5 photos of your walk if wanted. These have to be done one at a time and we find that it works better if there are no more than 3 photos.

Click **'save and continue'** at the bottom of the page



This screenshot shows the 'Walk grading' section of the form. It includes a 'Walk difficulty' section with radio buttons for 'Easy Access', 'Easy', 'Leisurely', 'Moderate' (selected), 'Strenuous', and 'Technical'. A blue arrow points to the 'Moderate' option. Below this is a 'Distance' section with input fields for '10.5 kilometres' and '6.5 miles'. The 'Ascent' section has input fields for '198.1 metres' and '650 feet'. The 'Estimated finishing time' section has an input field with '13:30'. At the bottom are 'Previous' and 'Save and continue' buttons. On the right side, there is a sidebar with 'Basic information', 'Description', 'Location', 'Grading' (highlighted), 'Save changes', 'Preview', 'Send back to draft', 'Submit for check', 'Publish', and 'Delete'.

The next page is about where the walk starts and whether it is circular or linear. If you tick the linear box there will also be an option to put where the walk ends.

What are the location details?

Let your walkers know where the walk will take place. You can choose to add a meeting point below, which can sometimes be different from the actual starting point of the walking route. You can add both here.

Type of walk

☒ Circular

☐ Linear

☐ My walk has a separate meeting point

Starting point

Location

Enter a starting point

Shelsley Beauchamp

You can search by place name, postcode or [E,H,10]-figure grid reference (e.g. SW123123 or TQ 3002 8042)

Map navigation controls: +, -, compass, location icon.

Basic information

Description

Location

Grading

Save changes

Preview

Send back to draft

Submit for checking

Publish

Delete

The page always shows a marker in the middle of the ocean! If you enter the post code of your starting point it will take you closer to your starting point. You could alternatively enter the name of the village.

Location

Enter a starting point

Shelsley Beauchamp, Worcestershire, England

You can search by place name, postcode or [E,H,10]-figure grid reference (e.g. SW123123 or TQ 3002 8042)

Map navigation controls: +, -, compass, location icon.

Drag the pin on the map to adjust the location

Ordnance Survey gridref: SO 7309 6262
Latitude: 52.2637791, longitude: -2.395572
Easting: 373100 Northing: 262701
What3words: flurbaite-sake-kiosk
Nearest postal code: WR6 6BA

Nearest post code

WR6 6BA

Submit for checking

Publish

Delete

Drag the pin to exactly where you will meet the walkers and it will automatically work out the grid reference and What3words.

Lastly fill in the box with location details. Use this to tell people if the post code doesn't take them to the exact spot or to describe the meeting/parking place in more detail.

Then save the page

Drag the pin on the map to adjust the location

Ordinance Survey gridref: SO 7312 6289
 Latitude: 52.263524 Longitude: -2.395162
 Easting: 373128 Northing: 262892
 What3words: scraper.pine.shackles
 Nearest postal code: WR6 6RA

Nearest post code *

WR6 6RA

Location Details

Roadside parking near to the church.

Previous Save and continue

The next page is about grading your walk. If you click for information, it tells you what the grading system is. Please read the descriptions before grading your walk.

Then fill in the walk distance. If you aren't sure, make a guess and edit it after your recce. If you know the ascent, add this but its not essential. Put in an estimated finish time, better to err on the side of caution and make it later rather than earlier.

Walk grading

Walk difficulty [\(Click here for more information on our walk gradings\)](#)

☐ Easy Access
☐ Easy
☐ Leisurely
☒ Moderate
☐ Strenuous
☐ Technical

Distance *

Enter either miles or kilometres and the other box will be filled automatically.

10.5 kilometres 6.5 miles

Ascent [What if I don't know the ascent?](#)

Enter total ascent in either metres or feet.

198.1 metres 650 feet

Estimated finishing time [What if I don't know when the walk will end?](#)

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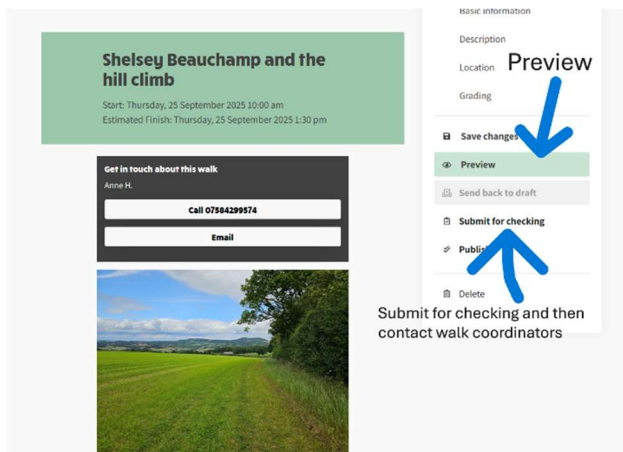
Previous Save and continue

Basic information
 Description
 Location
 Grading
 Save changes
 Preview
 Send back to draft
 Submit for check
 Publish
 Delete

Remember to save the page, you are almost finished! You now just have to **preview** how your walk will look. If you are happy with it, you can now **submit it for publishing BUT** remember to tell the walk coordinators that it is there. There is no system that alerts the walk coordinators that your walk is sitting there waiting to be published! You need to message the coordinators off the website (under About), we suggest you contact all of them in case someone is away.

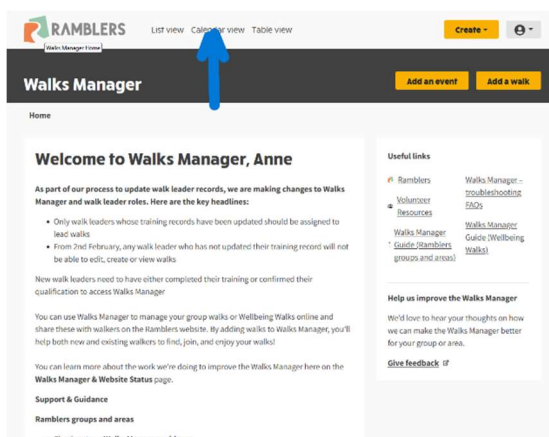
If you want to change any of your walk details you can click on the relevant section on the right hand side of the page to amend it. Don't forget to save the page afterwards.

If your walk hasn't appeared on the website by the next day – did you contact a walk coordinator

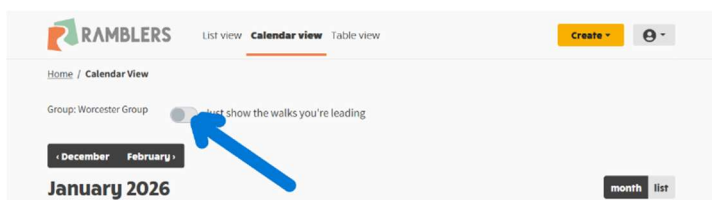


Editing your walk

If you need to edit your walk, log back into the website as at the beginning of this document. Click on calendar view.



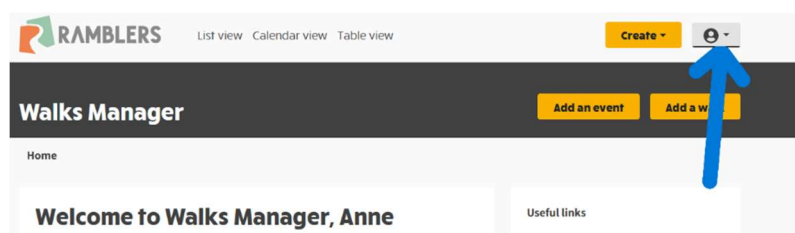
Click on walks I am leading which will show your walk. You can then click on that and edit any of the sections



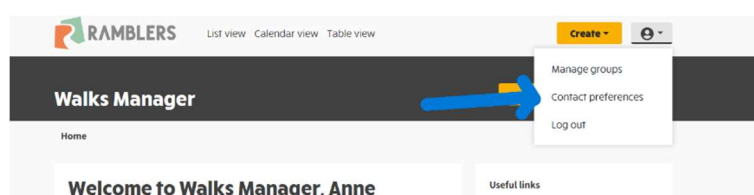
Don't forget to save any changes. If your walk has already been published, you don't need to tell the walk coordinators about your changes, they are published automatically.

Changing your consents

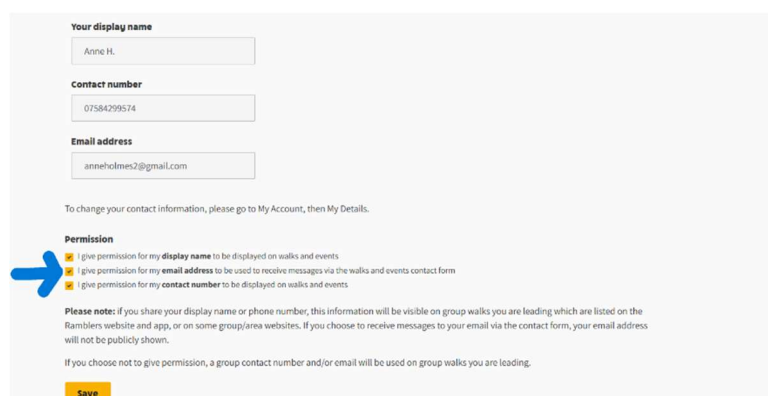
Log into Ramblers if you aren't already logged in. Click on the person icon



Click onto contact preferences



You then need to check/uncheck the boxes as needed. We suggest leaving at least your display name and one other. A mobile is useful if someone can't find the starting point of the walk.



Your display name

Anne H.

Contact number

07584299574

Email address

anneholmes2@gmail.com

To change your contact information, please go to My Account, then My Details.

Permission

- ☒ I give permission for my display name to be displayed on walks and events
- ☒ I give permission for my email address to be used to receive messages via the walks and events contact form
- ☒ I give permission for my contact number to be displayed on walks and events

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

Expenses

You can claim mileage for one recce for your walk. Please contact the Treasurer for an expenses claim form.

Managing your walk

At the start of each walk a Walk Register needs to be done (available on this page). After the walk a copy or the original sent to the [membership secretary](#) for processing. **Please destroy your copy when this has been done.**

Please contact Anne Holmes for any suggestions on improving these instructions