

Guidance for Glasgow Ramblers Walk Leaders

Step by step guide for adding a walk in Ramblers' Group Walks and Events Finder

Note. Before adding or editing a walk you must have registered with Ramblers at www.ramblers.org.uk and then emailed me to ask me to make you a Contributor. You can read these pages in conjunction with the more complete Ramblers' *Getting started for contributors* notes but you should find all the information you need here. Please let me know if you spot any errors in the guidance so that I can correct them.

Getting started

Log into the Ramblers website using your email address and the password you set when you registered.

Click on **My account** at the top of the screen

On the **My account page** click on the green box marked **Group walks and events manager**. This is on the right of the screen.

In the **Group walks and events manager page** click on **Add a walk** in the grey **Other actions** box on the right of the screen.

(If you have already started drafting a walk or want to edit one, click on the blue box to the right of the walk title and select edit)

Page 1-Essentials

You should now be looking at a page headed **Walk detail** with **1-Essentials** highlighted and you can start putting in your walk information as described below.

Date. Click in the date box and select your first choice of date from the calendar that opens - but remember that dates are only finalised at the Walk Leaders' meeting in September (see Additional information later on).

Title. Enter a brief title, preferably with an indication of the location.

Walk description. Enter your walk description including enough information to let people know roughly where they are going, the nature of the walk, any special things to take account of eg height of ascent if significant, type of terrain, level of exposure on a mountain, any café stop. If you want to give the OS map sheet, put it here. Leave meeting places, times, distance for other sections of the form. Try to restrict yourself to a max of 120 to 150 words.

Group. Should say Glasgow already if you are a member of Glasgow Ramblers. Members of other groups should select Glasgow if more than one group is listed here.

Circular or Linear. Select your choice. Circular means any walk that ends where it started.

Starting point. The **location search** box will accept a two letter, 6 figure grid reference eg NS556665 OR a postcode OR will offer quite a few commonly used locations such as Glasgow Central Station from a drop down listing that appears when you start typing a place name. A map will appear when you have entered the location allowing you to check it. You can expand the map and move the location marker manually if you want. Make this as accurate as you reasonably can, bearing in mind that we are using it to tell walkers the location of the walk, not to direct them to a meeting place. Grid references are not always relevant for urban locations but very useful in the countryside.

The **location details** box allows you to put in additional information to help people find you eg “by the entrance to”, “in the car park” etc. You can also use it if you don’t have a grid reference or postcode or if the location is not in the pull down listing.

Normally tick the box for **Show exact starting point** but leave blank if you want to avoid people just turning up eg for a Munro climb, a ferry crossing or linear walks with cars.

Start time. This may have to be approximate or you can leave it blank if you like but see below under Save and next step.*

Add a meeting point. Click on the + sign to expand this section and complete it in the same way as for the **Starting point**.

Key details.

Restriction. Normally leave this as Public.

Difficulty. Select from the 6 options that equate approximately to our own grades ranging from Easy access (C) to Technical (A+). See the full list in my Appendix.

Local walk grade. Leave blank.

Distance. Enter this in miles or km but not both as the system converts automatically.

Estimated finish time. Optional. The system sometimes puts a time in here. If it is very inaccurate you can change it or clear it if you wish.

Contact details. Start typing your first name. When your name pops up below, click on this and the details will be entered automatically. Your name should appear if you have a walk in the current programme. If not, let me know and I will add it.

Festivals. Ignore

Strands. Ignore

*Click **Save** to come back later (you can do this at any stage) or **Save and next step**. A box may pop up asking you about a start time if you missed one out. If you are sure you don’t have or want to give a start time, click OK. If you can give a start time, click Cancel and put the start time in. This will often be approximate, of course.

You are nearly there.

Now click **Save and next step** to go to the second page headed **2-Further details**. This page won’t take you long.

Page 2-Further details

Additional details.

First put in any alternative dates for your walk to help our Programme Co-ordinator at the Walk Leaders' meeting. Just enter words like (Alternative dates for this walk are 12th December and 6th January) OR (No alternative dates are possible because this is our Hogmanay walk up Ben Nevis). This information will be deleted before publication on the web.

Use the rest of the box for anything that you want to tell walkers that is not already on the form.

Possibly travel information ---

We will catch the 9:48am low-level Edinburgh train to Caldercruix then the train back from Bathgate to Glasgow.

or

The start time is very approximate.

or

The recommended passenger contribution to the driver is £7 (a round trip of 70 miles at 10p per mile)

Possibly to stress something about the walk ---

An alternative walk will be arranged if weather conditions are too extreme.

You can usually leave the rest of this page blank as the other fields are optional and will not be in our printed programme. You might wish to put in the Ascent if this is significant but it is better to put it in the main walk description.

Scroll to the bottom of the page and click **Save and submit**.

That is the form complete.

Page 3-Review

After you click on **Save and submit** you go to a page headed **3-Review**. You can Preview your walk to see what it will look like on the web. This shows the text and a map with meeting point and starting point. If you spot any errors, you can go back and make any amendment necessary.

The current status of your walk is Awaiting approval. It will stay like this till after the Walk Leaders' meeting when dates are finalised. When we are sure that the whole Programme is ready, the Editor will publish the walks on the Ramblers website and hence into our own website. If essential, it is possible to edit a walk after publication to take account of, say, changes to public transport times.

Alan Watt

6/7/16

Appendix Walk grades.

The Ramblers system uses the set of grading walks listed below – ranging from Easy access to Technical. You must select one of these and it will appear in the online listing.

The words in italics are added by Glasgow Ramblers as guidance.

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, please contact the group running the walk for details.

Typically a walk of only a few miles, mainly on paved areas, parks, canal towpaths or similar; any inclines will be relatively short; no stiles, narrow kissing gates or similar obstacles.

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.

A walk in town or in the countryside, mainly on good paths and tracks; no sustained, steep slopes or significant stretches of slippery/uneven surfaces; normally less than 6 miles

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.

A walk in the country that may involve small hills, short sections that are steep, some rough ground or drops close to the route; normally less than 10 miles.

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.

A walk that may have significant overall ascent or other demanding aspects such as sections of bog or thick heather; on varied surfaces possibly including open hillside; may be in a remote area; also, min grade for a walk of 10+ miles. Would apply to higher walks in the Campsies and Ochils.

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.

Demanding walks on mountains and hills with significant overall ascent and/or sustained steep sections; possibility of rocky, slippery and steep surfaces; some easy scrambling possible; also, min grade for a walk of 15+ miles. Typical grade for a Corbett, Munro or very long walk in summer conditions.

Technical - walks for experienced and very fit walkers with additional technical skills. May require scrambling and use of ropes, ice axes or crampons. You must contact the organiser or leader in advance for further details.

Mountain walks in winter conditions, walks with height exposure and risk from a fall irrespective of the length and height of the walk. Typical grade for a Munro or Corbett in winter conditions or an exposed ridge walk.