




Worcester Ramblers – How to Post a Walk

1. Login to Worcester Ramblers – To lead a walk you must have registered as a volunteer and Walk Leader with the National Ramblers Assembl <https://www.ramblers.org.uk/volunteer-zone/assemble.aspx> (see **How to do** - Register on Assembl)
2. On the Home/Front Page, scroll down and on the left hand side under the heading Walks, select Walks Required, this gives you available dates, shown as blank. Select date required.
3. For the purpose of this how to do we are using the first heading. I want to create.....

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 **Walk**
I want to lead a walk

All Walks My Walks All Routes My Routes Car Parks & Meeting Points

3


I want to create a Walk from scratch.
Select this option if you want to lead a new walk without using a Route.

I want to use or modify an existing Walk.
Select this option if you want to lead a walk based on a previous walk either done by you or somebody else. Follow this link, then press **Details** to select the desired walk. Then press **Copy**.

I want to use or modify an existing Route.
Select this option if you want to lead a walk based on a route selected from our library. Follow this link, then press **Details** to select the desired route. Then press **Create Walk**.

4. Click on I want to create a Walk from scratch, fill out all the boxes they are self explanatory, at the end click create

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 **Walk**
Create

Cancel

Walk Date

Start Time (24 hrs)

Title

Description

Distance



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5. Your walk details will open in a new window as shown, Click to edit your meeting point.

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Description (click to edit)

- Start: Thursday 21 Oct 2021 @ 10:00 Please allow sufficient preparation time so we can depart promptly.
- Distance: 11.5 km (7 miles).
- Route Type: Loop, this is a circular route where the walker ends at the start point without retracing any of the route.
- Grade: Easy
- Some Stiles.
- Ideal Starter Walk.
- Snacks: A drink, snacks if not joining us at Bevere Cafe.
- Post Walk Refreshments: Bevere Cafe.
- No limit on numbers, will need to know if you want to join us at the cafe on route.
- No dogs please (registered assistance dogs by prior arrangement with the walk leader).
- Everyone under 18 participating in Ramblers walks and other activities must be accompanied by a responsible adult, such as a parent, guardian, teacher or youth worker.
- Due to Covid 19 places for this walk must be pre-booked in advance with the walk leader, giving your Ramblers membership number and contact phone number.
- If you are allocated a place and are unable to attend, please let the walk leader know so that someone else can take your place.
- Please do not attend if you or members of your household display Covid 19 symptoms.
- Please help us to minimise our carbon footprint by car sharing, click on the link to request or offer a lift.

Lovely walk along the River Severn, taking in Gulevet Park, Worcester and Birmingham Canal stopping for refreshments at Bevere Gallery Cafe. Viewing the new the new Salmon Ladder at Bevere Weir. Through Northwick Nature reserve a real treat in store.

Meeting Point & Parking (click to edit)

Warning no meeting point!

Leader (click to edit)

Jane Vickers

- Click to contact.
- Mobile: 0793775518
- Phone: 01905773466

GPX (click to upload)

Documents (click to delete or upload)

Links (click to edit)

Covid Guidance

Risk Assessment | template

Walk Grade Definition

Walk Leader Resources

Walk Register

Car Sharing (click to edit or delete)

Life (click to edit)

6. Click on Add from Meeting Point List, this will open into a library of choices of meeting points.

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ramblers at the heart of walking

Northwick Lido Nature Reserve

Meeting Point & Car Parks

Cancel Add from Meeting Point list Add from Meeting Point map

Meeting Point	Location	Fee	Car Park Size
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7. If a meeting point on the list does not meet with your requirements click on Create, found under Car Park or Meeting Point

N.B. At the time of producing this How to do, the Create option is under review and will not allow you to proceed to create your own meeting point. Hence you will have to place this information at the end of your description.



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8. Fill out all the boxes with information as requested – click next and follow instructions to add the meeting place.

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Car Park or Meeting Point
Create a new Car Park or Meeting Point record.

Cancel

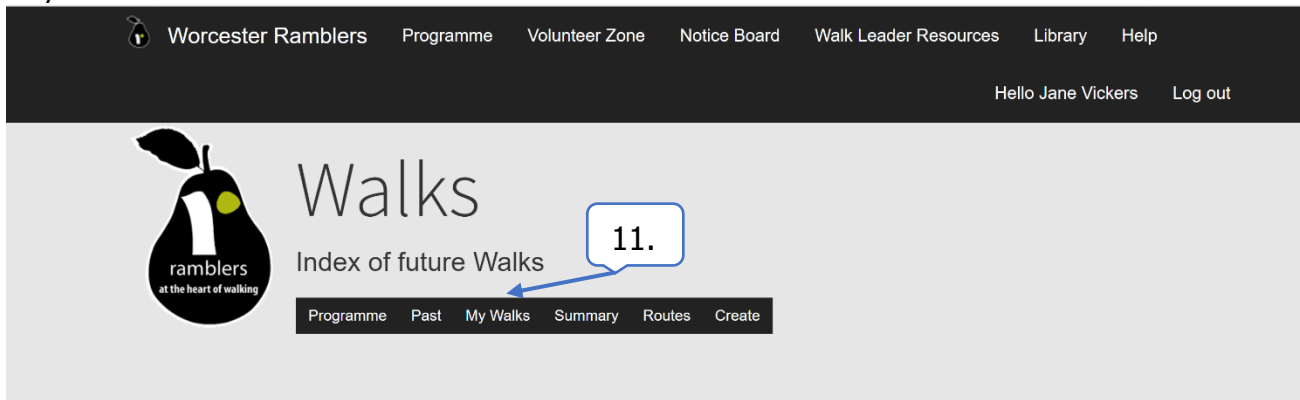
Area ? Worcester (North)

Location ? The Slip Old Northwick Ln, Worcest

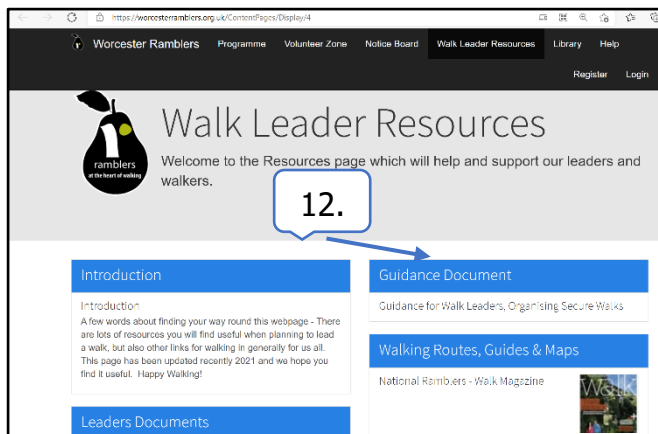
Additional Information ?

OS Map reference if you know it ? OS 838 579

9. Your walk will be automatically emailed to the Walks Co-ordinator for checking.
 10. To allow the walks co-ordinator to authorise your walk and post it on the website you must upload your risk assessment to your walk. See **How to do** upload Risk Assessment to your walk.
 11. To access your walk created, click on Programme > My Walks. N.B. you will have to re-enter the date of your walk!



12. Before leading a walk, you **must** read the Guidance for Walk Leaders which can be found on our website.



This **How to do** documents assume you are running Windows 10 on your computer.