

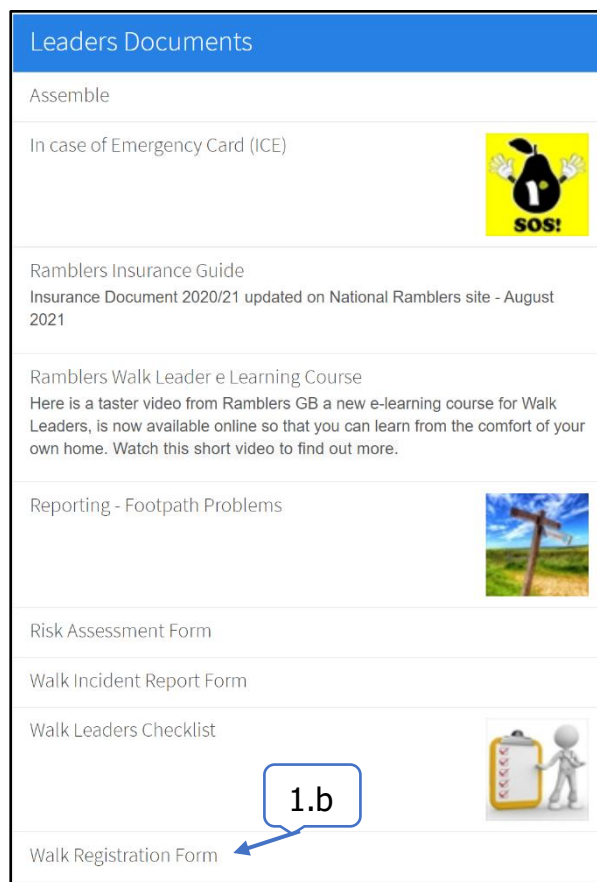
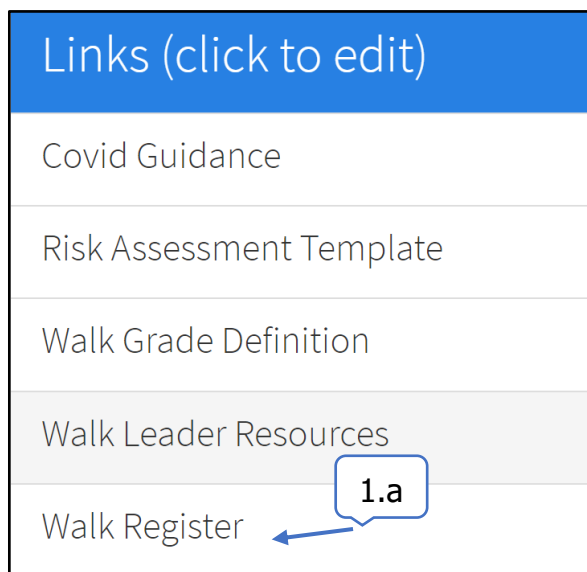


Worcester Ramblers – How to send your walks register to Membership Secretary



The Guidance for Walk Leaders, makes reference to a walk register which can be found on our website

1. Login to Worcester Ramblers <https://worcesterramblers.org.uk/> > you have two options to access Walk Register:-
 - 1.a On your walk information under links
 - 1.b Under Walk Leaders Resources, Leaders Documents



2. This document is created in Microsoft Word and saved for your use in PDF Format.



3. You must use the PDF format.
4. The Walk Registration Document will download to your downloads folder on your computer > open it and print it off and fill it in by hand.
5. On the day of your walk you will receive an automated email informing you to send your completed form to membership secretary membership@worcesterramblers.org.uk
6. There are a number of options on how to achieve this,
 - a. using a printer with scan facilities, then scan it to your computer and send it as an attachment in an email.
 - b. Photograph it on your phone and send as an attachment on an email.
7. Keep a copy securely for 21 days for NHS tracing purposes and then destroy it.
8. Under GDPR Rules you **MUST NOT** keep members details on your computer.

This **How to do** assumes you are running Windows 10 on your computer