

Entering a walk on GWEM (Group Walks and Events Manager)

Login to ramblers.org.uk

email and password

My Account

Group Walks and Events Manager

Other actions - Add a walk

Walk detail 1. Essentials

Date

Title (include BOOKING REQUIRED)

Description - add route info, lunch arrangements if needed, number of places and booking method(s)

Group - South Cotswold

Starting point - add grid reference

Location details

Start Time - Hour Min

Key Details

Public

Difficulty - Leisurely or Moderate

Look up contact - start typing (present leader details are already on database)

Select (with option to edit and save new details)

If a new leader or combination you will need to make a new entry on their database

Save and next step

Walk detail 2. Further Details

All are optional

eg More maps (tinyurl)

eg Booking details

eg Extra remarks about route or eating opportunities after the walk

When finished Save and Submit

3. Review

Preview will appear on new tab

Select and copy the link to this page eg <https://www.ramblers.org.uk/go-walking/find-a-walk-or-route/walk-detail.aspx?walkID=4112814>

Paste this link in an email to leader for checking.

I tend to approve first to see finished result - it can be amended later

Approve or Unpublish

Add a link to Stop Press on our website for a day or so until it appears in the feed.

Other options

You can cancel the walk in bad weather - it will appear with CANCELLED all over it.

Return to Walks and Events

THIS TEST LINK MIGHT NOT WORK - I WILL DELETE THE TEST SOMETIME

<https://www.ramblers.org.uk/go-walking/find-a-walk-or-route/walk-detail.aspx?walkID=4111032&preview=y>

If a new offer comes in, add info to Stop Press on our front page - details to follow.

To cancel a walk on GWEM is simple.

1/ Logon to GWEM

2/ On the List of Walks opposite the walk to be cancelled press the ACTION button then select CANCEL.

3/ Press UNPUBLISH

4/ Type in cancellation reason

5/ Press CANCEL WALK

That's it!

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FULLY BOOKED can be typed in place of BOOKING REQUIRED I suppose.

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