

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

Login to [ramblers.org.uk](https://www.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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