

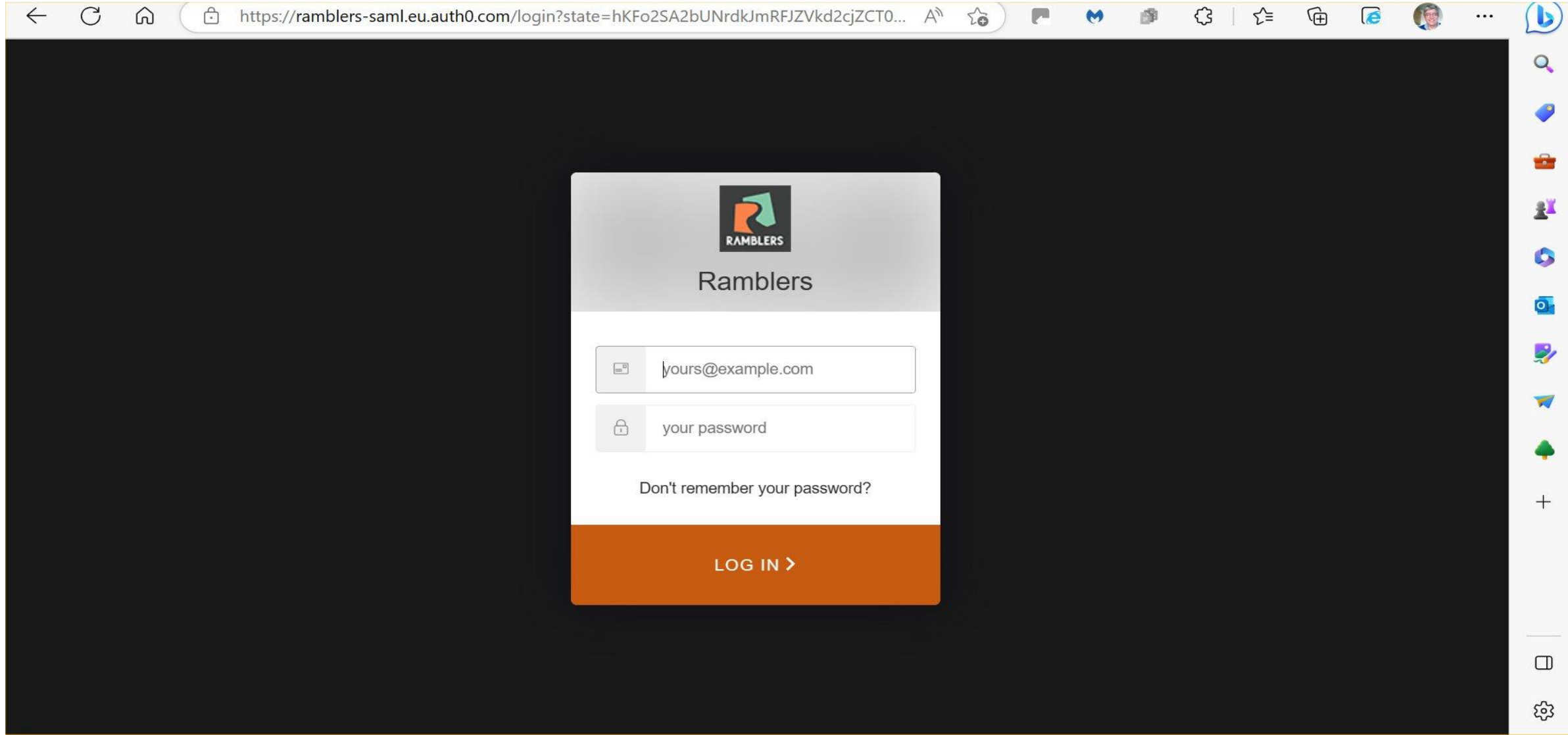
How To Set Up Contact Preferences in Walk Manager

It is easier to enter a new walk in Walk Manager if your Contact Preferences are registered in Walk Manager.

They can be overwritten on individual walks if necessary but that is extra effort.

This system is new and inevitably will contain some bugs. Please be patient.

To Log in to Walks Manager click [HERE](#)
or enter walks-manager.ramblers.org.uk into an address bar.
Log in with your normal Ramber login details.



The screenshot shows a web browser window with the address bar displaying the URL: <https://ramblers-saml.eu.auth0.com/login?state=hKFo2SA2bUNrdkJmRFJZVkd2cjZCT0...>. The browser's toolbar includes back, forward, home, and search icons, along with various extension icons. The main content area is dark grey and features a central white login card. The card has the Ramblers logo (a stylized 'R' in orange and green) and the text 'Ramblers' below it. There are two input fields: the first is for an email address, containing the placeholder text 'yours@example.com', and the second is for a password, containing the placeholder text 'your password'. Below the password field is a link that says 'Don't remember your password?'. At the bottom of the card is a large orange button with the text 'LOG IN >'. On the right side of the browser window, there is a vertical sidebar with several application icons, including a magnifying glass, a blue folder, a red toolbox, a purple person icon, a blue cube, a blue camera, a purple notepad, a blue paper plane, a green tree, and a plus sign at the bottom.

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Ramblers

[Don't remember your password?](#)

LOG IN >

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At the Home page click on the top right box.

The screenshot shows the 'Walks Manager' interface on the website https://walks-manager.ramblers.org.uk/walks-manager?check_logged_in=1. The top navigation bar includes the 'RAMBLERS' logo, view options ('List view', 'Calendar view', 'Table view'), a yellow 'Create' button, and a user profile dropdown menu. A blue arrow points to this dropdown menu. Below the navigation bar is a dark grey header with the text 'Walks Manager' and two yellow buttons: 'Add an event' and 'Add a walk'. The main content area has a 'Home' section with a welcome message for 'Eric'. On the right, there is a 'Useful links' section with links to 'Ramblers', 'Assemble', 'Walks Manager – troubleshooting FAQs', and 'Walks Manager Guide (Ramblers groups and areas)'. At the bottom right, there is a section titled 'Help us improve the Walks Manager'.

← ↻ 🏠 🔒 https://walks-manager.ramblers.org.uk/walks-manager?check_logged_in=1 🔊 ⭐ 📄 📧 2 📁 ⚙️ | ⌵ 🗂️ 🖨️ 👤 ...

RAMBLERS List view Calendar view Table view **Create** 👤

Walks Manager Add an event Add a walk

Home

Welcome to Walks Manager, Eric

Walks Manager is your tool to manage your group walks online and share these with walkers on the Ramblers website. By adding walks to Walks Manager, you'll help both new and existing walkers to find and join your walks.

On this page, you'll find the latest news and updates about the Walks Manager.

What's new?

From Monday 17 April, Ramblers group and area volunteers can log in to Walks Manager as we make the switchover from GWEM.

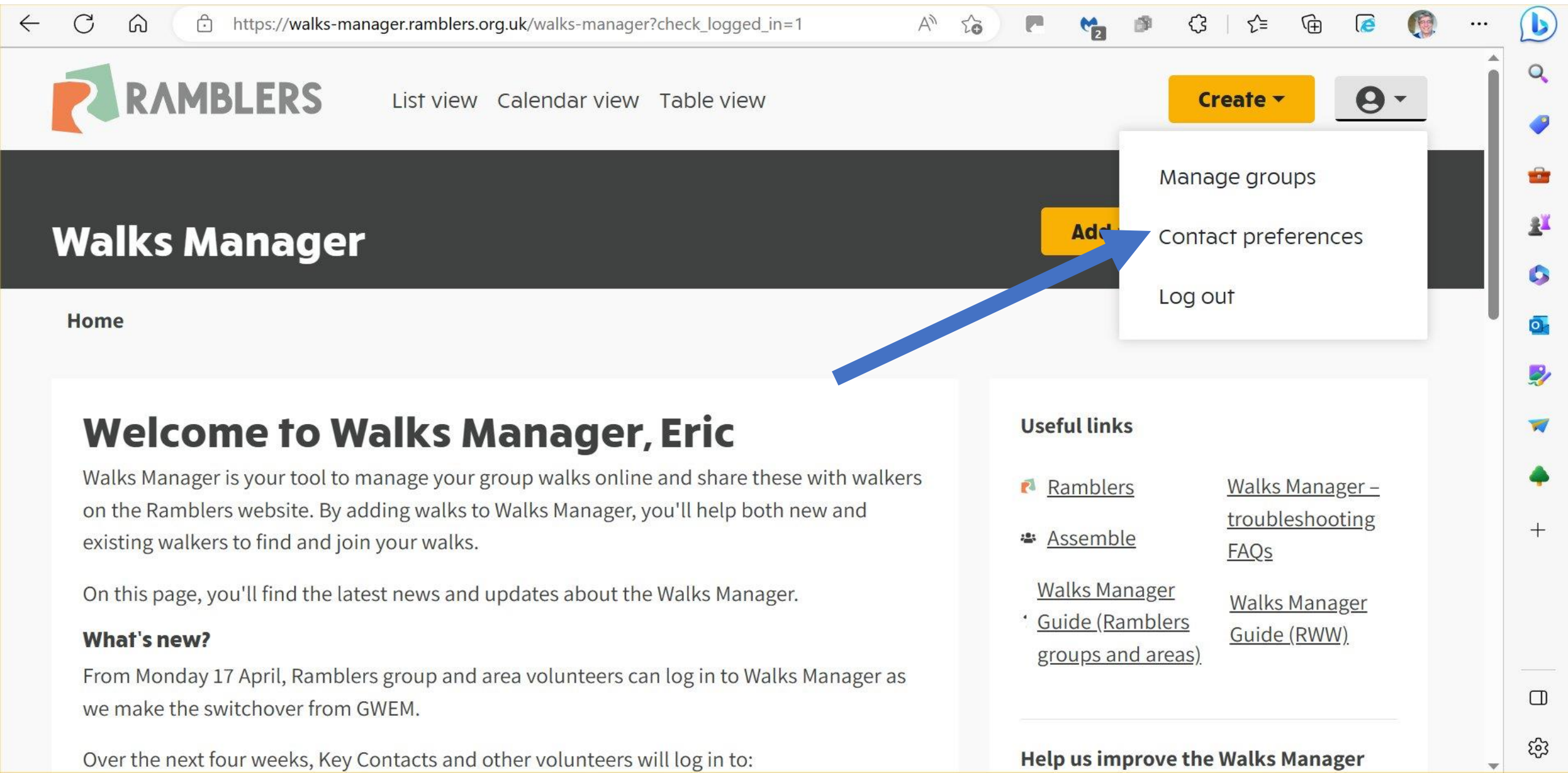
Over the next four weeks, Key Contacts and other volunteers will log in to:

Useful links

- [Ramblers](#)
- [Assemble](#)
- [Walks Manager – troubleshooting FAQs](#)
- [Walks Manager Guide \(Ramblers groups and areas\)](#)
- [Walks Manager Guide \(RWW\)](#)

Help us improve the Walks Manager

Then click on Contact Preferences.
(you may not see the manage groups)



The screenshot shows the 'Walks Manager' interface. At the top, there's a navigation bar with the 'RAMBLERS' logo, view options ('List view', 'Calendar view', 'Table view'), and a 'Create' button. A user profile icon is also present. A dropdown menu is open from the profile icon, showing options: 'Manage groups', 'Contact preferences', and 'Log out'. A blue arrow points from the 'Add' button to the 'Contact preferences' option. The main content area has a 'Home' section and a 'Welcome to Walks Manager, Eric' message. On the right, there's a 'Useful links' section with links to 'Ramblers', 'Assemble', 'Walks Manager - troubleshooting FAQs', and 'Walks Manager Guide (Rambler groups and areas)'. At the bottom right, there's a 'Help us improve the Walks Manager' section.

RAMBLERS List view Calendar view Table view Create

Walks Manager Add

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Help us improve the Walks Manager

one day.

Your display name

Eric C.

Contact number

07740 470728

Email address

eric_crichton@yahoo.com

To change your contact information, please log into Assemble and update your contact information.

Permission

- ☒ I give permission for my **display name** to be displayed on walk and event pages.
- ☒ I give permission for my **email address** to be displayed on walk and event pages.
- ☒ I give permission for my **contact number** to be displayed on walk and event pages.

Initially these three items may have been picked up from the previous walk system (GWEM). They should eventually be picked up from your Assemble entry. It can take 24-48 hours for information to transfer from Assemble to here.

The tick boxes control what will be shown on a walk entry. The display name is just your preference on how you wish to be known. The phone number is for walkers to contact you. The email is an alternate means of contact. The email address will NEVER be public.

Some further tips and information.

- It is considered a risk to display your full name, especially with a landline number. That is part of the default idea of forename + first letter of surname. However that is up to individuals and groups. You can set your own preferences.
- Within Mid Lancs, it has been normal for walk leaders to allow their phone number to be shown. We prefer that to be a mobile number for security reasons. You have the right to Not show it, but please give some means for walkers to contact you.
- The email address is never visible, users send messages via a form.
- If you don't want to handle emails, just untick the relevant box. The user can still send an email but it will go to the general enquiry email of the group. We hope to find a better alternative to this in due course.