
Guidance for web and data administrators – the new walker registration form

The new walker registration form is much shorter than the previous version, requesting only contact information, and for walkers to provide their permission to be contacted by Ramblers Walking for Health and your local scheme. New walkers who agree to be contacted will be emailed a health data survey after the walk.

If a walker does not have an email address or does not consent to be emailed the health survey, they can be given a paper version of the health data form. This does not contain any personal data (contact details), and walkers' health data is kept anonymous.

What's on the new form?

Contact details

On just one side of paper, the new form requests contact details from a walker, and lets them know that their information will be held on the Ramblers Walking for Health database and used by Ramblers and your scheme for administrative purposes.

- Name
- Email
- Address
- Post code
- Phone number

Consent for Ramblers Walking for Health to contact the walker

The Ramblers Walking for Health team would like to be able to contact new walkers, and so the new form asks walkers whether they would like to 'opt-in' to:

- Hearing from Ramblers Walking for Health about the programme's work, including fundraising, campaigning and volunteering.

Consent for the organisation that runs your local scheme to contact the walker

Three versions of form are available, which contain different ways in which your scheme can request consent to contact a walker:

- A walker registration form containing example consent statement which allows them to contact walkers to promote their organisations activities and other relevant information.
- A walker registration form with a blank space where your scheme can insert their own consent statement
- A walker registration form that does not request consent from walkers to hear from your scheme, if walkers' information is used for administrative purposes only.

If you're unsure of which walker registration form to use, ask your scheme coordinator. You can download the forms here: <https://www.walkingforhealth.org.uk/scheme-zone/new-walker-registration-form>.

Anonymised health survey – paper version

It's very important that we're able to continue to collect health data from walkers. This allows us to demonstrate the impact that the national programme and your local scheme is making.

If a walker does not have an email address or does not consent to receiving a health survey by email, they can also be offered a paper version of the form. This form is completely anonymous, as it does not contain contact information. The form should be given to your scheme coordinator or uploaded to the Walking for Health database as per your scheme's normal procedure.

Privacy policy

Whichever form you use, it should contain a link to your scheme's privacy policy. Ask your scheme coordinator if the form you are using does not contain a link to the privacy policy.

Other useful documents:

- Walker registration form guidance
- Instructions for walk leaders

Web and data administrator instructions

The following instructions are for inputting the new walker registration forms into the database and adding paper health survey forms collected anonymously into Survey Monkey.

Adding the walker registration forms to the database

The changes to the 'add new walker' form correspond with the new walker registration form.

You can add a new walker to the database in the same ways as in the past – using the 'add new walker' form under the 'people' tab, or under the 'calendar' when adding a walk register.

Simply copy the information from the walker registration form to the 'add new walker' form, and ensure you select the correct consent options for the walker.

The 'add new walker' form has two sections:

1. Personal contact information

- Add name, email, address and phone number as usual

2. Consent options

- Indicate by ticking the relevant tickbox whether the walker has agreed to be:
 - Sent a health survey by email (number 2 on the form)
 - Receive information from the Ramblers (number 3 on the form)
 - Receive information from the local scheme (number 4, if included on the form)*

* Please ensure you fill out the scheme consent correctly – different options will apply depending on what version of the walker registration form you use:

- 1. Walker registration form with no scheme consent:** you are not asking for additional consent, so please leave all options blank.
- 2. Walker registration form with pre-written scheme consent:** this form only offers the option to be contacted by email, so please ignore 'phone' and 'post' and either select 'email' or 'no' depending on what the walker selects.
- 3. Walker registration form with blank scheme consent (statement written by scheme):** This version of the walker registration form has multiple contact options. Please select all options that the walker selects on the form.

Once you've added the contact details and the consent opt-ins as above, that's it – you can return to the walk register screen and add the new walkers to individual walk registers as normal.

Anonymised health survey paper forms

If you have been given anonymised health survey forms for walkers who do not have an email address or who did not provide consent to be emailed, they can be added directly to Survey Monkey by using a unique volunteer link. **This link will be circulated to scheme coordinators, so please ask your scheme coordinator for the link.**

Survey Monkey

Q1: select the county the scheme is within, which will take you to the next page where you can choose your scheme.

Q2: select your scheme from the dropdown list.

For the rest of the survey, simply enter the answers as they appear on the form.

Once you get to the final question and select 'COMPLETE'. The form will save and will go back to the start, allowing you to add a new entry. If you don't need to add a new entry, simply close the window to end the session.