

# Leaders Quick Reference Guide



| What do you want to change / do?                     | <u>Submit Walk Ammendment Form</u> | <u>Email WIS Admin Revised Desc. &amp; / GPX file</u> | <u>Submit WIS Walk Description &amp; GPX File</u> | <u>Submit New Walk Form</u> | <u>Submit Stoppress Form</u> | <u>Email Stats Admin</u> |
|--|------------------------------------|---|---|-----------------------------|------------------------------|--------------------------|
| Walk Info. (grade, dist, ascent, hrs, desc sum, ...) | ✓                                  |   |   |                             |                              |                          |
| Contact No.  | ✓                                  |   |   |                             |                              |                          |
| Loan Walk  | ✓                                  |   |   |                             |                              |                          |
| Walk Custodian                                       | ✓                                  |   |   |                             |                              |                          |
| Add WiS Link   | ✓                                  |   |   |                             |                              |                          |
| WiS Detailed Description                             |                                    | ✓   |   |                             |                              |                          |
| Walk Start Point                                     | ✓                                  | ✓   |   |                             |                              |                          |
| Add New Walk   |                                    |   | ✓   | ✓                           |                              |                          |
| Chg Published Prog                                   |                                    |   |   |                             | ✓                            |                          |
| Walk Statistics                                      |                                    |   |   |                             |                              | ✓                        |

Walk Leaders are the lifeblood of the CBMW, who devise, submit & lead walks.