

How to edit the group finder

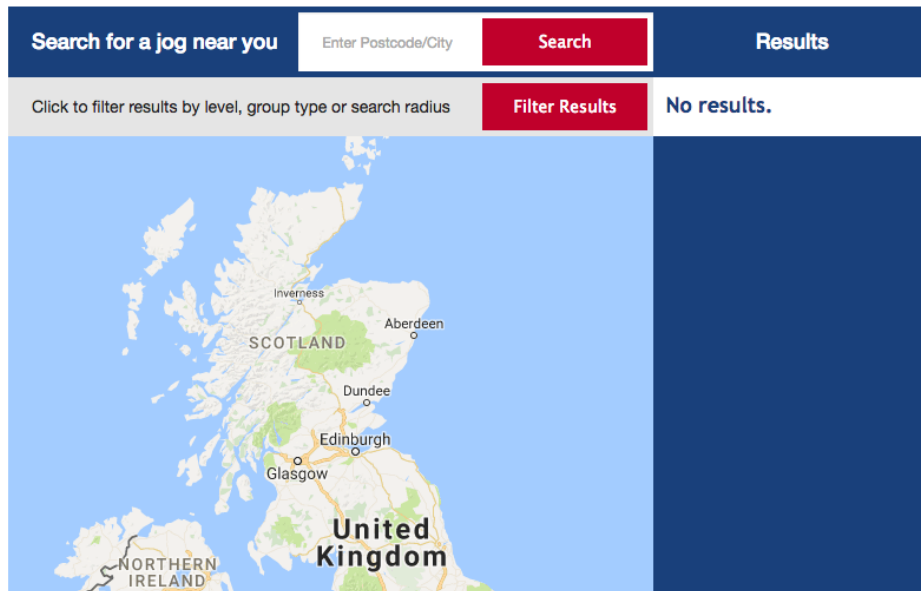
Legend

TERM	DEFINITION
Group	Your overall group – eg. <i>John's Joggers</i> . A group might have only one weekly session, or several. In the jogscotland group finder, every group has a designated group coordinator, who oversees the whole group (and who must be a trained Jog Leader)
Session	An individual jogging session – for instance, <i>Monday 6pm</i> , or <i>Wednesday 8.30pm</i> . In the jogscotland group finder, every session has a designated leader (who must be a trained Jog Leader). This might be the same person as the group coordinator (especially for a small group with only one or two sessions) or it might be someone different (in the case of large groups which have several sessions run by different leaders). The session leader's name and contact details are published on the group finder so people can get in touch.
Group coordinator	This is the main point of contact for a group. In groups with smaller numbers of sessions this person may also be the session leader. Adding a new group to the group finder is done by the group coordinator.
Session leader	The jog leader in charge of a particular session (eg. <i>Monday 6pm</i>). Must be a qualified jog leader. This person may also be the group coordinator when a group has a smaller number of sessions.
jogscotland admin	This is a staff member at jogscotland who will approve new groups and the new group's first session when they are created.

Group finder – general introduction

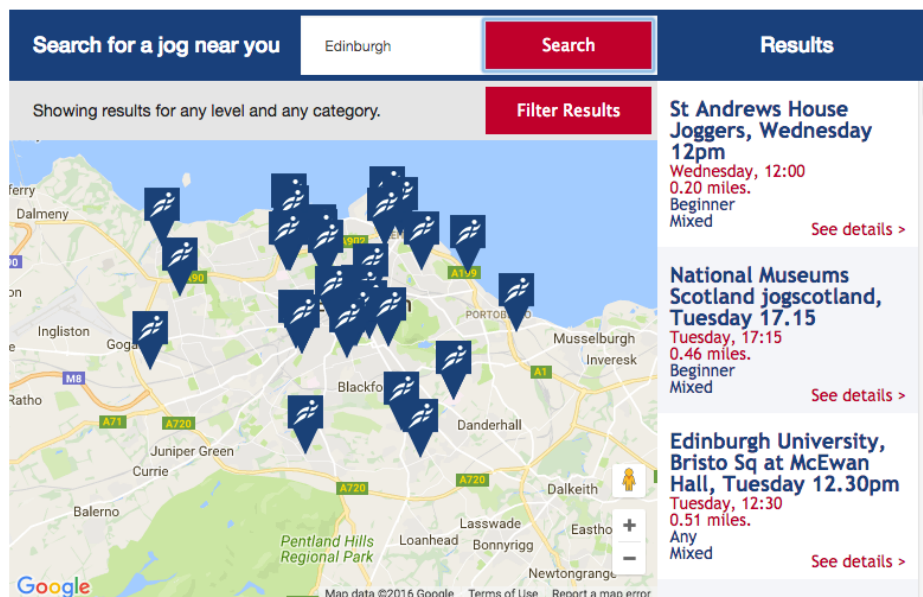
The group finder is a map, which details all the jogging sessions run by various jogscotland groups.

Find your nearest jog group

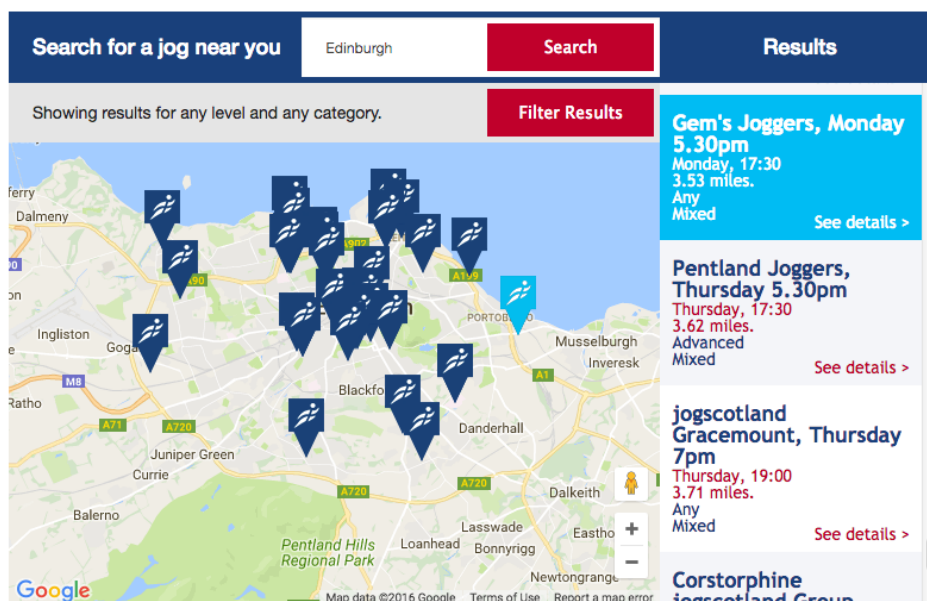


In the group finder, joggers can search a town or postcode to view the jogging sessions taking place near them.

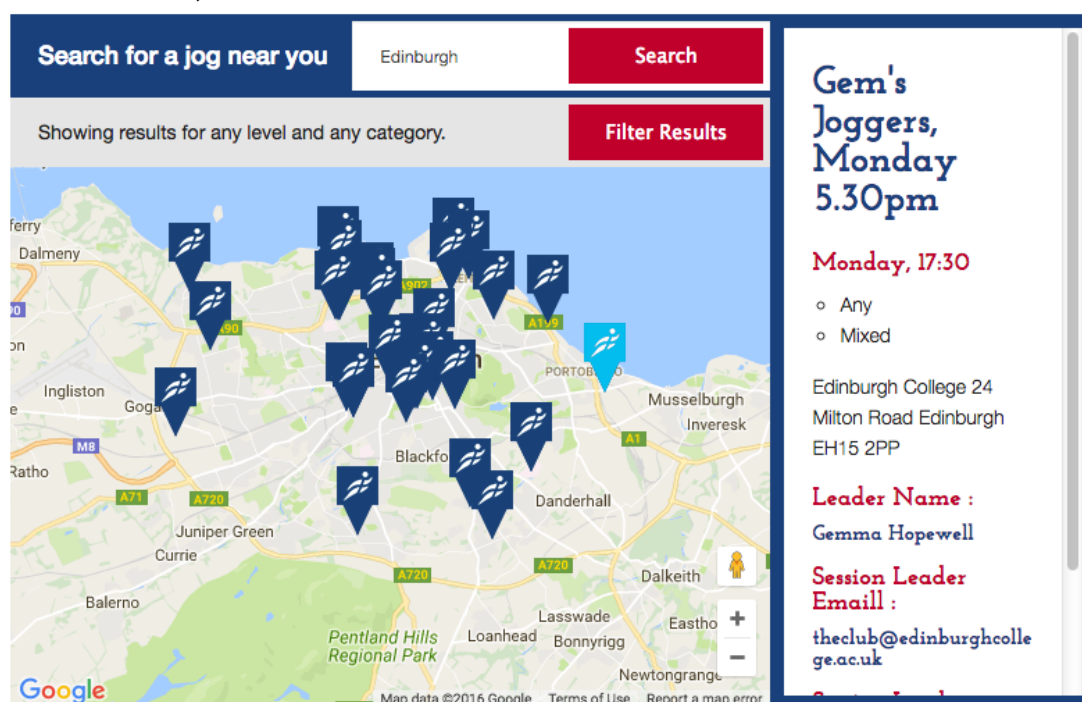
When you enter a town or postcode into the search box, you will see a results page like this:



If you click on a pin on the map, or a session listed in the menu on the right hand side, the session will be highlighted, like this -



Clicking on 'See details' will reveal more information about the selected session including the time, meeting place of the session and the contact details for the session leader, like this -



You can click on the email of the session leader and it will automatically open a new email.

The group finder is only populated with published sessions which have been approved by the group coordinator and jogscotland admin.

Adding a new group

If you have recently become a jog leader and want to set up a brand new group, the first step is to visit the 'Add a group' form which can be found in the jog leaders section of the jogscotland site.

You will need to fill in information regarding contact details, group name and any social media or websites you have for your new group. If you don't have social media set up for this don't worry. You can contact jogscotland to amend your details at any time.

The group coordinator is the person who oversees the group as a whole.

The fields marked * are compulsory

Group Registration form

Group Name *

Website URL

Facebook URL

Group Coordinator Name *

Group Coordinator E-Mail *

Coordinator Phone

☐

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Next page

When you hit submit you will be taken to a new form to create your first session. A session is a specific, weekly jogging session eg. *Monday, 6pm*. The form will look like this:

Session Registration form

Meeting address *

Holyrood Park, Edinburgh



Meeting place name/description

e.g. Westford Leisure Centre or Eastford Park, third tree on the left.

Day

Monday

Session Start Time *

10:00

Level

Walking

Category

Mixed

Session leader Name *

Session Leader E-Mail *

example@address.com

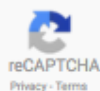
Session Leader Phone

Additional Info

e.g. wear high viz/please call before coming for the first time



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Submit

Please be aware that the contact information you enter into this form will be published in the Group Finder.

You should fill out the fields with the following in mind:

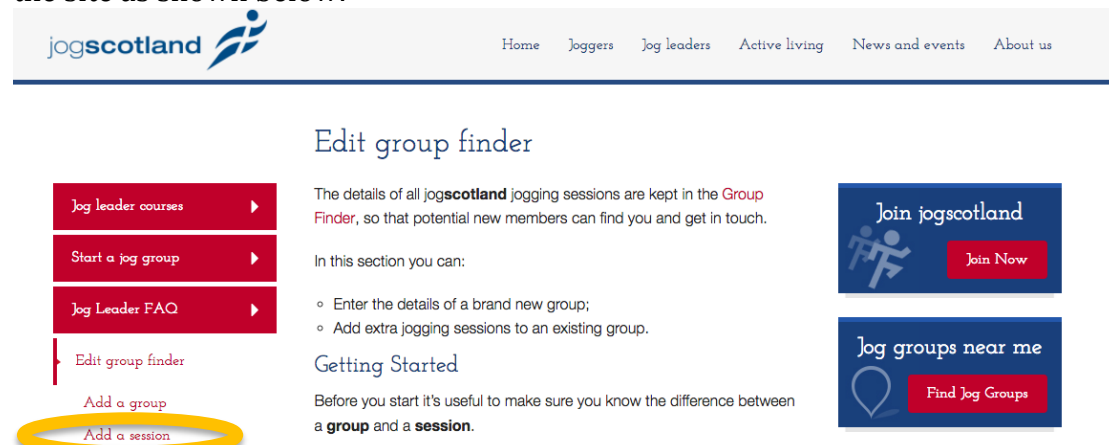
Field	How to fill out
Meeting address	The address and postcode of where you are meeting
Meeting place name/description	You should be specific about where you are meeting. If your session meets in a park for example, you should indicate where about in the park joggers should go.
Day	The day you intend to run your session.
Session start time	The start time of your session.
Level	You can choose from Walking, Beginner, Intermediate, or Advanced. You should select a level based on the fitness level of the individuals who may be suited to this session.
Category	You can choose from Mixed, Men Only, Women Only, Junior, Family and Mums on the Run. You should choose the category based on the members you would like to attend your session and who the session would be suitable for.
Session leader name	The name of the jog leader taking the session.
Session leader email	The email address of the jog leader taking the session.
Session leader phone	The best contact number for the jog leader taking the session.
Additional info	You should use this to inform members of anything else they should be aware of before they attend the session. For example, please contact jog leader before attending first session, please wear high viz clothing etc.

Once this form has been submitted, jogscotland admin will review the information you have submitted and you will receive an email when your group and session are live and published on the group finder.

* Please note, at this stage you can only add one session to your group. As soon as your new group is approved, you can return and add more sessions.

Creating session for existing group

If you are creating a session for a group that already exists (for example, if this is the second session in your group that you are adding) you should navigate to the Add a session form from the left-hand navigation in the Jog Leaders section of the site as shown below:



The screenshot shows the jogscotland website. The left-hand navigation menu has the following items: Jog leader courses, Start a jog group, Jog Leader FAQ, Edit group finder, Add a group, and Add a session. The 'Add a session' item is highlighted with a yellow circle. The main content area is titled 'Edit group finder'. It contains the following text: 'The details of all jogscotland jogging sessions are kept in the Group Finder, so that potential new members can find you and get in touch.' Below this, it says 'In this section you can:' followed by a list of actions: 'Enter the details of a brand new group;' and 'Add extra jogging sessions to an existing group.' There is also a 'Getting Started' section with the text: 'Before you start it's useful to make sure you know the difference between a group and a session.' On the right-hand side, there are two blue boxes. The top one is titled 'Join jogscotland' and has a 'Join Now' button. The bottom one is titled 'Jog groups near me' and has a 'Find Jog Groups' button.

Choose which group you would like to add a session to. When you begin typing the name of the group, this field will begin to populate automatically with the names of jog groups, based on what you are typing.

If your group does not appear in this box please contact Sue Gyford on sue.gyford@scottishathletics.org.uk.


The rest of the form should be filled out as indicated in the previous section of the guide.

Session Registration form

Group name

Meeting address *

Map Satellite



Meeting place name/description

Map data ©2016 GeoBasis-DE/BKG (©2009), Google Terms of Use

Once you have submitted this form, the group coordinator for the group will be asked to confirm that the details are correct. In smaller groups the group coordinator and session leader might be the same person, but you will have to approve your own session for it to be published on the group finder (this is to prevent spam entries being made to the group finder). In larger groups where the coordinator is a different person, we advise that you contact the group coordinator before you add a new session in their group to make them aware.

Once the group coordinator has approved the session, the session will be published in the group finder and you will receive an email to confirm that it has been published.

Other changes to the Group Finder

If you would like to change any other information about your groups or sessions, such as deleting a group, changing session times or locations, please email Sue Gyford on sue.gyford@scottishathletics.org.uk