



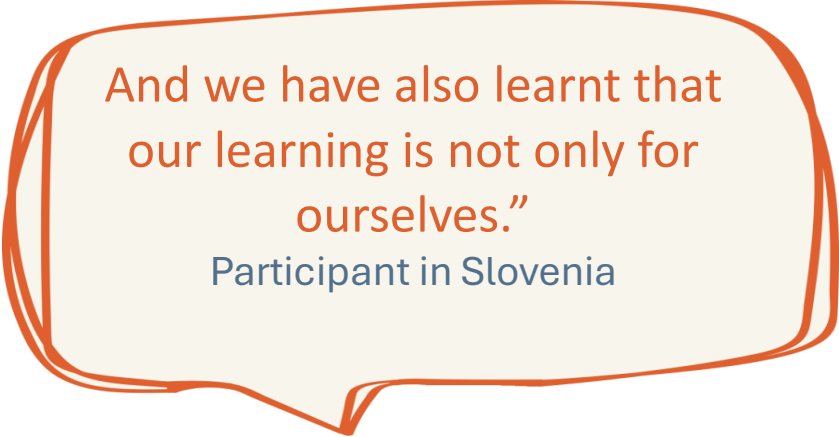
Step-by-Step Guide for developing interactive walks

“While I prepare the elements of the tour, I myself can discover many new things.”
Participant in Austria



Step 1: Finding an idea

Think about: What do I want to show to others? What do I want to tell them about? Think about your possible audience and bear in mind why you are creating your tour (what you want to achieve). Think about whether you want to focus on a specific place or theme, or do you want to cover different places and themes? Will it be a walking tour, or do you want to create a tour that can be experienced from any location, even from the comfort of your home?



And we have also learnt that
our learning is not only for
ourselves.”
Participant in Slovenia

Tips from tour developers

- ! Searching for common ideas in a group can be great fun. However, be prepared, for the possibility of many ideas being suggested. All suggestions should be noted and jotted down on a white board or flip chart by the whole group, or smaller groups of three or four. Later the whole group can compare and discuss them.
- ! Some groups used mind mapping or brainstorming techniques, along with numerous photos of neighbourhoods they selected together, to generate a range of associations and ideas. With a group of adult learners at the Third Age University in Ljubljana the following question was used: *“Which places or sights make you comfortable on your way to the university?”*
- ! Think about which topics or which places interest you. Perhaps you already have a walk around your neighbourhood that you take regularly? Many of the participants have developed their walks around topics or places that they are familiar with or interested in and used the Actionbound Tour to share their expertise and insights and make it available for others.

Step 2: Choosing locations and themes

Ask yourself:

- Where will the tour take place? How long is the tour?
- Which places do I want to have as stops in the tour?
- Which places are close to each other, and do they fit into the tour?

In Prague, locations which combine historical urban parts/sights, and the beauty of nature were most appreciated. Participants enjoyed discovering new facts about their surroundings and seeing the place from new perspectives while also sharing their knowledge and impressions with others.

In Ljubljana and Ilirska Bistrica participants were interested in “meaningful places”. Meaningful places depend on people’s perception and are linked to places of everyday life, where adults socialise, learn and create together. The groups discussed the difference between spaces and places (e.g. places are neutral, places trigger emotions and memories, construct our identity). A place, for instance, can be a pub in the neighbourhood, a bench where you kissed for the first time, a building you treasure, a house where your grandparents lived, etc. Participants were encouraged to choose locations and places of personal value, places that support their identity. Many of them were linked to parks, institutions and local groups and organisations.

Tips from tour developers

! From our experience, we recommend starting small and making sure that the tour isn’t too long (typically, we recommend walking distances between 1km to a maximum of 2 km). If a walk is too long it can put people off. Better to choose fewer places but offer several tasks or information at the same time.

! If you don't want to physically walk the route of a tour that you are developing before it reaches an advanced stage, Google maps, Google Street View, Open Street Map (OSM) or local applications are a good way to prepare a virtual tour first. This will allow you to discuss the potential itinerary and decide on interesting stops that are preferably of equal distance.

! In Prague the nomination of a “tour owner” – a person who provided the final theme and location idea and took the main responsibility for developing the tour – has proven very helpful.

! Similarly, in Ljubljana and Ilirska Bistrica the groups nominated a “responsible student” to coordinate the development of the tour, and lead group meetings, but the group members worked together to create the final, accepted tour.

Step 3: Collecting and developing contents

“That the application tours
broaden my knowledge about
new places I didn’t know
about till now.”.

Participant in Prague

Think about information and tasks that might well describe a place or the particular topic. Specialised publications or reliable web sites can be very helpful for this. The tour elements can be added or removed at any time. The places on the itinerary can be highlighted in many different ways. It’s important to keep in mind that the elements included in an itinerary should not simply be a list. Instead, they should enhance the initial content by opening different perspectives on a place/topic/or both. It is important to remember your target audience when choosing the elements of the itinerary.

Later you will create your tour with the Actionbound app and prepare it for use on tablets and smartphones. At this point, it would be helpful to identify the elements that can be integrated into the tour as “stages”. However, we will explain the actual handling in the chapter *Creating a tour in Actionbound*.

Possible elements in the Actionbound Bound-Creator:

- **Information:** This is a text page without a work assignment. As with other sections, you can include text, pictures, videos, audio or links.
- **Quiz:** You can create questions in various formats (e.g. multiple choice, solution input, list sorting, guessing) and receive corresponding answers.
- **Mission:** This allows you to invite players to get creative themselves by creating and uploading photos, videos, audios or texts.
- **Find a spot:** You can also add GPS coordinates to which the players have to find their way.
- **Scan code:** You can also work with QR codes. Either by creating one yourself or by using an existing QR code directly at the station.
- **Survey:** You can gauge the mood of the players by conducting a survey.

- **Tournament:** This element is a mini game within the group doing the tour together. Players can compete against each other.

Tips from tour developers

! To get an idea of how the elements can be used in practice, have a look at existing tours. If you are interested in tours developed by older people within the SEE U project, please have a look at the Handbook or the SEE U website (www.see-u-project.eu).

! Before collecting content for your tour, it makes sense to think about, who your target group is and the goals you want to achieve. Is it an educational tour or a “just for fun” tour, which is an addition to people’s other leisure activities?

! It is helpful if participants bring photos, information and facts about their tour to the joint meeting. This way, the team can build on a solid foundation instead of starting from scratch. It is also a good idea to use the test tour (-> see step 5) to take photos and include them in the Actionbound tour. Please note: All kinds of content can be added and adjusted later on.

! Before proceeding to creating a tour in Actionbound and digitalising the walk (see step 4), it is recommended to test all the exercises and activities on paper.

Step 4: Creating a tour in Actionbound

Once you have collected ideas for a tour, including any potential tour elements and have written them down on paper, you can enter them directly into Actionbound. To do so you'll need an Actionbound account.

1. Sign up and create an account

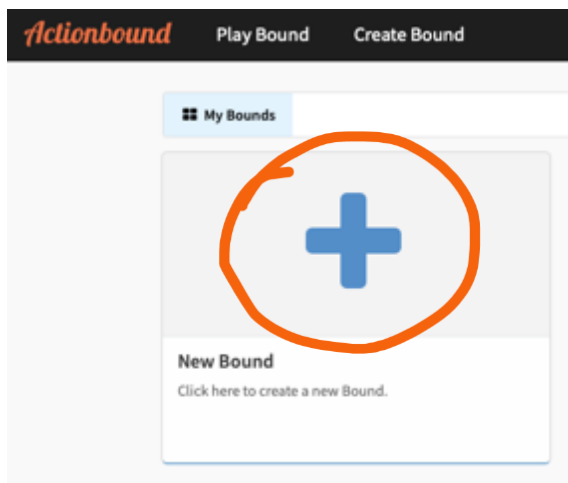
To develop and create a tour in the App Actionbound you will need an account with your email address and password. It is quite simple to sign up at the Actionbound website (<https://en.actionbound.com>).



Actionbound is free of charge for personal use.

2. Creating a tour in the bound creator

Once you have registered, log in to the Actionbound website. You will be taken directly to the Bound Creator where you can create your own bound by clicking on the big blue cross.



Here you can give your tour a title. (The title of the tour can be changed later on.)

A Create new Bound

Specify the basic characteristics of your bound. You can make changes later

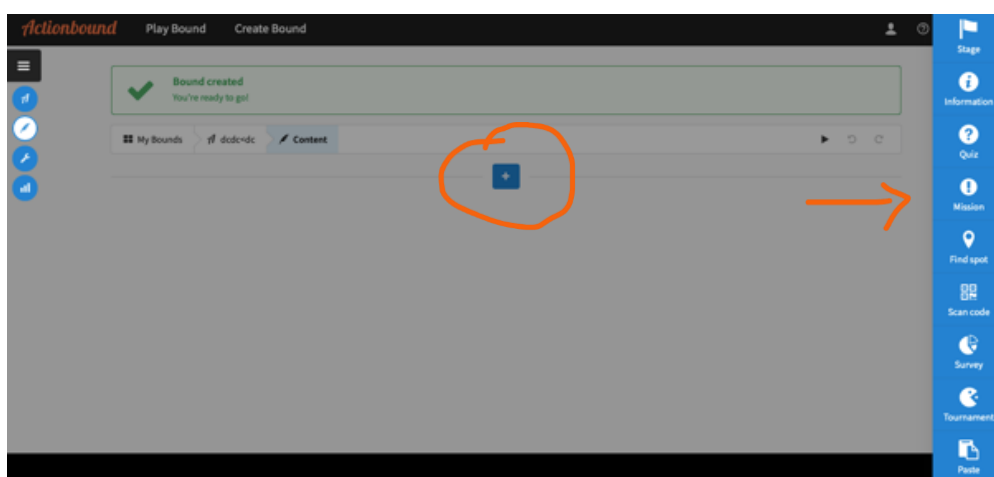
Title

URL

Play mode Singleplayer Bound Multiplayer Bound

Sequence of stages Fixed Selectable

Then you are ready to start. By clicking on the cross, you can select and add the different elements (stages). You will find the elements available on the right side of the screen.




! These first steps are also explained in the tutorial:
<https://en.actionbound.com/videotutorials#beginner>

The Actionbound Bound Creator is basically user-friendly and straightforward. With a little practice, you should be able to enter your ideas for the tour. However, so that you feel confident from the start, here is some information that might be helpful:

- All elements can be combined in any way.
- The order of the tour can be changed at any time.
- Nothing is set in stone: you can also change wording, images, etc. at any time.
- Every change is immediately saved on the Actionbound server but can be undone with a click.

We know from our own experience that the best thing to do is to just get started and explore the various possibilities Actionbound has to offer. You will find a brief explanation of all the elements below.

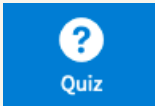
Explanations of the single elements


	Information
	With the "Information" element you can, for example, provide information at the beginning about the background of the tour or provide interesting links, videos or audio files.




There is also a video tutorial, which explains how you can use all game-elements (stages):


https://www.youtube.com/watch?v=t_sQkCCjm8c


	Quiz
	With quizzes you can test your players' knowledge and make sure they learn something new. Actionbound has four answer options for quizzes: solution entry, multiple choice, guess the number, sort the list. You can set how many attempts the players have to answer your quiz. You can also give hints: These appear if the question is answered incorrectly. For multiple choice questions, you should think of wrong answers under which the correct answer is hidden. This is particularly fun! Please note: Quiz questions with solution input can be difficult for players if the solution has to be entered without any mistakes.


	Mission
	There are no right or wrong answers in these tasks. The solution is creative input with photos, videos, audio recordings or text. You really need to use your imagination!

Note: You must decide on an answer option when creating the task. Therefore, think about the best way to solve each task. Are photos or a video suitable, or is it better to ask players to make an audio recording or a text?

	Find a spot
	<p>You can leave a GPS point at a location that the players then have to find. They need mobile phones or tablets with GPS function. "Finding a spot" can be combined well with other tasks. Once the players have found the place, you can give them more tasks there.</p>

	Scan code
	<p>You can also ask players to find a code and scan it (e.g. to get more information or for the next tasks).</p>

	Survey
	<p>With surveys you can find out what the players thought of the bound/tour.</p>

	Tournament
	<p>This element is a kind of mini game within the group doing the tour. Players play against each other.</p>

Tips from tour developers



To help tour users find their way around, you can include landmarks along the way. A photo of a street sign, a prominent building with a reference or specific directions can help users to orientate themselves better and give them the confidence that they are on the right path. You can also draw the itinerary or insert very short descriptions or photos. Having navigation information in text format is helpful for better orientation. For example, "Go 100 m straight along the gardens".

Example:



© Connie B.



It is helpful to include information about public toilets, water points or (free public) seating options.



It is best to use photos you have taken, drawn, or painted yourself. If you use materials from the internet, do not forget to cite the author and the source of copyright.

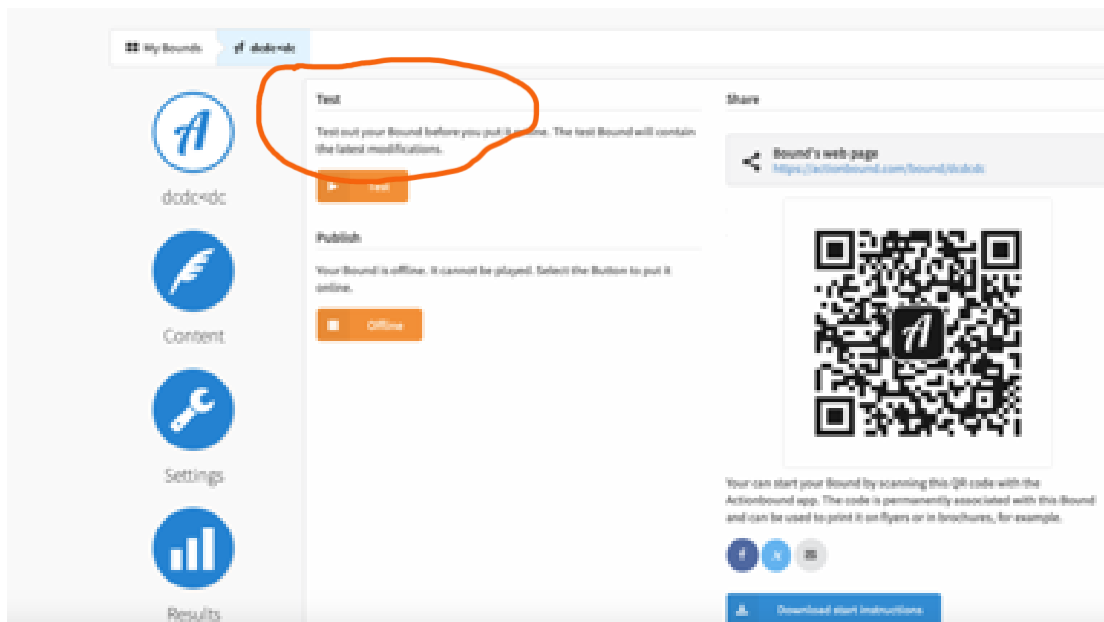
Further materials

We hope that we have summarised the most important information for you in this step-by-step guide. However, if you would like to explore specific details or need additional examples, we highly recommend the following resources:

- Actionbound video tutorials: <https://en.actionbound.com/videtutorials>
- Actionbound-forum: <https://forum.actionbound.com/c/english-support/10>
- Actionbound beginner ´s courses: dates are published here: <https://en.actionbound.com/academy#workshops>

Step 5: Testing and optimising

In our experience, creating a tour is a process of trial and error, testing, revising and adding. So, once you have created a first version of your tour, it is advisable to "play through" it several times and test it for technical and content-related correctness and adjust it if necessary. This can first be done from your computer or tablet via the menu item "Bound test" menu item. Here you will receive a QR code with which you can test the current version of the tour on your mobile phone. By the way, the QR code for your tour always remains the same even if you make changes or update it.



▶ Test Bound

Scan this code using the Actionbound app in order to try out the current version of your Bound.



ATTENTION!
This code is intended for testing only. Do not publish it, as it changes constantly.

Close

To install the app Actionbound on your mobile or tablet

To take a tour, you need to install the Actionbound app on your tablet or smartphone. To do so:

1. go to the app store (Android: Playstore, Apple: App Store).
2. search for "Actionbound" and install it
3. agree to the terms of use



or



The app may ask for permissions. Please give the app permissions to access photos, videos and sound recordings.

Tips from tour developers



We recommend testing the tours several times on the smartphone or tablet to identify writing mistakes or inconsistencies in the content and process.



To get some feedback from others, you can also organise a joint workshop or meeting to go through the tour together. The advantage of organising the first test(s) indoors is that participants can sit down while going through the tour and discuss the content and possible suggestions for improvement. The best way to do this is to project the tour onto a TV screen.



In a next step it is very helpful to do a 'live' test of the tour. This helps to determine where instructions need to be more precise, where directions require adjustments, or which information can be omitted. Pay particular attention to the length of the walking tour.



While doing the 'live' test, take notes or if possible, and it is convenient, take a laptop with you, so that changes or additions can be made immediately. For example, during the test tour participants in Prague discovered a nice cafeteria, which they immediately included as a tour stop.



Group members in Ljubljana also met several times in coffee bars on their tours to discuss possible content and stops of the walk. It was helpful that they didn't need to walk all the time. Such stops can be introduced into guided tours as well.

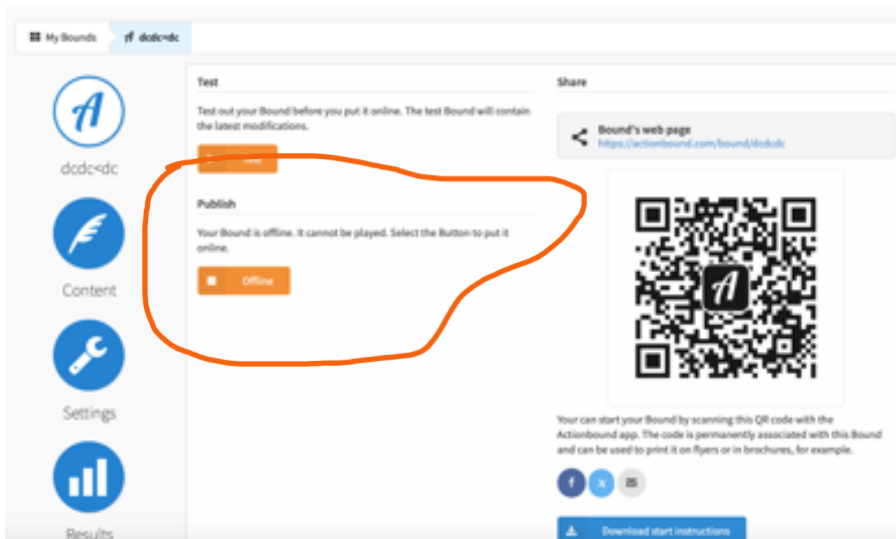


Checklist for test tour

- (Sufficiently charged) tablets or mobile phones are available
- Mobile Data is available, or Actionbound Tour has been downloaded before
- Powerbank is fully charged and packed
- Printouts of the tour (tour itinerary and tasks) are printed out for safety reasons
- Printouts of how to download Actionbound
- Consent form for taking photos has been printed out several times
- Pens are packed
- Form of feedback is agreed, printouts/questions are prepared
- If possible, the tour owner is present and leads the tour so potential adjustments and changes can be agreed on

Step 6: Publishing

If the tour has been tested and you want to make it available to other people, click on "Put current version online". If you want to make changes afterwards, that is no problem, you can change the tour back to offline (= "not publicly accessible") at any time.



Tips from tour developers



If you want to change the official title of your tour before publishing it, you can do so.



If you would like to promote your organisation, add the name of the author/organisation to the tour name in Actionbound. This information will then be visible to Actionbound users.



To promote your tour, you could design a flyer, that contains basic information, such as the title, duration, level of mobility required, and the starting point. If you are planning a guided tour, be sure to include the date, time and meeting place as well.

Take a look! Tours created in the project



A Walk Through the 8th District



 Walk in minutes: approx. 60-90
 Walk in kilometres: 2
 Outdoor
 Location: Vienna, 8th district

Vienna's 8th district (Josefstadt) may be the smallest district, but it has a lot to offer. On this walk, you can discover some exciting places and locations and learn a lot about the district's past and present.



© Tom Hirschota

Developed by **Hedi S.** has lived in the district her whole life - for more than 90 years. She is very knowledgeable about the neighbourhood's history and hidden gems. In the past few years, she has organised several guided walks and has now digitalised one of her walks.



The Most Beautiful Villas in Baba



Walk in minutes: **approx. 150**



Walk in kilometres: **5.3**

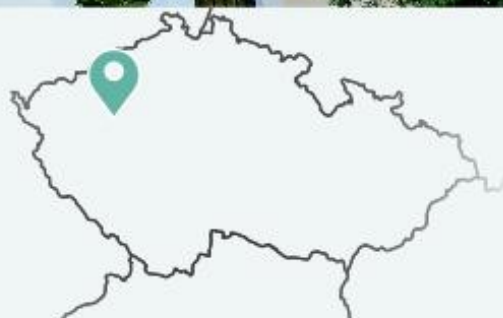


Outdoor



Location: **Prague, area of Baba and Podbaba**

The area of Baba and Podbaba is so exceptional that it was declared a city conservation area in 1993. The reason is simple: There were only six similar building colonies in Europe that promoted the modern housing trends of the time. Five of them have been significantly damaged over the years, but the Prague functionalist one has remained in its original form.



© private

Developed by **Petr K.**, a **Letokruh** volunteer, is the owner of this tour. He is passionate about developing tours and collecting information and data about places. He has been organising walks and excursions for other Letokruh senior volunteers for more than a year. He developed the **Baba** tour because he wanted to show its exceptional architectural style.



Between Culture and Friends



Walk in minutes: **approx. 60**



Walk in kilometres: **approx. 3**



Outdoor



Location: **Ljubljana, centre**



This tour combines the cultural landmarks and significant meeting points of Ljubljana's social life. Participants of this walk can immerse themselves in the calm and slow-paced atmosphere while rediscovering the forgotten relationship between inhabitants and artists. The itinerary has seven stops starting from the Nebotičnik building, passing by the Opera House and the Maxi market shopping mall – one of the iconic meeting places in the

past – and the national theatre, the once very popular Šumi area where politicians and artists used to carry out endless discussions about life and society. The walking tour ends up at the Union hotel.



Developed by
a study group
of the USA in
Ljubljana

SEE U is an Erasmus+ project (Cooperation Partnerships for Cooperation, adult education) running from December 2022 until November 2024. The project is carried out by five partner organisations:

Austria

QUERAUM. CULTURAL AND SOCIAL RESEARCH
www.queraum.org/en

Czech Republic

LETOKRUH, Z.Ú.
www.letokruh.eu

Slovenia

SLOVENIAN THIRD AGE UNIVERSITY
www.utzo.si/en/

Switzerland

GERONTOLOGIE CH
www.gerontologie.ch

Europe

AGE PLATFORM EUROPE
www.ageplatform.eu

Layout and design: Sarah Frühling
SEE U Logo and pages 15-17: Verena Blöchl
English language editing and proofreading: Siobhán Denham

www.see-u-project.eu



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