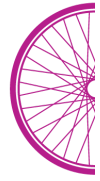




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What is a Wiki?

Wiki is a shared online publishing tool that allows people to add, modify, or delete content in collaboration with others. Content and documents published on the wiki can be viewed by the general public, which aligns with our values of transparency and inclusivity.

HUB Cycling's committees use our own wiki, hosted on our own website, to post meeting agendas, minutes, and letters that have been sent out.

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HOW TO LOG-IN TO WIKI

Step 1. Open a web browser (ex. Google Chrome) and navigate to

<http://wiki.bikehub.ca/>

Need a log-in? Don't remember your log-in? Email jonathan.mak@bikehub.ca

Step 2. Click on the **Log In** button in the top right-hand corner of the window. **Step 3.** Enter your name and password and press **Log In**.

The screenshot shows the 'HUB Committees' page on the wiki. At the top right, there is a search bar and a 'Log in' button, which is pointed to by a red arrow. The page content includes a navigation sidebar on the left, a main heading 'HUB COMMITTEE WIKIS', and a list of local committees under the 'Committees' section.

Location of the Log In button

Step 4. On the main page, click on the name of your local committee (e.g. Burnaby Committee Wiki).



HOW DO I UPLOAD A FILE?

1. Prepare the file for upload. Save the file as a .pdf with an intuitive name (e.g. 2022_07_RichmondYVR_Minutes)
2. In the [sidebar](#), under “Tools”, click **Upload file**.

Admin Talk Preferences Watchlist Contributions Log out

Page Discussion Read Edit More Search committee Q

Richmond Committee Wiki

Welcome to the HUB Richmond Committee Wiki

HUB Cycling (formerly the Vancouver Area Cycling Coalition) is a charitable organization, originally established in 1998 as a non-profit to address cycling issues in Metro Vancouver. Since then, we've grown a lot! We've educated thousands of children and adults, and motivated thousands more through events like Bike to Work Week. For more information, visit bikehub.ca

Contents [hide]

- 1 Wiki Access
- 2 HUB Richmond documents
- 3 Annual Action Plans
- 4 Getting started with Wiki

Wiki Access [edit | edit source]

To modify pages, please request an account by contacting action@bikehub.ca

Special page Search committees Q

Upload file

Use the form below to upload files. To view or search previously uploaded files go to the [list of uploaded files](#), (re)uploads are also logged in the [upload log](#), deletions in the [deletion log](#).

To include a file in a page, use a link in one of the following forms:

- `[[File:File.jpg]]` to use the full version of the file
- `[[File:File.png|200px|thumb|left|alt text]]` to use a 200 pixel wide rendition in a box in the left margin with "alt text" as description
- `[[Media:File.ogg]]` for directly linking to the file without displaying the file

Source file

Source filename No file chosen

Maximum file size: 100 MB

Permitted file types: png, gif, jpg, jpeg, webp, doc, xls, pdf, mpp, odt, ods, mpg, docx, avi.

3. Click **Choose File** next to the **Source filename**: to locate the file on your computer (the name of the “Choose File” button may depend on your web browser).
4. Click the **Upload file** button.

File Discussion Read Edit Edit source More Search committees Q

File:22 - Letter re Delta Dyke Incident - Final.pdf

File File history File usage

22_-_Letter_re_Delta_Dyke_Incident_-_Final.pdf (file size: 173 KB, MIME type: application/pdf)

File history

Click on a date/time to view the file as it appeared at that time.

		Date/Time	Dimensions	User	Com
delete	current	21:26, 18 August 2022	(173 KB)	Admin (talk contribs block)	
all					

File has been uploaded— please note the file name



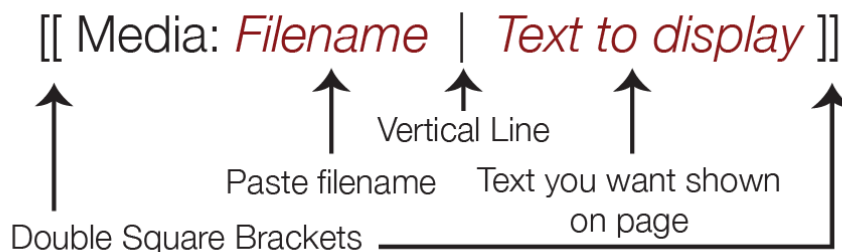
HOW DO I EDIT PAGES AND ADD FILES TO A PAGE?

1. To add the file to a page, copy the name of the file (e.g. **22 - Letter re Delta Dyke Incident - Final.pdf** for the example above). Then, navigate to the page that you want this file linked to.
2. Once you are on the page you want the file added to, click the **edit** link that appears at the top of the page.



You are now in the editing interface.

1. To add the file to the page, use this format:
 - a. `[[Media: File Name | Display Text]]`



- i. For the example above: `[[Media:22 - Letter re Delta Dyke Incident - Final.pdf | Letter to Delta Optimist re: Delta Dyke Incident]]`
2. Scroll down and press Save Changes



HOW DO I CREATE A NEW PAGE?

To create a new page, simply create a link to a new page you would like to create.

1. Edit the page you want to link to the new page
2. Create a link to the new page by putting the name of the page between double square brackets, and press save page
 - a. E.g. to create a new page on the Delta wiki called “Delta LC Action Plans”, edit the page and add `[[Delta LC Action Plans]]` to the page
3. You will now see a **red link** with that name. If you click it, it will lead you to a new page that you can fill in.

Creating HUB Delta Action Plans

You have followed a link to a page that does not exist yet. To create the page, start typing in the box below (see the [help page](#) for more info). If you are here by mistake, click your browser's **back** button.

The image shows a screenshot of a text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, link, unlink, list, indent, outdent, undo, redo) and a search icon. Below the toolbar is a large, empty text box for editing the page content.

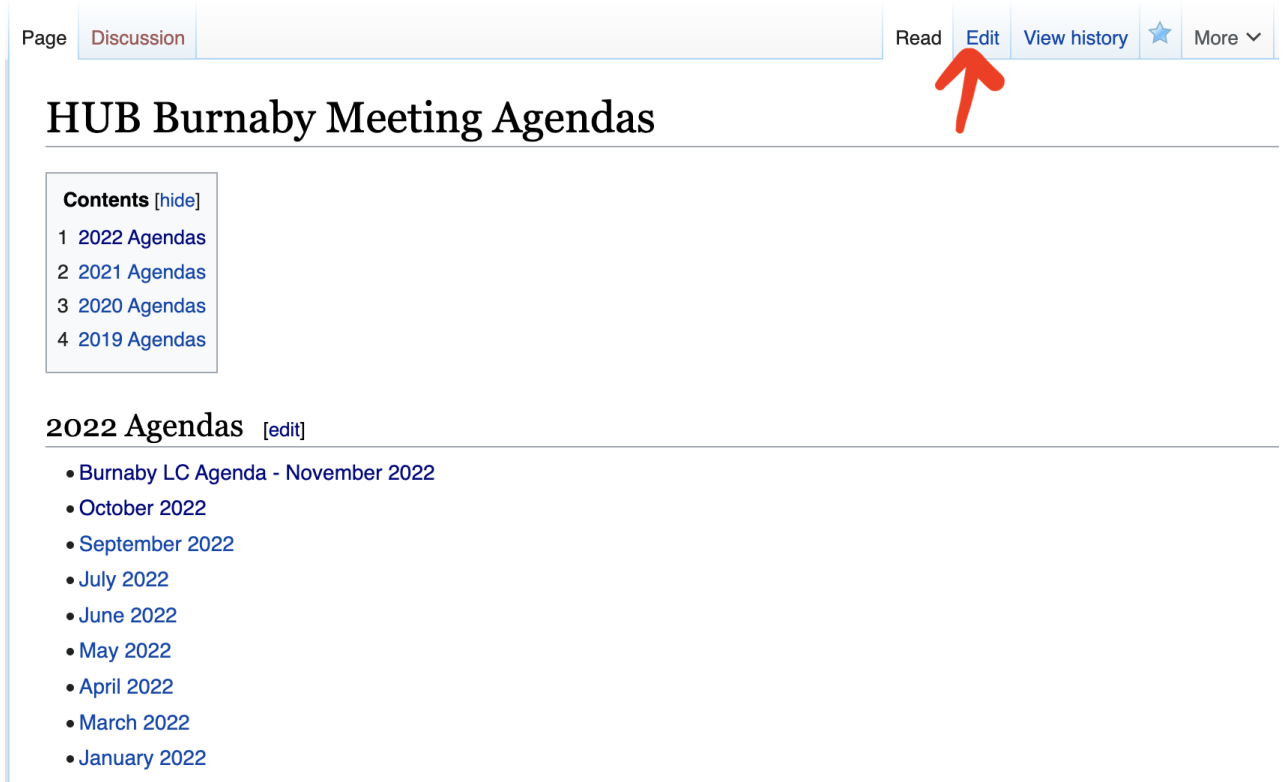
New page that has been created



USING THE WIKI TO DIRECTLY DRAFT AGENDAS AND MINUTES

Some LCs use the wiki to directly draft agendas and minutes, to avoid the extra step to upload agendas and minutes to the wiki.

To do so:

1. Edit the Agendas page of your Local Committee



Page [Discussion](#) [Read](#) [Edit](#) [View history](#)  [More](#) 

HUB Burnaby Meeting Agendas

Contents [\[hide\]](#)

- 1 [2022 Agendas](#)
- 2 [2021 Agendas](#)
- 3 [2020 Agendas](#)
- 4 [2019 Agendas](#)

2022 Agendas [\[edit\]](#)

- [Burnaby LC Agenda - November 2022](#)
- [October 2022](#)
- [September 2022](#)
- [July 2022](#)
- [June 2022](#)
- [May 2022](#)
- [April 2022](#)
- [March 2022](#)
- [January 2022](#)



2. Create a new page by using this format: `[[LOCAL COMMITTEE Agenda - MONTH YEAR]]`
 - a. In the example above: `[[Burnaby LC Agenda - December 2022]]`

Page Discussion Read Edit

Editing HUB Burnaby Meeting Agendas

B *I* Advanced > Special characters > Help

Heading Format Insert

```

== 2022 Agendas ==
*[[Burnaby LC Agenda - December 2022]]
*[[Burnaby LC Agenda - November 2022]]
*[[Media:22 - Burnaby LC October Agenda.docx.pdf | October 2022]]
*[[Media:22 - Burnaby LC September Agenda.docx.pdf | September 2022]]
*[[Media:22 - Burnaby LC July Agenda.docx.pdf | July 2022]]
*[[Media:22 - Burnaby LC June Agenda.pdf | June 2022]]
*[[Media:22 - Burnaby LC May Agenda.docx.pdf | May 2022]]
*[[Media:22 - Burnaby LC April Agenda.pdf | April 2022]]
*[[Media:22 - Burnaby LC March Agenda.pdf | March 2022]]
*[[Media:Jan 11 HUB Agenda.pdf | January 2022]]

```

3. Press on the red link to create the page, and start creating the agenda.

Page Discussion

Creating Burnaby LC Agenda - December 2022

You have followed a link to a page that does not exist yet. To create the page, start typing in the box below your browser's **back** button.

B *I* Advanced > Special characters > Help

Heading Format Insert

For examples of agenda formats that you can copy, see these examples:

- [North Shore November 2022 Agenda](#)
- [Tri-Cities November 2022 Agenda](#)
- [Burnaby November 2022 Agenda](#)

Minutes can be created on the wiki in the same way.



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HOW DO I ADD ANOTHER USER?

An existing user can do the following:

Once they are logged in, they can click "**Special Pages > Login/Create Account > Create Account.**" This will create a new user.

New account creation prompt emails end up in junk folders under the name 'committees'

ADDITIONAL RESOURCES

See also: [Manual: Starting a New Page](#)

See also: [Manual: Removing embarrassment](#)

See also: [VisualEditor User Guide](#)