



Your **Cycling** Connection

HUB Manual Local Committees Wikis and Google Drive

Working Version 1.0

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I OVERVIEW

This internal communications protocol is designed to enable effective use of the HUB Wikis & Google Drive by local committee volunteers. These provides a centralized repository for storage of HUB local committee documents, reports, correspondence, news and resources by staff, volunteers and committee members. This protocol is meant to be implemented, evaluated and continuously improved.

II DEFINITIONS

Google Drive

[Google Drive](#) is an online shared drive where HUB staff, volunteers & committees are required to store their working documents (drafts etc.), pictures and other relevant HUB documentation. This ensures that documents are stored in one central location and that security settings can be configured based on who needs access. Anyone can access Google Drive, even if you do not have a gmail account.

Wiki

Wiki is a shared online publishing tool that allows people to add, modify, or delete content in a 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.

II BEST PRACTICES

Sharing & Security

Shared Drive Folder-Level Access should be managed by the relevant committee chair or folder owner. Individual documents may be shared as needed.

- HUB core staff - access to the HUB Shared Drive
- HUB contractors - access to relevant folders as approved by program managers
- HUB Board of Directors - access to Board of Directors Shared drive & specific program folders/documents as needed
- HUB contributors - access to specific folders & individual documents as needed;
- HUB instructors, coordinators and assessors - - access to relevant folders as approved by program managers
- HUB Committee Members - access to all items in Local Committee folder and templates

Naming Conventions

See the following document for naming conventions:

https://docs.google.com/document/d/1EGDz4Z_ZEDpagEiCituk7Sqt7VOHOAyi_4oDH_lz1qk/edit?usp=sharing

Knowledge Retention & Attrition

- When an individual leaves the organization, it is up to the committee chair or folder owner to adjust permissions as needed.
- After 2 years, folders are taken down from the shared drive and archived offline.

III GOOGLE DRIVE INSTRUCTIONS

How do I start using Google Drive?

It's easy to get started with Google Drive!

1. In order to use Google Drive, you just need an email account (gmail is preferred as it is integrated with all of their services, but you can sign up with any email.)
2. Once you're signed up, you can choose to download Google Drive as a desktop app, or use it exclusively as a Web app through your browser. Either method will work, but downloading the desktop app will let you manage files in a folder format and save directly to Google Drive without having to upload it via a web browser. Just save it to the folder as you would any other file and it will be synced to the web, as long as you're online. You can [download the desktop software here](#) or head on over to the [Web-based version here](#).

Note: The link to download and install Google Drive for your Mac/PC might be disabled in your organization. If it's not available or if you choose not to install it, Google Drive on the web still provides access to all your Google Docs and any files that you manually upload, just like the Documents List you might already be using.

How to Change Privacy/Permissions in Google Drive?

1. All volunteers should be given access to the folders they need access to in the *HUB - Share Drive*. When you open Google Drive online, it will be located in the 'Shared with me' folder at first. For ease of access, you need to locate the *HUB - Share Drive* folder in *Shared with me* and move it to *My Drive* by a) dragging and dropping the folder into *My Drive* or b) clicking the button *Add to My Drive*. This allows files to be

synced between the online Google Drive workspace and your computer and makes it easier to access.

▶ My Drive	<input type="checkbox"/>	TITLE
Shared with me	<input type="checkbox"/>	★ 📁 Communications & Marketing Committee Marketing & Communications
Starred	<input type="checkbox"/>	☆ 📁 HUB - Share Drive My Drive
Recent	<input type="checkbox"/>	☆ 📁 Provincial Campaign My Drive, Advocacy
More ▾		

2. Upload your files - Click the red **Upload** button (next to **Create**) if you want to upload more files and folders to **My Drive**.

If you or your administrator installed Google Drive for your Mac/PC, the contents of **My Drive** will sync with the contents of a folder called **Google Drive** on your computer. Only the contents of **My Drive** are synced.

You can move files that have been shared with you to **My Drive** if you want them to sync to your computer and mobile devices. You can also add new files to **My Drive** by moving or saving files to the **Google Drive** folder on your computer. In a nutshell: everything you put in **Google Drive** on your computer can also be found in **My Drive** on the web and mobile devices, and vice-versa.

3. How Do I create a link to a shared document in Google Drive?

1. Navigate to the document in Google Drive.
2. Right-click on the file and select Share -or- open the file and click the blue Share button in the top right-hand corner.
3. In the pop-up window, highlight and copy the **Link to Share** URL.
4. Ensure that **Anyone With The Link** is selected under the **Who Has Access** security settings.
5. You can now paste the link anywhere you would like.

III WIKI INSTRUCTIONS

Instructions for using the Wiki

Signing Up for a Wiki Account

1. To request an account, email heather@bikehub.ca with the name of your local committee and preferred username. You will receive your username and password via email.

Using the Wiki

1. Open a web browser (i.e. Firefox) and navigate to http://wiki.bikehub.ca/committees/index.php?title=Main_Page
2. Click on the [Log In](#) button in the top right-hand corner of the window.
3. Enter your name and password and press **Log In**.
4. On the main page, click on the name of your local committee (i.e. Surrey Committee Wiki).

How do I edit a page?

To edit a page, simply click the **edit** link that appears on each page. This is in the form of a tab at the top of the page. A form will appear, containing the existing markup. When you have finished making modifications, click the **Save** button to commit your changes.

See also: [Help:Editing pages](#)

How do I create a new page?

There are several ways to create a new page:

- Create a link to the page on another page, then click on the red link which appears
- Browse to the intended location of the page, e.g. http://www.example.com/index.php?title=New_page and click on the **edit** link.

On some wikis, a failed search for a page will contain a link which allows you to edit that page.

See also: [Help:Starting a new page](#)

How do I delete an old version of a page?

Old versions of page data are retained in the database and can be accessed via the page history features. This is useful for reviewing changes and correcting or reverting undesirable ones, but in some cases, administrators might want to make this information unavailable, for legal reasons, or to reduce the size of the database.

- Administrators can delete an old revision of a page by deleting the page, and then selectively undeleting revisions to be kept
- The [Oversight](#) extension (also known as *HideRevision*) can be used to move harmful revisions out of page histories on older versions of MediaWiki (<1.16).
- For newer MediaWikis (1.14+), you can enable the core [RevisionDelete](#) feature that allows privileged users to remove single revisions from page histories.
- The maintenance/deleteOldRevisions.php [maintenance script](#) can mass-delete all old revisions of pages and their associated text records.

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

Are there any editing tutorials available?

There are several editing tutorials available, mostly on Wikimedia sister projects, such as Wikipedia. There are also markup references, etc. available on *Meta*.

- The page [Help:Editing pages](#) on this site
- [Editing](#) help content on *Meta*

- The [How to edit a page](#) guide on the English Wikipedia

How do I use templates?

See [Help:Templates](#)

How do I upload a file?

1. Prepare the file for upload. Make sure the file is exactly as you want it.
2. In the [sidebar](#), under “toolbox”, click **Upload file**.
3. Click **Browse** next to the **Source filename:** to locate the file on your computer (the name of the “browse” button depends on your web browser).
4. Change the **Destination filename:** to something descriptive, if necessary.
5. Fill in the **Summary**, if necessary.
6. Click the **Upload file** button.

If it is a large file, you may need to wait several seconds for the upload to complete.

How do I add links to documents?

You have two choices for adding documents, adding a link to the document in Google Drive or uploading it directly.

See [Create a link to a document in Google Drive](#) for instructions (Remember to check the Sharing Settings and make sure that *Anyone with Link Can View* is selected).

Internal Link (to wiki pages or files hosted on the wiki)

To add an internal link, enclose the name of the page you want to link to in double square brackets. When you save the page, you'll see the new link pointing to your page. If the page exists already it is displayed in blue, if it does not, in red.

The first letter of the target page is automatically capitalized, unless otherwise set by the admins, and spaces are represented as underscores (typing an underscore in the link will have a similar effect as typing a space, but is not recommended, since the underscore will also be shown in the text).

External Link

To add an external link, enclose the URL followed by space and the name of the page you want to link to in single square brackets. When you save the page, you'll see the new link pointing to your page, with an arrow icon after it to show that it was coded with single bracket external link syntax, and thus may lead to another site.

Most Common Links with Descriptions

Description	You type	You get
Internal link to uploaded document or file (you must upload the file first)	[[media:nameofuploadedfile.jpg]] [[media:example.pdf]]	media:example.jpg media:example.pdf
External link with a different label	[http://mediawiki.org MediaWiki]	MediaWiki
Email Link (Mailto link)	[mailto:info@example.org email me]	email me
Internal link to an anchor	[[#See also]] Section headings and the top of the page are automatically anchored.	#See also

See the following document for more information:

- [Adding Images](#)
- [Adding links \(internal or external\)](#)

III Resources

Google Doc Training Video

<http://learn.googleapps.com/training-videos/docs>

Read more:

<http://www.digitaltrends.com/computing/how-to-use-google-drive/#ixzz2LQ2QtrGI>

<http://gappstips.com/docs-tips/>