

Set Up a Wiki Website for your Troop

A “wiki” website is a great way to manage your troop and reduce the number of emails to keep everyone up to date.

1.) Go to <http://pbworks.com>

2.) Under “For Personal” select Sign Up Now

3.) Choose a name for your “wiki”

Agree to Non-Commerical Use

click on “for individuals” and click the “I agree for non-commerical use only”

Create your Account

If you already have a pbworks account using your email address to access other workspaces (ie Pittsford Camp Out), use the same password

Click “Next”

4.) Who can view this workspace?

Choose “Anyone” if you don’t want to require users to login.

Choose “Only people I invite” if you want to restrict access. You will eventually need to add email addresses to invite users to the workspace. Use this option to keep information private.

Accept terms of service

Click on “Take me to my workspace”

5.) Edit your Front Page with a welcome message, photo, instructions, etc...

Save Changes

6.) Create Pages

Think about how you want to customize your site. Use templates or create your own pages. Edit the Side to include any new pages you add.

Start by creating a Calendar Page:

Click the “Pages and Files” tab

Click “New”

Click “Create a page”

Name your page: Troop Calendar

“Troop Calendar” will now be in the pages & files list

Click “Edit”

Click “Insert”

Select Calendar, Insert Plugin

Click “Save”

Add the Calendar Page to the SideBar

- Click "Edit the sidebar"
- Click on the "Pages" tab
- Select Troop Calendar
- Click "Save"

Now you can add all your important events to the calendar.

7.) Some ideas for other pages to add include: Who's Who, Meeting Minutes, Permission Slips, Events, Cookie Sale...

To upload documents to the site

- "Edit" the appropriate Page
- Click "Images and File" tab
- Click "upload files"
- Use Browser to select the file you want (dbl click or select "open")
- File name will now appear in list
- Position cursor on page where you want file to appear
- Select filename from list to insert in the page
- Go to bottom of page to "save" changes

8.) If you choose to limit access to your site, use the "Users" tab to invite individuals to join your workspace. Grant "reader" access if you don't want others to be able to update the site.

Have fun and be creative!

Have questions or need more help? Contact Joyce Hart at 248-8210 or jhart11@rochester.rr.com.