

Creating your program on the dashboard

The screenshot shows the Wikidata dashboard for the #CiteNLM Fall 2019 campaign. The top navigation bar includes links for Find Programs, My Dashboard, Training, Documentation, and Report a problem. The user 'Librarianaimee' is logged in, with a 'Log out' button next to their name. The dashboard displays statistics for various metrics: Programs (0), Editors (0), Words Added (0), References Added (0), Article Views (0), Articles Edited (0), Articles Created (0), and Commons Uploads (0). A campaign card for '#CiteNLM Fall 2019' is highlighted with a red circle. To the right of the campaign card, there are two buttons: 'Create Program +' (green) and 'Edit' (blue). A red arrow points to the 'Create Program +' button, labeled '2'. At the top right, a red arrow points to the user name 'Librarianaimee', labeled '1'. Below the campaign card, there is a 'Details' section with the following information: Organizers: Librarianaimee, Title: #CiteNLM Fall 2019, Start date: 2019-10-01, End date: 2019-11-30, Default Course Type: Editathon, and Default Passcode: no-passcode. A 'Download stats' button is located below the details section. At the bottom of the page, there is a small footer: 'This site is a project of Wiki Education running on Wikimedia Cloud Services, and is subject to the Cloud Services Terms of use. It makes limited use of Private Information. All content is CC-BY-SA.'

- Click any of the campaign links suggested above to create your program for the respective campaign (Fall, Spring)
- Once you arrive on the page, click the *login button* labeled **1** and follow the on-screen popup wizard to login using your Wikipedia account
- After you are logged-in, click on the *create program* as labeled **2** in the diagram above
- Select “Edit-a-thon” as your program type

Find Programs My Dashboard Training Documentation Report a problem en Librarianaimée Log out

Create an Independent Program

The program title and institution form the URL of the program. The home wiki is the main wiki where participants will be working, and edits on this wiki will be tracked by default. If your program spans multiple languages or projects, contributions will also be tracked for any wiki that has been explicitly added to the "Tracked Wikis". Click "Create my Program!" to start building the page for your wiki program.

Campaign: #CiteNLM Fall 2019

Program title:
CiteNLM SCMLA Annual Meeting

Institution:
NNLM

Home Wiki:
en.wikipedia.org

Tracked Wikis:
en.wikipedia.org

NNLM/CiteNLM_SCMLA_Annual_Meeting

Program description:
Come help us improve the sources and quality of health information online. Join us and add citations and content from trusted National Library of Medicine resources to Wikipedia articles on health and medicine.

Private program (viewable only by admins and facilitators):

Next 1

- On the next screen you are required to fill in the blank text boxes with the respective information about your program. (*Tip: You cannot include a # in your program title.*)
- Click *next* button as labeled 1 in the diagram above after you are done completing all information in the blank text boxes

Find Programs My Dashboard Training Documentation Report a problem en Librarianaimée Log out

Create an Independent Program

Enter the starting and ending dates for your program. You may wish to extend the end to several hours or days beyond the end of the main activities, to include related editing that happens soon after the event.

Start of activity tracking:
2019-10-10 17 : 00

End of activity tracking:
2019-10-13 23 : 00

Specify separate event start/end times (optional)
Activity statistics for this program will be tracked based on the dates and times above, but you can specify separate times for when the event or program itself starts and ends (for example, so that participants know when to show up or when the venue closes).

Event start:
2019-10-10 17 : 00

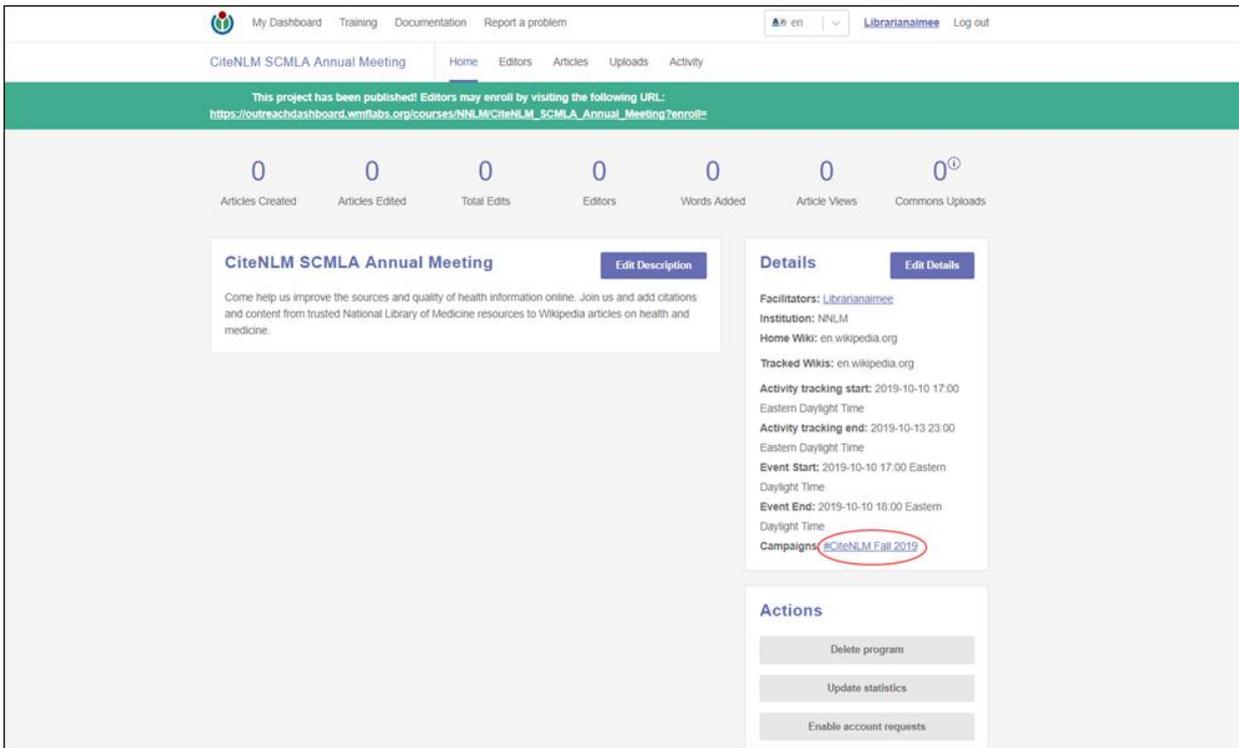
Event end:
2019-10-10 18 : 00

Start and end times are displayed in your local time zone.

Back **Cancel** **Create my Program!** 1

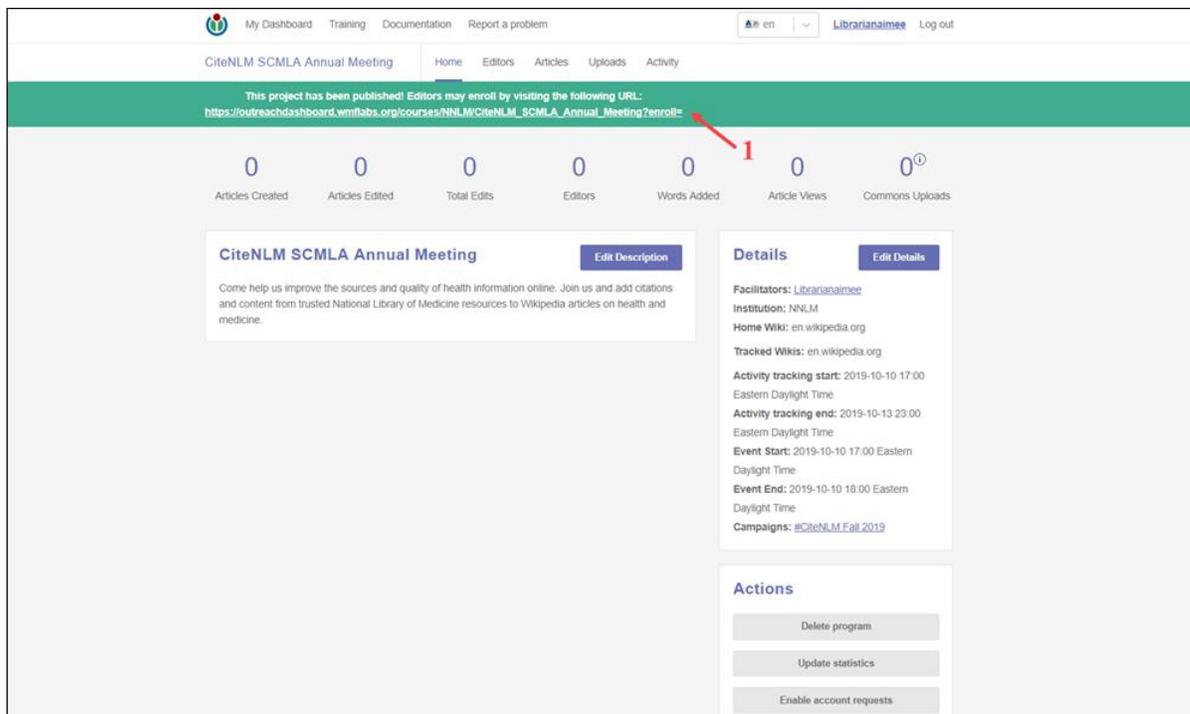
NNLM/CiteNLM_SCMLA_Annual_Meeting

- Fill out the scheduled time and dates for the program
- Click *create my program* to complete the creation process, now your program is live!

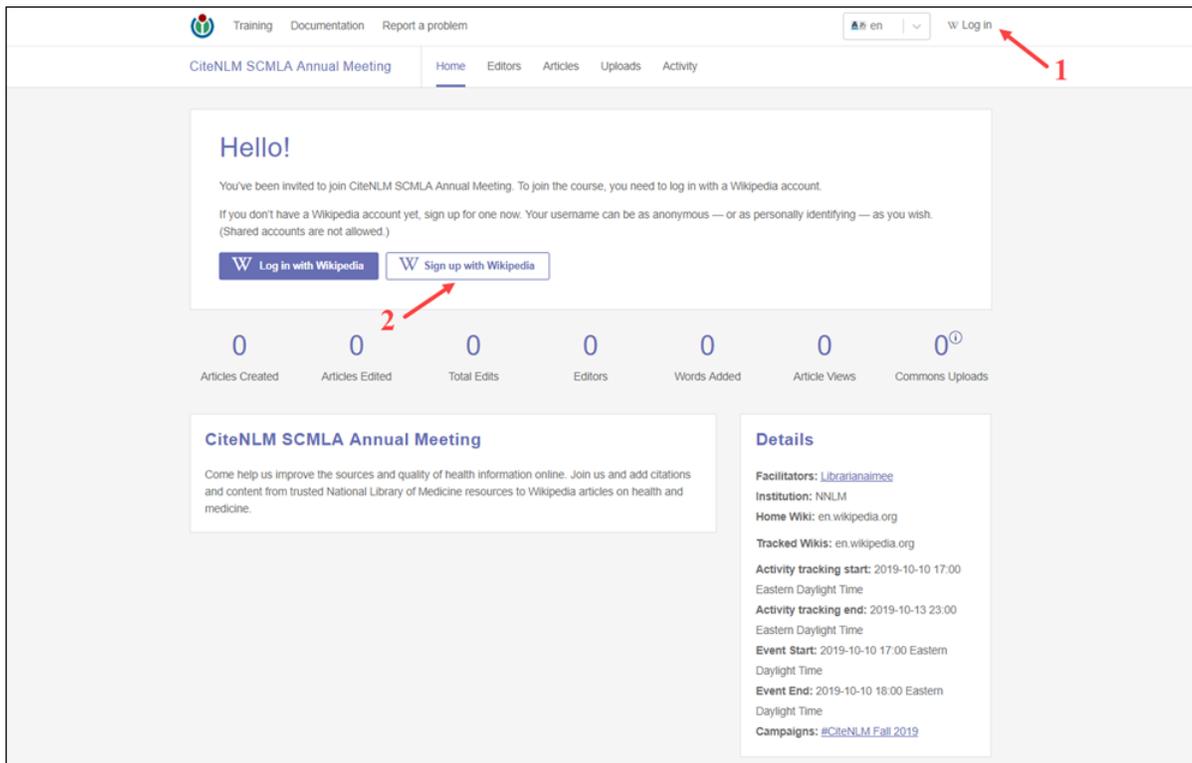


- Your program has been created and automatically added to the campaign as circled in the diagram above

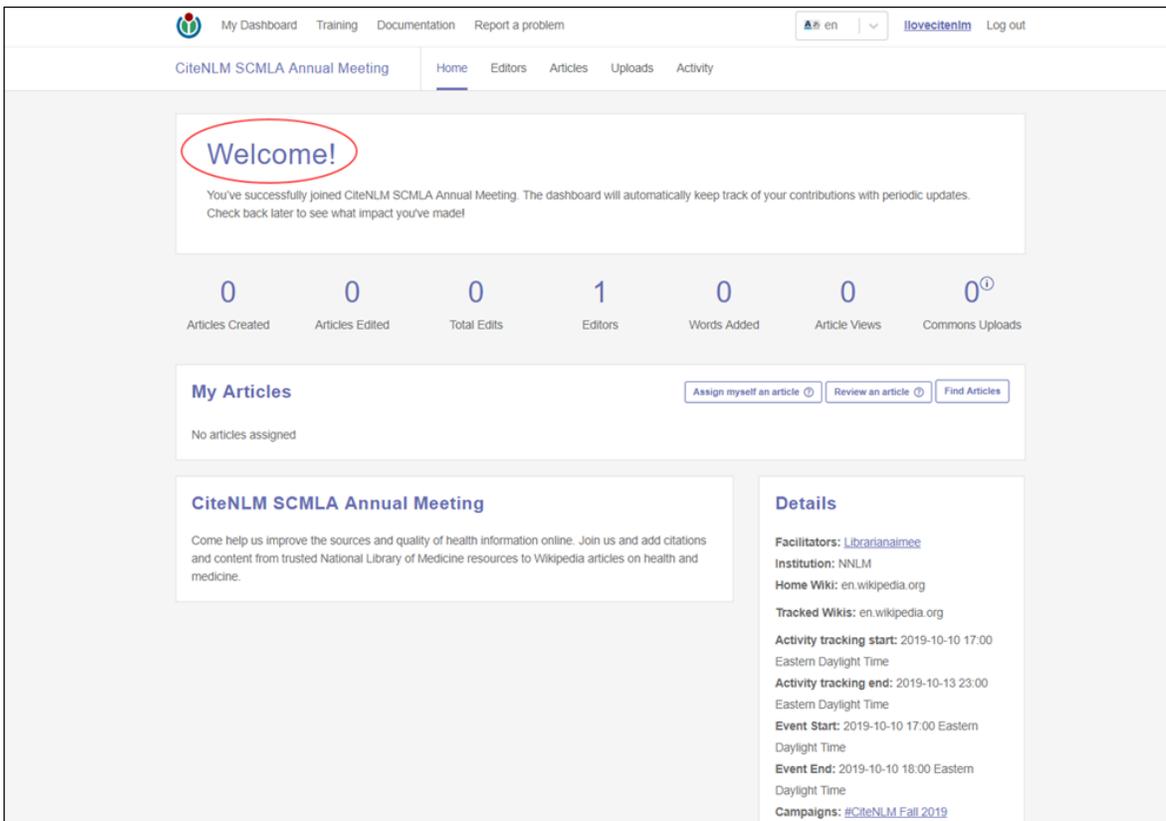
Signing up participants to your program



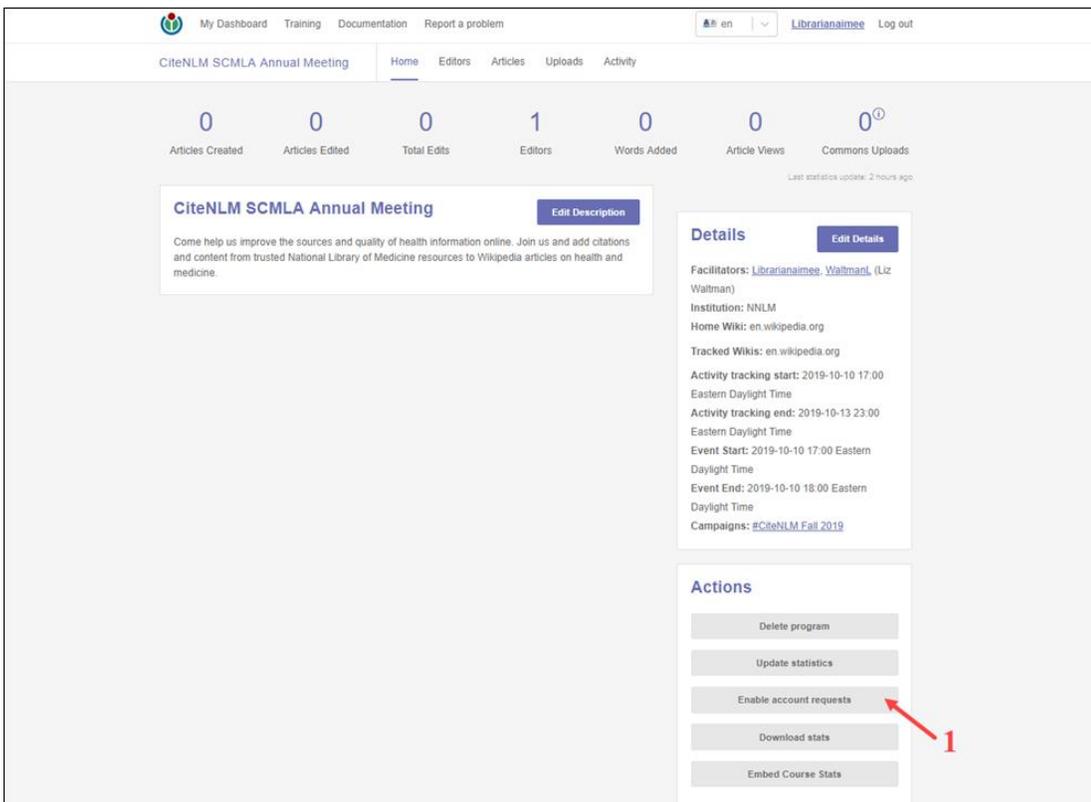
- At this point your program has been created
- Copy the link in the area labeled **1** as indicated in the diagram above
- Send the link to your participants to enroll for the program



- Participants can just paste the link in the URL of their browser
- Returning participants or participants with an account on Wikipedia can just click the *login* button as indicated with the number **1** in the diagram above
- New participants should click the *sign-up* button labeled **2** as indicated in the diagram
- All participants should follow the on-screen popup wizard to either create an account or log in

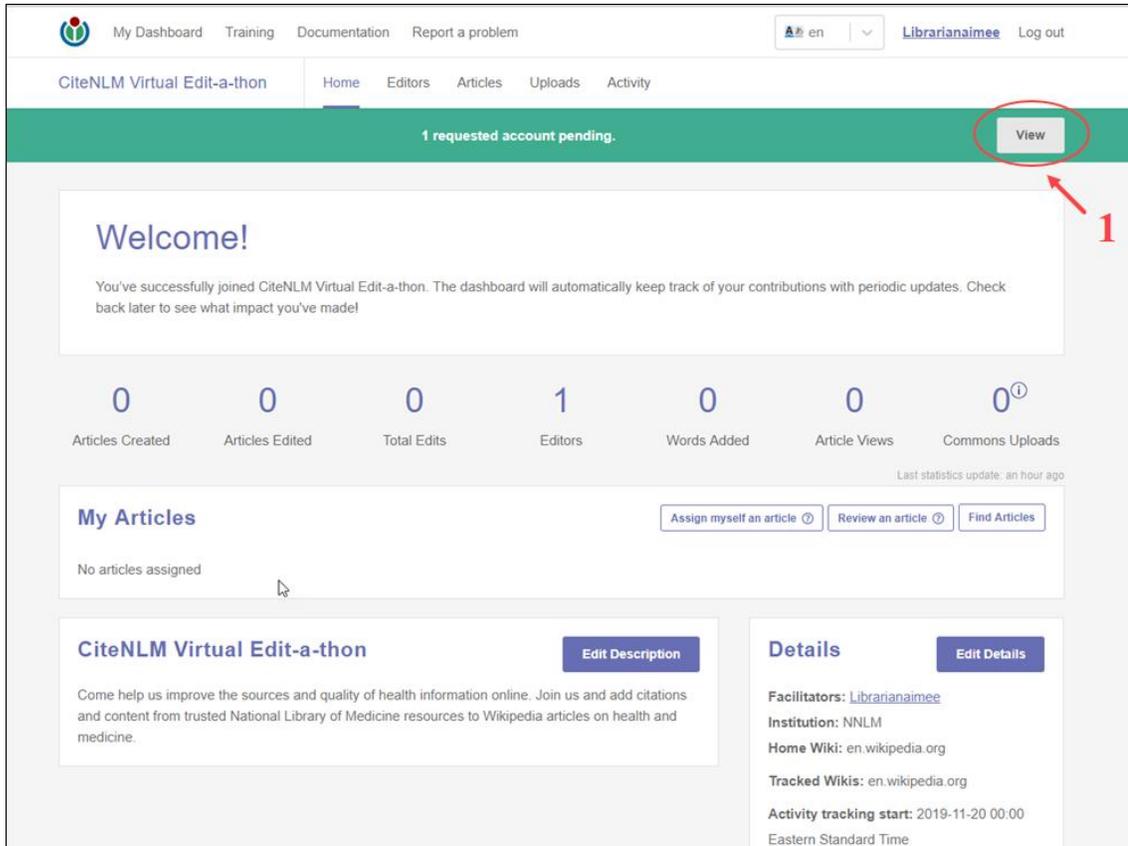


- Once your account creation or log in is successful, you will be redirected back to the dashboard page
- You will then receive a welcome message at the top of the dashboard page as circled in the diagram above



- Enable account requests on your program dashboard by clicking “enable account requests” as labeled 1 in the image above

- This is important if you expect to have new editors at your event because Wikipedia places a daily limit on new accounts per IP address. Enabling account requests allows you to go over this limit.



- Approve account requests on your program dashboard by clicking “View” as labeled 1 in the image above