

What is the UFO Wiki?

Impatient? Here's some quick navigation to popular pages:

- [Volunteer roles](#)
 - [Access to the Vechtzoom](#)
 - [Processes | Field and Hall bookings](#)
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The UFO Wiki is the **single source of truth** for how UFO runs. A lot of club knowledge has been spread across people's heads, chat threads, emails and documents. This wiki brings it together in one place, so that:

- anyone can find out how things work in the club, without needing to know who to ask;
- volunteers taking on a new role can get up to speed quickly, using what their predecessors learned;
- processes keep working when people come and go;
- our processes are transparent to other clubs.

This is a **living resource**. It is only as good as the people who use it, so if something is missing, out of date or unclear, please say so (see [Giving feedback](#)).

What you'll find here

- **Admin processes:** how recurring club administration gets done.
- **Volunteer roles:** what each role is responsible for (and not responsible for), how much time it takes, and handover notes from the people who held it before.
- **Playbooks for club activities:** step-by-step guides for things we do regularly, such as running the beginners course.
- **The Board:** board agendas, minutes and related information.

What doesn't belong here

Some things work better outside the wiki, such as spreadsheets, forms and self-contained documents. These live in the **UFO folder on Google Drive** [TODO: link], and should be **linked to from the relevant wiki page** so they can still be found from here.

[TODO: one line on how the wiki relates to the club website]

Privacy: many pages on this wiki are public. Full names and role assignments are not considered private information. Personal contact details, such as phone numbers or personal email addresses, are considered private and should never be put on a public page. Refer to a role (e.g. "contact the Secretaris") or a shared club email address instead.

Who can see and edit what

- **Reading:** Most pages are public and can be read without logging in. Some pages are only visible to logged-in users.
- **Editing:** In order to edit pages, your account role needs to be properly configured. Reach out to an admin user (a member of the board) to get this set up.
- **Commenting:** Feel free to comment on any visible page if something can be improved.

Creating an account

You can create an account using the **Sign up** button in the top right of the window. Once your account exists, ask an admin (a member of the board) to give it the right role.

[TODO: decide how roles and permissions are set up (e.g. which roles exist, who can edit which books/chapters) and document it here]

How to use this wiki

Finding your way around

Content in BookStack is organised in a hierarchy, a bit like a library:

- **Shelves** hold books.
- **Books** (like this one) hold chapters and pages.
- **Chapters** group related pages within a book.
- **Pages** are where the content lives.

See [Content overview](#) and [Getting around](#).

Use the **search bar** at the top of every page to find anything quickly. It supports filters, e.g. by tag or by type of content. See [Searching](#).

Giving feedback

The easiest way to give feedback is to **leave a comment** at the bottom of the page in question. Use comments to:

- point out something that is wrong or out of date;
- ask a question about a process;
- suggest an improvement.

Active discussion helps us improve how the club runs, so don't hesitate.

Editing and creating pages

1. Open the page and click **Edit** (top right). Make your changes and click **Save Page**. Every save is kept in the page's **revision history**, so mistakes can always be undone.
2. To create a new page, open the book or chapter it belongs in and click **New Page**.
3. **Start new pages from a template**, found in the [Bookstack templates](#) chapter. When editing a page, open the **Templates** panel in the editor sidebar to insert one. See [Page templates](#).
4. **Link related pages** together. In the editor, use the link tool and search for the page you want to link to. Links stay working even if a page is renamed or moved. See [Content permalinks](#).

We only use the default **WYSIWYG editor**. BookStack also has a Markdown editor, but it supports less rich content, so please don't switch to it.

Useful editor guides:

- [WYSIWYG editor](#)
- [Diagrams](#), for flowcharts and process diagrams
- [Attachments](#), to attach files or links to a page
- [Tags](#), to make pages easier to find

Writing good pages

- **Start with a short purpose statement** at the top (the general page template does this for you).
- **Document things that will still be useful in a year.** Write down processes, knowledge and context, not current to-do lists or status updates.
- **Link instead of duplicating.** If information already exists on another page (or in Google Drive), link to it.
- **Keep it up to date.** If you notice something outdated, fix it or leave a comment.

More help

- [BookStack user documentation](#)
- Questions about the wiki itself: `[TODO: contact person/role]`

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