Sandbox - Guides

Initial landing spot for pages that explain how to do things and how things work. Pages here will eventually be moved to the Guides book.

- [Welcome to the Wiki!](#)
- [How to make QR codes](#)
- [Contribution Guidelines](#)

Welcome to the Wiki!

Welcome to the River City Rainbow Collective Wiki! Here you will find lots of information and resources around the Central Illinois area!

What is a wiki and why do we need one?

That question is best answered here in long form.

This wiki is built on an open source software called bookstack. The way the wiki is organized is explained here.

Contributing

If you'd like to help maintain the wiki or add some content, please consult the Contributing Guide and familiarize yourself with the guidelines.

Once you're ready, you can apply to become an editor by filling out the Wiki Access Request Form

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How to make QR codes

https://justaqrcode.com/

Contribution Guidelines

Community Wiki Contribution Guide

This guide will get you caught up on how the wiki is structure and how we handle information in it.

Quick Start

This wiki is built on an open source software called [bookstack](). The way the wiki is organized is [explained here]().

- Log in to BookStack using your provided credentials
- Choose where your content belongs:
  - Ready for the public website? Add it to the appropriate book in the Website Shelf
  - Still drafting or unsure? Use the matching book in the Information Hub Shelf
  - Not sure where it fits? Add it to the Resources (Sandbox) Book - it's our catchall!

Content Organization

- **Website Shelf** - Content here appears on the public website
  - Resources Book: Community resources, guides, and services
  - Events Book (TBD): Upcoming and past events
  - Blog Book (TBD): Community updates and articles
- **Information Hub Shelf** - Draft and experimental content stays here
  - Resources (Sandbox) Book: Draft resources and our catchall for uncertain content
  - Events (Sandbox) Book: Draft event announcements and planning
  - Blog (Sandbox) Book: Draft blog posts and updates

> 📖 **Pro Tip**: Each book in the Information Hub mirrors its counterpart in the Website Shelf. When in doubt, put your content in Resources (Sandbox) - we can always move it later!

Content Guidelines

Writing Style

- Keep it simple - if a 12-year-old wouldn't understand it, rewrite it

- Be direct - get to the point quickly
- Use headers to break up long content
- Include dates when relevant

File and Media Guidelines

- Images can be uploaded directly to BookStack
- All other files (PDFs, documents, videos, etc.) must be hosted externally:
- Use Google Drive, OneDrive, or similar for documents
- Use YouTube or similar platforms for videos
- Always provide direct links to these files
- Test your links after adding them to ensure they're accessible
- Never upload downloadable files directly to the wiki

Event Page Naming Convention

When creating event pages, you MUST follow this format:

- Start the title with the date: `MM-DD-YY`
- Use hyphens between date components
- Add a space after the date, then your event name
  - Example: `06-14-25 Pride Cookout`
  - Example: `12-31-24 New Year's Eve Party`
- Always use leading zeros for single-digit months and days

Best Practices

- **Using the Information Hub**:
  - Start here if you're drafting or experimenting
  - Use the matching sandbox book for your content type
  - When in doubt, use Resources (Sandbox) - it's our catchall!
  - Check available templates in BookStack for consistent formatting
- **Using the Website Shelf:**
  - Your content is polished and ready for the public
  - You're updating your own service's information
  - The information is complete and well-formatted
- **Moving Content to Production:**
  - Use available templates in BookStack for consistent formatting
  - Move it from the sandbox to the matching book in the Website Shelf
  - For events, double-check the page naming convention!
- **Not Sure Where Something Goes?**
  - Default to the Resources (Sandbox) Book
  - Don't worry about perfect organization
  - Add a clear title and your content
  - Other contributors can help organize it later

Remember: The goal is to capture valuable information for our community. Don't let uncertainty about organization stop you from contributing - that's exactly why we have the Information Hub!