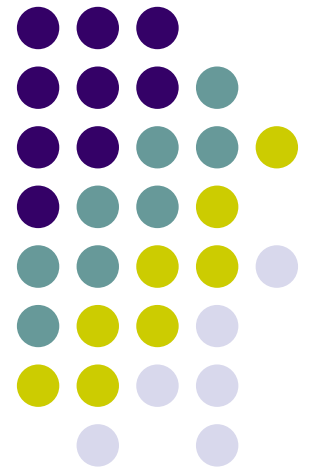
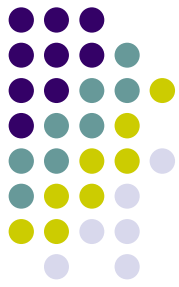


Technology & Learning

Accessing Information on AFS Wiki





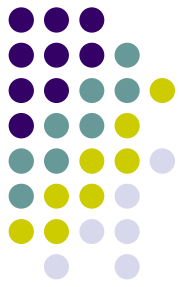
Accessing Information on AFS Wiki



This learning guide will help you understand the basics of using AFS Wiki to access information and materials that you need to support your work at AFS-USA.

It is recommended that you sign onto and use AFS Wiki while going through this tutorial.

www.afswiki.org

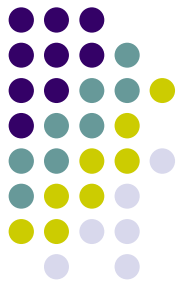


Topics Covered

- ❑ What's Happening to AFS Online?
- ❑ AFS Wiki Purpose and Goals
- ❑ How a Wiki Works
- ❑ Main Page Highlights
- ❑ User ID and Password
- ❑ Table of Contents
- ❑ Searching for Information
- ❑ Using Links
- ❑ Downloading Forms
- ❑ Current AFS News
- ❑ Wiki Help and FAQs
- ❑ Building the AFS Wiki



What's Happening to AFS Online?



AFS-USA is working towards replacing current functions on AFS Online with two improved systems that will be available to both volunteers and staff:

- **Global Link** – the computer system used by many of our international partners that enables much more efficient transfer of information about participants, applications, leads, program openings, travel, orientation attendance, liaison contact & support cases.
- **AFS Wiki** – an ever-growing library of information, knowledge, and documents available to and editable by all volunteer and staff users.

AFS Wiki Purpose and Goals



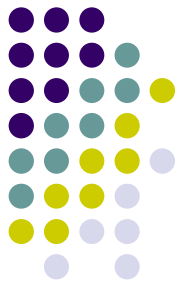
- The volunteers who started AFS Wiki envisioned it as the primary repository of information from and for volunteers and staff about the organization.
- It is designed to be a forum where users can share the following:
 - Accurate information about all functions and roles within AFS
 - Collected knowledge and insights from years of experience
 - Current versions of forms and documents
 - Up-to-date news about the organization
- It is intended to be an ongoing project that is continually edited and expanded by AFS users.



How a Wiki Works

- A Wiki has the following characteristics:
 - You can search for topics with key words
 - You can go from one topic to another using links in the text
 - You can edit a page to make it more accurate & complete
 - You can create new pages on a topic
 - You can access uploaded documents in their original format
- If you have ever retrieved information on Wikipedia (currently one of the most popular sites on the internet), you already know much of what you need to know to access information on AFS Wiki – the format is the same.

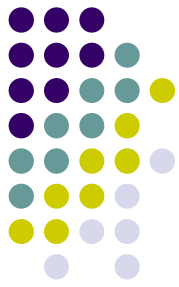
Main Page Highlights



- The main page is the first page that you will see when you go to www.afswiki.org
- As you start using AFS Wiki, you will want to be familiar with some key functions on the page:
 - User ID and Password
 - Table of Contents
 - Searching for Information
 - Current AFS-USA News
 - Help and Wiki FAQs



User ID and Password



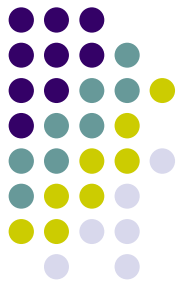
A screenshot of the AFS Wiki main page. At the top, there are navigation tabs: 'article' (highlighted in yellow), 'discussion', 'edit', and 'history'. Below the tabs is the heading 'Welcome to AFS Wiki' followed by '(Redirected from Main Page)'. The main text says 'This is a wiki for AFS-USA. You may also be interested in wikis for AFS-USA's 50+ partner organizations'. Under the heading 'Access', it states 'Access to most AFS Wiki pages is restricted by policy to registered volunteers and members'. Below this, there is a section for 'NEW LOGINS' with a link 'Click here to request a username and password.' highlighted by a red box and a red arrow pointing to it. At the bottom, it says 'If you've logged in, but don't know what to do now, see the AFS Wiki Current Issue List'.

Only registered AFS volunteers and staff will have access to AFS Wiki.

To obtain your user ID and password, click on the main page link highlighted above and follow the instructions. You will typically receive your user information within 24 hours.

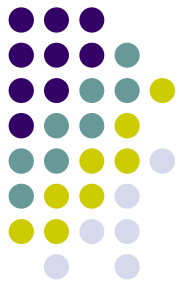
You will be prompted to enter user information each time you sign on.

Table of Contents



- One way to start accessing information on AFS Wiki is to use the table of contents on the main page. It has been divided into key categories:
 - **Major Functions:** hosting, sending, support, etc.
 - **Volunteer Roles:** local, area, regional and national
 - **Organizational Structures:** volunteer and staff
 - **Reference Materials**
- At first, this may seem like too many choices, but the great thing about a Wiki is that you can reach the same information by starting at different places – just click on the link that makes intuitive sense to you. You will create your own path to the information and maybe learn some things you were not expecting along the way.

Searching for Information



The screenshot shows a website interface with a search function. On the left, there is a sidebar with a 'Help' menu and a 'search' section. The search section contains a text input box, a 'Go' button, and a 'Search' button. A red rectangle highlights the search input box. To the right of the search box, a red arrow points from the text 'Note that only reference material is located here. For families, etc., go to AFS Online.' towards the search input box. Below this text, there are two bullet points: 'Sending' and 'Hosting'.

- The other way to access the information you want is to use the search function. To do this, enter one or more keywords in the box highlighted above.
- If you press the “**Go**” button, you will be sent to the page that has a title exactly the same as the keywords used.
- If you press the “**Search**” button, you will be given a list of all pages where the keywords used are in the text of the page. This approach will yield the most options.

Using Links



article discussion edit

Volunteer Developr

AFS's most valuable asset is argua
come to the organization from many
family, a natural family, a teacher or
AFS believes that volunteer develop
volunteers through the stages of voli
Recruiting new volunteers is one of i
of the impact the AFS experience h
for volunteer recruitment.

Contents [hide]

- 1 Volunteer Registration
- 2 Learning Guides

- However you search for information, you will be using highlighted links to move from one page to another – exactly like navigating other web pages.
- AFS Wiki has two types of links:
 - **Internal Links:** these links will take you from one AFS Wiki page to another.
 - **External Links:** these links will take you to other websites.
- If you want to return to previously viewed pages, you can also use your browser's “back” button.

Downloading Forms



- AFS-USA has a number of documents that need to be used in their original format. These include:
 - **Applications**
 - **Orientation Manuals**
 - **Organizational Charts**
 - **Government Regulations**
 - **Brochures**
 - **Training Handouts**
 - **Financial Forms**

- These forms can be uploaded onto AFS Wiki.
- They can be linked to multiple pages, so you also search for them by following links.
- The one limitation of searching for forms is that AFS Wiki is not able to search the text of the form, only the title given to the document.



Downloading Forms

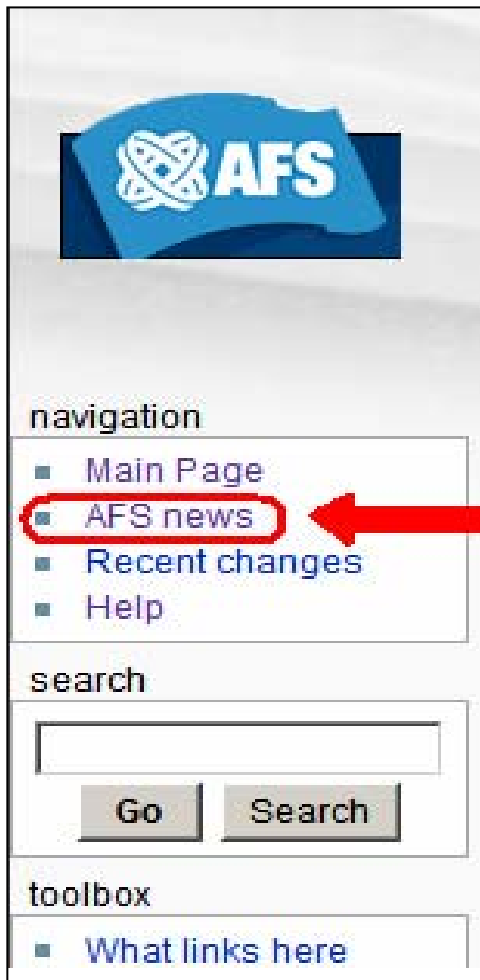
A screenshot of a web page interface. At the top, there are several tabs: 'article' (highlighted with a yellow border), 'discussion', 'edit', and 'history'. Below the tabs, the main heading reads 'Complete Host Family Application'. Underneath this heading, there is a list of four download options, each preceded by a small square bullet point:

- [Complete Host Family Application \(Word\)](#)
- [Complete Host Family Application \(Open Document\)](#)
- [Complete Host Family Application \(PDF\)](#)
- [See Host family application](#)

To download a form:

- Select the version of the document that you want (pdf, doc, etc.)
- Click on the highlighted link for the document
- Either print the document or save it to your computer or both

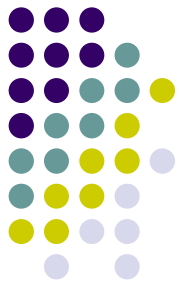
Current AFS News




- The link to “AFS News” is in the toolbar in the column on the left of any AFS Wiki page.
- Once you reach the news page, you will see a list of headlines – just click any entry to keep informed about what is happening in AFS-USA.



Wiki Help and FAQs





navigation

- [Main Page](#)
- [AFS news](#)
- [Recent changes](#)
- [Help](#)

search

toolbox

- [What links here](#)

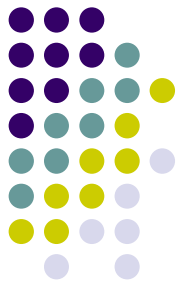
- When you get stumped or want to learn more about AFS Wiki, a good place to start is with the “**Help**” function.
- Clicking on the button in the column on the left will take you to a page that has links to a variety of helpful information.
- The primary link that most users will want to use is “**AFS Wiki FAQs**”.

AFS Wiki Reference

Internal links for contributing AFS Wiki content

- [Simple way to Start a New Page](#)
- [Create a new user page](#)
- [AFS Wiki FAQ](#)
- [AFS Wiki Style Guide: how to keep the style of this particular AFS wiki](#)

Building the AFS Wiki



- You now have the basics that you will need to access information on AFS Wiki.
- Please think about how you can assist with the ongoing development of AFS Wiki. Every volunteer or staff user can add their own knowledge, ideas, and best practices to AFS Wiki to help ensure it is the place to go when members of the AFS community want to get the best information, download the most up-to-date documents, and learn something new.
- If you are interested in taking this next step, you can learn more with the other available learning guide on this site –

“Making Changes to AFS Wiki”