Section 5—  **Wikipedia Event Planning Resources**

If you are intending to do a Wikipedia engagement with a group, there are a number of components to set in motion in order to execute a successful event.

The [Running Editathons and other Editing Events](https://outreachdashboard.wmflabs.org/training/editathons) series of three training modules provides a solid overview of all the factors that combine to deliver a successful editing event. Many of the suggestions are also applicable to staff training or patron information literacy classes.

These specific topics in the tutorials may be of particular interest:

Module 1: Defining your event

* [Working with underrepresented groups](https://outreachdashboard.wmflabs.org/training/editathons/defining-your-event/working-with-underrepresented-groups)
* [Types of conflict of interest](https://en.wikipedia.org/wiki/Wikipedia:Plain_and_simple_conflict_of_interest_guide#Conflict_of_interest)

Module 2: Planning well before the Editathon

* [Topics to avoid](https://outreachdashboard.wmflabs.org/training/editathons/planning-well-before-the-event/topics-to-avoid) (due to high conflict or high activity)
* [Identifying existing articles for expansion](https://outreachdashboard.wmflabs.org/training/editathons/planning-well-before-the-event/identifying-existing-articles-for-expansion)

Module 3: Planning leading up to the event

* [Common technical challenges](https://outreachdashboard.wmflabs.org/training/editathons/planning-leading-up-to-the-event/common-technical-challenges)

The Wikipedia Event Action Plan will help you think through the many moving parts that need to happen before, during and after the event.

The Action Plan is segmented into the components of things to consider:

* *Before the event: Content and Structure* – develop the content for the class or editing event;   
  determine the structure for delivering the content
* *Before the event: Location and Timing*– determine the location and timing of the event suitable   
  to your chosen format, the intended audience and the number of expected attendees
* *Before the event: Communications* – formulate messaging at all levels, including securing buy-in from administrators and learners and identifying the best channels for communicating the   
  messages
* *Before the event: Materials and Technology Logistics* – as the event approaches, prepare learner materials and technology setup, including technical setup specific to Wikipedia editing as a group
* *During the event: Learning Environment* –set up the environment for a welcoming atmosphere, physical comfort and good tech support
* *Evaluation* – determine and deploy assessment and tracking tools to help gauge the effectiveness of the event

**Support and safety**

The Wikimedia Foundation has an ongoing focus on keeping Wikipedia-related spaces welcoming for all. Review this series of [tutorials and trainings](https://outreachdashboard.wmflabs.org/training/support-and-safety) developed for event organizers to gain awareness of online and in-person hazards – and what you can do about them – to ensure your participants feel safe and have a meaningful experience with Wikipedia.

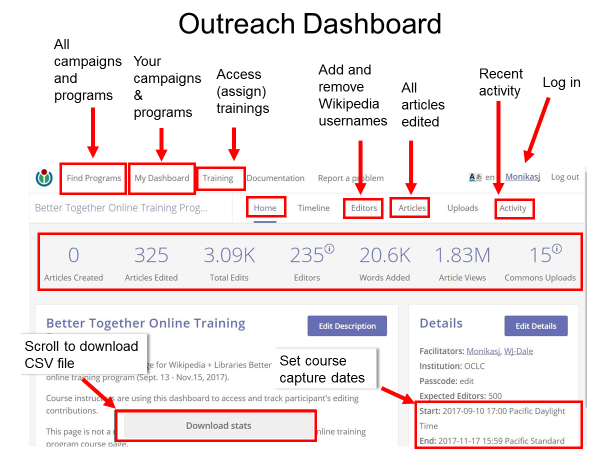
**Programs and Events Outreach Dashboard**

Capture in one place all editing contributions made by a specific group of Wikipedia usernames over time with the Outreach Dashboard, available on Wikimedia Foundation’s Lab space. This platform, adapted from the Wiki Education Foundation’s learning dashboard (which is only available for higher education instructors in North America working in English) the programs and events dashboard is available to any organizer, instructor or trainer in any language to follow the Wikipedia activities of a selected set of editors.

Use the Program and Events Outreach Dashboard for a small or large workshops, programs or events in order to:

* Gain a high-level snapshot of participants’ editing activities on Wikipedia
* Access recent changes made by your participating editors
* Easily see an individual editor’s contribution to an article with multiple editors using the “View Authorship” tool
* Assign articles to edit or [trainings](https://outreachdashboard.wmflabs.org/training) to complete
* Download all data in CSV format for further analysis

Look to the Outreach Dashboard [training](https://outreachdashboard.wmflabs.org/training/learning-and-evaluation)s for guidance on creating and managing your dashboard programs.



**How to create a Wikimedia Meetup page**

Getting the Word Out

☆ Create a Wikipedia meet-up page for your edit-a-thon!

Create your meet-up page as a subpage of the Wikipedia:Meetup page. To do this:

* Find the calendar of scheduled future meetups, and look for the month in which your event will happen.
* Edit the list of events for that month.
* Copy the formatting of other entries and add your event so it appears in chronological order with the other events. This is where you will create the URL for your meetup page, with the format “Wikipedia:Meetup/[edit-a-thon location]/[edit-a-thon title]”.
* After you’ve finished adding your event to the list, save your edit.
* When you look at the page, you should see your entry as a link in red text.
* Click on the red text. You will get a message that no page with that title exists. Click on the link to create the page.