Technology Committee Handbook

[**Responsibilities**](#_qhgqfa671u58) **2**

[**Timeline of Regular Activities**](#_cecji0ot4xa4) **2**

[**Current Technology Platforms**](#_qx2i6rvwc55) **2**

[Password Database](#_omsozd5tjqqo) 2

[Google Apps: Skiumah.org - Email Addresses](#_9w2d41fbq7u4) 2

[Ongoing responsibilities:](#_7dem2tfwfpxw) 3

[Access:](#_7j1tue2iz5b7) 3

[Dreamhost.com: Skiumah.org - Domain and Web Hosting](#_bnvs5sd12vvh) 3

[Ongoing responsibilities:](#_enym978q1c8r) 4

[Access:](#_g0y95na5zhfm) 4

[Drupal CMS: Skiumah.org - Website](#_7dvmftvn4r57) 4

[Ongoing responsibilities:](#_ia3ootmdrlov) 4

[Access:](#_nz1quvnasees) 5

[Eventbrite: Online Event Registration](#_39nqounn4ji8) 5

[Ongoing responsibilities:](#_9123qllc0l8h) 5

[Access:](#_xp5z3muy35v2) 5

[MailChimp: Mass Email Delivery](#_tnryiwvit5kk) 6

[Ongoing responsibilities:](#_hwzk5ebbkdjr) 6

[Access:](#_h6b6e2giez1f) 6

[Google Voice: Telephone Voicemail Service](#_39kvmv3enxqw) 6

[Ongoing responsibilities:](#_yxhq6yv6mzj5) 7

[Access:](#_eaupve7gzkoo) 7

[FreeConferenceCalling.com: Conference Calling](#_hivmppk6k8p1) 7

[Ongoing responsibilities:](#_y8ciso3gi3bi) 7

[Access:](#_zewqheyatc6l) 7

[Facebook & Twitter: Social Media](#_vn4u295cpc2x) 7

[Ongoing responsibilities:](#_jmoi9s19s9ke) 8

[Access:](#_y03zw7sylpvz) 8

[Paypal: Online Payments](#_tjd6mycg0jju) 8

[Ongoing responsibilities:](#_iwy4plldg8om) 8

[Access:](#_4rcshkerjamz) 8

# Responsibilities

The University of Minnesota Band Alumni Society (UMBAS) Technology Committee responsibilities can be broken down into two main categories:

* Research, advise, and implement new technologies as requested by the UMBAS board
* Manage user access and setup of existing UMBAS technology platforms

# Timeline of Regular Activities

**January**

* Transition officer email accounts to new officers
* Update board@skiumah.org distribution list

**July**

* Setup product page for Spat Camp Care Packages
* Renew domain registrations

**August**

* Close Spat Camp Care Packages product page

# Current Technology Platforms

## Password Database

A KeePass (<https://keepass.info/>) password database has been created to store login credentials for the various technology platforms. The file *umbas.kdbx* is saved in the Google Drive of the admin@skiumah.org account. Passwords for the access accounts listed below are stored in this database.

## Google Apps: Skiumah.org - Email Addresses

UMBAS currently utilizes Google’s G Suite platform to provide email and google drive access to the Board of Directors (BOD) and committees. G Suite is provided for free as part of the 501c3 hosting package from Dreamhost. Current users with administrator access are:

* admin@skiumah.org
* president@skiumah.org

### Ongoing responsibilities:

* Reset officer account passwords on January 1st and provide access to new officers.
* Update board@skiumah.org distribution list
	+ Click the Groups icon
	+ Click on Board of Directors
	+ Click Manage users in Board of Directors
	+ Check the box next to emails of outgoing members and click *Remove members* at the top or bottom of the list.
	+ In the box at the top of the screen, type the email addresses of new members and click the *Add* button
* Reset account passwords and troubleshoot access issues as needed.
	+ Click the Users icon
	+ Click on the account which needs resetting
	+ Click *Reset Password* on the left
	+ Follow the prompts to send a password reset link to another email address owned by the user, or enter a new password for the user and provide it to them in a secure manor.
* Setup accounts for new accounts as needed.

### Access:

<https://admin.google.com>

Username: admin@skiumah.org

## Dreamhost.com: Skiumah.org - Domain and Web Hosting

Skiumah.org and other domain names are currently registered and hosted with Dreamhost. Dreamhost provides a free hosting tier for verified 501c3 non-profit entities. This plan includes 5 free domain registrations. Domains currently registered are:

* Skiumah.org
* Skiumah.com
* Gopherbandalums.org
* Maroonandold.org

The hosting plan also includes hosting of our website and associated databases. Login credentials to the server via SSH and to the mySQL databases are included in the password database.

### Ongoing responsibilities:

* Renew domains annually in July
	+ Click Domains > Registrations on the left side panel.
	+ Scroll down and click the ‘Renew’ button next to any domains expiring in the near future.

### Access:

<https://panel.dreamhost.com>

Username: admin@skiumah.org

## Drupal CMS: Skiumah.org - Website

The skiumah.org is currently built using the Drupal 6 CMS system and hosted at Dreamhost. Dreamhost provides free hosting to 501c3 non-profits. Drupal CMS provides many features. However, as we have worked to move away from a self-maintained system, currently we only utilize posting stories/pages and the web store for selling care packages.

While the Technology Committee maintains the website backend, they are not responsible for writing or generating content. However, they may be asked to help facilitate posting content for members that do not have access.

Current users with elevated access are:

Administrators

* kevan - Kevin Ahlquist

Content Contributors

* benso510 - Brett Benson

Additional users can be setup by editing the user in <http://www.skiumah.org/admin/user/user> or adding the user in <http://www.skiumah.org/admin/user/user/create> and adding them to the *contributor* role.

### Ongoing responsibilities:

* Manage access accounts
	+ http://www.skiumah.org/admin/user/user
* Facilitate posting new content as requested
	+ New Content - <http://www.skiumah.org/node/add>
	+ Manage Existing Content - http://www.skiumah.org/tracker
* Activate care package sales page in late July and deactive after sales close.
	+ <http://www.skiumah.org/node/11819/edit>
	+ Change closing date in description
	+ Adjust SKU to current year
	+ Check all three publishing options: Published, Promoted to front page, Sticky at top of lists
	+ Click *Save*
	+ A PHP script is available to provide easy order details.
		- Log into the server
		- Edit ~/sccp\_data/index.php to query the new SKU
		- Move ~/sccp\_data to ~/skiumah.org/sccp\_data
		- Access order list at http://www.skiumah.org/sccp\_data/
	+ Reverse publishing option to close order.
	+ Move the sccp\_data folder out of ~/skiumah.org to take down order link

### Access:

<http://www.skiumah.org>

Username: admin

## Eventbrite: Online Event Registration

We currently utilize Eventbrite for online event registration and fee collection. Eventbrite takes a percentage of paid event registrations, but does not charge a monthly or annual fee. Eventbrite allows multiple users to access our account. Current email addresses with access are:

* music@skiumah.org
* homecoming@skiumah.org
* membership@skiumah.org
* president@skiumah.org

The Technology Committee is not responsible for posting or managing individual events, but may be asked to help facilitate such activities for board members new to the above roles.

### Ongoing responsibilities:

* Manage user access
* Manage overall account settings and integrations

### Access:

<https://www.eventbrite.com/signin/>

Username: admin@skiumah.org

## MailChimp: Mass Email Delivery

We currently utilize MailChimp for our mass email generation and delivery. MailChimp is setup using the email address mail\_chimp@skiumah.org. This email account is an alias for admin@skiumah.org, as MailChimp does not allow using and admin@ email address. MailChimp allows for multiple users to create and send emails via our mailing list. Current users with access are:

* president@skiumah.org
* music@skiumah.org
* ahlquistkd@gmail.com - Kevan Ahlquist
* nelli020@umn.edu - Kelly Nellis
* ntertainer333@gmail.com - Aaron Marks
* pilla019@umn.edu - John Pilla
* brettbenson510@gmail.com - Brett Benson

The Technology Committee is not responsible for drafting or sending email communications, but may be asked to help facilitate such activities for board members new to the above roles.

### Ongoing responsibilities:

* Manage user access
* Manage overall account settings and integrations

### Access:

<https://login.mailchimp.com>

Username: umbasadmin

## Google Voice: Telephone Voicemail Service

UMBAS utilizes the free Google Voice system to provide a telephone number (612-568-8636) for people to call and leave voice messages. These messages are then transcribed and emailed to the phone@skiumah.org distribution list. Current members of the distribution list are:

* president@skiumah.org
* secretary@skiumah.org
* secretary-elect@skiumah.org
* admin@skiumah.org

A basic user guide is available via [this link](https://docs.google.com/document/d/1Cv7mR4B3mifkXSps02cavdzoh_rgDPQ4B4BeqbBw1l8/edit?usp=sharing) or in the Guides folder of the admin@skiumah.org’s Google Drive.

### Ongoing responsibilities:

* None

### Access:

<https://voice.google.com>

Username: umbasphone@gmail.com

## FreeConferenceCalling.com: Conference Calling

Conference calls are hosted by FreeConferenceCalling.com. This service provides free conference calls with limited features, but requires dialing into a long distance local number. 800 numbers are available for a fee.

### Ongoing responsibilities:

* None

### Access:

<https://www.freeconferencecalling.com/login.html>

Username: admin@skiumah.org

## Facebook & Twitter: Social Media

UMBAS has Facebook & Twitter pages under the GopherBandAlums handle. The Facebook page must be managed by other Facebook users and does not have a central login. The twitter account is setup with a dedicated email, twitter@skiumah.org.

### Ongoing responsibilities:

* Assist with updating user access

### Access:

<https://www.twitter.com/login>

Username: GopherBandAlums

## Paypal: Online Payments

We utilize PayPal for credit card processing and online donations. The account is setup and managed under the treasurer@skiumah.org email account. An additional limited access login is setup for the Technology Chair to help when setting up integration with other web platforms.

### Ongoing responsibilities:

* Assist in integrating PayPal into new platforms

### Access:

<https://www.paypal.com/login>

Username: umbasadmin