CPFC
Historian's Binder

Compiled by:
Timothy Baldwin
January 2008

Title: Club Historian

Purpose:

To update and maintain the club website and keep the email database current. The best way to keep the site up to date is to keep all the dates and times or practices and tournaments current as well as add pictures as often as you can. You don't have to take them. Just make sure that at major events someone (or better yet, several someones) is taking photos.

There is a mirror site with which you can get access to the files. Dave does the transferring from the mirror to the real website files. The mirror is at: https://nadi.calpoly.edu/fenceMirror. It is password protected:
Login: officers
Password: fofficers.

It is the same for the first layer of protection of the fencing database which holds all the e-mails and the fencer's status, which can be accessed at: https://nadi.calpoly.edu/fencingTools/.

To gain access to the second layer the username is your SSN, and you will have to talk to Dave to get a password set up after you read and sign the NADI user agreement (hard copy and file included). Do not lose a copy of the agreement, because it needs to be preserved and past on for the next historian.

In setting up the password, Dave will need you to verify first that you can get in, and then he will turn your access level up to where you can edit the database. The database management page is pretty self-explanatory. Just remember that you can only add @calpoly.edu addresses.

In order to access the files on the mirror, you should use a secure shell since it is on a school server. SSH Secure File Transfer, http://www.ssh.com/, is easy. There is a free client somewhere on the website, but I have included a copy on the flash drive. Set it up so it logs into nadi.calpoly.edu with the login: cmazur. I have the password, but Dave likes to be in control of that, so he will ask you for the password you would like when you give him the signed NADI user agreement. The shell will allow you to transfer files both ways, so you can essentially download the site onto your hard drive and work on it there, and then upload the files to the mirror. In case you don't know (because I didn't) to get to the files go to Window>new file transfer window. After that it's just a drag and drop.

To keep the e-mail list up to date, you also need to be prepared to get all of the new fencer's e-mail addresses at the first couple practices of each quarter. I've included a simple form that makes life a little easier. I've also included a couple of other things that I have had to do as assigned by the president. That's about it. Just try to help the president when you can.