

Transition Items

Change Hosting Web site administrator (pay bills) to the treasurer.
The hosting Matters web address are listed below

The login for the SBCC client area to update credit card:

Now done by Treasurer

<https://secure.hostmatters.com/clientarea.php>

To change the admin name and address, contact info one needs to open up a support ticket as only they can change this info. you can add (replace) credit card info yourself.

Login email: richard.mourino@gmail.com

Password: SBCCadmin1951

In what city were you born? babylon365 Rich Troys secret answers

To do any changes to cronstab and mailing list, ids for database the web address is
<http://www.sbccsail.com:2082/>

ID sbccsail
password VGstFDzPo2AF case sensitive

Under this web page one can change the FORWARDING address of any email to the webmaster to your self and another member (requires more than one entry).

All ids are in the security folder /Documents/Other_Documents-

Support programs on the club pc

SCS_Client from SBCC_Procedures_Software\SCS_Client
SCS_DBA "" ""

MySql ODBC	“”	“”
Filezilla -client		
Winzip or similar		
JAlbum		Need License in folder
CD_Burner		mailing committee uses this
Cruise_Guide_Documents		mailing committee uses this
Smart-PDF-Converter		Need License

All licenses are provided in folders. All belong to SBCC

Checklist:

Get the new Commodore to provide all the Chair names.
 Run Canned report Officer Web Page List.
 Save it as an excel and email it to New Commodore in December.
 Instruct to just update names on each title touch nothing else.

Using membership system update each member their new job under the Positions section.

Once you get it back update the member positions to reflect the change in the Membership system. There is a special Position program under Special Update that will allow you to do quick changes to members that are keeping their positions by changing the TO Date field on this special screen.

Once all done run the canned report again and verify all is ok. Note program will show correct info when it's the new year.

Update the Officer-Web-Page.xls Under folder Forms
 Save as PDF then use the smart pdf program to make it a jpg.
 The jpg is used on the web site so bots cannot get the addresses.

Update the Chair Forwardings under DADMIN Forwards so only
 New members positions are there.

Review dadamail to validate that all boards members are there. Membership system has an interface that does this when one updates the Positions.

Or

Erase all from board newsletter and run Email List Boardletter using the Canned report and import the results into board newsletter after Jan 1.

Send out the Board access documents that reside in Forms folder on web.
 Generic information that the board should know.docx

Email the final Officer_Page_list excel show all columns
Under folder

Domains/Documents/Club_Documents/Technology_Web/Web_Site_Info_Maintenance

FTP the final backups from the server and expand them to this pc working directory.

Archive Cloud storage to USB drive 60 gig (end of year). Due size DVD replaced with a 60gig usb drive purchased for this purpose.

Facebook Maintenance: Membership controls access update admin to membership chair and their helper.

Dues Letters:

Using the desktop program generate the Dues letter discount or nodiscount.

Once page appears use cntl + P YES then select from pulldown file with same name such as Dues_..... Select To file Individual files select folder select pdf as output format.

Once all of the files are generate go to scs_client/Mass_Email_Utility and select proper Bat file such as generate_dues.bat run it. It creates a txt file review then rename it to Dues...BAT and run