OUSDS IT Officer guidelines

The IT officer has the following tasks:

- Manage the mailing list

    - This can be found at https://maillist.ox.ac.uk/ → Admin Interface for List Owners and you log in using the 'scodance' account / password (ask the current President or previous IT Officer for the latest password).

    - Add new members, remove those who wish to be unsubscribed, and keep the list of moderators updated to the current committee.

    - Approve messages from outside the mailing list (the scodance account will get an email – you may want to check it, but the President will also do this)

    - Over the summer, move everyone from the Freshers list to the main list, and give them the option to unsubscribe

- Update the website

    - Keep the "news" section updated at /events.shtml.

    - Update the committee page when the committee changes (/committee.shtml).

    - Handle any bugs people might tell you about.

    - More on how to access the website below.

- Manage the committee mailing list

    - This is run through Google Groups – you'll need your own personal Google account to manage it. It's located here: https://groups.google.com/forum/#!forum/ousds-committee.

    - Add new committee members (remember to set their preferences to "receive all emails" as they can't do it themselves without a Google account) and delete former ones. Note that some non-committee members are on the list as they email it frequently.

    - Approve messages from outside the mailing list (you'll get an email).

- Update the Photobucket and Twitter accounts

    - If you receive any photos of society events, you can add them to the Photobucket account (ask the previous IT Officer or President for the current password). The Photobucket account generates a slideshow for the website.

    - The President may update the Twitter account – discuss with them what to do about that.

- Facebook group

    - Approve new members. Jamie handles all the creation of events etc.

- Renew the scodance account / password

    - Once a year you'll get an email telling you to do this.

Website access

It's probably best to speak to the previous IT Officer about this, as solutions vary wildly depending on your operating system / computing skills, but essentially you need to log in to linux.ox.ac.uk with the 'scodance' username and password. Options for this are via SFTP, SCP or SSH – in any case you either need a program for that or a decent (but not too fancy) knowledge of the terminal / command line.

It's best to have a local copy of the website you can edit, but setting this up to actually work, Perl scripts and all, is quite hard and requires a lot of tweaking. If you're only updating the text / images on the page, you're probably safe enough writing directly to the website, **assuming** you have a backup somewhere; if you want to change anything else, you're probably (hopefully) competent enough to also set up your own testing environment. Again, speak to the previous IT Officer for the status quo of what can / can't be done.

A possible setup (for Linux)

- Local copy of the entire website

- Apache server to (more or less) display your copy of the website via localhost://

    - You'll need to configure Apache to replace the path to the Perl scripts* from `/cgi-bin/safeperl/scodance/` to `/path/to/local/copy/cgi/`

- Git repository in the local copy for version control / backup

- Eclipse + Aptana, Egit plugins to easily edit the website (incl. Javascript, Perl*, Git support, etc.)

- Connect to scodance@linux.ox.ac.uk via SSH in the terminal to browse

- Upload / download of new files via *rsync* (does the SSH connection automatically). Run the following:
  `rsync --stats --progress --compress --recursive --times --delete /path/to/local/copy/public_html/ scodance@linux.ox.ac.uk:public_html/`
  `rsync --stats --progress --compress --recursive --times --delete /path/to/local/copy/cgi/ scodance@linux.ox.ac.uk:cgi/`
  The reason you have to run two commands is that the scodance directory contains other folders as well as `public_html` and `cgi` that you can't see, but you don't want to delete them by accident! This also avoids uploading your Git repository.

Make sure you understand what you're doing before you use these commands.

Ask Hayley (email below) for more information about this setup.

* As of January 2014 there is only one Perl script, namely for the tagline. Don't worry about getting this running locally.

Previous IT Officers

A list of people to contact if the website isn't working and you don't know who wrote what / what things are supposed to do:

- Hayley – **hayley@hispeed.ch**

- Max, the original creator of the website – **m@de-minimis.co.uk** or **hammer@dmdt.org**