

# DebateTeamTracker Documentation

## Introduction

The website we created is hosted on heroku on a free account. Any information saved on the website will be saved to heroku. Since this is on a free account there is a limited amount of storage you can use. However, for the purpose of this website you should not encounter any issues with this. Here is a brief overview on how to use the website.

## Section 1: Authentication

- Admin
  - Has access to admin privileges as listed in Section 2.
  - Can make new admins (Primary or Secondary Admins)
    - There are two types of admins to simply differentiate between officers and speech leaders.
- Members
  - Can view their own profile and a list of how they received points
  - Has access to profile, home, leaderboard, and events pages
  - Cannot view pages with creation or edit privileges
- Visitor
  - Can view the homepage and the Top 10 participating members on the Leaderboard.
  - Is not given any other access to any other pages or actions.

## Section 2: Admin privileges

- Members
  - Can add, create, edit, delete members
  - Add new admins
- Groups
  - Members can be grouped
  - Hold "Ctrl" to select multiple members
  - If you edit a group, only select **new** members of that group otherwise they will be added twice.
  - If you need to delete a member you must delete the group and add everyone again.
- Announcements
  - Announcements can be sent through email to specific groups
  - \*Groups **must** be made first before an announcement can be sent.
  - The title of the Announcement will be the subject line of the email
  - The description will be the body of the email
  - The author and date will be displayed after the description
  - The email ends with the name of the organization and a link to the organization's social media pages
- Events

- Create events with the name, start and end times, location, and description that will appear on the calendar
- The event should appear with all the information on the corresponding date
- **Points Events**
  - Create point categories/events in which there is a name and a value for each points event and you can assign these points to members for participating in the event.
    - \*When assigning members to a points event, please select all of the members you would like to assign points to before clicking create. The members assigned to a points event cannot be edited after creation.
  - The name of the event can be "Survey" or "Tournament 1" and the value is numerical such as '10'.
  - Assign members to the points event by selecting a member. Hold "Ctrl"+ click to select multiple members.
  - After clicking 'Create Points Event', the points value from the points event will be added to the participating members' total points.
  - In order to edit the Points Event, clicking on 'edit' will allow you to edit the name or points value of the points event.
- **Dashboard**
  - Change the information on the landing page by accessing it through the admin portal and clicking on homepages from the option.
    - The 'About Us' information and title of that section can be updated. This is the section right next to the carousel. This section can be updated to have one title and two sections. However, having two sections is optional. There can also just be one content section in the "About us".
    - There is a section on the landing page for upcoming events. When the admin inputs an event into the calendar the three earliest events are going to be displayed on the landing page. Therefore, to update these the events from the calendar tab should be updated.
    - There is also space for a contact section at the bottom of the page. This section has room for one title, one paragraph, and five emails. All of these things don't need to be filled in, just whatever is filled in of these sections will be placed on the landing page at the bottom.
  - To change images of the carousel, upload new images to <https://cloudinary.com/>. Then get the url of that image and insert it into the right text box on the homepages tab included in the admin profile
    - On cloudinary there is an option to copy the url for an image. On the create/update homepages page there will be a place to put in up the three URLs at the bottom of this page. Then these images at this url are automatically displayed on the homepage.
  - The admin can generate different versions of the landing page, but one the top one will be the actual one displayed on the landing page. For example, say there are seasonal events coming up and they want to put this at the top instead of the normal about us section, the can create this additional homepage under

homepages. It won't display if it is not the top one, but they can remove the other one and then this one will be displayed.

### Section 3: Leaderboard Page

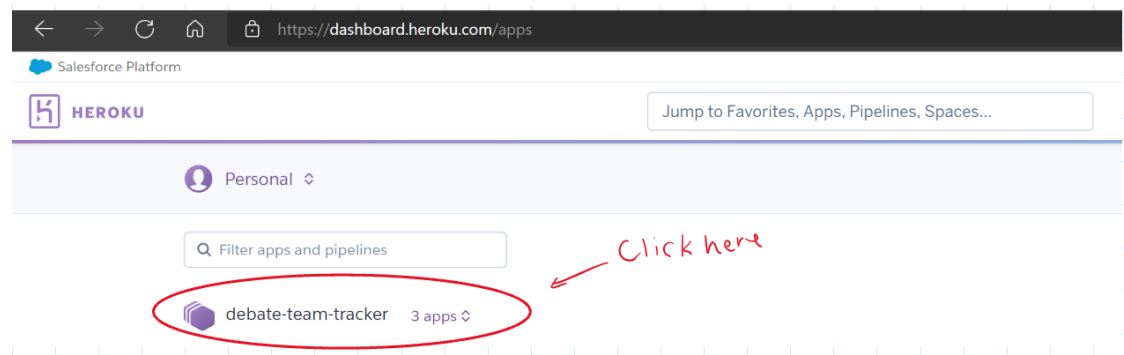
- Displays the top 10 members by points
- If a member is signed in he can see how he was assigned points
- Only admins can assign points. When points are assigned to members, they will be updated accordingly on the Leaderboard page.

### Support Plan

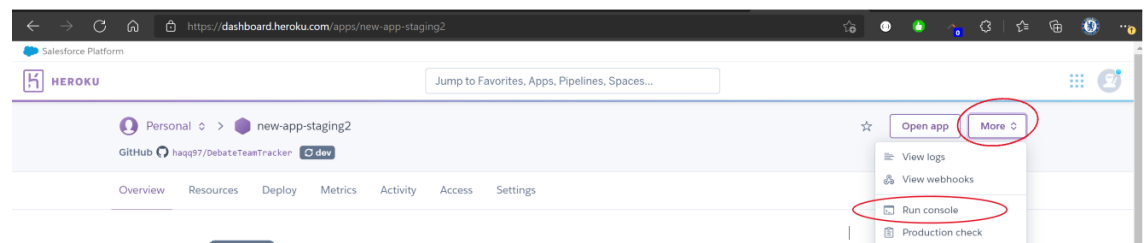
If something is not covered in this document or is not clear. Contact the Project Manager (Andrew Chai) through email to set up an appointment.

Troubleshooting:

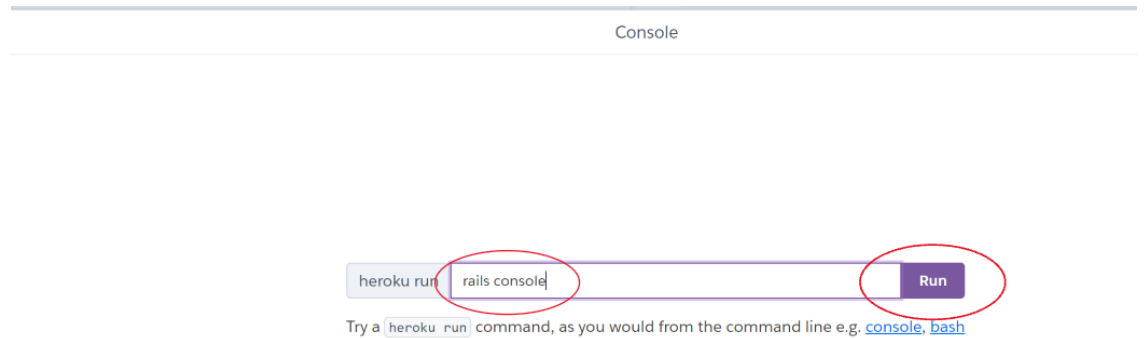
- In the case all admins are deleted such as the [tamu.speechdebate@gmail.com](mailto:tamu.speechdebate@gmail.com) by accident follow these steps:
  1. Go to <https://dashboard.heroku.com/apps>
  2. Select the debate-team-tracker app using the [tamu.speechdebate@gmail.com](mailto:tamu.speechdebate@gmail.com) heroku account and select the debate team tracker app:



3. Select the "More" drop-down and choose the option "Run console":



4. Once the console opens up type in "rails console" then click "Run":



- Once this command opens up type or copy the following command into the console, `member = Member.create(email:'tamuspeechdebate@gmail.com', name:'Speech Debate Admin', priority:3, points:0)`, and hit enter on your keyboard:

```
Loading production environment (Rails 6.1.4.1)
irb(main):001:0> member = Member.create(email:'tamuspeechdebate@gmail.com', nam
e:'Speech Debate Admin', priority:3, points:0)
=>
#<Member:0x000055d7fc73ad28
...
irb(main):002:0> █
```

- Once you hit enter, return to the Speech and Debate team website and login using the [tamuspeechdebate@gmail.com](mailto:tamuspeechdebate@gmail.com). Click on the tab members on the navigation bar and add any additional Admins or members through the website again:

## Members

Name	Email	Points	Priority		
Speech Debate Admin	tamuspeechdebate@gmail.com	0	3	Edit	Remove

New Member