

**NAME**

boardprep – manage Eagle board of review documents

**SYNOPSIS**

**boardprep** [-aBChlimnRx] [-b *file*] [-c *file*] [--chair *name*] [-e *file*] [-M *text*] [-q *date*] [-s *subject*] *candidate\_file*

**boardprep** --help

**boardprep** [--all] [--board-chair-mail] [--boardsheets *file*] [--check] [--contacts *file*] [--chair] [--envelopes *file*] [--invite] [--interactive] [--message *text*] [--mail] [--dry-run] [--query-mail *date*] [--received] [--subject *text*] [--no-message] *candidate\_file*

**DESCRIPTION**

The **boardprep** program produces various documents and sends email reminders relating to Eagle boards of review. All operations read an input file, *candidate\_file*, which is in CSV format. Currently, we produce this from the Google Sheets document by choosing “File > Download > CSV” to download a copy of the “Boards of Review” tab of the spreadsheet.

See the “OPTIONS” section below for a description of the various modes of operation which are carried out in response to command-line options presented.

Email is sent to the SMTP service on TCP port 1025 on the local host.

**OPTIONS**

- all** (-a) Include rows with statuses of **pending**, **wcb**, and **msg**.
  - board-chair-mail** (-B) Send email instructions to participants as the board chair.
  - boardsheets=*file*** (-b *file*) Produce board session cover sheets which go on the packets handed to board chairs. This will be a PostScript format output written to *file*. The entries pulled for this are the ones which have “**Scheduled**” in their status column. Be sure the board chair and 2nd member are filled in for these.
  - check** (-C) Check that the candidates file appears to be in order.
  - contacts=*file*** (-c *file*) Names the CSV-formatted file holding board member contact information. Used for the **--mail** option. Defaults to reading a file called *contacts.csv* in the current directory. This file must be a CSV-format download of the “contacts” tab of the spreadsheet.
  - chair=*name*** When sending instructions to participants via the **--board-chair-mail** option, normally the mail template assumes you are the board chair. If this is not the case, use the **--chair** option to specify the board chair’s name.
  - dry-run** (-n) Used with the **--mail** option, this causes a test run of the mail to go out. It will be mailed only to the configured coordinator rather than the actual recipients.
  - envelopes=*file*** (-e *file*) Produce envelope cover sheets to attach to the packet envelopes before submitting the paperwork to Council. This will be a PostScript format output in *file*. The entries pulled for this are the ones which have “**Council**” in their status column. All the relevant columns should be present, including birthday, notes, contact information, unit, and the dates the forms were received and the date forwarded to Council.
- The venue code taken from the spreadsheet is used to include address information to the attendees. If more venue codes are added to the spreadsheet, they need to be added to the **BoardsOfReview.py** module source file as well.
- help** (-h) Print a short summary of command options and exit.
  - interactive** (-i) Prompt the user to decide whether to send out each e-mail reminder. Use this if making changes to only some schedules, to avoid spamming all the other people when sending out corrections.

<b>--invite</b>	( <b>-I</b> ) Send mail to scouts and unit leaders to indicate that their paperwork has been approved by Council. This invites them to schedule a board of review.
<b>--mail</b>	( <b>-m</b> ) Send email reminders to the candidates and board members. This takes all the entries listed as “ <b>Scheduled</b> ” status and sends email based on the contact information on the sheet, as well as the other fields. It will, for example, remind candidates to bring outstanding letters of recommendation. Be sure the board members names are spelled <i>exactly</i> as they are in the contacts file (see the <b>--contacts</b> option). It’s a good idea to make a test pass with the <b>--dry-run</b> option to be sure everything is right before sending the real mail. See also <b>--message</b> and <b>--interactive</b> options.
<b>--message=text</b>	( <b>-M text</b> ) Add the specified <i>text</i> to mail messages sent via the <b>--mail</b> option. This can be used, for example, when making a note to everyone about a change in plans or special announcement.
<b>--query-mail=date</b>	( <b>-q date</b> ) Send out mail to everyone in the contacts CSV file, asking them if they would be willing to staff a board of review on the indicated <i>date</i> . ( <b>Obsolete</b> ) We don’t really use this feature anymore.
<b>--received</b>	( <b>-R</b> ) Sends mail to scouts listed with the status <b>Council</b> , thanking them for submitting their paperwork and letting them know we’re sending it on to Council for approval.
<b>--subject=text</b>	( <b>-s text</b> ) Set a custom value for the email subject line.
<b>--no-message</b>	( <b>-x</b> ) Don’t send the normal message in the email; just whatever was specified with the <b>--message</b> option value.

## EXAMPLES

We will use **boards.csv** for the spreadsheet download file and assume the contact information is in the default **contacts.csv** file.

Received application, sent on to council (status is **Council**).

```
$ boardprep --received --interactive boards.csv
```

Paperwork back from council, ready to schedule boards. (Status set to **Pending**.)

```
$ boardprep --invite --interactive boards.csv
```

Remind everyone of their parts to play in upcoming boards of review. (Status set to **Scheduled**.)

```
$ boardprep --mail --interactive boards.csv
```

Print out the paperwork for the board of review itself. (Status set to **Scheduled**.)

```
$ boardprep --boardsheets file.ps boards.csv
```

```
$ ps2pdf file.ps file.pdf
```

(Print the *file.pdf* file.)

## FILES

### contacts.csv

Listing of board chair and district members, their email addresses, and phone numbers.

### zoom-dd-Mmm-yyyy,hh:mmPM

When using the **--board-chair-email** option to send participation instructions as (or on behalf of) the board chair, a file with this name (e.g., **zoom-02-Aug-2022,7:00PM**) is expected which contains Zoom call meeting information.