

# How to Update Content

Files, Rules & Safety

## 1. The Files (Where to look)

**data.js** → THE DATABASE. You edit this for News, Events, Reports & Committee like 90% of the time.

**index.html** → Homepage structure. Edit this ONLY to change footer sponsors.

**committee.html** → Committee page structure. Edit this ONLY to change footer sponsors.

**reports.html** → Reports page structure. Edit this ONLY to change footer sponsors.

**images/** → Folder for your JPEGs and PNGs. Other folders are embedded in it, clearly labeled for purpose

■■ IMAGES SHOULD IDEALLY BE COMPRESSED ([tinypng.com](https://tinypng.com)) TO REDUCE FILE SIZE.

## 2. Allowed Ticket Statuses

The code is programmed to only accept these EXACT spellings:

On Sale

Selling Fast

Limited

Sold Out

### SYNTAX SAFETY (READ BEFORE EDITING)

1. COMMA RULE: Every line inside { } needs a comma at the end.
2. QUOTE RULE: Text must be inside "double" or 'single' quotes.
3. ID RULE: Every event needs a unique ID number (e.g. 101, 102).
4. WHITE SCREEN?: If the site goes blank, you broke a comma rule.  
Open Chrome Console (F12) to see which line number failed.

# Adding Events

## Editing data.js

➤ Find `const posts = [...];` in data.js. Paste this new block at the TOP of the list.

```
{
  id: 105,                // Unique ID
  date: 'Dec 05, 2025',   // Date shown on card
  endDate: '2025-12-25', // OPTIONAL: Countdown
  startTime: '19:00',     // OPTIONAL: 24hr clock
  endTime: '23:00',       // OPTIONAL: 24hr clock
  title: 'Winter Ball',
  type: 'social',          // social, career, academic, admin
  major: true,             // true = Wide Card, false = Small Card
  isUltraMajor: true,      // true = Full Width Banner (do NOT activate alongside major)
  backgroundImage: 'images/cards/winterball.jpg', // Path to image if isUltraMajor = true
  hasTickets: true,        // Shows ticket button
  ticketStatus: 'Selling Fast', // See valid options on Pg 1
  summary: 'Short text for the front of the card (ie. before clicked).',
  content: `
    <p>Main article text goes here.</p>
    <img src='images/cards/winter.jpg'>
    <h3>Menu</h3>
    <ul>
      <li>Option A</li>
      <li>Option B</li>
    </ul>
  `
},
```

### 🔗 CONTENT FORMATTING (HTML)

Paragraphs: `<p> Write text here </p>`

Bold Text: `<strong> Important </strong>`

Subtitles: `<h3> Header Text </h3>`

Lists: `<ul> <li>Item 1</li> <li>Item 2</li> </ul>`

Images: `<img src='images/cards/filename.jpg'>`

All of these can be combined and rearranged (or even repeated or omitted) as needed.

# Reports & Committee

Advanced data.js Editing

## 1. Adding Glass Reports

Find `const reports`. Paste new block at the TOP. Ensure all 'stats' keys exist (can be 0).

```
{
  id: 'week12',
  label: 'Week 12 (Dec 01-07)',
  stats: {
    attendance: '12/14', // REQUIRED: Members present
    spent: '£50.00',      // REQUIRED: Total cost
    discussion: '3',      // REQUIRED: Topic count
    decision: '2'         // REQUIRED: Vote count
  },
  finances: [
    { item: 'Pizza', category
    // Leave empty [] if no money spent
  ],
  minutes: [
    'Discussed the new logo.',
    'Approved budget.'
  ]
},
```

## 2. Updating Committee Members

Find `const committee = [...]`. Keep bios very short. Ideally make members appear in order of 'importance'.

```
{
  name: 'Alex Smith',
  role: 'President',
  email: 'alex@ucl.ac.uk',
  image: 'images/committee/alex.jpg', // Square photos work best here
  bio: 'Third year civil engineering student...'
},
```

# Sponsors & FAQs

## Admin Tasks & Automation

### 1. Updating Footer Sponsors

Edit the sponsor list through [layout.js]. Transparent PNG or SVG format only (use remove.bg).

Copy the following line of code with the correct file path

```
<div class="footer-col">
// Find the following line in layout.js as it will guide you where to add more sponsors
<img src='${imgPath('images/sponsorlogos/aruplogo.png')}' alt='Arup' class='sponsor-img'>
// Example Sponsor Logo (replace path and alt='[name]')
```

### 2. Organising the Termly Contest

The contest is AUTOMATED. You only need to set an end date in competition/contest.js.

Once this is set, the submission, voting, and winner announcement phases will run automatically.

Going to Firebase on the web will allow to see all the entries and votes in real-time (and pick the committee winners).

#### 2. AUTOMATION & FAQ (READ THIS)

Q: Do I need to create HTML files for every new event?

A: NO. The website is DYNAMIC. You only edit `data.js`. The `script.js` file reads your data and automatically builds the cards, layout, and buttons for you.

Q: Do I need to worry about sorting order?

A: Generally, no. But for safety, always add new events at the TOP of the list in data.js.

Q: Why isn't my image showing up?

A: Ensure the path is correct (e.g. `images/cards/photo.jpg`) and the file exists.

### >\_ Easter Eggs

Konami Code	↑ ↑ ↓ ↓ ← → ← → B A	→ Duck Mode (Quacks on click)
Type 'ADMIN'	A D M I N	→ Redirects to admin.html login
Type 'GAME'	G A M E	→ Loads the Brick Blaster game
Type 'PLAN'	P L A N (or C A D)	→ Turns site into a Blueprint
Logo Click	Click 'CivSoc' logo 5 times	→ Loads Bridge 3D model
Destroy Columns	Click both footer columns 3x	Collapses the footer