

End of Year Handover

Cleanup & Preparation

1. Cleaning `data.js`

You should archive this year's events so the new committee starts fresh.

Do NOT delete the file. Simply comment out or empty the arrays.

```
// 1. CLEAR EVENTS
const posts = [
    // { ... old event ... }, <-- Comment out old stuff or remove entirely
    // { ... old event ... }
];
// Leave array empty or with one 'Welcome' post

// 2. RESET COMMITTEE
const committee = [
    // Add placeholders for them to fill
    { name: 'President', role
];

// 3. ARCHIVE REPORTS
const reports = []; // Clear this completely
```

2. Deleting Heavy Assets

Navigate to the `images/` folder.

- Delete old event photos in `images/cards/` to save space.
- Delete old committee headshots in `images/committee/` .
- KEEP generic assets (logo, background, placeholder icons).



■■■ MANDATORY BACKUP

Before deleting anything, download a ZIP of the current website.

Upload this ZIP to the CivSoc Google Drive / Teams Archive.

This ensures a full backup is available if needed in the future. Give it to the new committee.

Security & Access

Credentials Handover

1. Setting New Admin Password

The 'Admin' features (Easter egg login) are protected in `script.js`. You must change this before giving the code to the new IT Officer.

```
Open 'admin.html' and locate the following section:  
// 1. AUTHENTICATION  
function attemptUnlock() {  
const input = document.getElementById('password-input');  
if(input.value === 'civsoc2025')  
// Update this           ^          to a new strong password
```

